



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

925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Main Office
(916) 263-3800

Head Start
(916) 263-3804

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

**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, February 4, 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

- I. **Call to Order/Roll Call/Pledge of Allegiance**
 - ➔ Recognition of long-term employees:
 - Dettie MacCracken**, Head Start Education Specialist (Supervisor) (25 years);
 - Marie Desha**, Head Start Coordinator (Social Services/Parent Involvement) (25 years)
 - Robert Silva**, Head Start Social Services/Parent Involvement (25 years)
 - Walter Lott**, Programmer Analyst (30 years)

- II. **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

PAGE NUMBER

III. Consent Items

- | | | |
|----|---|------|
| A. | Minutes of the January 7, 2016 Regular Board Meeting | 1-6 |
| B. | Approval of Claims and Warrants | 7 |
| C. | Approval of Selection Criteria for Enrollment in Head Start or Early Head Start Programs (Denise Lee) | 8-10 |
| D. | Approval to Submit an Application for Specialized American Job Center Services to Offenders and Authorize the Executive Director to Sign the Agreement and any Required Documents Pertaining to the Agreement (Roy Kim) | 11 |
| E. | Approval of Out-of-State Travel to attend the Customer Centered Design Learning Exchange (Roy Kim) | 12 |

IV. Action Items

A. GENERAL ADMINISTRATION/SETA

- | | | |
|----|---|-------|
| 1. | Approval to Release a Request for Proposals for Administrative Office Space – Headquarters Building (Kathy Kossick) | 13-14 |
| 2. | Approval of Size, Composition and Bylaw Amendment to the Sacramento Works Workforce Development Board (Kathy Kossick) | 15-25 |
| 3. | <u>TIMED ITEM: 10:00 A.M. AND PUBLIC HEARING:</u> Approval of Revised Salary Schedules for Head Start Parent Intern, Head Start Substitute Assistant, Head Start Childcare Teacher Assistant, Head Start Student Intern, and Bilingual Aide | 26-27 |
| 4. | Approve the Acceptance of Additional Proposition 39 Funding from the California Workforce Development Board (CWDB), Authorize the Executive Director to Execute the Funding Agreement, Modifications, or other Documents Required by the Funding Source, and Allocate Funding to Subrecipients (William Walker) | 28-29 |

B. WORKFORCE DEVELOPMENT DEPARTMENT

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

C. CHILDREN AND FAMILY SERVICES:

- | | | |
|----|--|-------|
| 1. | Approval of Budget Modification for Head Start Fiscal Year 2015-2016 (Denise Lee) | 30-31 |
| 2. | Approval to Renew the Lease for Warehouse/Office Space for SETA Facilities Operations (Denise Lee) | 32 |

V. Information Items

- A. Sacramento Works Performance Report (Ralph Giddings) 33-34
- B. Fiscal Monitoring Reports (Loretta Su) 35-59
- ✓ Asian Resources, Inc. (2 reports)
 - ✓ Crossroads Diversified Services, Inc.
 - ✓ Folsom Cordova Community Partnership
 - ✓ North State Building Industry Foundation
 - ✓ River City Food Bank
 - ✓ River Oak Center for Children
 - ✓ Sacramento City Unified School District (3 reports)
 - ✓ Sacramento County Department of Human Assistance
 - ✓ WIND Youth Services
- C. Employer Success Stories and Activity Report (William Walker) 60-68
- D. Dislocated Worker Update (William Walker) 69-70
- E. Unemployment Update/Press Release from the Employment Development Department (Roy Kim) 71-85
- F. Head Start Reports (Denise Lee) 86-106

VI. Reports to the Board

107

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

VII. Adjournment

DISTRIBUTION DATE: THURSDAY, JANUARY 28, 2016

ITEM III-A - CONSENT

MINUTES OF THE JANUARY 7, 2016 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the January 7 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, January 7, 2016
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:00 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 (arrived at 10:20 a.m.)

II. Consent Items

- A. Minutes of the December 3, 2015 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Appointment of Members to the Community Action Board
- D. Approval to Modify River Oak Center for Children's Vendor Services Contract

The consent items were reviewed; no questions or corrections.

Mr. Thatch asked that Item IIC be acted upon separately and that the motion includes the appointments are subject to conflict of interest statement being filed.

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

- A. Approve the minutes of the December 3, 2015 meeting.
- B. Approve claims and warrants for the period 11/24/15 through 12/21/15.
- D. Approve the modification of River Oak Center for Children's Vendor Services Contract.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

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

Mr. Thatch stated that this board appoints organizations and it is not known at the time of appointment who the representative is. He requested that the appointments be subject to the completion of conflict of interest statements.

Moved/Warren, second/Kennedy, to 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. The appointments are subject to representatives completing their conflict of interest statement.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. 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

Ms. Kossick stated that has been a very positive, on-going partnership with SMUD. Ms. Scherman is very pleased with this program and would encourage other companies to have similar programs.

Mr. Kennedy inquired about the funding and why the funding is not equal per student. Mr. Kim replied that the work experience wages are dependent upon how much the student is paid. Approximately half of the funding goes to wages. Mr. Kim will get the specific numbers according to how much is stipends and a breakdown of workshops. Mr. Kennedy requested a breakdown of how the funds are expended.

Moved/Schenirer/Kennedy, to 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.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

2. Approval of WIOA Board Application and Nomination Policy

Ms. Kossick stated that the agency has entered the new Workforce Innovation and Opportunity Act funding and staff is rolling out pieces of the Act. One is to have a new Workforce Development Board in place to represent the local workforce system. Board members were provided with a draft application and a proposed nomination policy to begin recruitment. Staff has met with the Sacramento Metro Chambers of Commerce; they will be providing outreach electronically to 15 different chambers in the region as well as other business-related organizations to reach out for applicants. Staff will also reach out to labor/adult education and other required partners.

Board members will be provided electronic versions of the applications received. The deadline is the second week of February which will allow time for legal counsel to vet all applications received. Ms. Kossick is requesting assistance from board members in soliciting applications.

It is expected that the Workforce Development Board will be a 25 member board because the law changed the number of mandated members. Of the 25, 13 would be business seats; other seats would include labor, CBOs, adult education, higher education, Department of Rehabilitation, EDD and 'other'. It covers a lot of mandated partners but the majority of slots are for private business. Staff is interested in having most seats appointed by the March meeting in order to have an operational board ready to go by July, 2016.

Moved/Schenirer, second/Warren, to approve the WIOA Board Application and Nomination Policy.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT

Community Services Block Grant: None.

Refugee Services: None.

One Stop Services

1. 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

Mr. Kim stated that in June 2015, the board approved extensions for the next program year which included CalWORKs funds of \$1.8 million for a 12-month period. At that time, SETA had a contract with DHA in the amount of \$743,000 and it was understood that the contract would be increased; however, additional funding was not received. This item recommends approval to deobligate funds

as a prudent measure since the contract is at a point of being fully expended. This approval is contingent upon action taken by the Board of Supervisors (BOS) at their January 12 meeting.

Moved/Schenirer/Warren, to 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.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

C. CHILDREN AND FAMILY SERVICES: None.

IV. Information Items

A. Fiscal Monitoring Reports: No questions.

B. Employer Success Stories and Activity Report: Mr. Warren asked for updates that occurred during the break. Mr. Walker reported that he met with HP and they are looking for operating engineers and processing employees. They operate 24/7 shifts and are having difficulty finding people for graveyard hours.

C. Dislocated Worker Update: Mr. Walker stated that Macy's at Country Club is closing which will affect 100 employees. Many of the staff will have an opportunity to go to different locations.

Mr. Nottoli arrived at 10:20 a.m.

Mr. Schenirer stated that the report does not include skill levels; he wanted to know what types of jobs are being lost. Mr. Walker stated that the report could be expanded to include more information. The skill level of the job applications will be included.

Ms. Kossick stated that she is in the process of setting up a meeting with Sacramento Steps Forward to continue spreading the word of services available at the Job Centers. Mr. Schenirer asked that the City of Sacramento's Homeless Liaison be included in the meeting.

D. Unemployment Update/Press Release from the Employment Development Department: No questions.

- E. Head Start Reports: Mr. Nottoli asked about the Walnut Grove site closure on November 30. Ms. Lee stated that if the temperature goes below what is allowed, the class has to close. There was an issue with getting parts for the heater.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick reported back on the workers compensation premium. Arthur J. Gallagher & Company was able to successfully secure coverage with Insurance Company of the West for approximately \$142,000 less than the current provider. The premium for the calendar year is \$981,289. The bulk of the savings is in the Head Start program, so funds can be utilized in whatever areas of need there are in the program. Staff engaged a risk management firm and a report will be provided in February or March on recommended changes to SETA's insurance. Gallagher is currently exploring options to purchase cyber insurance.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: No reports.

The board went into closed session at 10:33 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

- 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**: The meeting was adjourned at 11:00 a.m. with no report out of closed session.

ITEM III-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 12/22/15 through 1/28/16, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 12/22/15 through 1/28/16.

STAFF PRESENTER: Kathy Kossick

ITEM III-C - CONSENT

APPROVAL OF SELECTION CRITERIA FOR ENROLLMENT IN
HEAD START OR EARLY HEAD START PROGRAMS

BACKGROUND:

On an annual basis the Governing Board is required to review and approve the Countywide Enrollment Selection Criteria for the Head Start and Early Head Start programs. In 2014-2015, the Head Start (preschool) Selection Criteria remained unchanged while the Early Head Start (infants/toddlers) Selection Criteria included slight revisions. Revisions made reflected a change in prioritization for teen moms due to the reduction in teen pregnancies in Sacramento County. Slight changes were also made to reduce duplication in categories. The Policy Council, Parent Advisory Committee and SETA Governing Board approved these changes in January 2015.

There are no recommended changes for 2015-2016.

Both the Selection Criteria for Sacramento County Early Head Start and the Selection Criteria for Head Start meet all requirements contained in 45 CFR 1305 Eligibility, Recruitment, Selection, Enrollment and Attendance and updated guidelines in accordance with the Head Start Act of 2007.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the Early Head Start Enrollment Selection Criteria and the Head Start Enrollment Selection Criteria for Sacramento County as attached.

PRESENTER: Denise Lee

HEAD START SELECTION CRITERIA SACRAMENTO COUNTY

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

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

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

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

Head Start Staff Signature

Date

Child's Name

Date of Birth

Date of Application

Status Enrolled Date Enrolled: _____ Waiting List

EARLY HEAD START SELECTION CRITERIA: SACRAMENTO COUNTY

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

INSTRUCTIONS: Place an "X" by the highest applicable category on the scale (#1 being the highest).

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

- For #1-7, within the same priority ranking, selection is based on age, with the youngest child receiving priority.
- For #8-11, within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, selection for enrollment will be based on individual family needs.
- Center based availability to be determined by individual child's age and family need.
- For State Collaboratives, families must meet Early Head Start income and age requirements (unless waived) and State admissions priorities.

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

1. Transfer Early Head Start child within Sacramento County with documentation.
(copy of Application and Eligibility Verification Form must be attached to wait list) _____
2. Family with a child birth to 36 months of age with a current IFSP.
(up to 10% may exceed Federal Income Guidelines) (waiver necessary) _____
3. A previously enrolled child (who dropped on good standing)
who requests to return to original agency within 60 days. _____
4. Pregnant woman/parent/guardian with a child birth to 12 months of age having
one or more documented family situations within the past year such as:

• Abuse (physical, substance, sexual & emotional)	• Teen Parent
• High Risk Pregnancy (includes moms >35 or <18)	• Homelessness
• Death of a parent/guardian, sibling	• Foster care
• Parent with developmental delay or other disabling condition	• CPS

5. Pregnant woman/parent/guardian with a child 13 to 36 months of age having
one or more documented family situations within the past year such as:

• Abuse (physical, substance, sexual & emotional)	• Teen Parent
• High Risk Pregnancy (includes moms >35 or <18)	• Homelessness
• Death of a parent/guardian, sibling	• Foster care
• Parent with developmental delay or other disabling condition	• CPS

6. Pregnant woman/parent/guardian with a child birth to 12 months of age. _____
7. Pregnant woman/parent/guardian with a child 13 to 36 months of age. _____
8. Pregnant woman/parent/guardian with a child birth to 12 months of age
who exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____
9. Pregnant woman/parent/guardian with a child birth to 12 months of age
who exceeds Federal Income Guidelines with no cap (waiver necessary). _____
10. Pregnant woman/parent/guardian with a child 13 to 36 months of age who
exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____
11. Pregnant woman/parent/guardian with a child 13 to 36 months of age who
exceeds Federal Income Guidelines with no cap (waiver necessary). _____

Child's Name: _____

ITEM III-D – CONSENT

APPROVAL TO SUBMIT AN APPLICATION FOR SPECIALIZED AMERICAN JOB CENTER SERVICES TO OFFENDERS AND AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN THE AGREEMENT AND ANY REQUIRED DOCUMENTS PERTAINING TO THE AGREEMENT

BACKGROUND:

On January 13, 2016 the U.S. Department of Labor (DOL) announced the availability of grants of up to \$500,000 to provide pre-release services to ex-offenders. “Linking to Employment Activities Pre-Release Through Special American Job Centers (AJCS) – (“LEAP-2”)” inside county, municipal or regional correctional facilities, where offenders will receive employment and job placement services, and upon release, be connected to community-based job centers for additional services and employment. The application deadline is February 26, 2016.

SETA will be the grant applicant and will be submitting a collaborative application to serve approximately 100 offenders incarcerated at the County’s Rio Cosumnes Correctional Center (RCCC) that includes the following partners:

- County Sheriff’s Department
- County Probation Department
- County District Attorney’s Office
- County Department of Child Support Services
- State of California Employment Development Department

The parties are beginning to develop the application at this time in consultation with all partners. There is no developed budget at this time.

RECOMMENDATION:

Approve the submission of an application for up to \$500,000 to DOL for a Specialized American Job Center at the RCCC, and authorize the Executive Director to sign the agreement and any required documents pertaining to the agreement.

PRESENTER: Roy Kim

ITEM III-E - CONSENT

APPROVAL OF OUT-OF-STATE TRAVEL TO ATTEND THE CUSTOMER CENTERED DESIGN LEARNING EXCHANGE

BACKGROUND:

SETA participated in the Department of Labor Customer Centered-Design Challenge, where a team of 10 staff representing various departments of the Agency completed a seven-week IDEO online course on the methods and application of customer-centered design. The challenge required that the SETA team apply these principles to address the following challenge: How might we improve the customer experience and outcomes for SETA's One Stop customer? A proposal documenting the customer-centered design process and outcomes was required and submitted to the Department of Labor on December 16, 2015.

On January 6, 2016, the SETA team was notified that SETA's proposal was selected as a winning proposal by the Customer-Centered Design Evaluation Committee. Of the 80 teams entering this Challenge, the SETA team was one of 10 teams selected to attend the Customer-Centered Design Learning Exchange at the White House in February, 2016.

RECOMMENDATION:

Approve out-of-state travel for two staff to attend the Customer-Centered Design Learning Exchange in Washington, DC on February 16, 2016 at an approximate cost of \$2,000.

PRESENTER: Roy Kim

ITEM IV-A – 1 – ACTION

APPROVAL TO RELEASE A REQUEST FOR PROPOSALS FOR ADMINISTRATIVE OFFICE SPACE – HEADQUARTERS BUILDING

BACKGROUND:

In December, 2016, the lease for the SETA Headquarters Building at 925 Del Paso Boulevard will expire. Staff and legal counsel have explored extension options at the current site and have had extensive discussions with SETA's real estate broker, Newmark Cornish & Carey. The conclusion reached is that the Agency should begin the office space procurement process for a new consolidated office space for SETA. Staff and legal counsel are recommending that SETA issue a Request for Proposals (RFP) for office space.

This RFP was patterned after the Administrative Office Space RFP that was used to acquire SETA's existing space in 2001. To assist in preparation of the RFP, the Executive Director retained the services of the Architectural firm of Williams + Paddon, who worked with staff and the broker to form the architectural exhibits included in the RFP. The broker will continue to work with staff in the process of encouraging the submission of proposals, reviewing proposals and finalizing any lease terms. The architects will assist in reviewing proposals and oversight of the construction of any tenant improvements.

The draft RFP contemplates release of the RFP on Friday, February 5, 2016. Two Offeror's Conferences, on February 19 and March 2, 2016, respectively, will be conducted. The purpose of these conferences is to provide information and answer questions from respondents. Questions will only be responded to during these conferences so that all respondents will receive the same information and respondents are encouraged to attend both conferences because different questions can be presented at each conference. All responses will be due no later than March 14, 2016, after which staff, with the assistance of the broker and architects, will review all proposals and return to the Board at its April 7, 2016 Board meeting for selection of one or more respondents with whom lease negotiations will be conducted. Upon satisfactory completion of lease negotiations, staff will come back to the Board at a later date for final lease approval. During the process of development of the draft RFP, staff and legal counsel met with Regional Transit staff members, who provided input into the determination of RFP boundaries and preferred site locations. As a result of that input, the RFP solicits information from respondents regarding the site address and its proximity to Regional Transit light rail and bus routes/stops. In addition, respondents will be required to identify the distance from the closest light rail and bus stops, including the accessible path of travel from the stop to the site. Location, proximity to transit and price will be important, but not controlling, factors in site selection. The proposed boundaries for the RFP solicitation area are: Sacramento River to the west;

PRESENTERS: Kathy Kossick and Legal Counsel

ITEM IV-A – 1 – ACTION (continued)

Page 2

Interstate 80 to the north; a street line generally along Marysville Boulevard, Arcade Boulevard, Marconi Avenue, Howe Avenue, Fair Oaks Boulevard, Elvas Avenue and 65th Street to the east; and US Highway 50 to the south. A site may be located on either side of any of the eastern boundary streets noted above. Should the Board desire to expand or retract those boundaries, the RFP could be easily modified to incorporate those changes.

The draft RFP solicits proposals for leases with initial terms of up to ten (10) years, with at least a five (5) year option to renew. Proposals with additional options to renew are encouraged, provided that the total length of the initial terms and all extensions shall not exceed twenty (20) years.

The draft RFP, consistent with most of SETA's lease procurements, includes language that would permit SETA to terminate the lease early if its funding is reduced by 10% or more from the base year of the lease. The purpose of this provision is to allow SETA to terminate leases if funding is diminished to protect SETA, the City and the County against possible damages should funding reductions impact SETA's ability to pay lease payments. While SETA has never exercised this clause to terminate a lease early, the clause provides protection against funding reductions in recognition of the fact that the vast majority of SETA's funding is discretionary federal grants. The Agency has included similar language in its leases for satellite facility space in all of its programs and in prior leases of administrative office space, with the exception of the current Headquarters space. During the procurement process for the current Headquarters, the Agency circulated an initial RFP with this funding out clause included. SETA's broker advised that this type of language could have a negative impact on the ability of potential respondents to obtain financing and, thereby, submit proposals. Accordingly, when a second RFP was subsequently circulated for the current Headquarters space, this provision was deleted and, as a result, SETA was able to proceed with its current Headquarters lease that omits the funding out clause. While it is standard language in most of SETA's current leases, it may be less critical for the Headquarters space because of the fact that even if SETA were to see a 10% or greater reduction in funds necessitating reduction in lease facilities, it is likely that the Headquarters space would be the last leased space that SETA would retain to continue operations. If the Board chooses to omit this language, the RFP, including the draft lease attached as Exhibit 2, could be easily modified to delete the funding out language.

Staff and legal counsel will present an oral report.

RECOMMENDATION

After hearing the oral report, provide direction to staff regarding any desired modifications to the draft Request for Proposals and approve the release of a Request for Proposals for Administrative Office Space for the SETA Headquarters Building.

ITEM IV-A – 2 - ACTION

APPROVAL OF SIZE, COMPOSITION AND BYLAW AMENDMENT TO THE SACRAMENTO WORKS WORKFORCE DEVELOPMENT BOARD

BACKGROUND:

The Workforce Innovation and Opportunity Act (WIOA) was passed in 2014 to replace the 1998 Workforce Investment Act (WIA) and to provide state and local areas the flexibility to collaborate across systems in an effort to better address the employment and skills needs of current employees, jobseekers, and employers. WIOA prescribes a stronger alignment of the workforce, education, and economic development systems. The WIOA modifies the structure of State and local workforce boards, allowing them to be smaller, charging them to be more strategic analysts and investors in the labor market. As SETA transitions into the WIOA, changes regarding the composition and member requirements of the Sacramento Works Workforce Development Board are prudent.

At its January 7, 2016 meeting, the Governing Board approved the application process for appointing members of the Workforce Development Board, identifying five separate categories for Workforce Development Board membership including: business; labor/workforce; education/training; government and economic/community development; and others deemed by the Governing Board to be appropriate. Attached to this item is a table that allocates appointments to these categories for a total number of twenty-five members. A majority of the members must represent business so, with a twenty-five member board, thirteen must represent business. In addition, Labor and Apprenticeship members must comprise at least 15% of the membership, or 4 members of a 25-member board. In addition to these seventeen members, staff proposes to have eight additional members in the remaining categories. Two of the eight would be selected from the catchall “other” category, which provides the Governing Board with flexibility in the appointment of these two positions. The remaining six members represent specific programs in the workforce system as noted on the attached chart. By setting the Board membership at 25, which is substantially less than the 41-person membership of the former Workforce Investment Board under WIA, staff believes that the desire for a smaller membership can be satisfied.

In order to implement the WIOA, Sacramento Works, Inc., the local Workforce Development Board, approved a series of amendments to Article III of its bylaws at its January 27, 2016 meeting. A copy of the amended bylaws is attached. These amendments include proposed modifications to the number of directors and the manner of appointment, which can only be amended with the advice and consent of the Governing Board. Specifically, Section 9.02(a) of the Sacramento Works, Inc. bylaws includes the following language regarding amendments that concern the number of

PRESENTER: Kathy Kossick

ITEM IV-A – 2 – ACTION (continued)

Page 2

Directors or manner of appointment: "... provided that a Bylaw affixing or changing the number of Directors, or the manner of appointment or removal of Directors shall not be adopted, amended or repealed without the advice and consent of the Governing Board."

The bylaw amendments include the following proposed changes and the changes in Sections 3.01 (number of directors), 3.03 (staggering of terms) and 3.05 (process of appointment to implement staggered terms) all require the consent of the Governing Board):

- Section 3.01 reduces the size of the board from a range of 36 to 50 down to a range of 15 to 30 and sets the current size of the board at 25, a reduction from the current size set at 41. The size of the board can be changed by simple board resolution any time so long as it stays within the new range set by this amendment
- Section 3.02 changes the references to the qualifying law from the former WIA to the new WIOA.
- Section 3.03 makes one change to provide for staggered terms as required under WIOA.
- Section 3.04 changes the reference to the qualifying law from the former WIA to the new WIOA.
- Section 3.05 (a) incorporates the changes needed to set up staggered terms by appointing approximately 1/3 of the directors appointed in March 2016 to two year terms, 1/3 to three year terms and 1/3 to four year terms. After these initial terms, all terms will be three years.
- Section 3.06 does not change.
- Section 3.07 does not change except to modify the reference to the WIOA instead of WIA.
- Sections 3.08, 9 and 10 contain no changes.
- Section 3.11 adds a new subsection (p) which allows for teleconferencing in a manner consistent with the Brown Act and in compliance with the requirements of the WIOA.

Although the WIOA recommends adding language allowing for Directors to designate alternates who can attend meetings for them and the use of proxy voting, current State law does not allow those recommendations to be incorporated. The problem and the prohibition are a result of the fact that under applicable California law, board members are all "public officials" hence prohibited from acting by proxy or designee.

PRESENTER: Kathy Kossick

ITEM IV-A – 2 – ACTION (continued)
Page 3

The chart attached illustrates the changes from requirements under the Workforce Investment Act and identifies the categories and numbers within categories being proposed by staff. Also attached is a summary of the requirements for WIOA Local Board membership that has previously been provided to the Governing Board.

Recruitment is currently underway for board appointments. The Governing Board will be presented with information on all applicants and is scheduled to make appointments at the March 3 Governing Board meeting.

RECOMMENDATION:

Review the proposed bylaw amendment and the chart and local board membership requirements. Approve the composition and size of the new Sacramento Works Workforce Development Board, and the amendments to the Sacramento Works Bylaws that require the consent of the Governing Board.

PRESENTER: Kathy Kossick

ARTICLE III: DIRECTORS

Section 3.01. Number of Directors. The Corporation shall have not less than fifteen (15) nor more than thirty (30) Directors and collectively they shall be known as the Board of Directors. The exact number of Directors shall be fixed, within the limits specified, by action of the Board of Directors. The current number of Directors shall be 25.

Section 3.02. Qualifications.

- (a) **Qualifications for appointment to the Board** shall be determined by the Governing Board of the Sacramento Employment and Training Agency (SETA), a joint powers authority (the Governing Board), in accord with the provisions of Public Law Number 113-128 (commonly cited as the Workforce Innovation and Opportunity Act) as from time to time amended or revised, and such other rules and regulations, including state and/or local rules, regulations, ordinances or statutes as may from time to time be applicable to the determination of the composition of the Board as a matter of law; failure to continuously meet the standard for qualification for appointments as set forth in Public Law Number 113-128 as amended, shall constitute grounds for removal from the Board pursuant to section 3.07(A)(5); and
- (b) **Residency.** Each Director shall have established and be presently maintaining residency in the County of Sacramento, State of California, or shall have established and be presently maintaining employment within the County of Sacramento, State of California. Failure of a Director to continuously maintain either residence or employment within the County of Sacramento shall constitute grounds for declaration of a vacancy on the Board pursuant to Section 3.08(a)(5) of these Bylaws; and
- (c) **Conflict of Interest Statements.** Each Director must also have filed an “Initial Statement of Economic Interest” or a continuing “Statement of Economic Interest” in accord with the applicable provisions of the Conflict of Interest Code of the Sacramento Employment and Training Agency or its successor. Failure to file such a statement within the time required by law shall constitute grounds for declaration of a vacancy on the Board pursuant to section 3.08(a) (4) of these Bylaws.

Section 3.03. Terms of Office. Each Director shall hold office for a term of three years from the date of such Director’s appointment except for Directors appointed in March, 2016 as a part of the implementation of Public Law 113-128. Those Directors appointed in March, 2016 shall be appointed to staggered terms as provided in Section 3.05 below.

Section 3.04. Nomination. Any person qualified to be a Director pursuant to Section 3.02 of these Bylaws shall be nominated in the manner specified by the Governing Board from

time to time, in accord with the provisions of Public Law Number 113-128 (commonly cited as the Workforce Innovation and Opportunity Act) as from time to time amended or revised, and such other rules and regulations, including state and/or local rules, regulations, ordinances or statutes as may from time to time be applicable to the determination of the composition of the Board as a matter of law.

Section 3.05. Appointment of Directors

- (a) **Appointment by Governing Board.** Directors shall be appointed by the Governing Board and shall serve for a term of three (3) years and until a successor has been appointed by the Governing Board, except for the initial terms of the directors appointed in March, 2016, which shall be either two (2), three (3) or four (4) years. It is the intent of these bylaws to have and maintain staggered terms of office for the directors and to provide that approximately one-third (1/3) of the directors' offices expire in any given year. The Governing Board shall divide the directors into three groups, and appoint the appropriate number of directors to each group in March, 2016: one consisting of eight (8) directors whose initial term shall be two (2) years; one consisting of eight (8) directors whose initial term shall be three (3) years; and one consisting of nine (9) directors whose initial term shall be four (4) years. Appointment of each group of directors shall occur upon expiration of their initial term and every three (3) years thereafter by the Governing Board at its March meeting.
- (b) **Qualification of Appointed Directors.** No appointment to the Board of Directors of this Corporation shall become effective nor shall any Director be qualified until such time as the appointee has filed an "Initial Statement of Economic Interest" or a continuing "Statement of Economic Interest" in accord with the applicable provisions of the Conflict of Interest Code of the Sacramento Employment and Training Agency or its successor.

Section 3.06. Compensation. Directors shall serve without compensation.

Section 3.07. Removal of Directors.

- (a) **Removal By Governing Board.** The Governing Board may, at any meeting, by majority vote, remove from office any Director for any of the following reasons: 1) been declared of unsound mind by final order of court; 2) been convicted of a felony; 3) been found by order or judgment of any court to have breached any duty under Article III (Standards of Conduct, Corporations Code of the State of California, commencing with Section 5230); 4) ceased to maintain residency or employment within the Country of Sacramento, California; 5) ceased to maintain qualifications in accord with Public Law Number 113-128 as amended; 6) or, at any time, with or without cause, in the sole discretion of the Chief Elected Official (CEO) of the local area, as those terms are defined under Public Law 113-128, as amended from time to time. Removal will be effective immediately upon action of the Governing board.
- (b) **Removal For Cause.** A Director may also be removed "for cause" in accord with the provisions of Section 5223 of the Corporations Code of the State of

California, which provides that a Superior Court of the proper county may, upon the suit of a Director, remove from office any Director in case of fraudulent, dishonest acts or gross abuse of authority or discretion with reference to the Corporation, or breach of any duty arising under Article III, Standards of Conduct, (commencing with Section 5230 of the Corporations Code of the State of California), and may bar from re-election any Director so removed for a period prescribed by the Court. The Corporation shall be made a party to such action. The Attorney General of the State of California may bring such an action for removal “for cause” of any Director on the Attorney General’s own motion or may intervene in such action brought by any other party, and must be given notice of such action brought by any other party.

- (c) **Notice to the Governing Board.** The SETA Director shall promptly notify the SETA Governing Board of any vacancy created hereunder and request appointment of a new Director. From the effective date of the resignation or removal of any Director as a result of this section, until the appointment and installation of the replacement Director, such seat shall be treated as vacant for all purposes, including, but not limited to, establishment of a quorum for the conduct of business.

Section 3.08. Vacancies.

- (a) **Vacancies on the Board of Directors** shall exist:

1. On the death, resignation or removal of any Director;
2. When the number of Directors authorized by these Bylaws has been duly increased;
3. In the case of initial appointments to the Board or in the event of a duly authorized increase in the size of the Board, on the failure of the Governing Board to appoint the full number of Directors authorized;
4. On failure of any Director to file an annual Statement of Economic Interest each year in accord with the provisions of the “Conflict of Interest Code” for the Sacramento Employment and Training Agency or its successor;
5. On the failure of any Director to maintain either residency or employment in Sacramento County.
6. On the resignation of a Director who has missed three consecutive regular meetings of the Board of Directors.

- (b) **Filling of Vacancies.** Any vacancy in the Board of Directors shall be filled by the Governing Board or its successor in accord with the provisions of Section 3.05 of these Bylaws.
- (c) **Terms of Office.** A person appointed Director to fill a vacancy as provided in Section 3.05 shall hold office for the unexpired term of said person’s predecessor or until removal or resignation as in these Bylaws provided.

Section 3.09. Non-Liability of Directors. The Directors shall not be personally liable for the debts, liabilities, or other obligations of the Corporation.

Section 3.10. Indemnity by Corporation for Litigation Expenses of Officer, Director, or Employee. This Corporation shall have the power to indemnify any agent, as that term is defined in Section 5238(a) of the Corporations Code of the State of California, in accord with the provisions of Section 5238 of the Corporations Code of the State of California.

Section 3.11. Meetings.

- (a) **Call of Meetings.** Meetings of the Board may be called by the Chairperson, any Vice- Chairperson, the Secretary, or any two Directors.
- (b) **All meetings subject to Ralph M. Brown Act.** All meetings of the Board are subject to the Ralph M. Brown Act (Government Code Section 54950 et seq).
- (c) **Place of Meetings.** All meetings shall be held at the principal office of the Corporation as specified in Section 1.01 of these Bylaws or as changed from time to time as provided in Section 1.02 of these Bylaws.
- (d) **Time of Regular Meetings.** Regular meetings of the Board shall be held at the principal office of the Corporation, quarterly or more often, as determined by resolution of the Board. (Amended 07/12/00)
- (e) **Special Meetings.** Special meetings of the Board may be called by the Chairperson of the Board or any Vice-Chairperson or the Secretary or any two Directors. Notice of special meetings must comply with all of the provisions of the Ralph M. Brown Act. No waiver of notice and no action by written consent is allowable.
- (f) **Annual Meeting.** The regular meeting of the Board in the month of September of each year shall also be the Annual Meeting.
- (g) **Notice of Meetings.** Written or printed notice of the time and place of every meeting shall be given to each member of the Board, to SETA, and to each person or organization which has requested (in writing) notice of such meeting, by delivering to such persons and organizations such notice either personally or by the United States Mail, postage prepaid, or by telegram, at least seven (7) days prior to such meeting and in the case of special meetings at least four (4) days prior to such meeting. If given by first-class mail or telegram, the notice shall be addressed to the person or organization at that address shown on the records of the Corporation and shall be deemed given at the time it is deposited in the mail or delivered to the Secretary-Treasurer or other person designated by the Chairperson, or, on the neglect or refusal of the person charged with such duty to do so, by any Director of the Corporation who, for the purpose of giving such notice, shall have made available at the principal office of the Corporation during regular business hours the records of the Corporation showing current addresses of all persons or organizations entitled to notice.
- (h) **Contents of Notice.** Notice of meetings of the Board shall specify the place, the day, and the hour of the meeting, and the business to be transacted.

- (i) **Quorum.** A quorum shall consist of fifty percent (50%) plus one (1) of the authorized Board members, present in person.
- (j) **Adjournment for Lack of Quorum.** In the absence of a quorum, any meeting of the Board may be adjourned from time to time by a vote of the majority of the members of the Board present in person, but no other business shall be transacted. If all members are absent from any regular or adjourned regular or special or adjourned special meeting, the clerk or Secretary of the Board may declare the meeting adjourned to a stated time and place.
- (k) **Notice of Adjourned Meeting.** Whenever a meeting is adjourned, written notice of the adjournment shall be given in the same manner as provided in Section 3.11(g) and 3.11(h) of this Article. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special, or adjourned special meeting was held within twenty-four (24) hours after the time of the adjournment. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings as set out in Section 3.11(d) of this Article.
- (l) **Loss of Quorum.** A meeting at which a quorum is initially present may continue notwithstanding the withdrawal of Directors, provided, however, that no action may be taken unless a quorum is actually present and participates in the action taken.
- (m) **Voting.** Each Director is entitled to one (1) vote on each matter submitted to a vote of the Directors. Voting at duly held meetings shall be by roll call , in which case the clerk shall call the roll and record each vote and report the final tally to the Chairperson. No Director may vote by proxy nor may any Director appoint a designee to act on that director's behalf.
- (n) **Conduct of Meetings.**
 - 1. Meetings of the Board of Directors shall be presided over by the Chairperson, or, in the Chairperson's absence, by the Vice-Chairperson, or in the absence of both, by a Chairperson chosen by a majority of the members present. The Secretary-Treasurer of the Corporation shall act as Secretary of all meetings of the Board provided that in the Secretary's absence the Presiding Officer shall appoint another person to act as Secretary of the meeting.
 - 2. Meetings shall be governed by Robert's Rules of Order, as such rules may be revised from time to time, insofar as such rules are not inconsistent with or in conflict with these Bylaws, with the Articles of Incorporation of the Corporation, with the Rules of Procedure as adopted by the Board from time to time, and with the law.
 - 3. All meetings shall be open to the public and conducted in conformance with California Government Code Sections 54950 et seq., commonly referred to as the "Ralph M. Brown Act."

(o) No Action Without Meeting. No action of this Corporation may be taken by the Board of Directors except at a public meeting duly held in accord with the provisions of the Ralph M. Brown Act.

(p) Teleconferencing.

1. The Board may use teleconferencing for the benefit of the public and the Board in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of these bylaws and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding including, but not limited to, the Ralph M. Brown Act.
2. Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting of the Board. All votes taken during a teleconferenced meeting shall be by rollcall.
3. If the Board elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner which protects the statutory and constitutional rights of the parties or the public appearing before the Board. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the Board shall participate from locations within the boundaries of the County of Sacramento. The agenda shall provide an opportunity for members of the public to address the Board directly at each teleconference location.
4. Members of the Board who choose to utilize their homes, offices, hotels or any other remote location as teleconference locations must open these locations to the public and accommodate any member of the public who wishes to attend the meeting at that location. Moreover, members of the public must be able to hear the meeting and testify from each location. In addition, the teleconference location must be accessible to the disabled.
5. For the purposes of this section, “teleconference” means a meeting of the Board or any Committee of the Board, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit The Board from providing the public with additional teleconference locations.
6. The Board shall take no action by secret ballot, whether preliminary or final.

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.

WIA BOARD MEMBERSHIP		WIOA BOARD MEMBERSHIP	
<u>Private Business*</u>	21	<u>Private Business*</u> (must include 2 small business)	13
<u>Labor***</u>	6	<u>Labor/Workforce**</u> Labor Joint Apprenticeship Community Based Organization	3 1 1 1 ***
<u>Education</u>	3	<u>Education /Training</u> Adult Ed Higher Ed	1 1 1
<u>Economic Development</u>	2		
<u>Required Partners</u> Veterans, Voc Rehab, Migrant and Seasonal Farmworkers, Job Corps Older Americans Act Program, Title I, Wager-Peyser (EDD) Native American, TANF	9	<u>Government and Economic/Community Development</u> Economic Development Wager-Peyser (EDD) Voc Rehab Other	1 1 1 1 2
Total	41	Total	25

* Must be >50%
 ** Must be 20%
 *** Must be 15%

ITEM IV-A- 3 - ACTION

TIMED ITEM: 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF REVISED SALARY SCHEDULES FOR HEAD START PARENT INTERN, HEAD START SUBSTITUTE ASSISTANT, HEAD START CHILDCARE TEACHER ASSISTANT, HEAD START STUDENT INTERN, AND BILINGUAL AIDE

BACKGROUND:

In 2013, state legislation (AB 10) passed which increased California's minimum wage to \$10.00 per hour effective January 1, 2016. SETA staff reviewed current Agency classifications and salary ranges and identified five (5) job classifications which do not meet the revised minimum wage. The affected classifications include:

Head Start Parent Intern

	Step A	Step B	Step C	Step D	Step E
Current Rate	\$9.00	\$9.45	\$9.92	\$10.42	\$10.94
New Rate	Minimum Wage	Minimum Wage + 5%	Step B +5%	Step C +5%	Step D+5%

Head Start Substitute Assistant

	Step A
Current Rate	\$9.00
New Rate	Minimum Wage

Head Start Childcare Teacher Assistant

	Step A	Step B	Step C	Step D	Step E
Current Rate	\$9.31	\$9.77	\$10.27	\$10.76	\$11.32
New Rate	Minimum Wage	Minimum Wage + 5%	Step B +5%	Step C +5%	Step D+5%

Head Start Student Intern

	Step A	Step B	Step C	Step D	Step E
Current Rate	\$9.00	\$9.45	\$9.92	\$10.42	\$10.94
New Rate	Minimum Wage	Minimum Wage + 5%	Step B +5%	Step C +5%	Step D+5%

Bilingual Aide

	Step A	Step B	Step C	Step D	Step E
Current Rate	\$9.60	\$10.08	\$10.57	\$11.11	\$11.68
New Rate	Minimum Wage	Minimum Wage + 5%	Step B +5%	Step C +5%	Step D+5%

ITEM IV-A – 3 – ACTION (continued)
Page 2

Currently there are 35 employees that are affected by these changes. All employees are receiving the minimum wage at this time.

RECOMMENDATION:

Open a public hearing, receive input, close the public hearing and approve the new pay ranges for Head Start Parent Intern, Head Start Substitute Assistant, Head Start Child Care Teacher Assistant, Head Start Student Intern, and Bilingual Aide.

PRESENTER: John Allen

ITEM IV-A - 4 - ACTION

APPROVE THE ACCEPTANCE OF ADDITIONAL PROPOSITION 39 FUNDING FROM THE CALIFORNIA WORKFORCE DEVELOPMENT BOARD (CWDB), AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE FUNDING AGREEMENT, MODIFICATIONS, OR OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE, AND ALLOCATE FUNDING TO SUBRECIPIENTS

BACKGROUND:

In December of 2015, the California Workforce Development Board (CWDB) awarded an additional \$400,000 to extend, for an additional year, SETA’s Proposition 39 Clean Energy Job Creation Project to support energy efficiency-focused “earn-and-learn” job training and placement programs targeting disadvantaged job seekers.

Under the previous \$500,000 award, SETA and the Golden Sierra Job Training Agency worked in partnership with community colleges, community-based organizations, labor organizations, industry associations and employers to provide training, “earn and learn” activities, support services, and job placement assistance. The Capitol Region Multi-Craft Core Curriculum (CRMC3) served 65 youth, veterans, and/or other disconnected/disadvantaged adults. Of the 65 total enrollments, 38 were youth (8 female) ages 18 to 25 and 27 were adults (13 female). This included one adult veteran and four youth veterans.

Using the same criteria the Project will be enrolling an additional 55 participants.

SETA will continue to support pre-apprenticeship training provided by Northern California Construction Training, the American River STRIPE Pre-Apprenticeship program and the Sierra College pre-construction program, combined with on-the-job-training provided by the North State Building Industry Foundation and case-management provided by SETA and Golden Sierra.

The subrecipients include:

Organization	Amount
Golden Sierra Job Training Agency (case-management and Sierra College pre-construction training)	\$104,670
American River College	86,240
Northern California Construction Training	40,000
TOTAL	\$230,910

The remaining funds are budgeted for case management (\$87,015), supportive services (\$42,075), and administrative costs (\$40,000).

PRESENTER: William Walker

ITEM IV-A - 4 – ACTION (continued)
Page 2

RECOMMENDATION:

Approve the acceptance of additional Proposition 39 funding from the CWDB in the amount of \$400,000 and authorize the Executive Director to execute the funding agreement, any modifications, or other documents required by the funding source, and enter into subcontracts with partnering organizations.

PRESENTER: William Walker

ITEM IV-C - 1 – ACTION

APPROVAL OF BUDGET MODIFICATION
FOR HEAD START FISCAL YEAR 2015-2016

BACKGROUND:

This agenda item provides the opportunity for the Governing Board to approve a budget modification for the Elk Grove Unified School District, a SETA delegate agency, in the amount of \$60,000 to cover the cost of needed environmental health and safety modifications at school sites, which include the purchase and installation of shade structures and modifications of existing play structures.

Due to recent changes in the Office of Management and Budget Uniform Guidance, the fixed asset threshold changed from \$25,000 to \$5,000. In the past, boards were not required to approve a delegate agency request for a fixed asset purchase prior to submission to the Administration for Children and Families (ACF). However, with the change in effect, all fixed assets and/or budget modifications to purchase fixed assets within a delegate agency require formal SETA board approval prior to submission.

Specifically, the Elk Grove Unified School District Head Start Program has projected under-spent funds in Personnel and Fringe Benefits due to two (2) teacher vacancies, two (2) para-educator vacancies, and two (2) Office Assistant III vacancies that were unfilled through the fall of 2015. The program is requesting to move \$30,000 from the Personnel and Fringe Benefits cost categories each to Equipment, as outlined below:

Cost Item	2015-2016 Original Budget	T/TA	Modification Increase (Decrease)	Final Budget
A. Personnel	\$1,793,584		(\$30,000)	\$1,763,584
B. Fringe Benefits	\$847,184		(\$30,000)	\$817,184
C. Travel				
D. Equipment			\$60,000	\$60,000
E. Supplies	\$33,525		0	\$33,525
F. Contractual				
G. Construction				
H. Other	\$178,146	\$9,000	0	\$187,146
Total Program	\$2,852,439	\$9,000		\$2,861,439
Non-Federal Program	\$783,579			\$783,579
Total Admin and Program	\$3,125,314	\$9,000	\$0	\$3,134,314

ITEM IV-C – 1 – ACTION (continued)
Page 2

Recent health, safety and environmental reviews showed a need for shade structures at two Head Start locations (David Reese Elementary and James McKee Elementary) and a play structure modification at two different Head Start locations (Franklin Elementary and Florin Elementary) in order to make them safe for children under the age of five years old.

Elk Grove Unified School District's Policy Council took board action on this item at its meeting on January 12, 2016 and SETA's Policy Council on January 26, 2016.

SETA staff will be available to answer questions.

RECOMMENDATION:

Approve a budget modification in the amount of \$60,000 from Personnel and Fringe Benefits to Equipment for the Elk Grove Unified School District, a SETA delegate agency for the 2015-2016 Head Start fiscal year.

PRESENTER: Denise Lee

ITEM IV-C – 2 - ACTION

APPROVAL TO RENEW THE LEASE FOR WAREHOUSE/OFFICE
SPACE FOR SETA FACILITIES OPERATIONS

BACKGROUND:

The SETA Children and Families Services Department warehouse is located at 241 North 10th Street, in Sacramento and covers 13,950 square feet of warehouse, workshop and office space. The lease for the facility expires on May 31, 2016 but contains an option to renew for one additional five-year term upon the same terms and conditions, except rent. The current monthly rate and proposed new monthly rate are as follows:

	Monthly Rent	Cost/Sq. Ft.
Current Rate	\$4,882.50	\$.35
Proposed Rate	\$5,900.00	\$.42

The proposed new monthly rate represents a 21% increase; however, the rate per square foot is very competitive for the area. The monthly rental rate includes utilities.

Deputy Director Denise Lee is available to answer questions.

RECOMMENDATION:

Approve renewal of the current lease for warehouse, workshop and office space for the SETA Children and Families Services warehouse for an additional five-year term with the new monthly rate of \$5,900.00.

PRESENTER: Denise Lee

ITEM V-A - INFORMATION

SACRAMENTO WORKS PERFORMANCE REPORT

BACKGROUND:

Staff will review the Workforce Investment Act/Workforce Innovation and Opportunity Act program results for the period July 1, 2015 – December 30, 2015. Mr. Ralph Giddings will be available to answer questions.

PRESENTER: Ralph Giddings

Sacramento Works System 2nd Quarter (7/1/2015- 12/31/2015) Report

Dashboard Question	Answer											
<p>Sacramento Works Job & Training Center Universal Access: Is the Sacramento Works system meeting the goal of providing universal access services to job seekers this quarter?</p>	<p>Percentage of Benchmark: 152%</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Reporting Quarter</td> <td>16,645</td> </tr> <tr> <td>Benchmark</td> <td>10,953</td> </tr> </table>	Reporting Quarter	16,645	Benchmark	10,953							
Reporting Quarter	16,645											
Benchmark	10,953											
<p>Intensive & Training Services Adult/Dislocated Worker: Is the Sacramento Works system meeting the enrollment goal?</p>	<p>Percentage of Benchmark: 102%</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Reporting Quarter</td> <td>2,105</td> </tr> <tr> <td>Benchmark</td> <td>2,063</td> </tr> </table>	Reporting Quarter	2,105	Benchmark	2,063							
Reporting Quarter	2,105											
Benchmark	2,063											
<p>Adult and Dislocated Worker Measure: Is the Sacramento Works system meeting its performance measures for the Adult/Dislocated Worker program?</p>	<p>Adult % Entered Employment</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Reporting Quarter</td> <td>66%</td> </tr> <tr> <td>Benchmark</td> <td>55%</td> </tr> </table> <p>DW % Entered Employment</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Reporting Quarter</td> <td>75%</td> </tr> <tr> <td>Benchmark</td> <td>63%</td> </tr> </table>	Reporting Quarter	66%	Benchmark	55%	Reporting Quarter	75%	Benchmark	63%			
	Reporting Quarter	66%										
	Benchmark	55%										
Reporting Quarter	75%											
Benchmark	63%											
<p>Adult % Employment Retention</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Reporting Quarter</td> <td>79%</td> </tr> <tr> <td>Benchmark</td> <td>79%</td> </tr> </table> <p>DW % Employment Retention</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Reporting Quarter</td> <td>88%</td> </tr> <tr> <td>Benchmark</td> <td>83%</td> </tr> </table>	Reporting Quarter	79%	Benchmark	79%	Reporting Quarter	88%	Benchmark	83%				
Reporting Quarter	79%											
Benchmark	79%											
Reporting Quarter	88%											
Benchmark	83%											
<p>Adult Average Six-Months Earnings</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Reporting Quarter</td> <td>\$12,745</td> </tr> <tr> <td>Benchmark</td> <td>\$13,450</td> </tr> </table> <p>DW Average Six-Months Earnings</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Reporting Quarter</td> <td>\$19,055</td> </tr> <tr> <td>Benchmark</td> <td>\$17,800</td> </tr> </table>	Reporting Quarter	\$12,745	Benchmark	\$13,450	Reporting Quarter	\$19,055	Benchmark	\$17,800				
Reporting Quarter	\$12,745											
Benchmark	\$13,450											
Reporting Quarter	\$19,055											
Benchmark	\$17,800											
<p>Youth Measures Is the Sacramento Works system meeting its performance measures for the Youth Worker program?</p>	<p># of New Enrollments Quarter 2 Goal (Out of School Youth)</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Reporting Quarter</td> <td>237</td> </tr> <tr> <td>Benchmark</td> <td>291</td> </tr> </table> <p># of New Enrollments Quarter 2 Goal (In School Youth)</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Reporting Quarter</td> <td>107</td> </tr> <tr> <td>Benchmark</td> <td>125</td> </tr> </table>	Reporting Quarter	237	Benchmark	291	Reporting Quarter	107	Benchmark	125			
Reporting Quarter	237											
Benchmark	291											
Reporting Quarter	107											
Benchmark	125											
<p>Literacy/Numeracy Gains</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Reporting Quarter</td> <td>71%</td> </tr> <tr> <td>Benchmark</td> <td>60%</td> </tr> </table> <p>Youth % Attained Degree/Certificate</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Reporting Quarter</td> <td>68%</td> </tr> <tr> <td>Benchmark</td> <td>64%</td> </tr> </table> <p>Youth % Entered Employment or Education</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Reporting Quarter</td> <td>81%</td> </tr> <tr> <td>Benchmark</td> <td>65%</td> </tr> </table>	Reporting Quarter	71%	Benchmark	60%	Reporting Quarter	68%	Benchmark	64%	Reporting Quarter	81%	Benchmark	65%
Reporting Quarter	71%											
Benchmark	60%											
Reporting Quarter	68%											
Benchmark	64%											
Reporting Quarter	81%											
Benchmark	65%											

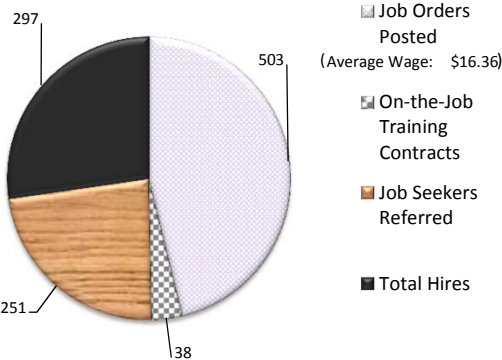
Job Seeker Customer Satisfaction Survey:
 Are customers satisfied with the services received? (On a scale from 1-5 with 5 being the highest. Cumulative total from Q1 2015-2016 year.)



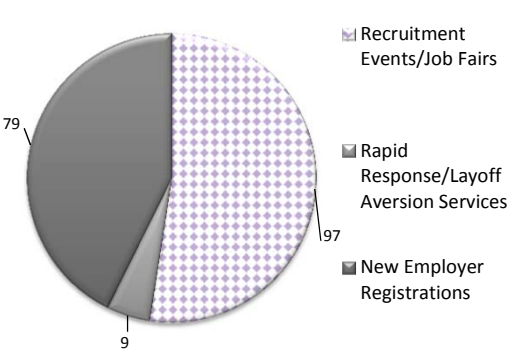
- Number of Surveys Completed
- Collective Job Center Average Satisfaction Rating

Employer Services:
 Is the Sacramento Works system meeting the needs of the region's employers?

Total Services To Employers



Total Employers Served



ITEM V-B - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Loretta Su

MEMORANDUM

TO: Stephanie Nguyen **DATE:** December 21, 2015
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Asian Resources, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	AD/OJT	\$ 174,852	7/1/15-6/30/16	7/1/15-10/31/15
CW/TC	ABE/GED	\$ 53,750	7/1/15-6/30/16	7/1/15-10/31/15
CW	OJT	\$ 268,081	7/1/15-6/30/16	7/1/15-10/31/15
CW	OJT/ESE	\$ 283,712	7/1/15-6/30/16	7/1/15-10/31/15
WIA/TC	AD/ABE/GED	\$ 53,750	7/1/15-6/30/16	7/1/15-10/31/15
WIA	US	\$ 61,000	7/1/15-6/30/16	7/1/15-10/31/15
WIA	OS	\$ 245,728	7/1/15-6/30/16	7/1/15-10/31/15
TAD	VESL/ES	\$ 10,036	10/1/15-10/31/16	10/1/15-10/31/15
TA	ES	\$ 45,936	10/1/15-10/31/16	10/1/15-10/31/15
RESS	VESL/ES	\$ 168,498	10/1/15-10/31/16	10/1/15-10/31/15

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: Nov 12-13, 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	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				
12	Equipment Records				

Memorandum
Fiscal Monitoring Findings
Page 2

Program Operator: Asian Resources, Inc.

Findings and General Observations:

The total costs as reported to SETA for WIA, CalWorks, and Refugee Programs have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Stephanie Nguyen **DATE:** December 21, 2015
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Asian Resources, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CW/TC	ABE/GED	\$ 53,750	7/1/14-6/30/15	10/1/14-6/30/15
WIA/TC	DW 25%	\$ 87,000	7/1/14-9/30/15	10/1/14-9/30/15
WIA/TC	AD/ABE/GED	\$ 70,950	7/1/14-6/30/15	10/1/14-6/30/15
WIA	OOS/YOUTH	\$ 245,728	7/1/14-6/30/15	10/1/14-6/30/15
WIA	US	\$ 61,000	7/1/14-6/30/15	10/1/14-6/30/15
CW	OJT	\$ 376,732	7/1/14-6/30/15	10/1/14-6/30/15
WIA	AD/OJT	\$ 382,084	7/1/14-6/30/15	10/1/14-6/30/15
IT	AD	\$ 15,000	7/1/14-6/30/15	7/1/14-6/30/15
CW	OJT/ESE	\$ 95,285	7/1/14-6/30/15	7/1/14-6/30/15
TAD	VESL/ES	\$ 8,610	10/1/14-9/30/15	10/1/14-9/30/15
TA	ES	\$ 70,875	10/1/14-9/30/15	10/1/14-9/30/15
RESS	VESL/ES	\$ 96,995	10/1/14-9/30/15	10/1/14-9/30/15

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X

Date of review: Nov 9-13, 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	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				
12	Equipment Records				

Program Operator: Asian Resources, Inc.

Findings and General Observations:

The total costs as reported to SETA for WIA, CalWorks, and Refugee Programs have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Joe DeBiasio **DATE:** December 18, 2015
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of
 Crossroads Diversified Services, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	SWTC	\$247,790	7/1/14-6/30/15	1/1/15-6/30/15
WIA	Disability Employment Initiative	\$175,000	1/1/15-12/31/15	1/1/15-6/30/15
WIA	US – Citrus Heights	\$61,000	7/1/14-6/30/15	1/1/15-6/30/15
WIA	US – Rancho Cordova	\$71,000	7/1/14-6/30/15	1/1/15-6/30/15
WIA	In-School Youth	\$194,250	7/1/14-6/30/15	1/1/15-6/30/15
WIA	OJT CW ESE	\$63,715	7/1/14-6/30/15	1/1/15-6/30/15
WIA	US – Citrus Heights	\$61,000	7/1/15-6/30/16	7/1/15-8/31/15
WIA	US – Rancho Cordova	\$71,500	7/1/15-6/30/16	7/1/15-8/31/15
WIA	In-School Youth	\$200,000	7/1/15-6/30/16	7/1/15-8/31/15

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 10/26-10/28/15

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

Program Operator: Crossroads Diversified Services, Inc.

Findings and General Observations:

- 1) We have reviewed the SWTC and WIA youth programs from January 1, 2015 to August 31, 2015. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None

cc: Kathy Kossick
Governing Board

Program Operator: Folsom Cordova Community Partnership

Findings and General Observations:

- 1) The total costs as reported to SETA from January 1, 2015 to September 30, 2015 for the WIA OJT programs, the CSBG Safety Net program, and for the Covered California program have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Rick Larkey **DATE:** January 12, 2016
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of
 North State Building Industry Foundation

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	OSY	\$160,380	7/1/15-6/30/16	7/1/15-9/30/15
WIA	OJT CW ESE	\$292,000	7/1/15-6/30/16	7/1/15-9/30/15
WIA	OJT DW	\$8,000	7/1/15-6/30/16	7/1/15-9/30/15
	Carry Over			
WIOA	Adult	\$272,083	7/1/15-6/30/16	7/1/15-9/30/15
WIA	OJT CW ESE2	\$95,285	7/1/14-6/30/15	1/1/15-6/30/15
WIA	OJT DW 25%	\$119,034	7/1/14-6/30/15	1/1/15-6/30/15
WIA	OJT DW	\$416,808	7/1/14-6/30/15	1/1/15-6/30/15
WIA	OJT Adult	\$39,600	7/1/14-6/30/15	1/1/15-6/30/15
WIA	OJT CW ESE	\$67,650	7/1/14-6/30/15	1/1/15-6/30/15
WIA	OSY	\$160,380	7/1/14-6/30/15	1/1/15-6/30/15
WIA	OJT CW	\$47,235	7/1/14-6/30/15	1/1/15-6/30/15

Monitoring Purpose: Initial Follow-up Special Final
 Date of review: 11/16-11/17/15

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

Program Operator: North State Building Industry Foundation

Findings and General Observations:

- 1) The total costs as reported to SETA for the contract year of January 1, 2015 to September 30, 2015 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mrs. Eileen Thomas **DATE:** January 21, 2016
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of River City Food Bank

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$20,500	1/1/15-12/31/15	1/1/15-12/31/15

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 1/20-1/21/16

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

Program Operator: River City Food Bank

Findings and General Observations:

- 1) River City Food Bank claimed the entire amount of the grant by October 31, 2015. The total costs as reported to SETA for the CSBG program contract years of January 1, 2015 to December 31, 2015 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Kathleen Willard **DATE:** January 5, 2016
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of
River Oak Center for Children

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early Head Start	Basic	\$432,017	8/1/14-7/31/15	3/1/15-7/31/15
Early Head Start	Basic	\$432,017	8/1/15-7/31/16	8/1/15-9/30/15

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 11/9-11/10/15

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

Program Operator: River Oak Center for Children

Findings and General Observations:

- 1) The total costs as reported to SETA for the Early Head Start program from March 1, 2015 to September 30, 2015 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

Program Operator: Sacramento City Unified School District

Findings and General Observations:

The total costs as reported to SETA from February 1 to September 30, 2015 have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

There are no findings.

Recommendations for Corrective Action:

There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Becky Bryant **DATE:** January 12, 2016
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento City Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 8,615,832	8/1/15-7/31/16	8/1/15-9/30/15
Head Start	T & TA	\$ 20,000	8/1/15-7/31/16	8/1/15-9/30/15
Early HS	Basic	\$ 1,537,042	8/1/15-7/31/16	8/1/15-9/30/15
Early HS	T & TA	\$ 27,564	8/1/15-7/31/16	8/1/15-9/30/15

Monitoring Purpose: Initial X Follow-Up ___ Special ___ Final ___

Date of review: November 18 & 19, 2015 and Dec/Jan follow-up

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

Program Operator: Sacramento City Unified School District

Findings and General Observations:

The total costs as reported to SETA from August 1 to September 30, 2015 have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

There are no findings.

Recommendations for Corrective Action:

There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Becky Bryant **DATE:** January 12, 2016
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento City Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 8,615,832	8/1/14-7/31/15	1/1/15-7/31/15
Head Start	T & TA	\$ 20,000	8/1/14-7/31/15	1/1/15-7/31/15
Early HS	Basic	\$ 1,537,042	8/1/14-7/31/15	1/1/15-7/31/15
Early HS	T & TA	\$ 27,564	8/1/14-7/31/15	1/1/15-7/31/15

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: November 16 & 17, 2015 and Dec/Jan follow-up

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

Program Operator: Sacramento City Unified School District

Findings and General Observations:

The total costs as reported to SETA from January 1 to July 31, 2015 have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

There are no findings.

Recommendations for Corrective Action:

There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Beth Maerten **DATE:** December 10, 2015
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of
Sacramento County Department of Human Assistance

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	One Stop Services Adult	\$222,600	7/1/14-6/30/15	7/1/14-6/30/15

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 10/16/15

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

Program Operator: Sacramento County Department of Human Assistance

Findings and General Observations:

1. The total costs as reported to SETA for the WIA program from July 1, 2014 to June 30, 2015 has been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

Program Operator: WIND Youth Services

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

ITEM V-C – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

STAFF PRESENTER: William Walker

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
All State 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
Andy Nguyen's	8	Kitchen Helper	1
Anton Building Company	3	Construction Laborer/Project Administrator	1
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
Brasher's Sacramento Auto Auction	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
CEPS	1	Account Manager/Assistant Manager	2
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
Citizen Corporation	3	Journeyman Electrician	1
City of Sacramento	1	Out of School Time Leader	29
Cokeva, Inc.	9	Logistic Operator	5
	10	Sales Executive	1
	3	Technician II	1
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 & Generator Repair	7	Generator Mechanic	1
Denton's Custom Woodworks, Inc.	3	Cabinet Maker & Apprentice/Entry Level	2
Dollar General	1	Assistant Store Manager	20
	1	DG Market Sales Associate	20
	1	Sales Associate	20
E3 CA INC	1	Administrative Assistant	1
Electrofreeze of Northern California	1	Office Administrator	1

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			
Elevate Learning	1	English and/or Math Tutors	50
	1	Team Manager	4
Empower Efficiency, LLC	1	Local Community Outreach Specialist, Energy Efficiency	1
Exact Staff Inc.	9	Assembly Line Worker	50
	9	Packaging Associate	25
	9	Warehouse Worker	50
Express Employment Professionals	1	Accounts Payable Clerk	1
	1	Accounts Receivable Specialist	1
	1	Activities Assistant	1
	1	Administrative Assistant	1
	8	Cook	1
	1	Customer Service Representative	1
	1	Dispatcher	5
	1	Executive Administrative Assistant, Academics/Higher Education	1
	1	Executive Administrative Assistant, Fundraising	1
	3	General Laborer	15
	7	HVAC Maintenance Technician	5
	1	Inside Sales Representative	2
	1	Office Manager	1
	1	Outside Sales Representative (Internal Express Team)	1
	1	Receptionist	1
	10	Retail Pricing Collector	5
	1	Sales & Marketing Manager (Salesforce)	1
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
Infinity Energy	1	Appointment Scheduler	5
	1	Solar Sales Representative	10
J's Communications	1	Outside Sales Representative, B2B	1
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
Liqui-Box Corporation	9	Inspector/Packers	20
Lofings Lighting Inc.	9	Warehouse and Delivery	1

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			
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/Record Clerk II	1
	1	Admissions/Records Clerk III	2
	1	Aeronautics Assistant Professor	1
	1	Associate Vice President of Student Services	1
	1	Associate Vice President of Student Services	1
	7	Audio/Visual Production and Maintenance Technician I	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	1
	1	Counselor Articulation Officer	1
	1	Counselor/Articulation Officer	1
	1	Counselor/Coordinator -Workability III Program	1
	1	Custodial Supervisor	1
	1	Custodian	2
	1	Deaf Culture and American Sign Language (ASL) Studies Assistant Professor	1
	1	Dean of Communication, Visual and Performing Arts	1
	1	Dean of Distance Education, Virtual Education Center	1
	1	Dean of Fine and Applied Arts	1
	1	Dean, Kinesiology and Athletics	1
	1	Diagnostic Medical Sonography (DMS) Assistant Professor / Program Coordinator	1
	1	Distance Education Coordinator Adjunct Pool	1
	1	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	Healthcare Interpreting Assistant Professor	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 - Foreign Language	1	
1	Instructional Assistant - Learning Resources	1	
1	Instructional Assistant - Phlebotomy Laboratory	1	
1	Instructional Assistant - Photography	1	
1	Instructional Assistant - Sign Language Studies	1	
1	Instructional Assistant - Writing/English/Reading	1	
1	Instructional Assistant- Costuming and Makeup	1	
1	Instructional Assistant-Mathematics		

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			
Los Rios Community College District	1	Instructional Assistant-Medical Laboratory Technician	1
	1	Instructional Science Laboratory Supervisor	1
	1	Instructional Services Assistant I	1
	6	IT Business/Technical Analyst 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
	3	Lead HVAC Mechanic	1
	1	Lead Library Media Technical Assistant	1
	1	Library/Media Technical Assistant	1
	7	Locksmith/Glazier	1
	1	Mathematics Assistant Professor	1
	1	Nursing 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	Printing Services Operator III	1
	1	Psychology Assistant Professor	1
	1	Public Relations Technician	1
	1	Public Services Librarian	1
	1	Recruit Training Officer(Temporary)	1
	4	Registered Nurse	1
	6	Senior Information Technology Systems/Database Administrator Analyst	1
	6	Senior Information Technology Technician - Lab/Area Microcomputer Support	1
	6	Senior IT Technician - Lab/Area Microcomputer Support	1
	1	Special Project - Student Personnel Assistant - Health and Wellness Services	1
	1	Special Projects- Inmate Education Specialist	1
	1	Special Projects- Laboratory Technical Support Assistant - Health and Education Labs	1
	1	Special Projects- Work-based Learning Specialist	1
	1	Speech Language Pathology Program Assistant Professor	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	3	
1	Student Success and Support Program Specialist	1	
1	Vice President of Student Services	1	

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			
Maita Mazda	1	Auto Sales Product Specialist	6
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
MGA Healthcare Inc.	1	Recruiter	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
	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	

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			
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	Associate Teacher- Tier I	1
	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	Head Start Substitute Child Care Teacher	1
	1	Site Supervisor	1
	1	Workforce Development Professional Range 2	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
	6	Senior Information Technology Business Systems 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
Serve All Contracting	3	Construction / Maintenance Technician	1
	1	Receptionist / Office Assistant	1
Slingshot Connections	10	Outside Sales	5
Smartguard	1	Security Officer/Patrol Officer	6
Softsol Technologies Inc.	1	Business Analyst	1
	1	Document Prep/Scan Technician	8
SolarCity	1	Call Center Concierge	20
	3	Electrician	20
	7	PV Installer	20
Southeast Asian Assistance Center	1	Executive Director	1
South Side Art Center	1	Ceramic Lead Artist Instructor	1
Stanford Youth Solutions	1	Therapist	4
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 Group, Inc.	1	Event Staff & Security Guards	30
Swing Cushion Covers & More	1	General Office Assistant	1

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			
Teledyne Microwave Solutions	9	Assembler 1	3
	7	Calibration Lab Technician	1
	1	Contracts Administrator	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
The Wheeler Company	1	Office Assistant	1
Therapeutic Pathways	4	Behavior Technician	20
Thoughtful Food Inc.	10	Dishwasher	2
Timco Construction Inc.	3	General Construction Estimator	1
Trinity Fresh	9	Class B Truck Driver	4
	9	Warehouse Loader	2
	9	Warehouse Loader/Selector	4
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
	3	Installers (Solar, Plumbing, HVAC, Sheet Metal)	1
	9	Inventory Control Clerk	1
	1	Manufacturing Administrative Assistant	1
	7	Plumbing Finish/Service	1
	7	Plumbing Installer	1
	7	Quality Control Load Master/Inspector	2
Visiting Angels Senior Home Care	4	Caregiver	10
Western States Fire Protection	7	Alarm & Detection Technician	1
	7	Fire Alarm/Fire Sprinkler Inspector	1
	7	Fire Sprinkler Designer	3
	1	Service Administrator	
	9	Shop Foreman	1
Westlake Charter School	1	Instructional Aide - Substitute	5
Woodmack Products, Inc.	9	Entry-Level Production Machine Operator	1
	9	Entry Level Production Welder	1
	9	Janitor & Machine Operator	1

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			
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	
Zebra Restoration Services	7	Property Damage Restoration Technician	3
Total			1891

ITEM V-D – 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 January 25, 2016 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	1/7/2016	20	Packets Delivered
Official	1/6/2016	Macy's (Country Club Mall) 3500 El Camino Avenue Sacramento, CA 95821	3/14/2016	111	Pending
			Total # of Affected Workers	901	

ITEM V-E – INFORMATION
UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of December 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)
Greater Sacramento area jobs grew by 2.5 percent over the year**

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 5.5 percent in December 2015, unchanged from a revised 5.5 percent in November 2015, and below the year-ago estimate of 6.3 percent. This compares with an unadjusted unemployment rate of 5.8 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, 4.6 percent in Placer County, 5.6 percent in Sacramento County, and 6.6 percent in Yolo County.

Between November 2015 and December 2015, combined employment located in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 500 to total 935,000 jobs.

- Leisure and hospitality added 1,600 jobs over the month. Gains were seen in arts, entertainment, and recreation (up 800 jobs) and accommodation and food services (up 800 jobs).
- Trade, transportation, and utilities gained 1,400 jobs from November. Retail trade accounted for the majority of the gain, adding 800 jobs. Transportation, warehousing, and utilities added 400 jobs, and wholesale trade increased by 200 jobs.
- Professional and business services increased by 700 jobs over the month. Administrative and support and waste services added 400 jobs; professional, scientific, and technical services increased by 200 jobs; and management of companies and enterprises grew by 100 jobs.
- Six industries experienced month-over decline. Government led the decline by shedding 3,300 jobs. Construction was down 400 jobs. Farm and other services each cut back 200 jobs. Education and health services and mining and logging each lost 100 jobs.

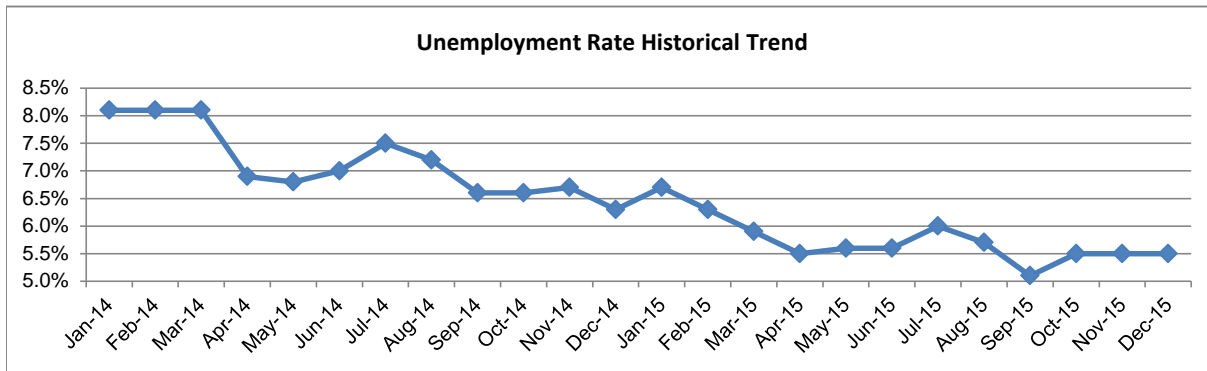
Between December 2014 and December 2015, total jobs in the region increased by 22,900, or 2.5 percent.

- Leisure and hospitality continued to lead year-over job growth, adding 11,400 jobs from December 2014. Accommodation and food services increased by 9,100 jobs.
- Trade, transportation, and utilities grew by 4,600 jobs from last year. Retail trade accounted for the majority of the gain in this industry, adding 3,900 jobs.
- Construction advanced by 3,200 jobs from last year. Specialty trade contractors led the growth with a gain of 2,400 jobs.
- Information (down 500 jobs) and mining and logging (down 100 jobs) were the only industries to experience year-over decline.

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 December 2015, unchanged from a revised 5.5 percent in November 2015, and below the year-ago estimate of 6.3 percent. This compares with an unadjusted unemployment rate of 5.8 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, 4.6 percent in Placer County, 5.6 percent in Sacramento County, and 6.6 percent in Yolo County.



Industry	Nov-2015	Dec-2015	Change		Dec-2014	Dec-2015	Change
	Revised	Prelim				Prelim	
Total, All Industries	934,500	935,000	500		912,100	935,000	22,900
Total Farm	7,800	7,600	(200)		7,600	7,600	0
Total Nonfarm	926,700	927,400	700		904,500	927,400	22,900
Mining and Logging	500	400	(100)		500	400	(100)
Construction	48,900	48,500	(400)		45,300	48,500	3,200
Manufacturing	34,900	35,500	600		35,000	35,500	500
Trade, Transportation & Utilities	154,900	156,300	1,400		151,700	156,300	4,600
Information	13,200	13,200	0		13,700	13,200	(500)
Financial Activities	49,500	50,000	500		49,400	50,000	600
Professional & Business Services	121,900	122,600	700		121,600	122,600	1,000
Educational & Health Services	137,800	137,700	(100)		137,000	137,700	700
Leisure & Hospitality	101,000	102,600	1,600		91,200	102,600	11,400
Other Services	30,900	30,700	(200)		30,700	30,700	0
Government	233,200	229,900	(3,300)		228,400	229,900	1,500

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

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

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Unemp
Sacramento County	685,300	647,100	38,200	5.6%	1.000000	1.000000
Arden Arcade CDP	44,000	41,200	2,800	6.4%	0.063708	0.073225
Carmichael CDP	29,600	27,800	1,900	6.3%	0.042896	0.049253
Citrus Heights city	43,400	40,900	2,500	5.9%	0.063202	0.066743
Elk Grove CDP	76,500	73,300	3,300	4.3%	0.113216	0.085809
Fair Oaks CDP	16,400	15,600	800	4.8%	0.024089	0.020444
Florin CDP	19,600	17,900	1,700	8.5%	0.027683	0.043810
Folsom city	35,200	34,000	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	17,500	16,600	900	5.0%	0.025707	0.022985
Orangevale CDP	17,100	16,200	1,000	5.7%	0.024970	0.025527
Rancho Cordova City	32,500	30,500	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	6,600	6,300	400	5.4%	0.009698	0.009363
Rosemont CDP	11,400	10,800	600	5.4%	0.016685	0.015989
Sacramento city	227,700	214,300	13,400	5.9%	0.331159	0.351507
Vineyard CDP	12,500	12,000	500	4.2%	0.018491	0.013869
Walnut Grove CDP	600	600	100	9.9%	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.

Data Not Seasonally Adjusted

	Dec 14	Oct 15	Nov 15 Revised	Dec 15 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,046,600	1,058,200	1,056,100	1,054,600	-0.1%	0.8%
Civilian Employment	980,500	1,000,100	998,400	996,700	-0.2%	1.7%
Civilian Unemployment	66,100	58,100	57,700	57,900	0.3%	-12.4%
Civilian Unemployment Rate	6.3%	5.5%	5.5%	5.5%		
(CA Unemployment Rate)	6.8%	5.7%	5.7%	5.8%		
(U.S. Unemployment Rate)	5.4%	4.8%	4.8%	4.8%		
Total, All Industries (2)	912,100	931,500	934,500	935,000	0.1%	2.5%
Total Farm	7,600	9,300	7,800	7,600	-2.6%	0.0%
Total Nonfarm	904,500	922,200	926,700	927,400	0.1%	2.5%
Total Private	676,100	690,800	693,500	697,500	0.6%	3.2%
Goods Producing	80,800	84,900	84,300	84,400	0.1%	4.5%
Mining and Logging	500	500	500	400	-20.0%	-20.0%
Construction	45,300	49,200	48,900	48,500	-0.8%	7.1%
Construction of Buildings	10,200	10,800	10,700	10,600	-0.9%	3.9%
Specialty Trade Contractors	29,800	32,800	32,800	32,200	-1.8%	8.1%
Building Foundation & Exterior Contractors	8,000	9,300	9,200	9,000	-2.2%	12.5%
Building Equipment Contractors	11,600	12,700	12,700	12,500	-1.6%	7.8%
Building Finishing Contractors	7,000	7,600	7,500	7,300	-2.7%	4.3%
Manufacturing	35,000	35,200	34,900	35,500	1.7%	1.4%
Durable Goods	25,200	25,000	24,900	25,300	1.6%	0.4%
Computer & Electronic Product Manufacturing	6,700	6,600	6,600	6,700	1.5%	0.0%
Nondurable Goods	9,800	10,200	10,000	10,200	2.0%	4.1%
Food Manufacturing	3,300	3,700	3,500	3,600	2.9%	9.1%
Service Providing	823,700	837,300	842,400	843,000	0.1%	2.3%
Private Service Providing	595,300	605,900	609,200	613,100	0.6%	3.0%
Trade, Transportation & Utilities	151,700	149,000	154,900	156,300	0.9%	3.0%
Wholesale Trade	24,600	24,600	24,600	24,800	0.8%	0.8%
Merchant Wholesalers, Durable Goods	13,000	13,300	13,200	13,300	0.8%	2.3%
Merchant Wholesalers, Nondurable Goods	9,200	9,400	9,400	9,400	0.0%	2.2%
Retail Trade	102,700	100,600	105,800	106,600	0.8%	3.8%
Motor Vehicle & Parts Dealer	12,600	13,200	13,200	13,200	0.0%	4.8%
Building Material & Garden Equipment Stores	7,700	8,100	8,100	8,000	-1.2%	3.9%
Grocery Stores	18,600	18,800	18,900	18,900	0.0%	1.6%
Health & Personal Care Stores	5,400	5,200	5,400	5,300	-1.9%	-1.9%
Clothing & Clothing Accessories Stores	7,800	6,900	7,800	7,800	0.0%	0.0%
Sporting Goods, Hobby, Book & Music Stores	4,700	4,600	5,000	5,000	0.0%	6.4%
General Merchandise Stores	23,000	21,000	22,900	23,800	3.9%	3.5%
Transportation, Warehousing & Utilities	24,400	23,800	24,500	24,900	1.6%	2.0%
Information	13,700	13,400	13,200	13,200	0.0%	-3.6%
Publishing Industries (except Internet)	2,400	2,400	2,400	2,400	0.0%	0.0%
Telecommunications	6,500	6,500	6,600	6,500	-1.5%	0.0%
Financial Activities	49,400	49,800	49,500	50,000	1.0%	1.2%
Finance & Insurance	35,800	35,700	35,400	35,800	1.1%	0.0%
Credit Intermediation & Related Activities	12,100	12,200	12,200	12,300	0.8%	1.7%
Depository Credit Intermediation	7,200	7,100	7,200	7,100	-1.4%	-1.4%
Nondepository Credit Intermediation	2,700	2,700	2,600	2,700	3.8%	0.0%
Insurance Carriers & Related	19,300	19,600	19,700	19,700	0.0%	2.1%
Real Estate & Rental & Leasing	13,600	14,100	14,100	14,200	0.7%	4.4%
Real Estate	10,400	10,500	10,500	10,600	1.0%	1.9%
Professional & Business Services	121,600	123,000	121,900	122,600	0.6%	0.8%
Professional, Scientific & Technical Services	54,600	55,500	54,800	55,000	0.4%	0.7%
Architectural, Engineering & Related Services	9,100	10,000	9,800	9,800	0.0%	7.7%
Management of Companies & Enterprises	10,500	10,800	10,600	10,700	0.9%	1.9%
Administrative & Support & Waste Services	56,500	56,700	56,500	56,900	0.7%	0.7%
Administrative & Support Services	53,500	53,700	53,000	53,400	0.8%	-0.2%
Employment Services	20,800	21,100	20,600	20,500	-0.5%	-1.4%
Services to Buildings & Dwellings	11,300	11,900	11,900	11,800	-0.8%	4.4%

Data Not Seasonally Adjusted

	Dec 14	Oct 15	Nov 15 Revised	Dec 15 Prelim	Percent Change	
					Month	Year
Educational & Health Services	137,000	138,200	137,800	137,700	-0.1%	0.5%
Education Services	13,600	14,100	14,400	14,000	-2.8%	2.9%
Health Care & Social Assistance	123,400	124,100	123,400	123,700	0.2%	0.2%
Ambulatory Health Care Services	42,500	43,400	43,300	43,800	1.2%	3.1%
Hospitals	23,700	24,100	24,200	24,200	0.0%	2.1%
Nursing & Residential Care Facilities	16,300	16,600	16,700	16,700	0.0%	2.5%
Leisure & Hospitality	91,200	101,400	101,000	102,600	1.6%	12.5%
Arts, Entertainment & Recreation	14,000	15,000	15,500	16,300	5.2%	16.4%
Accommodation & Food Services	77,200	86,400	85,500	86,300	0.9%	11.8%
Accommodation	8,200	8,900	8,700	8,900	2.3%	8.5%
Food Services & Drinking Places	69,000	77,500	76,800	77,400	0.8%	12.2%
Restaurants	65,600	73,100	72,700	73,200	0.7%	11.6%
Full-Service Restaurants	32,600	35,000	34,400	34,800	1.2%	6.7%
Limited-Service Eating Places	33,000	38,100	38,300	38,400	0.3%	16.4%
Other Services	30,700	31,100	30,900	30,700	-0.6%	0.0%
Repair & Maintenance	8,500	8,800	8,700	8,700	0.0%	2.4%
Government	228,400	231,400	233,200	229,900	-1.4%	0.7%
Federal Government	13,700	13,700	13,800	14,100	2.2%	2.9%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	214,700	217,700	219,400	215,800	-1.6%	0.5%
State Government	115,100	116,800	117,000	116,200	-0.7%	1.0%
State Government Education	29,400	29,300	29,700	29,500	-0.7%	0.3%
State Government Excluding Education	85,700	87,500	87,300	86,700	-0.7%	1.2%
Local Government	99,600	100,900	102,400	99,600	-2.7%	0.0%
Local Government Education	55,000	55,600	56,900	54,200	-4.7%	-1.5%
Local Government Excluding Education	44,600	45,300	45,500	45,400	-0.2%	1.8%
County	18,200	18,500	18,600	18,500	-0.5%	1.6%
City	9,700	9,900	9,900	9,900	0.0%	2.1%
Special Districts plus Indian Tribes	16,700	16,900	17,000	17,000	0.0%	1.8%

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.

#####

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

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,934,500	17,842,900	1,091,600	5.8%
ALAMEDA	7	821,900	786,200	35,700	4.3%
ALPINE	21	640	610	40	5.7%
AMADOR	27	14,380	13,470	910	6.3%
BUTTE	31	101,900	94,800	7,100	7.0%
CALAVERAS	27	20,170	18,900	1,280	6.3%
COLUSA	57	10,860	8,760	2,100	19.3%
CONTRA COSTA	8	549,600	524,700	24,900	4.5%
DEL NORTE	42	9,880	9,000	880	8.9%
EL DORADO	14	89,100	84,300	4,800	5.3%
FRESNO	49	436,500	391,400	45,100	10.3%
GLENN	42	12,900	11,750	1,150	8.9%
HUMBOLDT	18	61,840	58,410	3,430	5.6%
IMPERIAL	58	80,000	64,300	15,700	19.6%
INYO	24	8,960	8,430	530	5.9%
KERN	48	395,200	354,800	40,400	10.2%
KINGS	51	56,500	50,300	6,200	10.9%
LAKE	32	29,960	27,760	2,200	7.3%
LASSEN	36	10,530	9,710	810	7.7%
LOS ANGELES	22	4,977,500	4,687,200	290,400	5.8%
MADERA	47	62,200	55,900	6,300	10.1%
MARIN	2	144,500	139,800	4,600	3.2%
MARIPOSA	38	7,580	6,970	610	8.1%
MENDOCINO	24	40,820	38,420	2,400	5.9%
MERCED	54	113,500	100,100	13,500	11.9%
MODOC	45	3,190	2,890	300	9.4%
MONO	16	8,640	8,170	470	5.5%
MONTEREY	50	211,400	189,300	22,100	10.4%
NAPA	13	72,100	68,400	3,700	5.1%
NEVADA	12	48,610	46,160	2,450	5.0%
ORANGE	5	1,602,100	1,537,000	65,100	4.1%
PLACER	10	177,500	169,300	8,200	4.6%
PLUMAS	55	7,820	6,870	950	12.2%
RIVERSIDE	26	1,032,000	969,200	62,800	6.1%
SACRAMENTO	18	685,300	647,100	38,200	5.6%
SAN BENITO	33	30,000	27,800	2,200	7.4%
SAN BERNARDINO	22	929,600	875,700	53,900	5.8%
SAN DIEGO	11	1,568,300	1,493,800	74,400	4.7%
SAN FRANCISCO	3	552,800	534,600	18,300	3.3%
SAN JOAQUIN	41	312,000	284,400	27,500	8.8%
SAN LUIS OBISPO	8	140,600	134,300	6,300	4.5%
SAN MATEO	1	446,700	433,100	13,600	3.1%
SANTA BARBARA	16	220,000	207,800	12,100	5.5%
SANTA CLARA	4	1,038,400	999,700	38,700	3.7%
SANTA CRUZ	39	137,500	125,800	11,700	8.5%
SHASTA	34	74,900	69,200	5,600	7.5%
SIERRA	37	1,480	1,360	120	7.8%
SISKIYOU	52	16,590	14,700	1,890	11.4%
SOLANO	18	207,500	195,800	11,700	5.6%
SONOMA	6	258,100	247,300	10,900	4.2%
STANISLAUS	44	241,000	219,000	22,000	9.1%
SUTTER	52	43,500	38,500	4,900	11.4%
TEHAMA	34	25,340	23,430	1,910	7.5%
TRINITY	40	4,850	4,430	420	8.7%
TULARE	55	197,000	172,900	24,100	12.2%
TUOLUMNE	30	21,260	19,790	1,470	6.9%
VENTURA	15	431,200	407,800	23,300	5.4%
YOLO	29	102,800	96,000	6,800	6.6%
YUBA	45	27,800	25,100	2,600	9.4%

Notes

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

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

Area	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,934,500	17,842,900	1,091,600	5.8%
ANAHEIM-SANTA ANA-IRVINE MD (Orange Co.)	7	1,602,100	1,537,000	65,100	4.1%
BAKERSFIELD MSA (Kern Co.)	53	395,200	354,800	40,400	10.2%
CHICO MSA (Butte Co.)	36	101,900	94,800	7,100	7.0%
EL CENTRO MSA (Imperial Co.)	64	80,000	64,300	15,700	19.6%
FRESNO MSA (Fresno Co.)	54	436,500	391,400	45,100	10.3%
HANFORD CORCORAN MSA (Kings Co.)	57	56,500	50,300	6,200	10.9%
LOS ANGELES LONG BEACH GLENDALE MD (Los Angeles Co.)	26	4,977,500	4,687,200	290,400	5.8%
MADERA MSA (Madera Co.)	52	62,200	55,900	6,300	10.1%
MERCED MSA (Merced Co.)	60	113,500	100,100	13,500	11.9%
MODESTO MSA (Stanislaus Co.)	49	241,000	219,000	22,000	9.1%
NAPA MSA (Napa Co.)	16	72,100	68,400	3,700	5.1%
OAKLAND HAYWARD BERKELEY MD	10	1,371,400	1,310,900	60,600	4.4%
Alameda Co.	9	821,900	786,200	35,700	4.3%
Contra Costa Co.	11	549,600	524,700	24,900	4.5%
OXNARD THOUSAND OAKS VENTURA MSA (Ventura Co.)	18	431,200	407,800	23,300	5.4%
REDDING MSA (Shasta Co.)	39	74,900	69,200	5,600	7.5%
RIVERSIDE SAN BERNARDINO ONTARIO MSA	28	1,961,600	1,844,900	116,700	5.9%
Riverside Co.	31	1,032,000	969,200	62,800	6.1%
San Bernardino Co.	26	929,600	875,700	53,900	5.8%
SACRAMENTO--ROSEVILLE--ARDEN-ARCADE MSA	19	1,054,600	996,700	57,900	5.5%
El Dorado Co.	17	89,100	84,300	4,800	5.3%
Placer Co.	13	177,500	169,300	8,200	4.6%
Sacramento Co.	22	685,300	647,100	38,200	5.6%
Yolo Co.	34	102,800	96,000	6,800	6.6%
SALINAS MSA (Monterey Co.)	55	211,400	189,300	22,100	10.4%
SAN DIEGO CARLSBAD MSA (San Diego Co.)	14	1,568,300	1,493,800	74,400	4.7%
SAN FRANCISCO REDWOOD CITY SOUTH SAN FRANCISCO MD	2	999,500	967,600	31,900	3.2%
San Francisco Co.	4	552,800	534,600	18,300	3.3%
San Mateo Co.	1	446,700	433,100	13,600	3.1%
SAN JOSE SUNNYVALE SANTA CLARA MSA	6	1,068,400	1,027,500	40,900	3.8%
San Benito Co.	38	30,000	27,800	2,200	7.4%
Santa Clara Co.	5	1,038,400	999,700	38,700	3.7%
SAN LUIS OBISPO PASO ROBLES ARROYO GRANDE MSA (San Luis Obispo Co.)	11	140,600	134,300	6,300	4.5%
SAN RAFAEL MD (Marin Co.)	2	144,500	139,800	4,600	3.2%
SANTA CRUZ WATSONVILLE MSA (Santa Cruz Co.)	44	137,500	125,800	11,700	8.5%
SANTA MARIA SANTA BARBARA MSA (Santa Barbara Co.)	19	220,000	207,800	12,100	5.5%
SANTA ROSA MSA (Sonoma Co.)	8	258,100	247,300	10,900	4.2%
STOCKTON LODI MSA (San Joaquin Co.)	46	312,000	284,400	27,500	8.8%
VALLEJO FAIRFIELD MSA (Solano Co.)	22	207,500	195,800	11,700	5.6%
VISALIA PORTERVILLE MSA (Tulare Co.)	61	197,000	172,900	24,100	12.2%
YUBA CITY MSA	56	71,200	63,700	7,600	10.6%
Sutter Co.	58	43,500	38,500	4,900	11.4%
Yuba Co.	50	27,800	25,100	2,600	9.4%
Alpine Co.	25	640	610	40	5.7%
Amador Co.	32	14,380	13,470	910	6.3%
Calaveras Co.	32	20,170	18,900	1,280	6.3%
Colusa Co.	63	10,860	8,760	2,100	19.3%
Del Norte Co.	47	9,880	9,000	880	8.9%
Glenn Co.	47	12,900	11,750	1,150	8.9%
Humboldt Co.	22	61,840	58,410	3,430	5.6%
Inyo Co.	28	8,960	8,430	530	5.9%
Lake Co.	37	29,960	27,760	2,200	7.3%
Lassen Co.	41	10,530	9,710	810	7.7%
Mariposa Co.	43	7,580	6,970	610	8.1%
Mendocino Co.	28	40,820	38,420	2,400	5.9%
Modoc Co.	50	3,190	2,890	300	9.4%
Mono Co.	19	8,640	8,170	470	5.5%
Nevada Co.	15	48,610	46,160	2,450	5.0%
Plumas Co.	61	7,820	6,870	950	12.2%
Sierra Co.	42	1,480	1,360	120	7.8%
Siskiyou Co.	58	16,590	14,700	1,890	11.4%
Tehama Co.	39	25,340	23,430	1,910	7.5%
Trinity Co.	45	4,850	4,430	420	8.7%
Tuolumne Co.	35	21,260	19,790	1,470	6.9%

Notes

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

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

Area	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
ALAMEDA COUNTY *	610,300	586,000	24,300	4.0%
ANAHEIM CITY	172,800	163,900	8,900	5.2%
CONTRA COSTA COUNTY *	495,900	473,900	22,100	4.5%
FOOTHILL CONSORTIUM *	157,200	150,000	7,200	4.6%
FRESNO COUNTY	436,500	391,400	45,100	10.3%
GOLDEN SIERRA CONSORTIUM *	267,200	254,200	13,000	4.9%
HUMBOLDT COUNTY	61,800	58,410	3,430	5.6%
IMPERIAL COUNTY	80,000	64,300	15,700	19.6%
KERN-INYO-MONO COUNTIES	412,800	371,400	41,400	10.0%
KINGS COUNTY	56,500	50,300	6,200	10.9%
LOS ANGELES CITY	1,988,500	1,865,600	122,900	6.2%
LOS ANGELES COUNTY *	1,833,600	1,728,000	105,700	5.8%
MADERA COUNTY	62,200	55,900	6,300	10.1%
MARIN COUNTY	144,500	139,800	4,600	3.2%
MENDOCINO COUNTY	40,800	38,420	2,400	5.9%
MERCED COUNTY	113,500	100,100	13,500	11.9%
MONTEREY COUNTY	211,400	189,300	22,100	10.4%
MOTHER LODE CONSORTIUM *	63,400	59,100	4,300	6.7%
N. CENTRAL COUNTIES CONSORTIUM *	95,000	84,200	10,800	11.4%
N. SANTA CLARA VALLEY (NOVA) CONSORTIUM *	326,300	316,100	10,200	3.1%
NAPA-LAKE CONSORTIUM *	102,100	96,200	5,900	5.7%
NORTEC CONSORTIUM *	305,000	282,600	22,500	7.4%
OAKLAND CITY	211,500	200,200	11,400	5.4%
ORANGE COUNTY *	1,267,200	1,218,700	48,600	3.8%
PACIFIC GATEWAY WIN *	333,400	314,200	19,200	5.8%
RICHMOND CITY	53,600	50,800	2,800	5.2%
RIVERSIDE COUNTY	1,032,000	969,200	62,800	6.1%
SACRAMENTO COUNTY	685,300	647,100	38,200	5.6%
SAN BENITO COUNTY	30,000	27,800	2,200	7.4%
SAN BERNARDINO CITY	84,700	78,400	6,300	7.4%
SAN BERNARDINO COUNTY *	844,900	797,300	47,600	5.6%
SAN DIEGO COUNTY	1,568,300	1,493,800	74,400	4.7%
SAN FRANCISCO CITY AND COUNTY	552,800	534,600	18,300	3.3%
SAN JOAQUIN COUNTY	312,000	284,400	27,500	8.8%
SAN JOSE/SILICON VALLEY *	712,100	683,600	28,500	4.0%
SAN LUIS OBISPO COUNTY	140,600	134,300	6,300	4.5%
SAN MATEO COUNTY	446,700	433,100	13,600	3.1%
SANTA ANA CITY	162,100	154,500	7,600	4.7%
SANTA BARBARA COUNTY	220,000	207,800	12,100	5.5%
SANTA CRUZ COUNTY	137,500	125,800	11,700	8.5%
SOLANO COUNTY	207,500	195,800	11,700	5.6%
SONOMA COUNTY	258,100	247,300	10,900	4.2%
SOUTH BAY CONSORTIUM *	272,200	257,100	15,100	5.5%
SOUTHEAST L.A. COUNTY (SELACO) CONSORTIUM *	225,800	214,200	11,600	5.1%
STANISLAUS COUNTY	241,000	219,000	22,000	9.1%
TULARE COUNTY	197,000	172,900	24,100	12.2%
VENTURA COUNTY	431,200	407,800	23,300	5.4%
VERDUGO CONSORTIUM *	166,700	158,100	8,700	5.2%
YOLO COUNTY	102,800	96,000	6,800	6.6%

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)
 December 2015 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
El Dorado County	89,100	84,300	4,800	5.3%	1.000000	1.000000
Cameron Park CDP	8,800	8,400	400	4.6%	0.099797	0.085585
Diamond Springs CDP	5,000	4,700	300	6.7%	0.055621	0.070626
El Dorado Hills CDP	21,500	20,700	800	3.7%	0.245026	0.169084
Georgetown CDP	1,000	900	100	9.2%	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)
 December 2015 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Placer County	177,500	169,300	8,200	4.6%	1.000000	1.000000
Auburn city	6,900	6,500	400	5.4%	0.038529	0.045307
Colfax city	1,200	1,100	100	8.8%	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	11,300	10,900	500	4.2%	0.064164	0.058659
Kings Beach CDP	2,500	2,300	200	6.0%	0.013845	0.018260
Lincoln city	18,200	17,300	900	5.1%	0.102185	0.112183
Loomis town	3,100	3,000	100	3.1%	0.017866	0.011926
Meadow Vista CDP	1,400	1,400	100	3.6%	0.008042	0.006163
North Auburn CDP	5,600	5,300	300	4.6%	0.031381	0.031155
Rocklin city	30,200	28,800	1,400	4.7%	0.170128	0.172268
Roseville city	63,400	60,600	2,800	4.4%	0.358148	0.336890
Sunnyside Tahoe City CDP	1,100	1,000	100	5.1%	0.006069	0.006676
Tahoe Vista CDP	1,000	1,000	0	4.2%	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.

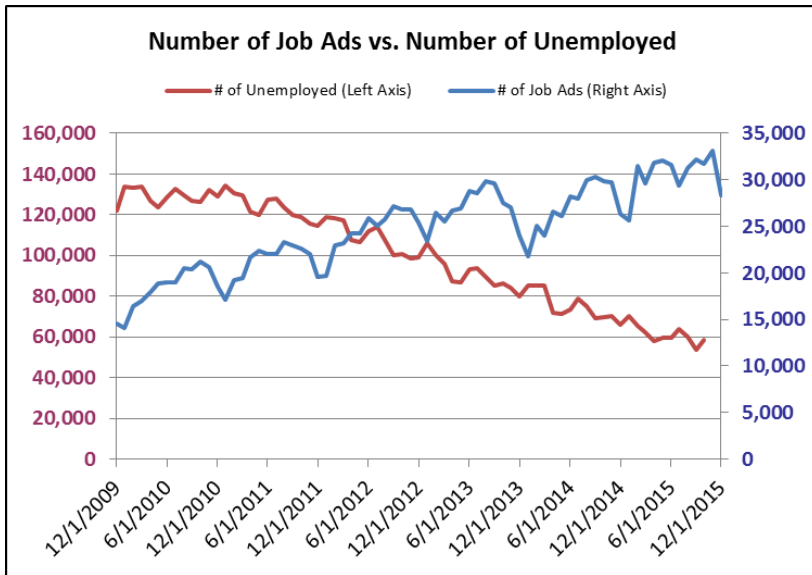
This method assumes that the rates of change in employment and unemployment, since 2013, are exactly the same in each city and CDP as at the county level (i.e., that the shares are still accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area

Data Not Seasonally Adjusted

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

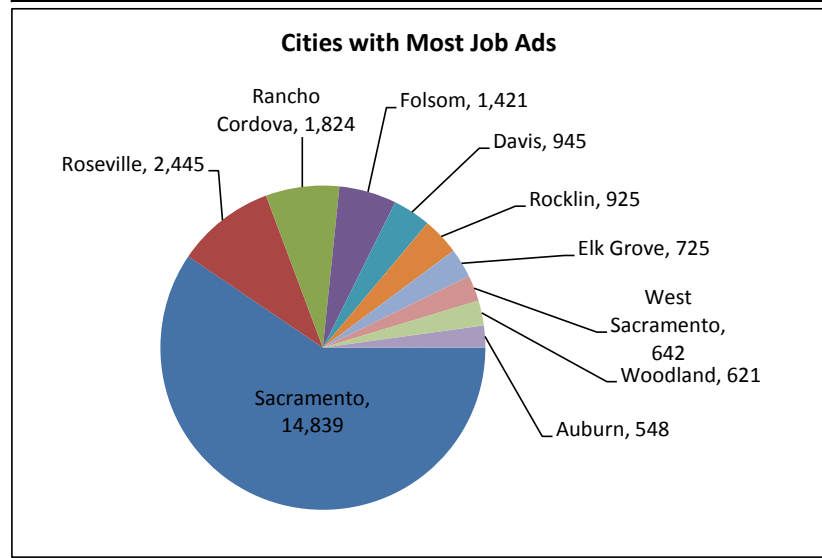
may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

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



- ### Employers with Most Job Ads
- Oracle - 709
 - Sutter Health - 579
 - Dignity Health - 468
 - Kaiser Permanente - 405
 - University of California, Davis - 384
 - Robert Half International - 314
 - Intel - 287
 - Los Rios Community College District - 258
 - Target Corporation - 243
 - Accenture - 238

- ### Occupations with Most Job Ads
- Registered Nurses - 1193
 - Heavy and Tractor-Trailer Truck Drivers - 666
 - Retail Salespersons - 590
 - First-Line Supervisors of Office & Administrative Support - 531
 - Computer Systems Analysts - 503
 - Customer Service Representatives - 498
 - First-Line Supervisors of Retail Sales Workers - 494
 - Computer User Support Specialists - 445
 - Software Developers, Applications - 440
 - Management Analysts - 425



**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 December 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	96,000	6,800	6.6%	1.000000	1.000000
Davis city	34,900	33,200	1,800	5.0%	0.345390	0.261124
Esparto CDP	1,300	1,200	100	7.3%	0.012881	0.014454
West Sacramento city	24,500	22,600	1,900	7.6%	0.235558	0.276712
Winters city	3,700	3,500	200	5.9%	0.036611	0.032404
Woodland city	29,000	26,900	2,000	7.0%	0.280544	0.298914

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

Notes:

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

Methodology:

Monthly city and CDP labor force data are derived by multiplying current estimates of county employment and unemployment by the employment and unemployment shares (ratios) of each city and CDP at the time of the 2013 Census. Ratios for cities of 25,000 or more persons were developed from special tabulations based on household population only from the Bureau of Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

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

This method assumes that the rates of change in employment and unemployment, since 2013, are exactly the same in each city and CDP as at the county level (i.e., that the shares are still accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

ITEM V-F – INFORMATION

HEAD START REPORTS

BACKGROUND:

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

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

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee

**MINUTES OF THE REGULAR 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, November 24, 2015
9:00 a.m.

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

Mr. Kenneth Tate called the meeting to order at 9:05 a.m. The Pledge of Allegiance was recited. Ms. Lynda Williams and read the thought of the day. Ms. Amanda Self called the roll. A quorum was established.

PC Members Present:

Robin Blanks, Elk Grove Unified School District
Tyrone Broxton, Elk Grove Unified School District
Joe Morales, Twin Rivers Unified School District
Tawana Craig, Women's Civic Improvement Club
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
Nicole Chilton, Birth and Beyond

PC Members Absent:

Stacy Wilson, Twin Rivers Unified School District (excused)
Brian Short, Women's Civic Improvement Club (unexcused)
Sabrina Lovelady, SETA-Operated Program (unexcused)
Jenna Kline, KVIE Public Television (excused)
Calvin Sheppard, Men's Activities Affecting Children Committee (excused)
Jasmine Jamison, Past Parent (excused)

II. Consent Item

A. Approval of the Minutes of the October 27, 2015 Regular Meeting

Minutes were reviewed; no questions or corrections.

Moved/Blanks, second/Woods, to approve the October 27

Show of hands vote:

Aye: 9 (Blanks, Broxton, Chilton, Craig, Litka, Morales, Self, Williams, Woods)

Nay: 0

Abstention: 1 (Tate)

Absent: 6 (Kline, Jamison, Lovelady, Sheppard, Short, Wilson)

III. Action Items

A. 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/Self, second/Woods, 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).

Show of hands vote:

Aye: 9 (Blanks, Broxton, Chilton, Craig, Litka, Morales, Self, Williams, Woods)

Nay: 0

Abstention: 1 (Tate)

Absent: 6 (Kline, Jamison, Lovelady, Sheppard, Short, Wilson)

Ms. Lynda Williams thanked the Council members and staff for their time on the board. She welcomed the PC members coming in. Ms. Williams left the meeting at 9:17 a.m.

V. **Other Reports**

- A. Executive Director's Report: Ms. Kossick wished board members a Happy Thanksgiving. Sacramento was successful in receiving one of two Choice Neighborhood grants from the Department of Housing and Urban Development. Nationwide, over \$30 million was distributed. SETA and SHRA will begin the implementation stage with a meeting in early December. The funds will be directed specifically around the Twin Rivers Railyard area. There will be a new light rail station. Although this will happen over a number of years, the planning has begun and everyone is excited.

Ms. Blanks inquired who developed the plan. Ms. Kossick stated that the application was developed as a giant community effort including community partners, Regional Transit, the County of Sacramento, the City of Sacramento, and local school districts.

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

The board went into closed session at 9:25 a.m.; the board went back into open session at 9:41 a.m. Mr. Tate reported that during closed session, the following eligible lists were approved: 1) Associate Teacher, 2) Head Start Education Coordinator (Supervisory), 3) Education Program Officer, and 4) Family Services Worker III.

IV. Information Items

A. Standing Information Items

- Parent/Staff Recognition:
 - PC Meeting Perfect Attendance Recognition: Mr. Tate gave Ms. Blanks a certificate of appreciation; Ms. Blanks attended all board meetings during the year. Ms. Amanda Self was also presented with a perfect attendance certificate.
 - Parent Yearbook – Ms. Alma Walton Hawkins distributed an innovative year book including pictures of events for the last year. Ms. Tamora Smith, Parent Intern, was thanked for her work on the yearbook.
- Introduction to Toastmasters Report(s): Mr. Todd Woods reviewed the last Toastmasters meeting where four speeches were given. He explained that Toastmasters is a class to assist people how to better speak in public. It is a great opportunity to learn and a wonderful way to learn new ways of speaking. Ms. Blanks urged everyone to participate in Toastmasters. Mr. Tate stated that Toastmasters has been a great opportunity for parents to improve their public speaking skills.
- Committee Reports:
 - ✓ Budget/Planning Committee: Ms. Blanks stated that at the last meeting, committee members reviewed the final reports of the 2014-15 program year. It was a really great meeting. Ms. Blanks urged all board members to attend to learn where the money goes and have a say on where the funds are allocated. Mr. Tate thanked Ms. Saurbourne for her hard work over the year especially for having most of the funds spent.

Members stepping down: Joe Morales, Todd Woods, Tawana Craig,

- Seating of New Policy Council Members (2015-2016): Ms. Amanda Self seated the following board members:

Dennis Perez, Elk Grove Unified School District
Reginald Castex, WCIC/Playmate Child Development Center
Heart Bell, San Juan Unified School District
Linda Litka, San Juan Unified School District
Victoria Ruiz, Sacramento City Unified School District
Amanda Self, Early Head Start, SETA Operated Program
Natalie Craig, SETA-Operated Program
Monica Reynoso, SETA-Operated Program
Stacey Webster, Home Base Option
Kenneth Tate, Past Parent Representative
Robin Blanks, Grandparent Representative

New Members Not Present:

Brian Short, WCIC/Playmate Child Development Center (unexcused)
Jasmine Jamison, Past Parent Representative (excused)
Georgina Schroeder, SETA-Operated Program (excused)
Penelope Scott, SETA-Operated Program (excused)
Natalie Rossetti, Twin Rivers Unified School District (unexcused)
Erica Williams, Twin Rivers Unified School District (unexcused)
Morgan Siegel, Early Head Start, San Juan Unified School District (unexcused)
Feuy Saelee, Sacramento City Unified School District (unexcused)
Phoua Lee, Sacramento City Unified School District (unexcused)

Mr. Tate seated Mr. Joe Morales and Ms. Tawana Craig. Ms. Desha explained that Mr. Morales and Ms. Craig were reseated because their new representatives are not present; they continue to hold their seat on the board until the new representatives are seated.

- Introduction of Policy Council Members: New board members introduced themselves.
- How to Present and Make Motions: Mr. Tate and Ms. Self reviewed the process by which motions are presented and acted upon.
- Introduction of Staff: Staff introduced themselves.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne reported that the Agency is currently at 22% of budget which is fine since the fiscal year is still new. The \$51 million Head Start budget for the county is broken out by Head Start, Early Head Start, and Training/Technical Assistance. The agency is required to have 25% of non-federal share match; our current match is at 18.7%. Ms. Self inquired why the expenditures in the EHS partnership are so high. It's an 18 month program but we were funded for only 12 months initially. The in-kind report was reviewed.
- Board Procedures
 - ✓ Reimbursements & Budget/Planning: Ms. D'et Saurbourne reported that this committee meets every month and provides an opportunity for board members to review the budget and ask questions. This committee is involved in the budget planning for the program year. Board members are reimbursed for their expenses for attending meetings. Ms. Saurbourne reviewed the form to be filled out and submitted to staff to be reimbursed for mileage and child care. If there are situations that arise, contact staff and each issue will be dealt with. The reimbursement of mileage may change in January if the IRS modifies the amount to be reimbursed.
 - ✓ Personnel: Ms. Bonnie Bilger reviewed the various ways that parents can assist in the hiring of staff. Parents can participate by reviewing applications to ensure they meet minimum qualifications or by participating on an interview panel. Ms. Bilger stated that experience is not needed and staff will provide training and assistance. Boards are eligible for expense reimbursement. Ms. Bilger also presents the Policy Council occasional policies and procedures updates and sometimes the board is asked to terminate an employee. Ms. Blanks urged board members to consider participating on an interview panel or participate in screening applicants.

- ✓ Conflict of Interest: Ms. Nancy Hogan reviewed the conflict of interest statement process. All board members are required to file a Form 700.
- Committee Reports (continued)
- ✓ Executive Committee: The Executive Committee critique was reviewed.
- Ms. Reynoso was excused at 10:58 a.m.
- ✓ Maternal, Child and Adolescent Advisory Committee: No report.
- ✓ Sacramento Medi-Cal Dental Advisory Committee: Ms. Amanda Self reported on the last meeting where they continued working on an anesthesia policy. There will not be a meeting this month.
- ✓ Community Action Board: No report.
- ✓ Community Reports: Ms. Nicole Chilton reported that a workshop on infant sleeping and car seat safety workshop will be held December; attendees will have a free car seat installed. The car seat is based on age and weight. Their Girl Scout troop is still growing and still accepting girls ages from 5 years and up. Their next troop meeting is Monday, December 21, 4-5 p.m. Their Annual Ornabration is scheduled for Friday, December 18, 2-4 p.m. They are hoping to have a Santa for families to have pictures, arts and crafts. They are also hoping to have a gift for each child. There are a lot of festive things planned for the new year. Ms. Self stated that all of their activities are wonderful and encouraged all board members to attend; they're also free.
- PC/PAC Calendar of Events: The calendar of events was reviewed.
- Community Resources: Parents/Staff: None.
- Officer Elections – December 16, 2015: Mr. Tate urged interested board members to consider running for an officer position.

B. Governing Board Minutes of October 1, 2015: No questions.

V. **Other Reports** (continued)

B. Head Start Deputy Director's Report: Ms. Lee welcomed board members.

C. Head Start Managers' Monthly Reports

- Lisa Carr - Family Engagement, Home Base, and ERSEA Services: Ms. Carr will have a presentation next month.
- Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services: Ms. Caruso reviewed the Child Safety And Supervision Report. SETA/Head Start has an entire unit with six analysts dedicated to quality assurance. They go out on a quarterly basis to visit delegate and SOP centers. SETA does a self-assessment annually and this will begin in December and January. This is a great opportunity look at strengths and areas that need improvement. This is a great way for board members to become involved.

- Martha Cisneros - Health, Nutrition and Safe Environments Services: Ms. Cisneros stated that she will be visiting the centers and attending various advisory committees.
- Karen Gonzales - School Readiness, Special Education and Mental Health Services: No report.

- D. Chair's Report: No report.
- E. Open Discussion and Comments: None.
- F. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 11:37 a.m.

SETA has been notified that there will NOT be a Federal Review during the months of January through September 2016.



Head Start Monthly Report January 2016

SETA Operated Program

Family Engagement

We have been very pleased that Sacramento County has made full enrollment since the beginning of our program year (August). We continue to look for ways to get the word out about EHS/HS and all of the wonderful things we offer as a program. At our county-wide meetings we have been strategizing ways to publicize to parents about what our program can do for children and families.

We are also embarking on our annual self-assessment. This year the Family Engagement unit will focus on the mandated 45 day screening results, and the partnership process with parents. This gives our agency an additional opportunity to ensure that the services we say we are providing, is truly being offered.

Health, Nutrition, and Safe Environments

Our Health, Nutrition, and Safe Environments staff continues to process 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 December 10, 2015, Health, Nutrition, and Safe Environment staff participated in the Otoacoustic Emissions (OAE) hearing screening training that was provided by Sarah Buhre, Deaf/Hard of Hearing Education Specialist for Contra Costa County Office of Education Early Start Program. Children in our program who do not pass the initial hearing screening, conducted in our centers, are referred to Health, Nutrition, and Safe Environment Staff to have an additional screening using the OAE equipment. We currently have 49 audiometers, which are used in the centers and two OAE machines which are only used by Health, Nutrition, and Safe Environment Staff.

Governance

Ms. Belinda Malone and Ms. Susan Adams facilitated a School Readiness Aide (SRA) Orientation Thursday, December 10 at SETA. The training was a success and parents were excited about the opportunity. Amazingly, one of the parents is a great grandmother! The attendance was low because training was a make-up session. Another SRA orientation will be scheduled in February or March. Thank you, Belinda and Susan for facilitating training.

The PC/PAC *Meet and Greet Breakfast* was held December 10 at SETA in the Sequoia Room. The event was a huge success and can be attributed to PC/PAC Executive committee member's involvement in planning the event. There were thirty-five (35) parents and staff in attendance, and it was apparent everyone was having an enjoyable experience getting acquainted because of the amount of laughter and conversation. The purpose of the *Meet and Greet Breakfast* was for parents to have an opportunity to get to know each other as a new board and

prior to the election of officers. Mr. Kenneth Tate (former PC Vice Chair), was an excellent facilitator and executive officers did an awesome job sharing their experience as an officer. Thank you Mr. Kenneth Tate (former PC Vice Chair), Ms. Amanda Self (former PC Secretary), and Ms. Robin Blanks (former PC Treasurer) for an impressive successful *Meet and Greet Breakfast* that surpassed last year's event.

PC/PAC officer elections for program year 2015-2016 were held last month. PAC officers were elected Tuesday, December 15 and PC officers elected Wednesday, December 16. PAC officers: Ms. Terri McMillin (Chair), Mr. Kenneth Tate (Vice Chair), Ms. Georgina Schroeder (Secretary), Ms. Penelope Scott (Treasurer), and Ms. Stephanie Brussard (Parliamentarian). PC officers: Mr. Kenneth Tate (Chair), Ms. Linda Litka (Vice Chair), Ms. Amanda Self (Secretary), Mr. Reginald Castex (Treasurer) and Mr. Dennis Perez (Parliamentarian). Congratulations to all new PC/PAC new officers, 2015-2016 program year! We look forward to an exciting and productive year as parents and staff partner together in decision making to ensure quality service delivery to Head Start/Early Head Start children and families.

Program Support Services

Quality Assurance and Monitoring Unit QA Exit Meetings for the monitoring reviews for EHS Partners River Oak Center for Children (ROCC) EHS and Sacramento County Office of Education (SCOE) EHS were held on December 11, 2015.

Health and Safety Screening 2015 Follow-Up Follow up visits to closeout corrective action plans from the August-September 2015 review were conducted. Letters to Delegates were sent out stating which actions items have been closed out (completed), in-progress or still outstanding (not addressed as of 12/18/2015).

Program Operations

SETA classrooms have been assessed using the CLASS tool which measures teacher-child interactions.

Preschool scores are:

CLASS Domains	SETA Scores	National Averages
Emotional Support	6.21	6.10
Classroom Organization	5.71	5.83
Instructional Support	3.08	2.9

Early Head Start scores are:

Toddler CLASS Domains	SETA Scores	National Averages
Emotional & Behavioral Support	6.4	National Scores not available
Engaged Support for Learning	3.4	National Scores not available

Elk Grove Unified School District

Education Services Update

Vanessa Sibley from Risk Management delivered CPR and First Aid training to teachers on a traditional calendar. The California Department of Social Services Community Care Licensing requirements stipulate that PreK teachers must receive CPR and First Aid training every other year. Teachers on a modified-traditional calendar will receive training in January.

Enrollment

The Elk Grove Unified School District is funded to serve 440 students and is fully enrolled. The average daily attendance (ADA) was 85%.

Disabilities Services and Mental Health Services Update

Our program educators and clerks have worked closely with Kate Barbero, PreK social worker and with Alicia Valero-Kerrick, PreK psychologist, to place students with an active IEP into the Head Start program. There are 41 students with active IEPs being served which is nine percent (9%) of our Head Start student population.

Health Services Update

Program educators continue to monitor files and provide additional support to families to ensure that children who need health services receive them.

USDA Meals/Snacks

Head Start students were served 7,032 meals during the month of December.

Recruitment

Individual registrations are taking place and twenty-eight (28) students are on the wait list for the Head Start program.

An internal office calendar with registration dates for January through June has been created to ensure sufficient time is allotted to have full enrollment by the end of June for the 2016 -2017 school year.

Sacramento City Unified School District

Health and Nutrition

This month marked the completion of the semester's clinical rotation with School Nurse Victoria Benson for the RN to BSN student from California State University, Sacramento. Nurse Benson planned a variety of clinical experiences for her nursing student during the semester, including a supervised home visit to a preschooler, his sibling, and both foster care parents.

On December 1, Nurse Benson also welcomed two CSUS senior nursing students who shadowed her during her work day as part of the student's community health nursing rotation.

Early Head Start's new School Nurse, Alyssa Quain, was welcomed to the Health, Nutrition and Safe Environments Committee meeting held on December 10. Nurse Quain gave an overview of the upcoming SB 277 changes to the personal beliefs exemptions and what it will mean to registering children in the Child Development Programs.

Dr. Richard Pan, the creator of SB 277, was very active in supporting Sacramento City Unified School District's School Nurses. Dr. Pan was the facilitator of medical case studies gleaned from the School Nurses' health encounters with students and their families in the district. Nurse Benson participated in a number of these case studies through the years and states that these teaching experiences proved to be very valuable.

A portion of the Health, Nutrition and Safe Environments (HNSE) Committee meeting was also devoted to reviewing the protocol for the upcoming Self-Assessment process. Self-Assessment committee members will soon audit a sampling of files in selected Head Start and State classrooms and a date was selected to review the HNSE Service Area Plan in January.

Education

During the month of December, Professional Learning focused on the topics of Pre-K Math and a Safety and Supervision Focus. Pre-K Math, Numeracy for Children was presented by consultant Jon Dueck. He provided a

hands-on workshop with activity ideas teachers could take back to their classrooms. The Safety and Supervision Focus provided training regarding properly assessing fire extinguishers, exit and evacuation maps, and outdoor play areas. Training for Balanced Literacy Cohort 3 occurred with consultant Andy Hess presenting.

Mental Health

All Social Workers and Resource Teachers are receiving Teaching Pyramid Coaching Certification training from WestEd. Five staff members are completing a one-year intensive training and others are attending the two-year apprentice training. Staff have been observing staff and attending team coaching meetings to support SCUSD staff as well as SETA and other delegate staff. Module 2 Teaching Pyramid training was done on December 11. The 5 intensive coaching trainees were attendees as well as 5 classroom staff teams. Social workers are also following up on referrals for children that did not pass their social and emotional assessments. They are supporting teaching staff as well as parents with children with challenges in the classroom.

Family and Community Engagement

The first goal setting was done with families before the Thanksgiving break. During the first week of December, goal sheets were collected and needs were being responded to by the School Community Liaisons and School Social Workers. Three staff and one parent attended the NHSA Parent Engagement conference in San Diego. There were wonderful speakers and break-out sessions. The parent who attended has a child in our full inclusion program and was able to obtain many resources and connections with other parents of children with special needs. It was a very fruitful experience for all the attendees.

San Juan Unified School District

Education Services Update

Teachers implemented a new study called “Making Music” this month. There are various directions that these class investigations could take; for example, who works with music for their jobs, what different types of music are there, how can we make music with our voices, and what types of instruments can we play by hitting, tapping or shaking? The letter focus for this month is Tt, Oo, and Xx. The math concepts this month included Addition/Subtraction of 6-10 Objects and Counting (1-10, 1-20).

Disabilities Services Update

During the month of December, the SJUSD Early Childhood Education department welcomed Jessica Losh as she began to take on her new responsibilities as the most recent addition to the Lead Teacher team supporting Preschool programs. In addition to site support, she will be the Disabilities Content Specialist back-up. It will be wonderful to have another person on the Care Management Team, and she will gradually be participating in Screening procedures and IEP support, along with some of the Disabilities monitoring responsibilities.

Mental Health Services Update

The Mental Health Therapist provided Holiday Stress Management parent support workshops throughout the month of December. He also provided families with community resource phone numbers in the event of a need or crisis over the school break. Providing these additional resources ensures that families continue to be supported during the recess in classes, as the need doesn't go away just because of the holiday.

Health & Nutrition Services Update

Health continued to review students' health, nutrition, and immunization status, completing and reviewing health files for children enrolling in the 2015-16 school year. The School Nurse worked to complete and update Individualized Student Health Plans for those who have health concerns. Health screened children one day a week in December, except during the holiday week. Health also visited school sites to do follow-up screenings and monitoring. Smile Keepers will start again in March 2016. Children that do not have dental insurance and need treatment (rated at a #3, or #2 by Smiles for Kids) are being called to see if they would like to participate in the Smiles for Kids program. The Nurse also wrote Individualized Education Plans for several students.

Family and Community Partnerships Update

Due to the contribution of \$160,000.00 from the SJUSD Family and Community Engagement Services department, 7 ECE staff were able to attend the Head Start Parent, Family and Community Engagement Conference in San Diego! This money will also be used to support professional development for staff, parent education, and support for ELD families. Here's to a successful, ongoing collaboration.

Transition Services Update

On Tuesday, December 8, General Davie Center celebrated the Grand Opening of a Family Resource Center hosted by the First 5/School Readiness Team in conjunction with the Arcade Community Center and the SJUSD Family and Community Engagement Department. This new center will be a wonderful resource for the ECE community including holiday help, classes, free family events, and more. This grand opening event also had information for families with children going into kindergarten, and will serve as a great resource in helping with the transition for families.

Program Support/Staff Training Update

Teachers and Assistants were trained on Guided Language Acquisition Development (GLAD) strategies for preschool classrooms. One of the strategies demonstrated was the use of an Observation Chart. The chart features a photo that is big enough for a large group of children to view (8x11). Chart paper is attached to the image and children are asked "What do you observe?" Teachers take dictation from each child, writing exactly what each child says, and then date the chart. This chart is then hung on the wall low enough for children to access the photo and the writing. Multiple charts are used and children later compare what they see on different charts. Later in the week, children are directed to go back to the photos and are asked the question, "What do you see now?"

Fiscal Update

The 2015-2016 Head Start and Early Head Start programs are almost 50% through the year. All fiscal, In-Kind, Attendance, and Enrollment Reports have been submitted to SETA, the Grantee, on time. All expenses are in-line with the budgeted expenses submitted in the 2015-16 HS/EHS Budget. Enrollment, counting 30 day drops, is at 100% and Attendance is ranging between 82% to 87%. Revised personnel allocations for both HS and EHS were submitted to Budget Services - Position Control the week of December 14-18. The revised allocations are a result of assignment changes due to the ECE Redesign. All revised positions were effective as of October 1, therefore, any budget affected by these changes will be modified during 2nd Interims. Expenditure Transfers will be completed to reflect these changes going back to October 1 and forward.

The second week of December, a SETA monitor/auditor was at the ECE Main/Marvin Marshall office auditing March 1st through the close out of last year (July 31, 2015). At this time no deficiencies or non-compliance issues have been noted. Preparation for the 2016-17 Head Start and Early Head Start Budgets are beginning, starting the 1 of January, until March 3rd when HS/EHS budgets will be submitted to SETA.

Early Head Start

This month the Early Head Start staff had a half day for the First Friday staff meeting. Staff reviewed the state CCFP guidelines relating to special diets and menu production records with the Nutrition Lead Teachers. They also received updated information and resources for their Parent Family and Community Engagement binders. The balance of the meeting was focused on classroom teachers developing their DRDP 2015 classroom summaries, which were due at the end of December. Classroom staff had the opportunity to discuss with each other the trends they saw in their classroom level data, develop strategies to strengthen children's skills for the current assessment period, and consult with each other about common themes and ideas in the Fall assessment data. Late this month, all center based parents had another opportunity to collaborate with teachers at home visits and go over their child's progress.

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

During December, Oakdale and Rio Linda came to Morey Avenue for the Merry Minion Celebration! During this very well attended event, all students performed holiday songs to the delight of their parents as well as created Minion themed crafts in their classrooms. Students were also able to play in the “snow” as well as created a classroom Minion for display. Both students and staff dressed like Minions for the celebration and staff delighted students and parents with a singing performance of the Winter Wonderland song. A great time was had by all!

Professional Development

The next workshop in January 2016 will focus on updating the DRDP, ECERS and CLASS action plans, SUPERvision training and developing program action plans. Several support staff and teaching staff are also participating in the Teaching Pyramid training with SETA which focuses on the social emotional development and strategies for students.

Components

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 fourth case staffing is scheduled for January 14th to determine which students may require additional support from staff related to academic, behavioral or health concerns and parent meetings will be scheduled 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 third set of parent meetings for speech concerns will be held on January 21 and 28. 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. Teaching staff developed action plans for their classrooms based on the DRDP, CLASS and ECERS assessments and have begun implementing the strategies.

The ERSEA Component Leaders and Community Liaisons are very busy calling families and recruiting families so the sites continue to be 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. The Program Design and Management component leaders have updated the personnel files for all staff.

Policy and Parent Committees

The December meeting was held at Morey on December 10, 2015. The agenda included monthly reports from November 2015, election of the Policy Committee Chair and approval of the revised Fiscal Policy. The Parent

Committee meetings were held at Rio Linda on December 16th and Oakdale on December 15th. Meetings will be held at all three sites in January 2016.

Parent Trainings/Meetings

The Community Liaison facilitated parent meetings for December 2015 with guest speakers from the District Office’s Parent Involvement Department. The training was a part of the Parent University and during the workshop parents were provided an opportunity to meet various staff and develop the home and school connection.

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 November 2015 Fiscal reports and copies were provided to all PC and Board of Trustee members. Staff continues to order supplies and materials based on their DRDP, CLASS and ECERS assessments.

WCIC

No report for December 2015

Recent Program Instruction Memos from Administration for Children and Families (ACF)
ACF-PI-HS-16-01 Changes in Federal Reporting

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 12/31/15)

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)	19 (8.5 %)	N/A
Elk Grove USD (440)	41 (9.4 %)	N/A
Sacramento City USD (1,211)(144)	117 (9.3 %)	14(10%)
San Juan USD (668) (160)	78 (11.7%)	17 (10.6 %)
WCIC (120)	6 (5 %)	N/A
Early Head Start/ Child Care Partnership (84)***		4 (4.7%)
SETA (2028) (369)	189 (9.5 %)	91 (24%)
County (4700)* (673)** (84)*** (Total 5,457) (AFE- Annual Funded Enrollment)	450 (9%)	126 (18.9%)



SETA Head Start Food Service Operations Monthly Report *December 2015

December 7th - Vineland AM classes closed due to short staffing

December 21st through 23rd - Only Full Day Classes open.

December 24th through 31st - Winter break.

Meetings & Trainings:

All Staff Meeting Friday, December 4th - attended by all of the Food Service Staff.

Cook/Driver Mario Mauricio attended a ServSafe Training December 8th.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
27,512	16,680	17,810	80

Total Amount of Meals and Snacks Prepared 62,082

Purchases:

Food \$51,518.55

Non - Food \$11,128.39

Building Maintenance and Repair: \$336.72

Janitorial & Restroom Supplies: \$375.62

Kitchen Small Wares and Equipment: \$288.02

Vehicle Maintenance and Repair : \$378.06

Vehicle Gas / Fuel: \$835.08

Normal Delivery Days 16

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 12/23/15	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	445	101	85
Sacramento City USD	1,211	1,221	101	86
SETA	2,028	2,008	99	74
San Juan USD	668	685	103	81
Twin Rivers USD	233	233	100	84
WCIC/Playmate	120	120	100	68
Total	4,700	4,712		

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 12/23/15	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	144	146	101	74
SETA	369	379	103	72
San Juan USD	160	177	111	81
Total	673	702		

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 12/23/15	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	36	100	TBD
Sacramento City USD	40	40	100	84
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



Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and SETA Governing Board members
 RE: Quality Assurance/Monitoring Results – December 2015

Agency	Program	# of EHS Educators	Observations/ Files	Monitoring Purpose
River Oak Center for Children (partner)	Early Head Start Home Base and Socialization Activity	5	5 Home Visit Observations 10 Files 1 Socialization Activity	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- Socialization event was well-organized with intentional activities and good attendance. Activities at the event promoted interactions between children and family members. It was apparent that it was enjoyable and educational for all.
- Recordkeeping of all required health screenings was exceptional. Immunizations and well-baby checks of all files reviewed were current and up-to-date.
- Home Visit Plans and Family Contact Notes were clear, thorough and captured the progress of families and staff's work.
- Agency-level community partnerships allowed ROCC to have in-house clothes closet and access to furniture for families that needed them.

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	88%	1- Not all follow-up documentation on failed screening results (hearing and vision) and dental concern was found on file. 2- No documentation of follow-up on missing blood lead level results. 3- Incorrect date being recorded for blood lead levels (i.e., staff should be recording results date and not blood drawn date).
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	100%	No significant noted findings

Services to Pregnant Women/New Mothers <i>(Prenatal Services, New Mother Services)</i>	85%	1-No evidence of prenatal education provided to the pregnant mother whose child is enrolled in the program. 2- No documentation to enroll the pregnant mother as an EHS participant.
Family , Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition))</i>	90%	No significant noted findings
Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	100%	No significant noted findings
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	94%	No significant noted findings
Written Individualization <i>(Assessments, Individual Development Plans, Transition)</i>	91%	No significant noted findings
Home Based Option <i>(Group Size, Home Visits, Socializations)</i>	93%	No significant noted findings
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	94%	No significant noted findings

*Scores between 90-99% will be addressed by the program but do not require a formal Monitoring Response Plan. Scores less than 90% require a written Monitoring Response Plan. Thresholds will be adjusted in the future when historical data is available.

Corrective Action Plans:

The program has 30 days to submit a written Monitoring Response Plan for areas under 90%. Follow-up visits will be scheduled within 120 days or less.



Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and SETA Governing Board members
 RE: Quality Assurance/Monitoring Results – December 2015

Agency	Program	# of EHS Educators	# of Files	Monitoring Purpose
Sacramento County Office of Education (partner)	Early Head Start Home Base and Socialization Activity	3	3 Home Visit Observations 6 Files 1 Socialization Activity	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- Very good family attendance and participation in home visits
- Systematic and highly organized record-keeping of children’s records
- Parents’ role as primary teachers and their homes as learning environments were consistently acknowledged and supported by the Home Educators.
- SCOE EHS Educators played a bigger role in their enrolled families’ lives; they were role models and mentors as evidenced by the growth in their relationships.

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	68%	1-Not all heights, weights and head circumferences were completed and/or graphed within timelines. 2-Not all required blood lead level results (at ages 10-12 months and at 24 months) were on file, were missing valid documentation for results and/or infrequent follow-up for missing results. 3-Missing dental home information.
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	96%	No significant noted findings
Services to Pregnant Women/New Mothers <i>(Prenatal Services, New Mother Services)</i>	100%	No significant noted findings

Family , Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition))</i>	87%	1-Not all files reviewed had completed Family partnership Agreements (FPA), either due to missing information on the form or no documentation in other sections of the file. 2-Limited or no follow-up with families on the use of community resources and if the resources met the needs of families or not 3-Not all goals were clearly articulated and/or new ones not established when prior ones were met. There were no set time frames for the goals and strategies.
Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	100%	No significant noted findings
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	90%	No significant noted findings
Written Individualization <i>(Assessments, Individual Development Plans, Transition)</i>	89%	1-Not all IDPs contained parent input or did not include a date completed.
Home Based Option <i>(Group Size, Home Visits, Socializations)</i>	94%	No significant noted findings
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	94%	No significant noted findings

* Scores between 90-99% will be addressed by the program but do not require a formal Monitoring Response Plan. Scores less than 90% require a written Monitoring Response Plan. Thresholds will be adjusted in the future when historical data is available.

Corrective Action Plans:

The program has 30 days to submit a written Monitoring Response Plan for areas under 90%. Follow-up visits will be scheduled within 120 days or less.

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.