



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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Sacramento, CA 95815

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

**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, January 7, 2016

TIME: 10:00 a.m.

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

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

AGENDA

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B. WORKFORCE DEVELOPMENT DEPARTMENT

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Refugee Services: None.

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- A. Chair
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C. Deputy Directors
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F. Public

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

- and -

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: MONDAY, DECEMBER 21, 2015

ITEM II-A - CONSENT

MINUTES OF THE DECEMBER 3, 2015 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the December 3, 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, December 3, 2015
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:05 a.m.

Members Present:

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

II. Consent Items

- A. Minutes of the November 5, 2015 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Resolution to Accept Community Services Block Grant (CSBG) Funds During the Next Five-Year Period and Authorize the Executive Director to Sign the Agreements and any Necessary Documents Pertaining to the Agreements
- D. Approval to Hire a SETA Retired Annuitant as a Temporary Consultant
- E. Approval to add TBenterprises to SETA's Vendor Services (VS) List

Consent items were reviewed; no questions or comments.

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

- A. Approve the November 5, 2015 minutes.
- B. Approve the claims and warrants for the period 10/29/15 through 11/24/15.
- C. Approve the resolution to accept CSBG funds during the next five-year period and authorize the Executive Director to sign the agreements and any necessary documents pertaining to the funding source.
- D. Approve the hiring of Mr. Warren Murphy, a SETA retired annuitant, as a temporary SETA consultant.
- E. Approve the addition of TBenterprises to SETA's VS list.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Review and Approval of Annual Auditor's Report and Financial Statements for Fiscal Year Ended June 30, 2015 (Loretta Su)

Ms. Loretta Su presented the annual audit for the fiscal year ended June 30, 2015. Ms. Su stated that this was a clean audit.

Moved/Schenirer, second/Kennedy, to approve the Annual Auditor's Report and Financial Statements of the Agency for the fiscal year ended June 30, 2015.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

2. Approval of Procurement of Workers' Compensation Insurance

Ms. Su stated that the Workers' Compensation insurance will expire 12/30/15; she introduced Mr. Ken Urrutia who provided a report. Mr. Urrutia reported that he received a favorable renewal quote from AIG; he also received a quote from Security National. He is still working on the quotes and expecting the board to be happy with the results.

Moved/Kennedy, second/Warren, to authorize the Executive Director to procure Workers' Compensation coverage for the calendar year 2016.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services

1. 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

Ms. Terri Carpenter reviewed the process by which the RFP was developed. Two public hearings were held to hear testimony on ways to better serve local youth. The RFP focuses on 75% of funds on out-of-school youth, which is required under the Workforce Innovation and Opportunity Act.

There are 15 Youth Committee members including youth participants. Youth Advocates are located in the centers and work with the youth visiting the centers.

Moved/Schenirer, second/Kennedy, to 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.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Community Services Block Grant:

2. Approval of Community Services Block Grant Funding Recommendations for Program Year 2016

Ms. Julie Davis-Jaffe reviewed the staff report. During the recent procurement, 29 proposals were received requesting \$1,736,103. There was a ten member reader team that ranked the proposals into four categories. The Community Action Board reviewed and approved these funding recommendations at their November 18 meeting.

Mr. Nottoli stated that although there is over \$800,000 in total funds, he is concerned that there are inadequate safety-net resources available..

Mr. Thatch stated that this board has very broad discretion. Any request to change the recommended funding needs to make sure it is consistent with procurement documents. This board has the discretion to go out with other types of procurement.

Ms. Davis-Jaffe stated that SETA will work collaboratively and build relationships with other Safety Net services providers. Mr. Thatch stated that we used to have a lot more money. The concept behind this grant is that these funds are always leveraged with other money to make a difference. These programs are not intended to be fully-funded through the CSBG program.

Mr. Kennedy requested additional rankings in future funding recommendations to better differentiate the quality of proposals, and requested greater detail in the supporting rationale for funding recommendations.

Speakers before the board:

1. Suzi Dotson, Executive Director, WIND Youth Services
2. Carolyn Brodt, Executive Director, Next Move
3. Nilda Valmores, Executive Director, My Sister's House

Ms. Scherman is passionate about My Sister's House and does not understand why they were cut. Ms. Scherman suggested \$8,000 be found somewhere to assist this program.

Ms. Kossick suggested that the board provide staff with a priority list of agencies to consider if we get more money.

Moved/Schenirer, second/Kennedy, to approve the staff recommendation up to the \$800,000. If the agency receives additional CSBG funding, the board authorizes an additional allocation of \$8,000 to My Sister's House and if available, additional funding to WIND youth. If the agency does not receive additional CSBG funding, the board authorizes a 1% across-the-board cut of Safety-Net service providers to fund My Sister's House. Staff is directed to continue to work with WIND to find other discretionary funds and report back to the board.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Mr. Warren left at 11:17 a.m.

C. CHILDREN AND FAMILY SERVICES

1. 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)

Ms. Denise Lee reviewed staff's recommendation to reprogram funds for the Early Head Start-Child Care Partnership grant. Staff, in partnership with Sacramento County Office of Education, scouted several alternate private providers to participate in the project. However, after much searching, no suitable provider was identified. Since this grant only allows for a center-based option; a switch of enrollment slots within the regular EHS program is recommended. This is strictly a 'puzzle shift' between both EHS programs. No money is moving out of the community.

Moved/Nottoli, second/Schenirer, to 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).

Roll Call Vote:

Aye: 4 (Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Warren)

IV. Information Items

- A. Program Operator Monthly Report through September 2015: No additional report.
- B. Fiscal Monitoring Reports: No additional report.
- C. Employer Success Stories and Activity Report: No additional report.
- D. Dislocated Worker Update: Mr. William Walker provided an update on a call center that is downsizing; this call center specializes in student loan processing.
- E. Unemployment Update/Press Release from the Employment Development Department: No questions.
- F. Head Start Reports Ms. Denise Lee distributed copies of the annual report; additional copies are available. Ms. Lee reported back on the changes in vehicles; there were four new vehicles and one was totaled in an accident. The four old vehicles will go out to auction. Mr. Nottoli inquired whether there was a way our surplus vehicles could be utilized by someone needing a car. Ms. Kossick stated that staff will contact DHA to see if they still utilize surplus vehicles.

V. Reports to the Board

- A. Chair: Ms. Scherman wished everyone a nice holiday season.
- B. Executive Director: Ms. Kossick stated that the agency is transitioning to the new Workforce Innovation and Opportunity Act. A one page description of what the new membership will be was distributed. In January staff will be coming forward with a process to do the recruitment of applicants. It is expected that the board will be presented with suggested nominees for the board in March. It is expected that the board will have 25 members and 51% will have to be from the private sector.
- C. Deputy Directors: Mr. Roy Kim reported that the first public input hearing on WIOA will be held December 16.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No report.

Mr. Thatch stated that the first closed session has been dropped from the agenda. The second will go forward but he does not expect a report out of closed session.

The board retired into closed session at 11:38 a.m.

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: The meeting was adjourned at 11:50 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 11/24/15 through 12/21/15, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 11/24/15 through 12/21/15.

STAFF PRESENTER: Kathy Kossick

ITEM II-C – CONSENT

APPOINTMENT OF MEMBERS TO THE COMMUNITY ACTION BOARD

BACKGROUND:

The SETA Community Action Board (CAB) is an advisory body to the SETA Governing Board on matters relating to the Community Services Block Grant program. The CAB is a tri-partite board that is composed of twelve members with four members representing each of the following three constituent groups:

1. Public Officials or their representatives
2. Private Sector
3. Low Income Sector

There are currently two vacancies in the Low-Income Sector. To apply for membership on the CAB, Low-Income Sector organizations must represent the following:

- The organization must represent a specific target area.
- In addition to representing a specific target area, the organization may represent the interests of low income people in the entire area served by Community Action Programs.
- The organization must have a membership or constituency which is comprised of at least 51% low income persons.

Two applications for Low-Income Sector membership have been received, one from the Adult & Aging Commission of Sacramento County and one from the Women's Empowerment and are sent under separate cover.

Staff has conducted the following recruitment efforts:

- Targeted outreach to various community leaders
- Recruited leaders of former CAB-Member agencies
- Outreach to former CAB applicants

Application materials are included under separate cover.

RECOMMENDATION:

Appoint the Adult & Aging Commission of Sacramento County and the Women's Empowerment to represent the Low-Income Sector on the SETA Community Action Board.

STAFF PRESENTER: Julie Davis-Jaffe

ITEM II-D - CONSENT

APPROVAL TO MODIFY RIVER OAK CENTER FOR CHILDREN'S
VENDOR SERVICES CONTRACT

BACKGROUND:

In 2009, the SETA Governing Board approved River Oak Center for Children (ROCC) for SETA's Vendor Services (VS) List offering Mental Health Services for Head Start's Children and Family Services.

ROCC recently submitted an application to modify their rates, in order to continue to provide services to SETA's Head Start Children and Family Services. An evaluation team reviewed and evaluated their application and determined that ROCC's proposed rates were reasonable for the type and level of services provided.

Staff is seeking approval of the attached recommendation to modify ROCC's VS Contract.

RECOMMENDATION:

Approve the attached recommendation to modify ROCC's VS contract.

STAFF PRESENTER: Marianne Sphar

Children and Family Services Vendor Services (VS) List

Staff Recommendation

Applicant: River Oak Center for Children

Location: 5445 Laurel Hills Drive
Sacramento, CA 95841

Vendor's Background:

River Oak Center for Children (ROCC) provides an array of behavioral health services to children throughout Sacramento County. Their stated mission is to strengthen children, youth and families to manage life's challenges and achieve their full potential. Services are goal-orientated and rely heavily on proven programs with a history of successful outcomes.

The services included on the Children and Family Services Vendor List fall under Early Intervention and Prevention Services, and the primary goal is to help improve the behavior and overall school readiness of emotionally and behaviorally challenged children, ages three to five. The services are offered inclusive of children, families, teaching staff and support staff.

Activity	Original Fees	Proposed Modified Rates
<p>Mental Health Services*</p> <ul style="list-style-type: none"> • Classroom Observation • Consultation • Classroom Support • Parenting Classes and Consultation 	<ul style="list-style-type: none"> • \$75 per hour for Clinician \$45 per hour for Skills Trainer (1 to 3 sessions at 2 to 8 hours each) • \$85 per hour for Clinical Program Mgr. \$75 per hour for Clinician • \$85 per hour for Clinical Program Mgr. \$75 per hour for Clinician (one-on-one with teacher) • \$3,000 per class series (2 hours per week, 10 to 14 weeks) 	<ul style="list-style-type: none"> • \$107 per hour (1 to 3 sessions at 1 ½ to 2 hours each) • \$107 per hour (1 to 3 sessions at 1 ½ to 2 hours each) • \$107 per hour (1 to 3 sessions at 1 ½ to 2 hours each) • \$4,280 per Parenting Class Training series (2 hours per week, 10 to 14 weeks)

***All services offered by River Oak Center for Children shall be subject to prior approval by Head Start management.**

ITEM III-A – 1 - ACTION

APPROVAL TO RECEIVE FUNDS FROM THE SACRAMENTO MUNICIPAL UTILITY DISTRICT (SMUD) FOR A SMUD/SACRAMENTO WORKS HIGH SCHOOL INTERNSHIP PROGRAM AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE SERVICES AGREEMENT AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND:

In 2011, the Sacramento Municipal Utility District (SMUD) began collaborating with SETA to provide a SMUD/Sacramento Works for Youth Internship program. SMUD initially approached SETA to increase the pool of youth applicants and to add a career pathway component to SMUD's existing summer internship program.

High school youth, both juniors and seniors, are recruited from throughout Sacramento County with a focus on those youth enrolled in high school career pathway programs related to the utility industry. Each year approximately 25 youth are selected to participate after a competitive recruitment process. SMUD sets the hiring requirements relative to GPA and school attendance, and identifies the targeted school districts based on equitable participation throughout their service region. SETA is responsible for the recruitment, screening, and assessment of the youth. Selected youth are interviewed by SMUD and required to attend a one-week orientation "bootcamp" prior to placement at SMUD. SETA is responsible for the coordination of the workshops, youth case management and the payroll services.

The partnership has been very successful over the years and SMUD desires to extend this program with SETA for the next three years (2016-2018) in the amount of \$410,168.

RECOMMENDATION:

Approve the receipt of funds from SMUD for a SMUD/Sacramento Works High School Internship program in the amount of \$410,168 for the next three years and authorize the Executive Director to execute the services agreement and any other documents required by the funding source.

STAFF PRESENTER: Roy Kim

ITEM III-A – 2 - ACTION

APPROVAL OF WIOA BOARD APPLICATION AND NOMINATION POLICY

BACKGROUND:

As the Chief Elected Official for the Sacramento Workforce Development Area, the SETA Governing Board is responsible for appointing members to the Sacramento Works, Inc., the Workforce Development Board for the local area.

The attached policy is intended to help guide the application process and ensure compliance with the nomination and membership requirements of the Workforce Innovation and Opportunity Act.

The policy has been sent under separate cover.

RECOMMENDATION:

Approve the attached WIOA Board Application and Nomination Policy.

STAFF PRESENTER: Roy Kim

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

WIOA WDB APPLICATION & NOMINATION POLICY

1. VISION AND PURPOSE OF LOCAL WORKFORCE DEVELOPMENT BOARD

a. VISION: The Local Workforce Development Board (WDB) serves as a strategic leader of and convener for local and regional workforce development stakeholders (employers, educators, trainers, developers, state and public agencies) to help the State implement its 4 year strategy for preparing an educated and skilled workforce which meets the needs of local employers.

b. PURPOSE: The WDB provides strategic and operational oversight to help develop a comprehensive and high quality workforce development system for this region which will assist in accomplishing the State's four year strategy and will result in a high quality, demand driven, service delivery system for job seekers and businesses.

2. BOARD COMPOSITION REQUIREMENTS

a. A majority of the WDB must be representatives of businesses in the local area.

b. At least two WDB members must be representatives of small business.

c. Each WDB business representative must be:

1. An Owner, CEO, COO or other individual with optimum policy making authority ***or*** hiring authority, ***and***
2. Provide employment opportunities in in-demand industry sectors or occupations.

d. Specific and additional WDB composition requirements are described in Attachment A titled, "WIOA Local Workforce Board Membership."

3. OPTIMUM POLICY MAKING AUTHORITY

A representative with "optimum policy making authority" is an individual who can reasonably be expected to speak affirmatively on behalf of the entity he/she represents and to commit that entity to a chosen course of action.

4. TERM OF APPOINTMENT

Up to a three year initial term.

5. APPLICATION/NOMINATION PROCESS

- a. SETA/Sacramento Works (SW) will provide application forms to any interested Chamber, Trade Association, labor organization, educational institution, or other interested party, who can then recruit and nominate candidates.
- b. SETA/SW may also recommend to a local Chamber, Trade Association, labor organization, educational institution, or other interested party, the name of an individual it would like to have nominated and the local Chamber, Trade Association, labor organization, educational institution, or other interested party will review and decide whether to nominate that individual.
- c. SETA/SW will publicly advertise when vacancies are available and will forward qualified applications to the local Chamber, Trade Association, labor organization or educational institution with whom the applicant is affiliated, or in a case where the individual is not affiliated with a local Chamber, Trade Association, labor organization or educational institution, then the application will be forwarded to the Sacramento Metro Chamber for consideration.

6. FINAL APPOINTING AUTHORITY

All appointments to the WIOA WDB are made by the Governing Board of the Sacramento Employment and Training Agency.

WIOA Local Workforce Board Membership

CATEGORY	MEMBERSHIP REQUIREMENTS
Business	Business majority who (i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority; (ii) represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area; and (iii) are appointed from among individuals nominated by local business organizations and business trade associations. Must include 2 or more members that represent small business as defined by the U.S. Small Business Administration.
Labor/Workforce	At least 20% representatives of the workforce within the area, who (i) shall include 2 or more representatives of labor organizations who have been nominated by local labor federations or other representatives of employees; (ii) shall include 1 representative from a joint labor-management, or union affiliated, registered apprenticeship program within the area who must be a training director or a member of a labor organization; (iii) may include representatives of community based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and (iv) may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.
Education/Training	Must include: (i) 1 representative administering adult education and literacy activities under Title II; (ii) 1 representative of higher education, including community colleges; (iii) and may include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment. For (i) and (ii), representatives must be appointed from among individuals nominated by local education and training providers or institutions, if there are multiple eligible providers in the local area.
Government and Economic/ Community Development	Must include: (i) 1 representative of economic and community development entities; (ii) 1 representative of Wagner-Peyser programs; (iii) 1 representative of Vocational Rehabilitation programs; (iv) and may include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance; (v) and may include representatives of philanthropic organizations.
Other	May include such other individuals or representative of entities as the chief elected official in the local area determines to be appropriate.

ITEM III-B – 1 - ACTION

APPROVAL TO DEOBLIGATE CALWORKS EXPANDED SUBSIDIZED
EMPLOYMENT FUNDS FOR ON-THE-JOB TRAINING/SUBSIDIZED
EMPLOYMENT AND AUTHORIZE THE EXECUTIVE DIRECTOR TO MAKE ANY
MODIFICATIONS NECESSARY TO THE AGREEMENTS

BACKGROUND:

In June 2015, the SETA Governing Board approved the extension of On-the-Job Training/Subsidized Employment Contracts for fiscal year 2015-16, including \$1,797,947 in CalWORKs Expanded Subsidized Employment (ESE) funds from the County Department of Human Assistance (DHA). At that time, DHA's ESE agreement with SETA totaled \$743,000, and it was understood that DHA would increase the total ESE agreement to \$2,030,728 during the first quarter of fiscal year 2015-16. If final allocations were different, then SETA would adjust subgrant agreements accordingly.

DHA unsuccessfully attempted to obtain approval to increase the total ESE agreement with SETA at two County Board of Supervisors (BOS) meetings held in November and December, and has rescheduled the action item for the January 12, 2016 meeting.

SETA has postponed taking action to deobligate ESE funding from service providers for as long as possible, but due to the imminent exhaustion of available funds and the potential risk of incurring a financial loss in operating the program, staff is seeking the necessary approval to deobligate ESE funding in the event that the DHA is unable to obtain approval at the January 12, 2016 BOS meeting. A listing of current ESE subcontracts is attached.

RECOMMENDATION:

Approve the deobligation of up to \$1,797,947 of CalWORKs ESE funds for On-the-Job Training/Subsidized Employment if the DHA is unable to obtain approval for additional funds at the January 12, BOS meeting, and authorize the Executive Director to make any modifications necessary to the Agreements.

STAFF PRESENTER: Roy Kim

Service Provider	Current Funding, PY 2015-2016	
	CalWORKs ESE	Total To Serve
Asian Resources, Inc.	\$268,081	40
Bach Viet Association	266,761	40
Folsom Cordova Community Partnership	281,684	40
La Familia Counseling Ctr	266,761	40
Lao Family Community Development	286,880	40
North State Building Industry Foundation	292,000	50
Crossroads Diversified Services, Inc.	67,890	10
Greater Sacramento Urban League	67,890	10
	\$1,797,947	270

ITEM IV-A - 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: Ms. Rachel Rios **DATE:** November 25, 2015
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of La Familia Counseling Center

<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	6/1/15-6/30/15
CW	OJT	\$ 286,487	7/1/14-6/30/15	2/1/15-6/30/15
WIA	OJT/AD	\$ 331,644	7/1/14-6/30/15	2/1/15-6/30/15
CW	TC/CW	\$ 49,620	7/1/14-6/30/15	2/1/15-6/30/15
WIA	TC/AD	\$ 101,721	7/1/14-6/30/15	2/1/15-6/30/15
WIA	US	\$ 61,000	7/1/14-6/30/15	2/1/15-6/30/15
WIA	OOS	\$ 293,940	7/1/14-6/30/15	2/1/15-6/30/15
CW	OJT/ESS2	\$ 95,285	7/1/14-6/30/15	2/1/15-6/30/15

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X
Date of review: Oct. 19-21, 2015

CSBG **FSS** **\$ 55,000** **1/1/15-12/31/15** **2/1/15-10/31/15**
Monitoring Purpose: Initial X Follow-Up ___ Special ___ Final ___

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

MEMORANDUM

TO: Ms. Rachel Rios **DATE: November 25, 2015**
FROM: Tammi L. Kerch, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of La Familia Counseling Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	OOS	\$ 293,940	7/1/15-6/30/16	7/1/15-8/31/15
CW	OJT/ESS	\$ 266,761	7/1/15-6/30/16	7/1/15-8/31/15
WIOA	US	\$ 61,000	7/1/15-6/30/16	7/1/15-8/31/15
WIOA	AD/TC	\$ 74,430	7/1/15-6/30/16	7/1/15-8/31/15
WIOA	OJT/A	\$ 132,963	7/1/15-6/30/16	7/1/15-8/31/15

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: Oct. 22, 2015

	AREAS EXAMINED	SATISFACTORY		COMMENTS/RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation	X			
4	Disbursement Control	X			
5	Staff Payroll/Files		N/A		
6	Fringe Benefits		N/A		
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: La Familia Counseling Center

Findings and General Observations:

The total costs as reported to SETA for WIA, CSBG, CalWorks, and WIOA have been traced to the delegate agency records. The records 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

MEMORANDUM

TO: Edenauseghoye Davis DATE: November 19, 2015

FROM: Mayxay Xiong, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of WCIC

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 826,068	8/1/14-7/31/15	8/1/14-7/31/15
Head Start	T & TA	\$7,500	8/1/14-7/31/15	8/1/14-7/31/15

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 10/13-10/14/15

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

Program Operator: WCIC

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 subgrantee's records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

- 1) None

cc: Kathy Kossick
Governing Board
Policy Council

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	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
A1 Heating & Air	3	HVAC Technician	1
	3	Journeyman Plumber	1
Advanced Call Center Technologies	1	Customer Service Representatives	50
All Seasons Burial & Cremation	9	Mortuary Transport Driver	1
Allied Barton	1	Security Officer	8
Allstate Insurance-Alain Ionescu Office	1	Insurance Sales Representative	1
Amazon	10	Part -Time Seasonal Associate	1
Amerigas	1	Customer Care Agent	24
Amware Pallet Services	3	Pallet Repairman	4
Arby's GH Restaurants	10	Team Member	7
Avis Budget Group	7	Truck Technician I - Mobile	1
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
California Energy Commission	1	Deputy Director, Fuels and Transportation Division	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
Cintas Corporation	10	Route Service Sales Representative	5
City of Sacramento	1	Out of School Time Leader	29
Cokeva, Inc.	9	Logistic Operator	5
	10	Sales Executive	1
	3	Technician II	1
College of Continuing Education, Sacramento State	1	Facilities and Logistics Management Specialist	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
Cornerstone Staffing Solutions, Inc.	1	Cashier or Checker Stock Clerk	2
	9	Warehouse Clerk	20
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
Elevate Learning	1	English and/or Math Tutors	50
	1	Team Manager	4

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Exact Staff Inc	9	Assembly Line Worker	50
	9	Warehouse Worker	50
Express Employment Professionals	1	Outside Sales Representative (Internal Express Team)	1
	1	Administrative Assistant	1
	1	Accounts Payable Clerk	1
	1	Accounts Receivable Specialist	1
	1	Activities Assistant	1
	1	Customer Service Representative	1
	1	Dispatcher	5
	3	General Laborer	15
	7	HVAC Maintenance Technician (Heating, Ventilation and Air Conditioning Maintenance Technician)	5
	1	Inside Sales Representative	2
	1	Receptionist	1
10	Retail Pricing Collector	5	
Faneuil/InSync Consulting Services LLC	1	Customer Service Representative	500
Farmers Insurance - Stacy Cronican Insurance Agency	1	Customer Service Representative	2
	1	Sales Representative	4
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
Grindco, Inc.	3	Concrete Grinding Specialist	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
Jani-King of California	1	Account Executive	1
Kair In-Home Social Svc	1	Foster Family Agency Administrator, Social	1
Kelly Services	7	Machine Operator/Mail Handler	40
Leukemia & Lymphoma Society	1	Part Time Outreach Assistant	15
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	2
	1	Accountant	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

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
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Los Rios Community College District	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	Extended Opportunity Programs and Services Coordinator	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
	6	Information Technology Systems/Database Administrator Analyst II	1
	1	Instructional Assistant- Costuming and Makeup	1
	1	Instructional Assistant - Foreign Language	1
	1	Instructional Assistant - Learning Resources	1
	1	Instructional Assistant-Mathematics (Temporary)	
	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 Science Laboratory Supervisor	1
	1	Instructional Services Assistant I	1
	6	IT Specialist II - Microcomputer Support	1
	6	IT Systems/Database Analyst II	1
	1	Laboratory Technician - Science	1
	1	Lead Custodian	1
	1	Lead Library Media Technical Assistant	1
	1	Library/Media Technical Assistant	1
	7	Locksmith/Glazier	1
	1	Mathematics Assistant Professor	1
	7	Operations Technician	1
	1	Outreach Clerk	1
	1	Philosophy Instructor	1
	1	Physical Education/Athletic Attendant	1
	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	

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
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Los Rios Community College District	1	Special Projects- Laboratory Technical Support Assistant - Health and Education Labs	1
	1	Special Projects- Work-based Learning Specialist	1
	1	Student Affairs Specialist	1
	1	Student Personnel Assistant - Assessment/Testing	1
	1	Student Personnel Assistant - Career & Job Opportunity Services	1
	1	Student Personnel Assistant Disabled Student Programs and Services (DSP&S)	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 - Student Services - Athletic Program & Transfer Services Program	1
	1	Student Personnel Assistant - TANF	1
	1	Student Personnel Assistant- Student Services	1
	1	Student Success and Support Program Faculty Coordinator	3
1	Student Success and Support Program Specialist	1	
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
MV TRANSPORTATION	9	Driver	1
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
	1	Technical Support Agent	1
Package One	9	Class A Truck Driver	1
Payroll on the Web	1	Administrative Assistant	1
	1	Payroll Specialist	1
	1	Payroll Tax Specialist	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
Powerhouse Science Center	1	Director of Finance & Operations	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	

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
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PowerSchool Group LLC	1	Corporate Trainer	1
	1	Customer Support Representative (Tier 1)	1
	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
	6	Senior Network Engineer	1
	1	Senior Project Manager	1
6	Senior Systems Engineer	1	
6	Senior UI Interface Designer	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
Progressive Insurance	1	Customer Service Call Center Representative-Bilingual Spanish	4
Quality Driver Solutions	9	Class A Driver	15
	9	Commercial Truck Drivers	20
Ready-Set-Go Children's Center	1	Preschool Teacher	3
Restoration Hardware	1	Client Service Center Supervisor	2
	1	Project Leader	2
Sacramento Employment and Training Agency	1	CFS Education Program Officer	1
	1	Early Head Start Educator	1
	1	Family Services Worker Range III	1
	1	Head Start Education Coordinator	1
	1	Site Supervisor	1
Sacramento Home Care	4	Care Giver	6
Sacramento Metro Chamber-Commerce	1	Accounting Clerk	1
Sacramento Regional Transit District	1	Assistant General Manager - Administration	1
	1	Clerk II	1
	1	Community Bus Services (CBS) Dispatcher/Supervisor	1
	1	Legal Secretary	1
	7	Light Rail Vehicle Technician	1
	7	Maintenance Supervisor - Wayside	1
	1	Marketing and Communications Specialist	1
	7	Mechanic A	1
	7	Mechanic A - Body and Fender (Bus Maintenance)	1
	3	Network Operations Engineer	1
	1	Revenue Clerk	1
	1	Safety Specialist II	1
	1	Senior Human Resources Analyst	1
SANA Accounting & Tax Services	1	Accounting Assistant	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

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
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
STAR, Inc	10	Armed Private Security	5
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
Sun City Roseville Community Association	1	Custodial Worker	1
	10	Line Cook	2
	10	PT Personal Trainer	1
SVS GroupP, Inc.	1	Event Staff & Security Guards	30
Swing Cushion Covers & More	1	General Office Assistant	1
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
The Paver Company	3	Construction Foreman	2
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
United Cerebral Palsy	1	Direct Support Professional	5
Villara Building Systems	9	Class A and Class C Driver	1
	9	Driver	1
	7	Duct Blaster	1
	7	Fire Sprinkler Installer	1
	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

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
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	
Total			1710

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 December 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	Sutter Medical Foundation 8170 Laguna Blvd Elk Grove, CA 95758	7/1/2015	15	6/25/2015
Unofficial	6/4/2015	Bank of America 10850 White Rock Rd. Rancho Cordova, CA 95670	10/30/2015	35	9/30/2015
Official	6/11/2015	Intel 1900 Prairie City Rd. Folsom, CA 95630	7/15/2015	152	Declined
Official	6/26/2015	Raley's 4551 Mack Road Sacramento, CA 95823	9/12/2015	60	Declined
Official	6/15/2015	Insync 3712 Douglas Blvd. Roseville, CA 95661	9/30/2015	148	7/1/2015 8/14/15
Official	7/27/2015	Hank Fisher Properties, Inc. 610 Fulton Avenue Suite 100 Sacramento, CA 95825	9/30/2015	243	10//15/15
Official	10/27/2015	Isola USA Corporation 3233 Dwight Rd. Elk Grove, CA 95758	12/28/2015	72	12/8 & 12/9/15
Unofficial	11/9/2015	L3 Narda 107 Woodmere Folsom, CA 95630	11/18/2015	20	11/18/2015
Unofficial	11/16/2015	Cegment 9738 Lincoln Village Dr Sacramento, CA 95827	12/31/2015	25	12/11/2015
Official	12/11/2015	The Collective 13000 Folsom Blvd. Folsom, CA 95630	4/1/2016	20	Pending
			Total # of Affected Workers	790	

ITEM IV-D – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of November 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)
Seasonal increases in retail trade led month-over job gains**

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 5.5 percent in November 2015, unchanged from a revised 5.5 percent in October 2015, and below the year-ago estimate of 6.7 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 5.3 percent in El Dorado County, 4.7 percent in Placer County, 5.6 percent in Sacramento County, and 6.3 percent in Yolo County.

Between October 2015 and November 2015, combined employment located in the counties of El Dorado, Placer, Sacramento, and Yolo grew by 5,400 to reach 936,900.

- Trade, transportation, and utilities added 6,100 jobs over the month. Retail trade dominated the industry with an increase of 5,200 jobs. Transportation, warehousing, and utilities added 800 jobs, and wholesale trade had a slight increase of 100 jobs.
- Government gained 2,400 jobs from October. Local government educational services accounted for 1,700 of the job gains.
- Leisure and hospitality grew by 500 jobs over the month. Arts, entertainment, and recreation accounted for a majority of the increase, adding 400 jobs.
- Six industries experienced month-over decline. Total farm shed 1,500 jobs; professional and business services and education and health services each cut back 700 jobs; financial activities declined by 300 jobs; and manufacturing and construction each dipped by 200 jobs.

Between November 2014 and November 2015, total jobs in the region increased by 24,400, or 2.7 percent.

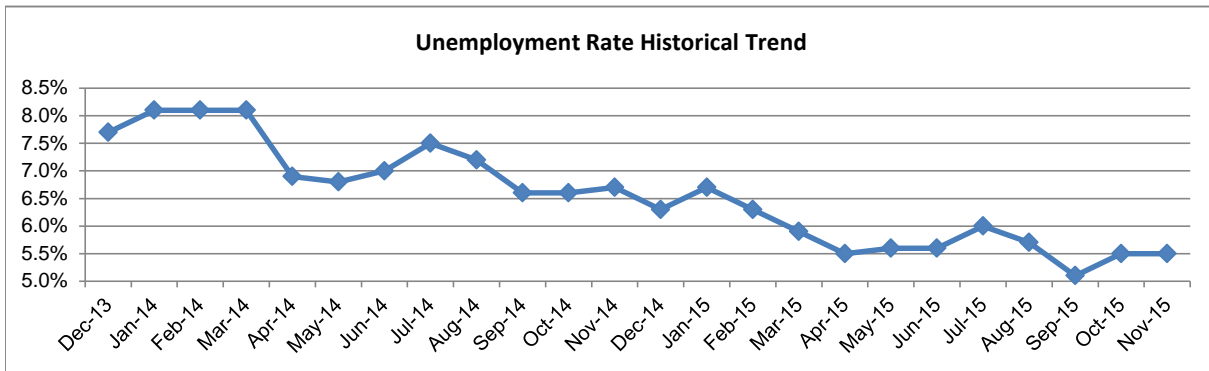
- Leisure and hospitality led the year-over job growth, adding 11,200 jobs from November 2014. Food services and drinking places accounted for the majority of the increase, adding 8,700 jobs.
- Trade, transportation, and utilities advanced by 6,100 jobs compared to last year. Retail trade accounted for a majority of the gain, adding 5,000 jobs.
- Government increased by 2,400 jobs. Over half of the gain was in state government excluding education (up 1,400 jobs).
- Construction grew by 2,000 jobs from last year. Specialty trade contractors accounted for most of the increase, adding 1,600 jobs.
- Two industries experienced over-the-year job declines. Information lost 300 jobs, and manufacturing was down 200 jobs.

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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 November 2015, unchanged from a revised 5.5 percent in October 2015, and below the year-ago estimate of 6.7 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 5.3 percent in El Dorado County, 4.7 percent in Placer County, 5.6 percent in Sacramento County, and 6.3 percent in Yolo County.



Industry	Oct-2015	Nov-2015	Change		Nov-2014	Nov-2015	Change
	Revised	Prelim				Prelim	
Total, All Industries	931,500	936,900	5,400		912,500	936,900	24,400
Total Farm	9,300	7,800	(1,500)		7,800	7,800	0
Total Nonfarm	922,200	929,100	6,900		904,700	929,100	24,400
Mining and Logging	500	500	0		500	500	0
Construction	49,200	49,000	(200)		47,000	49,000	2,000
Manufacturing	35,200	35,000	(200)		35,200	35,000	(200)
Trade, Transportation & Utilities	149,000	155,100	6,100		149,000	155,100	6,100
Information	13,400	13,400	0		13,700	13,400	(300)
Financial Activities	49,800	49,500	(300)		48,800	49,500	700
Professional & Business Services	123,000	122,300	(700)		120,900	122,300	1,400
Educational & Health Services	138,200	137,500	(700)		136,800	137,500	700
Leisure & Hospitality	101,400	101,900	500		90,700	101,900	11,200
Other Services	31,100	31,100	0		30,700	31,100	400
Government	231,400	233,800	2,400		231,400	233,800	2,400

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

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

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,988,100	17,913,300	1,074,800	5.7%
ALAMEDA	7	821,800	785,300	36,500	4.4%
ALPINE	40	470	430	40	7.7%
AMADOR	25	14,500	13,600	900	6.2%
BUTTE	30	102,200	95,400	6,800	6.7%
CALAVERAS	24	20,350	19,120	1,230	6.1%
COLUSA	57	10,990	9,290	1,700	15.5%
CONTRA COSTA	9	549,800	524,500	25,300	4.6%
DEL NORTE	44	9,850	9,050	810	8.2%
EL DORADO	15	89,400	84,700	4,700	5.3%
FRESNO	50	437,000	393,700	43,300	9.9%
GLENN	40	13,290	12,270	1,030	7.7%
HUMBOLDT	15	62,200	58,900	3,300	5.3%
IMPERIAL	58	79,900	63,700	16,300	20.4%
INYO	22	8,980	8,460	520	5.8%
KERN	48	396,900	360,300	36,500	9.2%
KINGS	53	56,600	50,800	5,800	10.3%
LAKE	35	30,080	27,940	2,150	7.1%
LASSEN	32	10,650	9,910	740	6.9%
LOS ANGELES	21	4,989,600	4,705,000	284,600	5.7%
MADERA	50	60,800	54,700	6,000	9.9%
MARIN	2	143,900	139,200	4,700	3.3%
MARIPOSA	35	7,710	7,160	550	7.1%
MENDOCINO	17	40,950	38,720	2,230	5.4%
MERCED	55	114,600	102,100	12,500	10.9%
MODOC	43	3,220	2,960	260	8.1%
MONO	31	7,570	7,050	520	6.8%
MONTEREY	39	222,300	205,600	16,700	7.5%
NAPA	11	73,700	70,200	3,600	4.8%
NEVADA	14	48,280	45,790	2,490	5.2%
ORANGE	5	1,604,700	1,537,300	67,400	4.2%
PLACER	10	178,300	169,900	8,400	4.7%
PLUMAS	50	7,970	7,180	790	9.9%
RIVERSIDE	25	1,031,500	967,200	64,300	6.2%
SACRAMENTO	19	687,800	649,300	38,500	5.6%
SAN BENITO	32	30,000	27,900	2,100	6.9%
SAN BERNARDINO	23	928,600	873,500	55,200	5.9%
SAN DIEGO	11	1,572,600	1,496,700	75,900	4.8%
SAN FRANCISCO	3	553,300	534,800	18,500	3.4%
SAN JOAQUIN	45	312,000	285,200	26,800	8.6%
SAN LUIS OBISPO	7	143,700	137,400	6,300	4.4%
SAN MATEO	1	447,500	433,400	14,000	3.1%
SANTA BARBARA	13	223,400	212,000	11,400	5.1%
SANTA CLARA	4	1,040,000	1,000,100	39,900	3.8%
SANTA CRUZ	35	140,900	130,900	10,000	7.1%
SHASTA	35	75,100	69,700	5,300	7.1%
SIERRA	29	1,490	1,390	100	6.6%
SISKIYOU	49	16,660	15,090	1,570	9.4%
SOLANO	19	207,900	196,200	11,700	5.6%
SONOMA	5	259,300	248,400	11,000	4.2%
STANISLAUS	46	241,400	220,100	21,400	8.8%
SUTTER	53	43,700	39,200	4,500	10.3%
TEHAMA	34	25,650	23,840	1,800	7.0%
TRINITY	42	4,880	4,500	380	7.9%
TULARE	56	196,200	174,300	21,900	11.1%
TUOLUMNE	28	21,660	20,250	1,420	6.5%
VENTURA	17	433,700	410,200	23,500	5.4%
YOLO	27	102,800	96,300	6,500	6.3%
YUBA	46	27,800	25,400	2,400	8.8%

Notes

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 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
November 2015 - Preliminary
 Data Not Seasonally Adjusted

Area	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,988,100	17,913,300	1,074,800	5.7%
ANAHEIM-SANTA ANA-IRVINE MD (Orange Co.)	7	1,604,700	1,537,300	67,400	4.2%
BAKERSFIELD MSA (Kern Co.)	53	396,900	360,300	36,500	9.2%
CHICO MSA (Butte Co.)	35	102,200	95,400	6,800	6.7%
EL CENTRO MSA (Imperial Co.)	64	79,900	63,700	16,300	20.4%
FRESNO MSA (Fresno Co.)	56	437,000	393,700	43,300	9.9%
HANFORD CORCORAN MSA (Kings Co.)	59	56,600	50,800	5,800	10.3%
LOS ANGELES LONG BEACH GLENDALE MD (Los Angeles Co.)	25	4,989,600	4,705,000	284,600	5.7%
MADERA MSA (Madera Co.)	56	60,800	54,700	6,000	9.9%
MERCED MSA (Merced Co.)	61	114,600	102,100	12,500	10.9%
MODESTO MSA (Stanislaus Co.)	51	241,400	220,100	21,400	8.8%
NAPA MSA (Napa Co.)	14	73,700	70,200	3,600	4.8%
OAKLAND HAYWARD BERKELEY MD	11	1,371,600	1,309,700	61,900	4.5%
Alameda Co.	9	821,800	785,300	36,500	4.4%
Contra Costa Co.	12	549,800	524,500	25,300	4.6%
OXNARD THOUSAND OAKS VENTURA MSA (Ventura Co.)	20	433,700	410,200	23,500	5.4%
REDDING MSA (Shasta Co.)	40	75,100	69,700	5,300	7.1%
RIVERSIDE SAN BERNARDINO ONTARIO MSA	28	1,960,100	1,840,700	119,500	6.1%
Riverside Co.	30	1,031,500	967,200	64,300	6.2%
San Bernardino Co.	27	928,600	873,500	55,200	5.9%
SACRAMENTO--ROSEVILLE--ARDEN-ARCADE MSA	22	1,058,300	1,000,200	58,100	5.5%
El Dorado Co.	18	89,400	84,700	4,700	5.3%
Placer Co.	13	178,300	169,900	8,400	4.7%
Sacramento Co.	23	687,800	649,300	38,500	5.6%
Yolo Co.	32	102,800	96,300	6,500	6.3%
Yuba Co.	44	222,300	205,600	16,700	7.5%
SALINAS MSA (Monterey Co.)	44	222,300	205,600	16,700	7.5%
SAN DIEGO CARLSBAD MSA (San Diego Co.)	14	1,572,600	1,496,700	75,900	4.8%
SAN FRANCISCO REDWOOD CITY SOUTH SAN FRANCISCO MD	2	1,000,800	968,200	32,600	3.3%
San Francisco Co.	4	553,300	534,800	18,500	3.4%
San Mateo Co.	1	447,500	433,400	14,000	3.1%
SAN JOSE SUNNYVALE SANTA CLARA MSA	6	1,070,000	1,028,100	41,900	3.9%
San Benito Co.	37	30,000	27,900	2,100	6.9%
Santa Clara Co.	5	1,040,000	1,000,100	39,900	3.8%
SAN LUIS OBISPO PASO ROBLES ARROYO GRANDE MSA (San Luis Obispo Co.)	9	143,700	137,400	6,300	4.4%
SAN RAFAEL MD (Marin Co.)	2	143,900	139,200	4,700	3.3%
SANTA CRUZ WATSONVILLE MSA (Santa Cruz Co.)	40	140,900	130,900	10,000	7.1%
SANTA MARIA SANTA BARBARA MSA (Santa Barbara Co.)	16	223,400	212,000	11,400	5.1%
SANTA ROSA MSA (Sonoma Co.)	7	259,300	248,400	11,000	4.2%
STOCKTON LODI MSA (San Joaquin Co.)	50	312,000	285,200	26,800	8.6%
VALLEJO FAIRFIELD MSA (Solano Co.)	23	207,900	196,200	11,700	5.6%
VISALIA PORTERVILLE MSA (Tulare Co.)	62	196,200	174,300	21,900	11.1%
YUBA CITY MSA	55	71,500	64,600	6,900	9.7%
Sutter Co.	59	43,700	39,200	4,500	10.3%
Yuba Co.	51	27,800	25,400	2,400	8.8%
Alpine Co.	45	470	430	40	7.7%
Amador Co.	30	14,500	13,600	900	6.2%
Calaveras Co.	28	20,350	19,120	1,230	6.1%
Colusa Co.	63	10,990	9,290	1,700	15.5%
Del Norte Co.	49	9,850	9,050	810	8.2%
Glenn Co.	45	13,290	12,270	1,030	7.7%
Humboldt Co.	18	62,200	58,900	3,300	5.3%
Inyo Co.	26	8,980	8,460	520	5.8%
Lake Co.	40	30,080	27,940	2,150	7.1%
Lassen Co.	37	10,650	9,910	740	6.9%
Mariposa Co.	40	7,710	7,160	550	7.1%
Mendocino Co.	20	40,950	38,720	2,230	5.4%
Modoc Co.	48	3,220	2,960	260	8.1%
Mono Co.	36	7,570	7,050	520	6.8%
Nevada Co.	17	48,280	45,790	2,490	5.2%
Plumas Co.	56	7,970	7,180	790	9.9%
Sierra Co.	34	1,490	1,390	100	6.6%
Siskiyou Co.	54	16,660	15,090	1,570	9.4%
Tehama Co.	39	25,650	23,840	1,800	7.0%
Trinity Co.	47	4,880	4,500	380	7.9%
Tuolumne Co.	33	21,660	20,250	1,420	6.5%

Notes

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

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

Area	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
ALAMEDA COUNTY *	610,200	585,300	24,900	4.1%
ANAHEIM CITY	173,100	163,900	9,200	5.3%
CONTRA COSTA COUNTY *	496,200	473,700	22,500	4.5%
FOOTHILL CONSORTIUM *	157,600	150,500	7,100	4.5%
FRESNO COUNTY	437,000	393,700	43,300	9.9%
GOLDEN SIERRA CONSORTIUM *	268,200	255,100	13,200	4.9%
HUMBOLDT COUNTY	62,200	58,900	3,300	5.3%
IMPERIAL COUNTY	79,900	63,700	16,300	20.4%
KERN-INYO-MONO COUNTIES	413,400	375,800	37,600	9.1%
KINGS COUNTY	56,600	50,800	5,800	10.3%
LOS ANGELES CITY	1,993,200	1,872,700	120,500	6.0%
LOS ANGELES COUNTY *	1,838,100	1,734,600	103,600	5.6%
MADERA COUNTY	60,800	54,700	6,000	9.9%
MARIN COUNTY	143,900	139,200	4,700	3.3%
MENDOCINO COUNTY	40,900	38,720	2,230	5.4%
MERCED COUNTY	114,600	102,100	12,500	10.9%
MONTEREY COUNTY	222,300	205,600	16,700	7.5%
MOTHER LODE CONSORTIUM *	64,200	60,100	4,100	6.4%
N. CENTRAL COUNTIES CONSORTIUM *	95,800	86,100	9,700	10.1%
N. SANTA CLARA VALLEY (NOVA) CONSORTIUM *	326,700	316,200	10,500	3.2%
NAPA-LAKE CONSORTIUM *	103,800	98,100	5,700	5.5%
NORTEC CONSORTIUM *	305,900	284,800	21,100	6.9%
OAKLAND CITY	211,600	199,900	11,600	5.5%
ORANGE COUNTY *	1,269,200	1,218,800	50,300	4.0%
PACIFIC GATEWAY WIN *	334,200	315,400	18,800	5.6%
RICHMOND CITY	53,700	50,800	2,900	5.3%
RIVERSIDE COUNTY	1,031,500	967,200	64,300	6.2%
SACRAMENTO COUNTY	687,800	649,300	38,500	5.6%
SAN BENITO COUNTY	30,000	27,900	2,100	6.9%
SAN BERNARDINO CITY	84,600	78,200	6,400	7.6%
SAN BERNARDINO COUNTY *	844,000	795,200	48,700	5.8%
SAN DIEGO COUNTY	1,572,600	1,496,700	75,900	4.8%
SAN FRANCISCO CITY AND COUNTY	553,300	534,800	18,500	3.4%
SAN JOAQUIN COUNTY	312,000	285,200	26,800	8.6%
SAN JOSE/SILICON VALLEY *	713,300	683,900	29,400	4.1%
SAN LUIS OBISPO COUNTY	143,700	137,400	6,300	4.4%
SAN MATEO COUNTY	447,500	433,400	14,000	3.1%
SANTA ANA CITY	162,400	154,500	7,900	4.8%
SANTA BARBARA COUNTY	223,400	212,000	11,400	5.1%
SANTA CRUZ COUNTY	140,900	130,900	10,000	7.1%
SOLANO COUNTY	207,900	196,200	11,700	5.6%
SONOMA COUNTY	259,300	248,400	11,000	4.2%
SOUTH BAY CONSORTIUM *	272,900	258,100	14,800	5.4%
SOUTHEAST L.A. COUNTY (SELACO) CONSORTIUM *	226,400	215,000	11,300	5.0%
STANISLAUS COUNTY	241,400	220,100	21,400	8.8%
TULARE COUNTY	196,200	174,300	21,900	11.1%
VENTURA COUNTY	433,700	410,200	23,500	5.4%
VERDUGO CONSORTIUM *	167,200	158,700	8,500	5.1%
YOLO COUNTY	102,800	96,300	6,500	6.3%

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)
 November 2015 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Sacramento County	687,800	649,300	38,500	5.6%	1.000000	1.000000
Arden Arcade CDP	44,200	41,400	2,800	6.4%	0.063708	0.073225
Carmichael CDP	29,700	27,900	1,900	6.4%	0.042896	0.049253
Citrus Heights city	43,600	41,000	2,600	5.9%	0.063202	0.066743
Elk Grove CDP	76,800	73,500	3,300	4.3%	0.113216	0.085809
Fair Oaks CDP	16,400	15,600	800	4.8%	0.024089	0.020444
Florin CDP	19,700	18,000	1,700	8.6%	0.027683	0.043810
Folsom city	35,300	34,100	1,300	3.6%	0.052468	0.033253
Foothill Farms CDP	15,800	14,900	900	5.7%	0.023006	0.023675
Galt city	10,900	10,200	700	6.6%	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	6.0%	0.008235	0.008869
North Highlands CDP	17,600	16,700	900	5.0%	0.025707	0.022985
Orangevale CDP	17,200	16,200	1,000	5.7%	0.024970	0.025527
Rancho Cordova City	32,600	30,600	2,000	6.2%	0.047165	0.052545
Rancho Murieta CDP	2,800	2,700	100	3.5%	0.004112	0.002552
Rio Linda CDP	6,700	6,300	400	5.4%	0.009698	0.009363
Rosemont CDP	11,400	10,800	600	5.4%	0.016685	0.015989
Sacramento city	228,500	215,000	13,500	5.9%	0.331159	0.351507
Vineyard CDP	12,500	12,000	500	4.3%	0.018491	0.013869
Walnut Grove CDP	600	600	100	10.0%	0.000889	0.001656
Wilton CDP	1,700	1,700	0	2.7%	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

Area Name	Labor Force	Employ- ment	Unemployment Number	Rate	Census Ratios	
					Emp	Unemp

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)
 November 2015 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
El Dorado County	89,400	84,700	4,700	5.3%	1.000000	1.000000
Cameron Park CDP	8,900	8,500	400	4.6%	0.099797	0.085585
Diamond Springs CDP	5,000	4,700	300	6.6%	0.055621	0.070626
El Dorado Hills CDP	21,600	20,800	800	3.7%	0.245026	0.169084
Georgetown CDP	1,000	900	100	9.2%	0.010742	0.019402
Placerville city	4,600	4,300	300	7.2%	0.050742	0.070172
Pollock Pines CDP	3,100	2,900	100	4.3%	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	5.9%	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.

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

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Placer County	178,300	169,900	8,400	4.7%	1.000000	1.000000
Auburn city	6,900	6,500	400	5.5%	0.038529	0.045307
Colfax city	1,200	1,100	100	9.0%	0.006640	0.013181
Dollar Point CDP	500	500	0	1.1%	0.003152	0.000685
Foresthill CDP	900	900	0	4.0%	0.005264	0.004451
Granite Bay CDP	11,400	10,900	500	4.3%	0.064164	0.058659
Kings Beach CDP	2,500	2,400	200	6.1%	0.013845	0.018260
Lincoln city	18,300	17,400	900	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	30,400	28,900	1,400	4.8%	0.170128	0.172268
Roseville city	63,700	60,900	2,800	4.4%	0.358148	0.336890
Sunnyside Tahoe City CDP	1,100	1,000	100	5.2%	0.006069	0.006676
Tahoe Vista CDP	1,000	1,000	0	4.3%	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

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

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

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Yolo County	102,800	96,300	6,500	6.3%	1.000000	1.000000
Davis city	35,000	33,300	1,700	4.8%	0.345390	0.261124
Esparto CDP	1,300	1,200	100	7.0%	0.012881	0.014454
West Sacramento city	24,500	22,700	1,800	7.3%	0.235558	0.276712
Winters city	3,700	3,500	200	5.6%	0.036611	0.032404
Woodland city	29,000	27,000	1,900	6.7%	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.

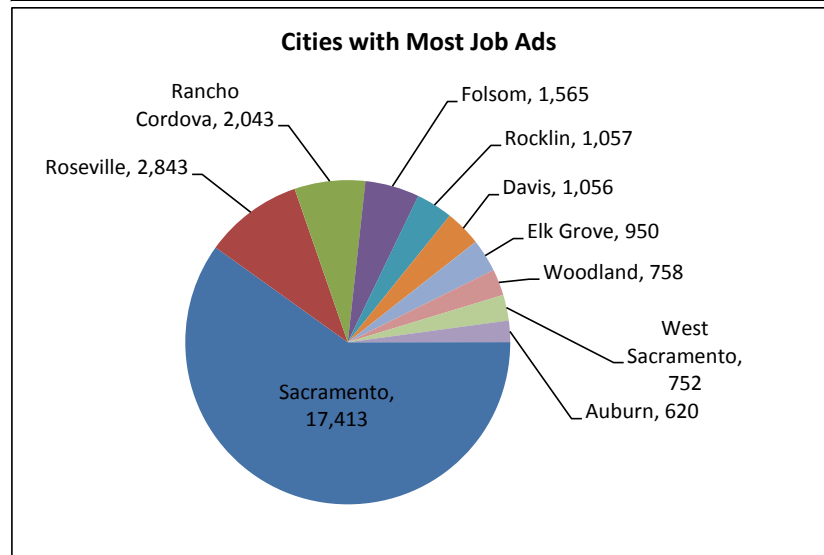
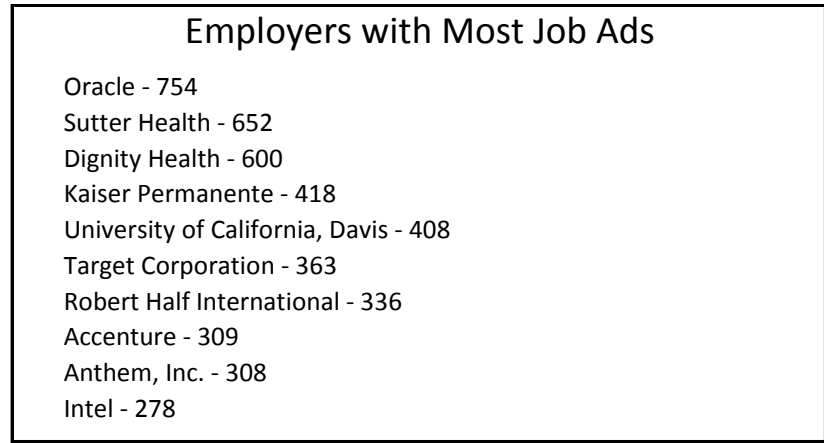
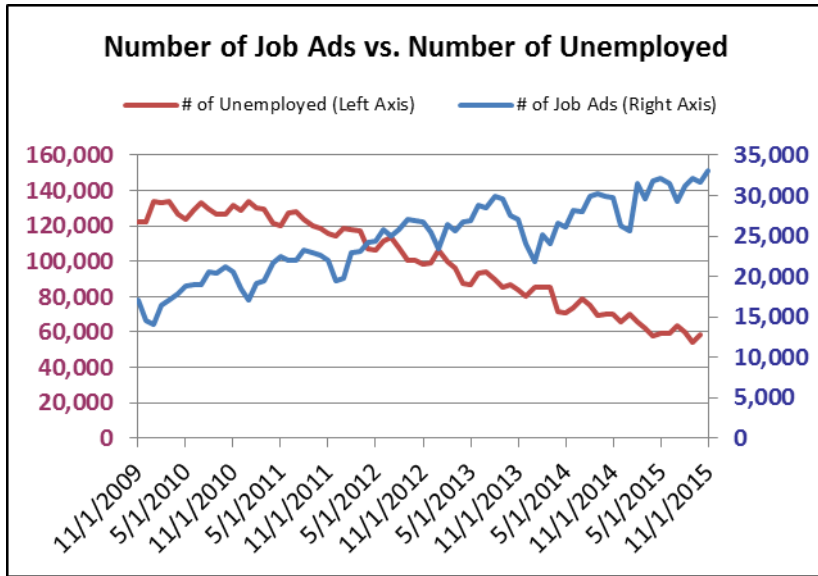
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Recent Job Ads for Sacramento Roseville Arden Arcade MSA Not Seasonally Adjusted - November 2015



Note: The data provided does not suggest that the occupations of the unemployed directly align with the occupations of the advertised vacancies.
 Sources: Employment Development Department, Labor Market Information Division; Help Wanted Online from The Conference Board and WANTED Technologies
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Data Not Seasonally Adjusted

	Nov 14	Sep 15	Oct 15 Revised	Nov 15 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,050,900	1,054,100	1,058,200	1,058,300	0.0%	0.7%
Civilian Employment	980,400	1,000,200	1,000,100	1,000,200	0.0%	2.0%
Civilian Unemployment	70,500	53,900	58,100	58,100	0.0%	-17.6%
Civilian Unemployment Rate	6.7%	5.1%	5.5%	5.5%		
(CA Unemployment Rate)	7.1%	5.5%	5.7%	5.7%		
(U.S. Unemployment Rate)	5.5%	4.9%	4.8%	4.8%		
Total, All Industries (2)	912,500	926,200	931,500	936,900	0.6%	2.7%
Total Farm	7,800	10,000	9,300	7,800	-16.1%	0.0%
Total Nonfarm	904,700	916,200	922,200	929,100	0.7%	2.7%
Total Private	673,300	690,500	690,800	695,300	0.7%	3.3%
Goods Producing	82,700	85,000	84,900	84,500	-0.5%	2.2%
Mining and Logging	500	500	500	500	0.0%	0.0%
Construction	47,000	48,500	49,200	49,000	-0.4%	4.3%
Construction of Buildings	10,500	10,900	10,800	10,700	-0.9%	1.9%
Specialty Trade Contractors	31,300	32,300	32,800	32,900	0.3%	5.1%
Building Foundation & Exterior Contractors	8,300	9,100	9,300	9,300	0.0%	12.0%
Building Equipment Contractors	12,000	12,800	12,700	12,700	0.0%	5.8%
Building Finishing Contractors	7,200	7,400	7,600	7,500	-1.3%	4.2%
Manufacturing	35,200	36,000	35,200	35,000	-0.6%	-0.6%
Durable Goods	25,300	25,000	25,000	25,000	0.0%	-1.2%
Computer & Electronic Product Manufacturing	6,700	6,600	6,600	6,600	0.0%	-1.5%
Nondurable Goods	9,900	11,000	10,200	10,000	-2.0%	1.0%
Food Manufacturing	3,400	4,500	3,700	3,600	-2.7%	5.9%
Service Providing	822,000	831,200	837,300	844,600	0.9%	2.7%
Private Service Providing	590,600	605,500	605,900	610,800	0.8%	3.4%
Trade, Transportation & Utilities	149,000	148,500	149,000	155,100	4.1%	4.1%
Wholesale Trade	24,500	24,700	24,600	24,700	0.4%	0.8%
Merchant Wholesalers, Durable Goods	13,000	13,400	13,300	13,300	0.0%	2.3%
Merchant Wholesalers, Nondurable Goods	9,200	9,400	9,400	9,400	0.0%	2.2%
Retail Trade	100,800	99,800	100,600	105,800	5.2%	5.0%
Motor Vehicle & Parts Dealer	12,700	13,100	13,200	13,200	0.0%	3.9%
Building Material & Garden Equipment Stores	7,700	8,100	8,100	8,100	0.0%	5.2%
Grocery Stores	18,700	18,800	18,800	19,000	1.1%	1.6%
Health & Personal Care Stores	5,500	5,200	5,200	5,400	3.8%	-1.8%
Clothing & Clothing Accessories Stores	7,900	6,800	6,900	7,700	11.6%	-2.5%
Sporting Goods, Hobby, Book & Music Stores	4,600	4,600	4,600	5,000	8.7%	8.7%
General Merchandise Stores	22,200	20,600	21,000	22,900	9.0%	3.2%
Transportation, Warehousing & Utilities	23,700	24,000	23,800	24,600	3.4%	3.8%
Information	13,700	13,300	13,400	13,400	0.0%	-2.2%
Publishing Industries (except Internet)	2,400	2,400	2,400	2,400	0.0%	0.0%
Telecommunications	6,500	6,500	6,500	6,600	1.5%	1.5%
Financial Activities	48,800	49,300	49,800	49,500	-0.6%	1.4%
Finance & Insurance	35,400	35,300	35,700	35,500	-0.6%	0.3%
Credit Intermediation & Related Activities	12,000	12,300	12,200	12,200	0.0%	1.7%
Depository Credit Intermediation	7,200	7,100	7,100	7,100	0.0%	-1.4%
Nondepository Credit Intermediation	2,600	2,600	2,700	2,600	-3.7%	0.0%
Insurance Carriers & Related	19,200	19,400	19,600	19,600	0.0%	2.1%
Real Estate & Rental & Leasing	13,400	14,000	14,100	14,000	-0.7%	4.5%
Real Estate	10,200	10,500	10,500	10,500	0.0%	2.9%
Professional & Business Services	120,900	123,700	123,000	122,300	-0.6%	1.2%
Professional, Scientific & Technical Services	54,100	55,600	55,500	54,700	-1.4%	1.1%
Architectural, Engineering & Related Services	9,000	9,800	10,000	9,800	-2.0%	8.9%
Management of Companies & Enterprises	10,400	10,800	10,800	10,600	-1.9%	1.9%
Administrative & Support & Waste Services	56,400	57,300	56,700	57,000	0.5%	1.1%
Administrative & Support Services	53,500	54,200	53,700	53,900	0.4%	0.7%
Employment Services	21,100	21,000	21,100	20,900	-0.9%	-0.9%
Services to Buildings & Dwellings	11,300	11,900	11,900	12,100	1.7%	7.1%

Data Not Seasonally Adjusted

	Nov 14	Sep 15	Oct 15	Nov 15	Percent Change	
			Revised	Prelim	Month	Year
Educational & Health Services	136,800	136,500	138,200	137,500	-0.5%	0.5%
Education Services	14,000	13,600	14,100	14,400	2.1%	2.9%
Health Care & Social Assistance	122,800	122,900	124,100	123,100	-0.8%	0.2%
Ambulatory Health Care Services	42,300	42,400	43,400	43,100	-0.7%	1.9%
Hospitals	23,600	23,900	24,100	24,200	0.4%	2.5%
Nursing & Residential Care Facilities	16,200	16,600	16,600	16,700	0.6%	3.1%
Leisure & Hospitality	90,700	102,500	101,400	101,900	0.5%	12.3%
Arts, Entertainment & Recreation	13,700	15,000	15,000	15,400	2.7%	12.4%
Accommodation & Food Services	77,000	87,500	86,400	86,500	0.1%	12.3%
Accommodation	8,200	9,200	8,900	9,000	1.1%	9.8%
Food Services & Drinking Places	68,800	78,300	77,500	77,500	0.0%	12.6%
Restaurants	65,500	73,800	73,100	73,400	0.4%	12.1%
Full-Service Restaurants	32,200	35,500	35,000	34,800	-0.6%	8.1%
Limited-Service Eating Places	33,300	38,300	38,100	38,600	1.3%	15.9%
Other Services	30,700	31,700	31,100	31,100	0.0%	1.3%
Repair & Maintenance	8,700	8,900	8,800	8,700	-1.1%	0.0%
Government	231,400	225,700	231,400	233,800	1.0%	1.0%
Federal Government	13,500	13,700	13,700	13,900	1.5%	3.0%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	217,900	212,000	217,700	219,900	1.0%	0.9%
State Government	115,400	114,300	116,800	117,100	0.3%	1.5%
State Government Education	29,500	27,200	29,300	29,800	1.7%	1.0%
State Government Excluding Education	85,900	87,100	87,500	87,300	-0.2%	1.6%
Local Government	102,500	97,700	100,900	102,800	1.9%	0.3%
Local Government Education	57,800	52,100	55,600	57,300	3.1%	-0.9%
Local Government Excluding Education	44,700	45,600	45,300	45,500	0.4%	1.8%
County	18,300	18,500	18,500	18,600	0.5%	1.6%
City	9,800	9,900	9,900	9,900	0.0%	1.0%
Special Districts plus Indian Tribes	16,600	17,200	16,900	17,000	0.6%	2.4%

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 Elizabeth 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.

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ITEM IV-E – INFORMATION

HEAD START REPORTS

BACKGROUND:

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

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

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee

**MINUTES OF THE SPECIAL MEETING OF THE
HEAD STARTPOLICY COUNCIL**
(Minutes reflect the actual progress of the meeting.)

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

Tuesday, October 27, 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 9:10 a.m. Mr. Todd Woods and read the thought of the day. The Pledge of Allegiance was recited. Ms. Amanda Self 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
Todd Woods, SETA-Operated Program
Amanda Self, Home Base Option
Kenneth Tate, Past Parent Representative
Calvin Sheppard, Men's Activities Affecting Children Committee
Jasmine Jamison, Past Parent
Nicole Chilton, Birth and Beyond
Jenna Kline, KVIE Public Television
Joe Morales, Twin Rivers Unified School District (seated at 9:22 a.m.)
Tyrone Broxton, Elk Grove Unified School District (seated at 10:17 a.m.)

PC Members Absent:

Tawana Craig, Women's Civic Improvement Club (unexcused)
Stacy Wilson, Twin Rivers Unified School District (unexcused)
Brian Short, Women's Civic Improvement Club (unexcused)
Sabrina Lovelady, SETA-Operated Program (unexcused)

II. Consent Item

A. Approval of the Minutes of the September 29, 2015 Special Meeting

There were no questions or corrections.

Moved/Jamison, second/Tate, to approve the September 29 minutes.

Show of hands vote:

Aye: 9 (Blanks, Chilton, Jamison, Kline, Litka, Self, Sheppard, Tate, Woods)

Nay: 0

Abstention: 1 (Williams)

Mr. Todd Woods will not be returning to the board but he has a replacement for the board position. He thanked Ms. Lee and Ms. Desha for their support over the year. He will continue to do the garden at Strizek.

IV. Information Items

A. Standing Information Items

- Parent/Staff Recognitions – Mr. Tate and Ms. Williams presented Mr. John Allen with a certificate of appreciation. Certificates will also be given to Ms. Loretta Su and Ms. LaShaun Burke.

III. Action Items

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

Ms. Williams reviewed the item; there was no additional public testimony.

Moved/Jamison, second/Self, to close the public hearing and approve modifications to the bylaws of the SETA-Operated Head start/Early Head Start Policy Council.

Show of hands vote:

Aye: 8 (Blanks, Chilton, Jamison, Kline, Litka, Self, Sheppard, Tate)

Nay: 0

Abstention: 1 (Williams)

Mr. Joe Morales was seated at 9:22 a.m.

B. Approval of Modifications to the Reimbursement Policies and Procedures of the SETA-Operated Head Start/Early Head Start Policy Council and Parent Advisory Committee

Ms. Denise Lee reviewed the board item; no questions.

Ms. Jamison stepped out of the room.

Moved/Blanks, second/Litka, to approve modifications to the reimbursement policies and procedures of the SETA-Operated Head Start/Early Head Start Policy Council and Parent Advisory Committee.

Show of hands vote:

Aye: 8 (Blanks, Chilton, Kline, Litka, Morales, Self, Sheppard, Tate)

Nay: 0

Abstention: 1 (Williams)

Out of the room during the vote: 1 (Jamison)

C. Election of Community Representatives: Past Parents, Grandparent and Foster Parent

Ms. Williams reviewed the board item.

Past Parent Representative:

Applications were reviewed for Ms. Robin Blanks, Mr. Kenneth Tate, Ms. Jasmine Jamison, and Mr. Tyrone Broxton. Nominees spoke of their interest in continuing to serve on the board.

Two past parent representatives will be voted; each member has one vote.

Votes:

Robin: 4

Jasmine: 3

Kenneth: 2

Tyrone: 0

Ms. Blanks withdrew her application as Past Parent and asked that she be considered for the Grandparent Representative.

Ms. Jasmine Jamison and Mr. Kenneth Tate will serve as Past Parent Representatives.

Foster Parent/Alternate: No applications were received for that position.

Grandparent Representative:

Applications were received from: Ms. Robin Blanks, Ms. Gwen Collins, and Mr. Kenneth Tate. Since Mr. Tate was voted in as a Past Parent, his application was withdrawn.

Vote:

Robin: 8

Gwen: 1

Ms. Robin Blanks was welcomed as a Grandparent Representative. Ms. Gwen Collins will be moved to the Alternate position.

Ms. Williams stated that for the Past Parent Representative, Mr. Broxton will be moved as an alternate.

D. **TIMED ITEM 9:00 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. John Allen reviewed this board item. Approval of these revised job specifications will assist the Agency to recruit teaching staff. This provides greater flexibility for the agency to recruit qualified staff.

Ms. Williams opened a public hearing.

Speaker before the board: Ms. Gwen Collins spoke before the board. She inquired how high school students would be informed as to the qualifications needed for Head Start. Mr. Allen suggested Ms. Collins go to one of the SETA one stop career centers for assistance. Ms. Lee suggested that Ms. Collins connect with Ms. Gonzales to see about how to go forward with employment.

Moved/Blanks, Sheppard, to close the public hearing and approve the revisions for the Associate Teacher and Head Start Substitute Child Care Teacher job specifications as presented.

Show of hands vote:

Aye: 9 (Blanks, Chilton, Jamison, Kline, Litka, Morales, Self, Sheppard, Tate)

Nay: 0

Abstention: 1 (Williams)

E. CLOSED SESSION: PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957

- Approval of Eligible Lists for: Head Start Education Coordinator (Supervisory), Associate Teacher, and Associate Teacher – Infant Toddler - and -

CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
Pursuant to Government Code Section 54957

The board went into Closed session at 9:51 a.m.; the board went back into to open session at 9:59 a.m. Ms. Williams reported that during closed session, the following eligible lists were approved: Head Start Education Coordinator (Supervisory), Associate Teacher, and Associate Teacher – Infant Toddler. No action was taken on the second Closed Session item.

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events – Ms. Williams reviewed the November calendar. November
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. Lee reviewed the fiscal report; delegates are in the process of submitting their invoices to the Agency. The administrative expenditures are within limits; things are looking good. The Child Care Partnership report is a new report submitted; this grant was started in February with enrollment completed in July. The credit card report was reviewed; no questions.

- PC/PAC End-of-Year Appreciation Brunch Oral Reports: Ms. Linda Litka stated that the brunch was amazing and everyone had a lot of fun.
- Parent Staff Recognitions: At the brunch, there were recognitions; some were not present. Ms. Williams was presented with a plaque and a silver bowl in appreciation of her service as Chair. Mr. Calvin Sheppard was presented with a certificate of appreciation.
- Toastmasters Training – Ms. Litka reported that the members reached the end of the book. Ms. Jackie Bates has agreed to come back next year for additional training.
- Community Resources-Parents/Staff: Ms. Jenna Kline reported that there will be some changes to the kids' schedule on KVIE. On Thanksgiving D, they will have a program introduced called Nature Cut and in January, they will introduce a new program that is math-focused. Look for new additions to the TV schedule and the on-line schedule as well. Ms. Nicole Chilton There are some new workshops starting in November. A Love and Logic Workshop is scheduled for November 19 12:30 – 2:30; they provide day care. This workshop will be in Spanish; the English speaking class will be in February. There will be a baby shower November 24, 1-2:30p.m.; anyone in their final trimester or has given birth is encouraged to attend.

Mr. Tyrone Broxton arrived at 10:17 a.m.

B. Governing Board Minutes of September 3, 2015: No questions.

C. Fiscal Monitoring Report: No questions.

V. Committee Reports

- Executive Committee: Ms. Williams reviewed the critique of the last meeting.
- Budget/Planning Committee: Ms. Blanks reviewed the last committee meeting.
- Men's Activities Affecting Children Committee (MAACC): Mr. Tate reported the MAACC had a brief meeting to discuss the visit to the Crocker Art Museum; there was a great turnout. Major kudos to Mr. Silva who will continue working to make sure this will happen again.
- Parent Ambassador Report: Ms. Litka reported the last meeting discussed in detail upcoming events and who is attending; they discussed pins with names, buttons that say **Parent Ambassador** and tee shirts identifying them as parent ambassadors. Ms. Blanks encouraged more board members to consider being a Parent Ambassador; she's amazed that so many people do not know what Head Start is.

Mr. Morales asked for a list of events for the upcoming Parent Ambassador recruitments.

- Maternal, Child and Adolescent Health Advisory Board: The next meeting is November 10.

- Sacramento Medi-Cal Dental Advisory Committee: Ms. Self attended the meeting held October 22. Liberty is a provider for DentiCal. The big topic for the past few months is the anesthesia/sedation policy that has been finalized. There will not be a meeting in November, but the December meeting is scheduled for 12/13.

Mr. Tate asked if it was a questions with who can do it or why can authorize it? Ms. Self replied that it is about who can authorize it, doctor/dentist/clinic/hospital. Lots of issues with clients being denied for sedation because of the way the policy is written. DHCS will clarify how the procedure should be done. The main thing is authorization must be submitted by the person being paid for the services.

- Community Reports: No additional report.
- Community Action Board: No report.

VI. Other Reports

- A. Head Start Deputy Director's Report: Ms. Lee expressed her appreciation of the end of year appreciation event. Everyone who spoke did a great job. Ms. Lee introduced Ms. Robyn Caruso, open of two new managers. Ms. Caruso has been working in Administration doing grant writing and support of the delegate agencies. Ms. Caruso introduced herself and looks forward to working in the new unit entitled: Program Support Services and Special Projects. She will be working on the EHS partnership.

Ms. Lee stated that another candidate will be joining us on Monday; Martha Cisneros has a lot of experience in safe environments. Ms. Lee wanted to broaden the team and expand services. Ms. Karen Gonzales oversees the SOP and not necessarily the delegate services. Many of the delegate agencies have desired to be a part of the structure; Karen will take on county-wide education support. Ms. Lisa Carr will be expanding her services as well working with the partnership with SCOE and River Oak, which is a home based model. She will continue with family engagement and enrollment/selection recruitment. Each manager will take a county-wide focus.

- B. Head Start Managers' Reports
- ✓ Lisa Carr: No report.
 - ✓ Karen Gonzales: Ms. Gonzales expressed appreciation for the brunch; it was a very nice event. She is in the process of learning about the delegates and beginning to focus on going county-wide for safety and supervision. Grantee and delegates are all refreshing their employees on safely transitioning kids from outside to inside/vice versa. Bloodborne pathogens training was also provided.

Ms. Williams thanked Mr. Broxton for submitting his application for past parent.

- C. Chair's Report: Ms. Williams thanked Ms. Collins for her attendance and participation in the meeting.
- D. Open Discussion and Comments: No comments.
- E. Public Participation: Ms. Gwen Collins addressed the board. She volunteers at the Fruitridge Head Start center and stated that the staff need more help controlling the children. The center needs more balls, cabinets, and storage areas. Most of the parents complain that the teachers change too much; they want stable teaching staff. There needs to be a stop sign outside and more police interaction to make sure there area remains clean.

Mr. Tate stated that some of the things they have concerns with is a responsibility of the Parks and Recreation Department. Staff has to coordinate that with the city since we do not own the building. Mr. Tate asked for a list of things that need to be fixed and he will give it to the site supervisor.

Ms. Gonzales stated that staff is receiving coaching from a certified coach to assist the children in the classroom. Staff is very aware of the behavioral challenges at that center. Each site has a site budget that is given to teachers to spend however they want. The site supervisor can order whatever they want.

- VII. **Adjournment:** The meeting was adjourned at 10:51 am.



SETA Head Start Food Service Operations Monthly Report *November 2015

November 6th - New Manager Martha Cisneros met with the Food Service Staff at the Central Kitchen.

November 6th - Minimum Day Preschool & EHS Full Day Classes

November 9th - Marina Vista closed the afternoon classes due to a break in the water main.

November 10th - Cook/Driver accident on delivery, the driver ok, van License #E262378 totaled.

November 17th - John Allen from HR visited the Central Kitchen.

November 18th - Marina Vista new PM class scheduled to start did not open.

November 23rd and 24th - Kennedy Estates closed due to lack of power.

November 25th - Only Full Day Classes open.

November 26th and 27th - Thanksgiving Holiday.

November 30th - Walnut Grove closed due to lack of heat. Nedra Court had to stop at 30 AM children due to staffing.

Meetings & Trainings:

Head Cook Cheryl Engeldinger completed a CPR Training on November 5th.

Cook/Driver Juan Barragan completed his SERV SAFE Training on November 9th.

Martha Cisneros and Connie Otwell met with Karen Ito and Emma from the Preschool Shine Program on November 19th.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
34,052	20,022	21,708	240

Total Amount of Meals and Snacks Prepared 76,022

Purchases:

Food	\$60,021.77
Non - Food	\$11,928.33

Building Maintenance and Repair: \$340.58

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$1,722.47

Vehicle Gas / Fuel: \$1,023.32
 Normal Delivery Days 18

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 11/30/15)

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.

Agency/AFE (HS)*(EHS)**(CCP)*** Head Start #IEP (% AFE) Early Head Start #IFSP (%AFE)

Twin Rivers USD (233)	16 (6.8 %)	N/A
Elk Grove USD (440)	39 (9 %)	N/A
Sacramento City USD (1,211)(144)	108 (8.6 %)	16(11%)
San Juan USD (668) (160)	75 (11.25%)	17 (10.6 %)
WCIC (120)	6 (5 %)	N/A
Early Head Start/ Child Care Partnership (84)***		4 (4.7%)
SETA (2028) (369)	206 (10.3 %)	74 (20.3%)
County (4700)* (673)** (84)*** (Total 5,457) (AFE- Annual Funded Enrollment)	450 (9%)	111 (14%)

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 11/30/15	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	446	101	87
Sacramento City USD	1,211	1,207	99	86
SETA	2,028	2,036	100	73
San Juan USD	668	687	103	82
Twin Rivers USD	233	231	99	80
WCIC/Playmate	120	120	100	69
Total	4,700	4,727		

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 11/30/15	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	144	144	100	69
SETA	369	378	102	72
San Juan USD	160	174	109	73
Total	673	696	104	

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 11/30/15	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	36	100	TBD
Sacramento City USD	40	40	100	75
Unspecified Partner	8	0	0	N/A
Total	84	76		

(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



Head Start Monthly Report **December 2015**

SETA Operated Program

Parent Engagement

Workforce Development and Head Start have been collaborating on a few projects geared to help families increase access to jobs. We are excited to be working with Workforce Development to help our families gain access to education, job training and job seeking.

One of the projects we have been collaborating on is the CPEP grant that Workforce received to help reduce childhood poverty in our community. Nineteen single moms and a single dad met with case workers and began attending workshops on personal development, financial literacy, child development, and goal setting. These participants are working with an employment coach to help make them employment ready. Head Start staff is now working with these families to access Head Start and Early Head Start services. Of the 20 families enrolled, five have their children in the program. Our goal is to help families who qualify for care, to get into center based programs.

The other collaborative project is the Upper Land Park project. With staff from the Mark Sanders Job Training center, and the FSWS at Marina Vista and Alder Grove, the goal is to reduce the amount of unemployment in this area, which is at 14% compared to the 9% for the rest of the city. Both entities are working with parents to help them identify barriers that keep them unemployed or under employed, and to provide job training, educational opportunities, and personal development in order for families to gain better employment and move their families out of poverty.

Finally, our Parent Intern Project is one in which five parents applied, interviewed and were chosen to fill 5 intern positions on the Head Start side. The parent earns \$9.00 an hour, for up to 600 hours, all the time working in a position that will give them experience in the workforce. Workforce Development staff are assigned as Job Coaches, working with their intern to develop a resume, help with job search, to help them take typing tests to earn their certificate, and to help them navigate a work environment. One of the interns was hired on the basis of his experience at Head Start.

We are excited to work in collaboration with Workforce Development to help families access the skills they need to make them successful, and to move toward ending childhood poverty, one family at a time!

Health, Nutrition, and Safe Environments

The new Child and Family Services Manager, Martha Cisneros, joined the Health, Nutrition, and Safe Environments unit on November 2, 2015. Martha has participated in various unit meetings with most of the staff in the department as well as the agency as a whole. She will be meeting with delegate agencies in the next month or so, and will be visiting centers individually. Martha is currently in the process of assessing training needs for staff as well as other unit procedures to assist staff with current routings and referrals.

Our Health, Nutrition, and Safe Environments staff have been processing routings for children entering our program for the first time in addition to children currently enrolled who need special assistance meeting a medical requirement and/or need. Staff has also been working on processing special diet referrals as well as any other hearing and vision screening follow ups. They are currently processing 277 routings and referrals along with 174 special diets.

On November 18th Norma Johnson and North Avenue participated in a parent classes for Breathe California of Sacramento. Classes focused on lung health and asthma management. Twenty eight Head Start parents participated collectively along with three community partners and nine staff members. For more information on our partnership with Breath California of Sacramento, please contact Laura Moore, Program Specialist for Health, Nutrition, and Safe Environments.

Governance

The annual PC/PAC meeting was held November 17 (PAC) and November 25 (PC). New board members were seated for program year 2015-2016 followed by parent and staff introductions. Parents were encouraged to attend meetings throughout the year. There were 16 (sixteen) PAC representatives seated and 11 (eleven) PC.

The final parent Toastmasters session for the program year was Friday, November 13. There were a total of 8 (eight) parents present. Ms. Kathy Kossick, Ms. Denise Lee, managers and staff were also present. There were a total of 4 (four) presentations (2-4 minutes) and evaluations (1-2 minutes). The speakers were Mr. Todd Woods (*"All about Todd"*). Mr. Woods shared that his Head Start experience helped him discover a man he didn't know existed and to be a better father. He shared he is a Vice Chair at the elementary school his son attends and a member of the bylaws committee. Other presentations were by Ms. Robin Blanks (*"All about Camping with My Husband"*), Ms. Linda Litka (*"What Makes Me Angry"*), and Ms. Jasmine Jamison (*"The Package Have Arrived"*). All presentations were polished and masterfully delivered. The opening, body, and ending was strong. Their eye contact, body movement, voice tone/variety and confidence, were all excellent. Ms. Jackie Bates and Mr. Kenneth Tate were the evaluators. The use of "so," "and," "and "you know," were few in number, if at all. Mr. Dan Bates was the time keeper; all presentations were timely. Staff encouraged parents to use learned public skills as leaders in everyday life, to advocate for their personal needs, their children and the community in which they live. Parents expressed their heartfelt gratitude to staff for providing training and thanked Ms. Jackie Bates (facilitator) and Mr. Dan Bates for their commitment and for equipping them with the skills to become confident public speakers. We look forward to the project continuing with a new group of parents.

Program Support Services

Quality Assurance (QA) Unit

EHS Partners SCOE and River Oak Center for Children (ROCC) EHS Programs were monitored in November. Summary reports are being finalized and Exit Meetings are tentatively scheduled for December 11, 2015.

Health and Safety Screening Review Follow-Up

QA staff assigned as delegate liaisons are following up on corrective action plans submitted by delegate agencies. Onsite visits will be conducted to verify if non-compliance items have been rectified. Closeout letters pertaining to the August-September review results will go out by December 18, 2015.

Program Operations

Fall DRDP Child Assessment data has been gathered for the Fall collection period. In preschool the highest scoring developmental levels are:

- Perceptual, Motor and Physical development 6.6
- Language and Communication 6.1
- Mathematics 6.1

This is the first time that Mathematics has been a higher scoring indicator. SETA has been making very focused efforts to support math skill acquisition and we are glad to see that this sub-domain has made strides.

The Preschool areas that will scored as developing areas are:

Scientific Reasoning 5.7

Literacy 5.9

In Early Head Start, the sub-domains were very closely aligned. Data identified strengths as:

Perceptual, Motor and Physical Development 4.8

Language and Communication 4.2

Developing areas are:

Cognition 4.0

Approaches to Learning 4.1

Elk Grove Unified School District

Education Services Update

Gerri LaCalle and Karin Nakahira-Young, instructional coaches, presented training on the California Preschool Learning Foundations and Frameworks Volume 3 and how teachers can use them to enhance science instruction in their classrooms. Teachers were given time to read and discuss the section pertaining to earth sciences in each of the volumes. After discussing the earth sciences section, teachers divided into groups and each group developed a plan for teaching an earth science lesson. Lesson plans were shared with the entire group enabling everyone to leave with five earth science lessons.

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 November was 87%.

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 39 students with active IEPs being served which is nine percent (9%) of our Head Start student population.

Health Services Update

Catherine Barbero, PreK social worker, is scheduling observations and follow-up meetings in response to needs discussed at the Co-Op meetings which were held at the following elementary sites: James McKee, Florence Markofer, Samuel Kennedy, Herman Leimbach, Sierra Enterprise, John Reith, Prairie Elementary, David Reese, Franklin Elementary, Maeola Beitzel, Isabelle Jackson, Florin Elementary, Charles Mack, Union House, and William Daylor between October 16 and 30, 2015. Family and Student Support Team (FASST) meetings have been scheduled to offer guidance and support to teachers and families of students of concern.

USDA Meals/Snacks

Head Start students were served 7,558 meals during the month of November. This month's Elk Grove Meals/Snack calendars are 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.

“Safe Sleep for Babies”, a class for parents to learn what practices increase the possibility of infant death, myths

associated with infant sleep, and how safe sleep practices reduce risk, was held at Herman Leimbach Elementary School on November 3, and at David Reese Elementary School on November 7. Six (6) families attended the workshop at Herman Leimbach Elementary School. Seven (7) families attended the workshop at David Reese Elementary School.

“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 William Daylor High School on November 4, and at Herman Leimbach Elementary on November 5. Nine (9) families attended the workshop at William Daylor High School. Twenty-nine (29) families attended the workshop at Herman Leimbach Elementary School.

Recruitment

Individual registrations are taking place and thirty-one (31) students are on the wait list for the Head Start program.

Sacramento City Unified School District

Health and Nutrition

The Health, Nutrition and Safe Environments committee members attended their monthly meeting in November. Included in this committee are Head Start and Early Head Start Nurses, Health Clerks, the Data Specialist and the Facilities Licensing Specialist for safety issues.

Nurse Victoria Benson and Health/Nutrition Coordinator, Tammy Sanchez, attended the Child Development’s PIR Committee meeting chaired by Data Specialist, May Song. A summary of current PIR status was presented to the committee for all health and dental events as reflected in Child Plus. These PIR meetings will be held on a quarterly basis to assist with timeliness of sensory screenings, health and dental follow-up, and to assure more accurate data collection and data entry.

Since the beginning of the 2015-2016 school-year, Data Specialist, May Song, has been providing weekly email updates to the health and enrollment staff for Head Start/Early Head Start Programs regarding newly enrolled children. The Head Start (preschool) nurses have noted that this has been a helpful tool to alert them to newly enrolled preschoolers so that they may, in a more accurate and timely manner, identify preschoolers who are in need of medical and dental follow-up and sensory screenings.

Body Mass Index follow-up with parents continued in November for children who have been noted to be underweight, overweight and obese. The preschool nurses also reviewed health data for hemoglobin, lead status and pica behaviors in order to provide Registered Dietitian referrals and support for children with high risk status in these areas.

Nurses Victoria Benson, Lisa Stevens and Lori Souza presented Universal Precautions training to the instructional staff at the Professional Learning meeting on November 6th. Nurse Benson also presented on head lice and addressed the issue of head lice treatment resistance and measures to effectively prevent, identify, and treat head lice effectively.

Nurse Lisa Stevens continued her monthly attendance at the School Readiness Day at Edward Kemble Preschool in order to meet with parents and address any health concerns and provide sensory screening to preschoolers in the Head Start Home Base Program.

The preschool nurses continued to present health talks to parents in the Head Start and State programs this month. Topics such as preventing communicable illnesses, hand-washing, nutrition and dental health were addressed by the preschool nurses.

Mental Health

Social workers continue to support teachers and parents with children exhibiting challenging behaviors in the classroom and at home.

Social Workers completed Mental Wellness Observations in classrooms.

Ten Resource Staff began the training for Practice Based Coaching for CA CSEFEL Teaching Pyramid Implementation Five staff members are attending the Experienced Coach Cadre and five others are attending the New Coach Cadre.

Family and Community Engagement

During the November Professional Learning Social Workers presented a review session for Teaching Staff on how to complete the Family Partnership Agreement Goal Sheet.

A graduation gathering will be held on December 10, 2015 for the 10 staff persons who completed the Family Development Course.

Teachers met with families for the goal setting during Teacher-Parent Conferences.

May Song, Child Development Department, Data Information Technician presented a Child Plus Family Partnership Training to School Community Liaisons.

Early Head Start & Home Based

Mental Health and Family and Community Engagement

Selected EHS home visitors and other home visitors are finalizing their portfolios to move toward earning their credentials through the Family Development Credentialing Training program. Social Workers are continuing to facilitate this process.

Social Workers attended the Intensive Coaching Training for Teaching Pyramid.

EHS staff continue with the Family Partnership Process and following up with families with goal setting and updates.

Social workers continue to monitor and support the FPA process.

Social worker continues to provide support and consultation/case management to staff and making site visits and home visits.

Social worker finishing Mental Wellness Observations in the Infant Toddler Classrooms.

Social worker continues to provide mental health support to referred children and families in EHS.

Social Worker conducted a parent workshop for the November Home base Socialization: Topic: Positive Discipline with an emphasis on Attachment and Bonding and Supporting and Guiding the behaviors of very young children.

Education

In an effort to reach our 10% of children enrolled with special needs the resource staff in EHS has been collaborating with SCOE infant development program for referrals.

The EHS Home-based staff planned a parent meeting based on the questions that parents had in regards to social emotional well-being and child discipline. The parents were given the opportunity to lead the parent meeting by asking our social worker, Janet Love, questions that could help them to understand their own child's behaviors and temperament. In wrapping up the social we received parent input that they want to have a clothing and toy

swap at the December social. That way they can get rid of clothes their child has grown out of and acquire some that their child can fit in to currently. The exchange is on the agenda for the December social.

Preschool Home Base

Social worker continues to monitor and support the FPA process.

Social worker continues to provide mental health support to referred children and families

Social Worker conducted a parent workshop for the November Home base Socialization: Topic: Positive Discipline

Special Education

To date we have served 108 children with IEPs and an additional 13 children have pending IEPs. In EHS Basic we have 14 children with IFSPs and in EHS Expansion we 2 children with IFSPs.

The Special Needs Coordinator has been developing relationships with the Special Education Department and the speech therapists. Together with the Program Technician we are earning in-kind dollars for each minute preschool children in our Head Start funded programs are served with speech therapy. For the month of September we earned \$5,293.50 in speech services.

San Juan Unified School District

Education Services Update

All teachers completed their first DRDP assessment and began parent conferences this month. Parent conferences will continue into December. Teachers use the IDP Worksheet form with DRDP measures rated and grouped in the seven school readiness domains of development. All classrooms have started a new Creative Curriculum study entitled "Music Making". This study runs through the month of December. The letter focus is Uu, Yy, and Ww. The math activities include creating sets of 3-4 objects, adding and subtracting 1-2 objects from the sets, cardinality, and numerical comparisons.

Disabilities Services Update

During the month of November, the children's play area in the Screening Center got a little bit of a "facelift" with some new materials. It is now a little more inviting and comfortable for the children's use while parents talk with staff. The Screening Center is still operating on a one-day per week Screening Schedule, and will continue to do so until Spring Registration time. Many IEPs were held this month, with children starting to receive services in a timely manner. Now that children have settled into a classroom routine, many more referrals have been submitted. It was a very busy month!

Mental Health Services Update

The Mental Health Therapist participated in parent-teacher conferences to both address specific social-emotional needs of identified children as well as to provide community resources/mental health referral information. The Mental Health Therapist provided 50 parents with Self Esteem/Limit Setting workshops this month.

Health & Nutrition Services Update

Staff has been informed that the FISKRSR Project Orange Thumb Garden Grants are now available. SJUSD will support the application process for preschool classes. The application deadline is February 1, 2016.

Health continued to review students' health, nutrition, and immunization status, as well as completed and reviewed health files for newly enrolling students. The School Nurse completed and updated Individualized Student Health Plans for those who have health concerns. The health team screened children 1 day per week during November in the centralized screening room and also went out to the sites to do follow-up screenings. Smile Keepers completed dental screenings on children at the preschool sites this month.

Family and Community Partnerships Update

Congratulations to staff for making the deadline for the completion of Head Start Parent Surveys; submissions were received from each and every classroom, leading to a great representation of the program. It was yet another successful team effort! Thanks to Donald, the turn-a-round time with the site data was extraordinarily quick. Teachers received the information and are taking the time to review the results. The ECE department is looking forward to the cumulative report.

Program Support/Staff Training Update

Teachers and assistants were trained on various ECERS topics by Silvia Cane on November 6th. The topics covered included the substantial portion of the day and the importance of not crowding this time by overlapping structured small group activities, how to run transitional activities which are successful for children, and the importance of intentional teacher-child interactions. On November 20th Dee Johnston continued her series on CSEFEL, presenting the module on Resiliency and Vulnerabilities. The training began with a review of the ACE score tool and a Resilience Questionnaire.

Fiscal Update

November was very busy with the completion of 1st Interims. SETA reports for Head Start and Early Head Start were signed and submitted. All programs were reconciled and State reports were filed. There is continued work on the integration prototype and the fiscal staff are preparing for a fiscal monitoring review next week.

Early Head Start

This month, the classroom staff participated in a full day session on Meaningful Observation, the second presentation this year from Ramee Serwanga of SCOE. Teachers were able to expand on and discuss the connections to their DRDP 2015 session in August, and had time to reflect on what makes a good observation and how to document their observations of children's work and skills. The full day format allowed classroom teachers plenty of time to delve deeply into this critical piece of the assessment and planning process. Also this month, staff received their first DRDP 2015 assessment results, including classroom and individual data. Teachers were able to meet with parents and discuss the results with them during home visits and parent conferences this month. Parents gave input on home and school strategies to support their children's skill development and growth during the next few months.

The Home Based Teachers worked with Health staff and the School Community Worker to integrate services.

Student information was reviewed for thoroughness and accuracy. Missing items were defined and Home Based teachers are working to keep all files accurate and up-to-date. In addition, the Home Based Teachers and the registration department continued to meet and solidify procedures to maintain full enrollment. The HELP assessment results came back and Home Based teachers are studying the results to add to the data used to inform instruction during their visits to student's homes.

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 Hmong New Year's Celebration as we continue to celebrate diversity in our communities. Students and families were encouraged to dress in their cultural attire with staff for the event. The event included local high school dancers who performed for the students and then taught the students a few of the cultural dance moves. Hmong students also participated in a fashion show in which their cultural attire was showcased for all to admire. Students were treated to a Hmong activity involving ball tossing in which the balls assisted with community building and social skills development. For this event, parents tasted a cultural dish and enjoyed the live entertainment.

The three sites also conducted a Coat Drive as the cold winter weather is fast approaching. Families were encouraged to donate their gently used coats and sweaters the first week of the drive. The second week of the coat drive involved the washing of the coats and sorting for students and families to come pick a “new” coat. Many families were delighted to the treats of coats and sweaters and appear to appreciate the “exchange” event.

Professional Development

On November 18th, the Head Start staff participated in the evening Professional Development workshop which focused on the development of Action Plans for their DRDP, CLASS and ECERS assessment results. Staff was given the opportunity to review their assessment data again and strategically plan for improvements with their students and classroom environment. The next workshop in January 2016 will focus updating the action plans, SUPERvision training and developing program action plans.

Components

The newest Community Liaison, Christina Southivilay, came onboard in November 2015. All four Community Liaisons are continuing to meet with parents to complete the Family Partnership Agreements and beginning to follow-up on the goals. 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 have finished reviewing the students’ files for medical concerns and continue to input the information 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 third case staffing is scheduled for December 3rd 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 second set of parent meetings will be held on December 3rd and 10th. The program anticipates meeting the 10% service to special needs students by January 2016.

The Education Component Leader continues classroom observations to assist with academic strategies and teacher coaching/mentoring. The results of the first DRDP assessment for students have been received and action plans developed for all classes. The Education Component Leader has also completed the CLASS observations and ECERS assessments for all staff.

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 99%

full with Oakdale and Rio Linda full but Morey having 2 vacant slots. The Program Design and Management component leaders continue updating the personnel files.

Policy and Parent Committees

The November meeting was held at Morey on November 19, 2015. The agenda included monthly reports from October 2015, election of the Community Members and the planning of the Winterfest event for all three sites. The Parent Committee meetings were held at Rio Linda on November 18th and Oakdale on November 17th. Meetings will be held at all three sites in December 2015.

Parent Trainings/Meetings

The Community Liaison facilitated parent meetings for November 2015 with a guest speaker from the District Office's Parent Involvement Department. The training was called Parent University and during the workshop parents brainstormed on future topics that would be of interest to them. The next parent meeting in December 2015 will focus on building relationships between teaching staff and parents to increase student success.

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 October 2015 Fiscal reports and attended the PC meeting on November 19th to provide any overview of the budget process to the PC members.

WCIC

Enrollment

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

Trainings

WCIC/Playmate Head Start Program's staff received the Mandated Reporters Training on November 6, 2015 by Courtney Wells, Training Specialist from The Child Abuse Prevention Center (CAPC). Ms. Wells gave an overview on Physical Abuse, Sexual Abuse, and Emotional Abuse. She discussed the Strengthening Families Six Protective Factors which are: Parental Resilience; Social Connections; Knowledge of Parenting and Child and Youth Development; Social and Emotional Competence of Children; Concrete Supports for Parents; and Nurturing and Attachment. Ms. Wells stated Sacramento County is approximately dealing with 28.8% physical abuse; 9.4% sexual abuse; 2.2% emotional neglect; 2.2% severe neglect; 0.8% caretaker absence; 0.6% at risk/sibling abuse; and 55.0% general neglect. She stated it is unlawful corporal punishment if an adult spansks and leaves a mark on the child's body more than 2 hours. She showed "First Impression, Exposure to Violence Video". Child care workers who work in the field of childcare are mandated reporters. They must make a report if there is at all a reason to suspect child abuse of any kind. Physical abuse can be an unexplained injury and it can be a re-occurring injury on a child. Psychomatic symptoms can be emotional abuse. It can cause severe anxiety and depression in a child. Behavior indicators can be sexual abuse and poor hygiene. If failure to report, staff can lose their credential. There are steps for making a child abuse report. Staff must call CPS @ (916) 875-KIDS or (911) Law Enforcement; and complete a written report within 36 hours. Forms can be downloaded from www.ag.ca.gov/childabuse/forms.php. Safe Surrender Law website is www.babysafe.ca.gov; phone number 1-877-babysafe. If staff has any questions, they may email Ms. Wells at cwells@capcenter.org.

WCIC/Playmate Head Start Program's staff received a Bloodborne Pathogens Training on November 13, 2015 by Ms. Garnett Volkens, Health Consultant from SETA Head Start. Ms. Volkens addressed the staff on Epi Pen, Asthma and Bloodborne Pathogens. Ms. Volkens taught the staff how to handle an Epi Pen and how to administer the Epi Pen to a child. She stated not to touch the tip of the Epi Pen where the needle is located, because it will cause contamination. Ms. Volkens stated that if the Epi Pen is used it should be given at the

thigh area of the child over clothes, because it is the thickest tissue of the body. The needle is strong enough to go through the clothes. Once the Epi Pen is inside the child's thigh it should not be removed until the medicine is completely gone. She noted that staff should always check the dates of the Epi Pen in order to make sure that it has not expired. The Epi Pen should be stored at room temperature. While the child is receiving the medication, call (911) and contact the parents/guardians of the child.

Children who need to use an Epi Pen have food allergies to tree nuts, peanuts, shellfish, eggs, milk, wheat soy, and sesame. These are the most common food allergies in children and adults. A child will show a reaction by red rash, swelling on the eyes, mouth, nausea, itching, breathing difficulty, vomiting or even swelling of the tongue.

As a child care provider, we have to be aware of a child's reaction to current foods that are served. Ms. Volkens introduced the 3 A's that will help staff. They include **Awareness, Avoidance, and Action**. **Awareness** is to know what to do in an emergency and to know each child's allergies. Also making sure that all staff and volunteers who come into contact with the child knows the allergies. **Avoidance** is to read all labels and to clean surface tops in order to avoid cross contamination. **Action** would be having an action plan and making sure that staff knows what to do at all time.

On November 13, 2015 Ms. Garnett Volkens' second Training was on Asthma. Asthma is a chronic inflammation of the bronchial tubes. This will cause severe swelling and narrowing. The child will have difficulty breathing. Many doctors will refer to asthma as either an extrinsic or intrinsic. Children who have extrinsic are commonly known as allergic asthma at 90% and intrinsic asthma at 10%. The symptoms include shortness of breath, wheezing, coughing, and chest tightness. Ms. Volkens trained the staff on how to administer the Nebulizer and how to clean the Nebulizer after each use. There are three brands of medicine used to treat asthma: Aerochamber, Optichamber, and Vortex. Before giving the Metered Dose Inhaler make sure the date is not expired and how much dosage the child should receive. The medication must be shaken before attaching it to the spacer of the mask. The child must be breathing in the medicine and the mask is completely covering the mouth and nose. If the child does not response to the dosage, staff needs to call 911. Reading the dosage of the medicine is now easier. They now have a counter on the side of the medicine which indicates how much of the medicine is left inside. After every use the spacer must be cleaned with lukewarm water and liquid detergent for 15 minutes. Allow the spacer to air dry and place in an upright position.

On November 13, 2015 Ms. Garnett Volkens' third Training was on Bloodborne Pathogens. The staff watched a Bloodborne Pathogens video. The staff learned about three Bloodborne viruses which are: Hep B, Hep C, and HIV. There is no cure of Hep B; only medication for treatment. Once the individual has Hep B it will attack the liver. The individual will need about three shots a month to manage the Hep B; however, there is no cure. Hep C attacks the liver leaving scars called cirrhosis but it is more serious then Hep B. Hep C will cause death. HIV is the first stage and it will develop into AIDS. There is no cure for HIV; only medication will slow down the stages and a person will be able to live a little longer. These types of Bloodborne Pathogens are transmitted through needles, sexual contact and through body fluid exchange. In order to avoid these types of transmitted diseases it is recommended that the staff needs to be very careful in handling blood and body fluids. Staff should always use gloves at all times and to properly dispose bloody materials into waste hazard bags.

WCIC/Playmate Head Start Program's staff and parents/guardians received an Oral Health Presentation on November 18, 2015 by Ms. Linda Mack Burch, MPH; Health Educator with the Sacramento County Department of Health and Human Services. Ms. Burch passed out a pre and post-test on Dental Health.

Ms. Burch spoke about dental care for infants and children. Her main focus was prevention and warning signs for tooth decay. Handouts were provided on the importance of dental care at a young age. Ms. Burch spoke about gum disease, signs of cavities, and what kinds of food that will cause tooth decay.

Children under the age of 1 year should use water and a damp cloth to clean the teeth and gum area. Babies

should not go to sleep with a bottle in their mouth because they will cause bacteria and early tooth decay in toddlers. After the age 1 to 2 years old, a rice size tooth paste without fluoride can be used. At the age 3-8 years old is when fluoride tooth paste can be used twice a day. Flossing should also be introduced to the child at this same time. Always make sure that children are supervised when brushing their teeth until the age of 8 years old. Parents need to know that tooth decay can be forwarded to their children; this is why sharing drinks and food are not recommended. The kinds of food children should stay away from are sugar drinks, coffee, candy and any food products that have high quantity of sugar; these foods and drinks will cause tooth decay. Children's major cavities are preventable.

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

None to report.

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.