



**GOVERNING BOARD**

**DON NOTTOLI**  
Board of Supervisors  
County of Sacramento

**ALLEN WARREN**  
Councilmember  
City of Sacramento

**JAY SCHENIRER**  
Councilmember  
City of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

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

**KATHY KOSSICK**  
Executive Director

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**REGULAR MEETING OF THE  
SETA GOVERNING BOARD**

**DATE:** Thursday, March 3, 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](http://www.seta.net)

**AGENDA**

**PAGE NUMBERS**

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

➔ Recognition of long-term employee: Walter Lott,  
Programmer Analyst (30 years)

**II. Consent Items**

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| B. | Approval of Claims and Warrants  | 8   |
| C. | Receive, Adopt and File Sacramento County<br>Annual Investment Policy of the Pooled Investment<br>Fund – Calendar Year 2016 (Loretta Su)   | 9   |
| D. | Approval of Out-of-State Travel for Staff to<br>Accompany Sacramento Housing and Redevelopment<br>Agency (SHRA) to Discuss Implementation of the<br>JOBS Plus Grant (William Walker) | 10  |

### III. Action Items

#### A. GENERAL ADMINISTRATION/SETA

1. **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 (John Allen) 11
2. Approval to Extend Audit Services Agreement for Fiscal Year Ending June 30, 2016 and Authorize the Executive Director to sign the Agreement (Loretta Su) 12
3. Approval of Short-Term Waiver of Notice of Cancellation Provisions of Insurance Coverage Requirements for Head Start T/TA Consultants and Trainers and for SETA's E-Rate Consultant (Kathy Kossick) 13-15

#### B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services:

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2. Approval of a Request for Local Workforce Development Board Recertification to the California Workforce Development Board (Michelle O'Camb) 20
3. Approval to Augment the On-the-Job Training/Subsidized Employment Providers for PY 2015-16 with CalWORKs Funds (Michelle O'Camb) 21-23
4. Approval to Submit a Summer Jobs and Beyond: Career Pathways for Youth Application to the U.S. Department of Labor, Employment and Training Administration, Authorize the Executive Director to Accept the Funds, Negotiate Agreements, Execute the Contracts and any other Documents Required by the Funding Source (Terri Carpenter) 24-25
5. Approval to Release a Request for Proposals (RFP) for Workforce Innovation and Opportunity Act, Title I, Adult/Dislocated Worker and CalWORKs Services (Roy Kim) 26-29

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

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

**VI. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

Pursuant to Government Code Section 54956.9, (subdivision (a))  
KELLY JOHNSON v. SETA – Sacramento Superior Court Case No. 34-2015-00180341

**VII. Adjournment**

**DISTRIBUTION DATE: THURSDAY, FEBRUARY 25, 2016**

ITEM II-A - CONSENT

MINUTES OF THE FEBRUARY 4, 2016 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the February 4 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, February 4, 2016  
10:00 a.m.

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

Members Present:

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

Members Absent:

Jay Schenirer, Vice Chair, Governing Board; Councilmember, City of Sacramento  
Allen Warren, Councilmember, City of Sacramento

- Recognition of long-term employees:  
**Dettie MacCracken**, Head Start Education Specialist (Supervisor) (25 years):  
Ms. Heather Brandusa McClellan congratulated Ms. MacCracken on her 25 years at SETA.

**Marie Desha**, Head Start Coordinator (Social Services/Parent Involvement) (25 years): Ms. Denise Lee congratulated Ms. Desha on her 25 years at SETA. Ms. Desha was a former Head Start parent.

**Robert Silva**, Head Start Social Services/Parent Involvement (25 years): Ms. Desha congratulated Mr. Silva on his 25 years at SETA.

**Walter Lott**, Programmer Analyst (30 years): Will be recognized next month.

- 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

The board went into closed session at 10:26 a.m. The board returned to session at 11:12 a.m.; there was no report out of closed session.

### **III. Consent Items**

- A. Minutes of the January 7, 2016 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Selection Criteria for Enrollment in Head Start or Early Head Start Programs
- 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
- E. Approval of Out of State Travel to attend the Customer Centered Design Learning Exchange

Mr. Nottoli pointed out corrections to the minutes; these modifications were noted by the clerk.

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

- A. Approve the minutes of the January 7, 2016 meeting with corrections noted by Mr. Nottoli.
- B. Approve the claims and warrants for the period 12/22/15 through 1/28/16.
- C. Approve the Early Head Start Enrollment Selection Criteria and the Head Start Enrollment Selection Criteria for Sacramento County as attached.
- D. 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.
- E. 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.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer and Warren)

### **IV. Action Items**

#### **A. GENERAL ADMINISTRATION/SETA**

- 1. Approval to Release a Request for Proposals for Administrative Office Space – Headquarters Building

Ms. Kossick reviewed this item that requests the release of an RFP to secure administrative office space. The current lease expires in December and staff is

working with real estate brokers exploring the possibility of securing additional space; we are also having conversations with the current landlord. Ms. Kossick reviewed the RFP which includes several redesign exhibits of spacing needs. It is expected that the RFP will be released tomorrow with a 30 day due date. Two offerors' conferences will be held. Staff will report back to board at the April 7 meeting.

The board was asked to discuss and consider a provision utilized in other RFPs permitting SETA to terminate the lease if there is a funding decrease. This allows SETA to terminate the lease based on funding.

Mr. Thatch stated that the language was utilized to protect SETA and it has been in use throughout SETA's history. It does not exist for this building and the board can weigh pros and cons of it. The negative impact is that it impedes landowners/property owners from getting loans. The real estate broker strongly advises the clause not be included in the RFP.

Mr. Kennedy stated that it is crucial that the building be accessible to public transportation for clientele and employees; this is a prime factor of the RFP. Ms. Kossick stated that staff reached out to Regional Transit to craft the language.

Moved/Kennedy, second/Nottoli to omit language regarding the reduction of funding and approve the release of a Request for Proposals for Administrative Office Space for the SETA Headquarters Building.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer and Warren)

2. Approval of Size, Composition and Bylaw Amendment to the Sacramento Works Workforce Development Board

Ms. Kossick stated that this item continues action taken in compliance for the Workforce Innovation and Opportunity Act. This modifies the structure of the local workforce board; the requirements have changed based on the new law. Staff is recommending a 25-member board. The bylaws provide for a range of in the size of the board and the Governing Board can change the number as necessary in the future.

Ms. Kossick encouraged board members to recruit new members and that the applications are requested to be in by 2/12 in order to have legal counsel review them. The only required partners are EDD and Voc Rehab. Mr. Nottoli inquired whether farm worker and veterans could be added.

Mr. Thatch stated that the board has complete discretion to increase or add different categories. Ms. Kossick stated that we have to follow the law and have a functioning board by March 31 and fully implemented by July 1. The board can change anything today to make it larger. This board item requests approval of the composition as well as the bylaws. The bylaws provide for a board up to 30. Staff will continue recruiting for veterans representatives and hopefully some applications will come forward.

Moved/Kennedy, second/Nottoli, to 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.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer and Warren)

3. **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

Mr. Nottoli opened a public hearing.

Mr. John Allen stated that this item will bring the agency into compliance with the minimum wage requirement. Every time the minimum wage is changed, these positions would go up as well.

After a great deal of discussion, the board decided to continue the item to the next meeting with an additional report back from staff.

Moved/Nottoli, second/Kennedy, to continue this item to the March 3 agenda.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer and Warren)

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

No questions or comments.



Moved/Nottoli, second/Kennedy, to 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.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer and Warren)

**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

Ms. Denise Lee reviewed this budget modification request from Elk Grove Unified School District's Head Start program. The modification will provide funds for two shade structures and modifications to playground equipment.

Moved/Nottoli, second/Kennedy, to 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.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer and Warren)

2. Approval to Renew the Lease for Warehouse/Office Space for SETA Facilities Operations

There were no questions or comments.

Moved/Kennedy, second/Scherman, to 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.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0  
Absent: 2 (Schenirer and Warren)

**V. Information Items**

- A. Sacramento Works Performance Report: No questions.
- B. Fiscal Monitoring Reports: No questions.
- C. Employer Success Stories and Activity Report: No questions.
- D. Dislocated Worker Update: Mr. Kennedy inquired whether Home Depot utilizes SETA during their recruitment. Mr. Walker replied that Home Depot has a kiosk where people apply for jobs. However, notification of the jobs will be sent out to people in our system.
- E. Unemployment Update/Press Release from the Employment Development Department: No questions.
- F. Head Start Reports: Ms. Lee introduced Mr. Kenneth Tate, the new Policy Council chairperson.

**VI. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: No report.
- C. Deputy Directors: Mr. Roy Kim reported that SETA finally submitted a regional slingshot regional compact to the State. Staff expects to come forward at the March meeting with an implementation plan, an RFP, or other types of action. In addition, the adult/dislocated worker RFP will be presented at the March meeting.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No comments.

**VII. Adjournment: The meeting was adjourned at 11:36 a.m.**

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 1/28/16 through 2/25/16, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 1/28/16 through 2/25/16.

STAFF PRESENTER: Kathy Kossick

ITEM II-C - CONSENT

RECEIVE, ADOPT AND FILE SACRAMENTO COUNTY ANNUAL INVESTMENT  
POLICY OF THE POOLED INVESTMENT FUND – CALENDAR YEAR 2016

BACKGROUND:

The County Director of Finance publishes the Investment Policy for the Pooled Investment Fund every calendar year and has the Policy approved by the County Board of Supervisors. SETA's funds are included in this Pool. The Calendar Year 2016 Sacramento County Annual Investment Policy is being sent under separate cover. There are no major changes to the investment policy. The only minor change was to amend the investment policy to reflect the current Fair Political Practices Commission dollar amount limit on gifts, honoraria, and gratuities that the County Director of Finance, investment staff, and Treasury Oversight Committee members may receive in a calendar year.

This is an annual event and the Investment Policy approved by the County Board of Supervisors then rules the investments of SETA money. The Joint Powers Agreement creating this Agency requires the County to be the fiscal agent for SETA. As such, the County Investment Policy is part of the fiscal agent's duty, and approval by the Sacramento County Board of Supervisors ratifies the propriety of the fiscal agent's investment strategy. Action by the SETA Governing Board to receive and file the policy constitutes consideration at a public meeting as recommended by Government Code section 53646(a) (2).

RECOMMENDATION:

Receive, adopt, and file this Investment Policy for the Pooled Investment Fund for the calendar year 2016.

STAFF PRESENTER: Loretta Su

## ITEM II-D - CONSENT

### APPROVAL OF OUT-OF-STATE TRAVEL FOR STAFF TO ACCOMPANY SACRAMENTO HOUSING REDEVELOPMENT AGENCY (SHRA) TO DISCUSS IMPLEMENTATION OF THE JOBS PLUS GRANT

#### BACKGROUND:

Starting in April of 2015 SETA worked with SHRA staff to develop a comprehensive proposal to address the employment needs of public housing residents. SHRA was selected to receive a \$2.7 million Jobs Plus award, which will enhance efforts to break down barriers to employment for residents of Marina Vista and Alder Grove public housing communities where over 50 percent of the residents age 18 to 64 are able to work but are unemployed.

The Jobs Plus Grant builds on Sacramento's Promise Zone designation and Choice Neighborhoods planning grant, equipping public housing residents with the resources they need to feel empowered in their job search. The Pilot Program will connect low-income residents with employment opportunities, which is ultimately foundational to Sacramento families' long-term prosperity, and the region's continued growth.

A Jobs Plus Training Conference is scheduled in Washington, DC from March 22 – 24, 2016. The purpose of the Conference is to reaffirm HUD and DOL's commitment to the Jobs Plus Program, bring existing and new grantees together, and to share and discuss successes and challenges. SHRA has requested that a SETA representative participate in the conference. There is no anticipated cost to the Agency as the cost for staff development and training was included in the Jobs Plus grant.

#### RECOMMENDATION:

Approve out-of-state travel for one staff to attend the Jobs Plus Conference from March 22 -24, 2016.

PRESENTER: William Walker

ITEM III-A – 1 - 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	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
Current Rate	\$ 9.00	\$ 9.45	\$ 9.92	\$10.42	\$10.94
New Rate	\$10.00	\$10.50	\$11.03	\$11.58	\$12.16

Head Start Substitute Assistant	<b>Step A</b>
Current Rate	\$ 9.00
New Rate	\$10.00

Head Start Childcare Teacher Assistant	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
Current Rate	\$ 9.31	\$9.77	\$10.27	\$10.76	\$11.32
New Rate	\$10.00	\$10.50	\$11.03	\$11.58	\$12.16

Head Start Student Intern	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
Current Rate	\$ 9.00	\$ 9.45	\$ 9.92	\$10.42	\$10.94
New Rate	\$10.00	\$10.50	\$11.03	\$11.58	\$12.16

Bilingual Aide	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
Current Rate	\$ 9.60	\$10.08	\$10.57	\$11.11	\$11.68
New Rate	\$10.00	\$10.50	\$11.03	\$11.58	\$12.16

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

**RECOMENDATION:**

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

**PRESENTER:** John Allen

ITEM III-A – 2 - ACTION

APPROVAL TO EXTEND AUDIT SERVICES AGREEMENT FOR  
FISCAL YEAR ENDING JUNE 30, 2016 AND AUTHORIZE THE  
EXECUTIVE DIRECTOR TO SIGN THE AGREEMENT

BACKGROUND:

On April 3, 2014, the SETA Governing Board approved the selection of Gilbert Associates, Inc., to provide audit services for one year with the option of extending the agreement for two additional one-year terms. The fee for the annual audit was \$45,500. The agreement allows for an increase of 5% or the Consumer Price Index, whichever is smaller. On April 2, 2015, the Governing Board approved the extension of the Audit Services Contract to cover the fiscal year ending June 30, 2015 for a fee of \$46,228. During 2015 the Consumer Price Index increased by 1.5%.

In addition to the audit services, Gilbert Associates, Inc. also assisted SETA with the implementation of Government Accounting Standards Board (GASB) Statement No. 68 (GASB 68), *Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27-* and GASB Statement No. 71 (GASB 71), *Pension Transition for Contributions Made Subsequent to the Measure Date – an Amendment of GASB Statement No. 68*. Gilbert Associates provided approximately 15 hours of additional assistance during the 2015 audit period (valued at approximately \$2,400) regarding these GASB matters at no cost to SETA. The primary objective of GASB 68 and GASB 71 is to improve accounting and financial reporting by state and local governments for pensions by establishing standards for measuring and recognizing liabilities, deferred outflows of resources, deferred inflows of resources, and expenses. GASB 68 and GASB 71 require employers to report a net pension liability for the difference between the present value of projected pension benefits for past service and restricted resources held in trust for the payment of benefits. Due to the complexity of the disclosure requirements, staff anticipates needing further assistance in calculating and recording the GASB 68 and GASB 71 liabilities and has requested additional assistance from Gilbert Associates, Inc. in this regard for a negotiated fee of \$1,200.

Staff is recommending extending the agreement for audit services in the amount of \$46,921 (\$46,228 X 1.015) and contracting for additional GASB 68 and GASB 71 assistance in the amount of \$1,200 for the fiscal year ending June 30, 2016.

RECOMMENDATION:

Approve the extension of the agreement with Gilbert Associates, Inc., for audit services, plus GASB 68 and GASB 71 assistance for the fiscal year ending June 30, 2016, for a total amount of \$48,121 and authorize the Executive Director to sign the agreement.

PRESENTER: Loretta Su

### ITEM III-A – 3 - ACTION

#### APPROVAL OF SHORT-TERM WAIVER OF NOTICE OF CANCELLATION PROVISIONS OF INSURANCE COVERAGE REQUIREMENTS FOR HEAD START T/TA CONSULTANTS AND TRAINERS AND FOR SETA'S E-RATE CONSULTANT

##### BACKGROUND:

SETA has recently engaged a risk management consultant to provide recommendations on SETA's insurance coverages, including recommendations on insurance requirements for program operators and SETA subcontractors. Subcontractors may include, but are not limited to, providers of goods/supplies, equipment installation and repair, and consultant services. Currently and historically, SETA contracts do not tailor insurance coverage requirements to subcontractors based on potential risk of exposure, amount of subcontracts, or service provided, but instead apply the requirements generally across the board to all subcontractors.

While the agency is finalizing its full packet of recommendations for Board consideration and approval later this year, immediate operational needs are occurring that are time sensitive and funding specific. The current insurance requirements provide that the insurance carrier must provide SETA with advance notice of cancellation of the applicable coverage. Recently, SETA staff has been informed by several insurance companies that the advance notice of cancellation will not be provided because the applicable policy only requires such notice be given to the named insured, even though SETA is an additional named insured. In such circumstances, staff has required that the contractor provide coverage with a carrier that will provide the required notice or has simply not entered into the contract.

As part of the insurance risk review, potential modification to the insurance requirements concerning the provision of notice of cancellation is under review. In the meantime, staff proposes that the Board waive the notice of cancellation requirement for certain limited, short term contracts, for which the insurance carrier refuses to provide notice of cancellation when the services to be provided will be completed within the notice period, which is generally thirty (30) days, but for cancellation due to non-payment of premium is ten (10) days. The lack of receipt of a notice cancellation for a contract that can be completed within ten (10) days or less would not permit the insurance to be cancelled by the insurance carrier during the actual performance of such a short term contract, substantially minimizing risk to the agency associated with such lack of notice.

In addition, certain services provided by on-site trainers or consultants, such as staff training, carry minimal risk of exposure even if the services to be provided exceed ten (10) days. Moreover, some consultants retained by SETA provide remote services where the consultant does not come onto SETA property or engage in any travel while

PRESENTER: Kathy Kossick



ITEM III-A – 3 – ACTION (continued)

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providing these remote services. However, the current insurance requirements provide no flexibility to staff to waive the notice of cancellation requirements if a carrier refuses to provide such notice. If the Board approves a waiver of the notice of cancellation requirement from the carrier, the underlying contract will still require that insurance be in place, that SETA be named as an additional insured and that the Consultant or the insurance carrier provide notice of cancellation to SETA. At this time, staff is seeking Board approval to waive the notice of cancellation requirements if the carrier refuses to provide such notice so that certain time-sensitive consultant services can be contracted for without requiring notice of cancellation from the insurance carrier. The requested waivers will remain in place only until such time as the Board approves the more comprehensive modifications to the insurance requirements, at which time the waivers requested herein will sunset and the new insurance requirements will universally apply.

Specifically, the Office of Head Start/Administration for Children and Families provides Training and Technical Assistance (T/TA) funds to Head Start/Early Head Start programs to support program staff in delivering high-quality services to children and families; support activities that bring best practices into agency systems and services; and promote continuous program improvement. In FY 2015-2016, SETA received \$794,951 in T/TA funds for its Head Start, Early Head Start and EHS-Child Care Partnerships programs. In accordance with the written T/TA Plan, funds are used to support training and technical assistance activities for grantee and delegate staff and parents. In most cases, training activities are offered at the SETA administration building by short-term (1-5 days) expert contractors/trainers in the field of social services and/or education, curriculum and school readiness. All T/TA funds must be fully encumbered no later than July 31<sup>st</sup> of each fiscal year.

The Children and Family Services Department has \$491,204 remaining in Training and Technical Assistance funds for Head Start (\$229,213), Early Head Start (\$120,988) and EHS-Child Care Partnerships (\$141,003) which must be spent by July 31, 2016. Staff is recommending a waiver of the notice of cancellation requirements for short-term T/TA-funded projects that can be completed in ten (10) days or less or will be provided by consultants and trainers who provide training to Head Start employees and parents and services to the Agency with very limited risk associated with the services being provided.

In addition, staff is seeking a similar waiver of the Notice of Cancellation provision in order to contract with its current E-Rate Consultant to provide immediate and necessary assistance as part of the ongoing E-rate process recently approved by the Board. SETA has a critical need to further engage the E-Rate consultant to interface with the Universal Service Administrative Company (USAC) in the preparation, compliance, filing, follow-up and record keeping (per USAC requirements) of requests for

PRESENTER: Kathy Kossick

ITEM III-A – 3 – ACTION (continued)

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reimbursement for telecommunications expenses. In FY 2015-2016 this reimbursement will be approximately \$144,000. SETA's current E-Rate filing (FY 2016-2017) which is due in the March/April time frame, will contain additional requests for over \$300,000 to upgrade SETA's wide area network to eliminate single points of failure and facilitate disaster recovery solutions. This past year, USAC implemented a new process and web portal for E-Rate submissions. Failure to submit compliant filings by the USAC deadline would eliminate SETA from eligibility for these reimbursements. The current E-Rate consultant provides services remotely and does not provide any services on site at SETA, nor does she engage in any travel related to the provision of her services. While she has in place the necessary insurance to satisfy SETA's requirements, her carrier will not provide the necessary notice of cancellation because it is not required by her policy. Obtaining substitute insurance could delay the contract process beyond the immediate time frame for which her assistance will be needed. If the Board waives the Notice of Cancellation requirement for the E-Rate Consultant contract, the contract will still require that insurance be in place, that SETA be named as additional insured and that the Contractor will provide notice of cancellation of insurance.

A final report, along with revised insurance requirements for other subcontractor services will be presented at a future Board Meeting. In the interim, due to the immediate operational need to engage limited-term consultants and trainers to meet training and technical assistance funding requirements for Head Start and the immediate need to retain the E-Rate consultant as described, staff is requesting approval to waive the requirement that the insurance carrier provide notice of cancellation in circumstances where the carrier refuses to do so for consultants and trainers in the limited circumstances described.

RECOMMENDATION:

Approve waiver of SETA's insurance requirements to eliminate the need for advance notice of cancellation by the insurance carrier if the carrier refuses to provide such notice for: short-term consultant and training contractors hired to provide short-term Head Start T/TA services; and for offsite consultant services to be provided by the E-Rate consultant, who does not perform services on SETA property and does not travel in the performance of the services. In such circumstances, SETA shall still be named as an additional insured for appropriate insurance and the contract shall require the consultant/trainer to provide notice of cancellation to SETA with respect to required insurance if the carrier refuses to do so. The waivers provided herein shall sunset upon the Board's adoption of new insurance requirements, which will then apply to future contracts for these services.

PRESENTER: Kathy Kossick

## ITEM III-B- 1 - ACTION

### APPROVAL OF APPOINTMENTS 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 continues the transition under the WIOA, the Governing Board has made changes regarding the composition and member requirements of the Sacramento Works Workforce Development Board to provide for consistency with WIOA requirements. The California Employment Development Department issued a directive seeking to have newly-formed local Workforce Development Boards seated by March 31, 2016. In recognition of this state-imposed directive, on August 6, 2015 the Governing Board reappointed members of the Sacramento Works Workforce Investment Board for a term to end March 31, 2016. This was in anticipation of Board action to appoint members to the new Workforce Development Board on March 3, 2016 in compliance with the state directive.

As part of its effort to implement the state directive, the Governing Board has previously taken action to approve an application and appointment process for the new Workforce Development Board. 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.

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. The SETA Governing Board approved these bylaw changes at its February 4, 2016 meeting. These amendments included modifications to the number of directors and the manner of appointment.

The bylaw amendments included the following 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):

PRESENTER: Kathy Kossick

ITEM III-B – 1 – ACTION (continued)

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- Section 3.01 reduced the size of the board from a range of 36 to 50 down to a range of 15 to 30 and set 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 changed the references to the qualifying law from the former WIA to the new WIOA.
- Section 3.03 made one change to provide for staggered terms as required under WIOA.
- Section 3.04 changed the reference to the qualifying law from the former WIA to the new WIOA.
- Section 3.05 (a) incorporated 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.

As part of its action on February 4, 2016, the Governing Board satisfied the desire for a smaller Workforce Development Board by setting the size of the Board at twenty-five members and allocated the twenty-five membership positions to the five membership categories in the following manner: Thirteen members were allocated to business (a majority of the membership); four members were allocated to Labor and Apprenticeship (at least 15% of the membership); six members were allocated to specific programs in the workforce system (community based organizations, Adult Education, Higher Education, Economic Development, Wagner-Peyser (EDD) and Vocational Rehabilitation); and two members were allocated to the “Other” category permitted by WIOA to provide the Governing Board with flexibility in appointing members in this catch-all category. Attached to this item is a table showing the allocation of positions as approved by the Governing Board on February 4, 2016.

Since January 7, 2016 staff have been actively recruiting applicants to serve on the newly formed Workforce Development Board. Recruitment efforts included reaching out to current members of the Workforce Development Board whose terms will expire on March 31, posting information soliciting applications on the SETA website, soliciting applications with advertising in the Sacramento Business Journal and Sacramento Bee, and working with the Sacramento Metro Chamber to reach out to all business chambers in Sacramento County to encourage members to apply for the board. In addition, staff have reached out to the unions, educational institutions, and operational partners for assistance in this effort.

PRESENTER: Kathy Kossick

Attached is a summary of the applications received by the cutoff date of February 12, 2016. The summary provides applicant information by board membership category defined in the WIOA. The summary includes the applicant's name, title, employer, type of business, and type of occupations in the business. The Agency will continue to receive applications for use when a vacancy occurs and a list is needed for future appointments. Copies of all applications are provided under separate cover.

All applications for board membership have been reviewed by SETA legal counsel to insure that applicants meet the requirements under the WIOA and applicants have been nominated by the appropriate entity (if applicable).

Based on the Governing Board's February 4, 2016 approval of staggered terms, at this time the Governing Board should exercise its discretion by appointing eight members whose initial term shall be two years, eight members whose initial term shall be three years, and nine members whose initial term shall be four years. In addition to the attached summary of applications, staff has also attached a table that provides one option for the Board to utilize in the appointment of members to staggered terms. A second option would be to select applicants, sort by name, and appoint to staggered terms alphabetically or by lot. In its discretion, the Board could consider any other method it deems appropriate to allocate the members to staggered terms of two, three or four years.

Staff will provide an oral report.

RECOMMENDATION:

Review the board applications, the attached summary, and hear the oral report. Appoint twenty-five members to the Sacramento Works Workforce Development Board for staggered terms to begin April 1, 2016, with eight members' initial terms expiring on March 31, 2018, eight members' initial terms expiring on March 31, 2019 and nine members' initial terms expiring on March 31, 2020.

PRESENTER: Kathy Kossick

# WIOA BOARD MEMBERSHIP

		Option for Board Terms			
		2 years	3 years	4 years	
<b><u>Private Business*</u></b>					
(must include two small businesses)		13	4	4	5
<b><u>Labor/Workforce **</u></b>					
Labor	} ***	3	1	1	1
Joint Apprenticeship		1	1		
Organizations Serving Youth, Veterans or Disabled Individuals		1		1	
<b><u>Education/Training</u></b>					
Adult Education		1		1	
Higher Education		1	1		
<b><u>Government and Economic/ Community Development</u></b>					
Economic Development		1			1
Wagner-Peyser (EDD)		1	1		
Voc Rehab.		1		1	
Other		2			2
Total		<u>25</u>	<u>8</u>	<u>8</u>	<u>9</u>

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

ITEM III-B - 2- ACTION

APPROVAL OF A REQUEST FOR LOCAL WORKFORCE DEVELOPMENT BOARD  
RECERTIFICATION TO THE CALIFORNIA WORKFORCE DEVELOPMENT BOARD

BACKGROUND:

On behalf of the Governor, the California Workforce Development Board is responsible for recertifying Local Workforce Development Boards under the Workforce Innovation and Opportunity Act, and is requiring the submission of a Local Board Recertification Request no later than March 30, 2016.

The Local Board Recertification Request has been sent under separate cover.

Staff will provide an oral report.

RECOMMENDATION:

Approve the submission of a request for recertification of the local workforce development board, Sacramento Works, Inc., to the California Workforce Development Board.

ITEM III-B – 3 – ACTION

APPROVAL TO AUGMENT THE ON-THE-JOB TRAINING/SUBSIDIZED  
EMPLOYMENT PROVIDERS FOR PY 2015-16 WITH CALWORKS FUNDS

BACKGROUND:

On June 4, 2015, the SETA Governing Board approved funding extensions for Program Year (PY) 2015-16, On-the-Job Training/Subsidized Employment (OJT/SE) providers offering services to eligible CalWORKs recipients and individuals eligible for WIOA, Title I. Funding extensions for this activity aligned with the Sacramento Works, Inc. Board's approved Resource Allocation Plan (RAP) for 2015-16, and included both WIOA and CalWORKs funding.

The OJT/SE activity is intended to engage prospective employers in providing appropriate and meaningful training opportunities to low income individuals, dislocated workers, and eligible CalWORKs recipients. It is designed to place customers into full-time jobs in high skill, high growth occupations. OJT/SE is a "hire first" activity that provides up to a 75% percent wage reimbursement to an employer under WIOA and up to 100% under CalWORKs during an employee's training period. The length of an OJT/SE is based on the specific occupation, the elements of training, the experience and work readiness of the trainee, and the difficulty of the job.

CalWORKs funding is provided to SETA by the Sacramento Department of Human Assistance and SETA subgrants OJT/SE funds to several OJT/SE providers. Funding for these services is provided under Assembly Bills (AB) 74 and 98, which implement Expanded Subsidized Employment Programs. Staff have identified additional AB 74 and AB 98 CalWORKs funds in excess of Two Hundred Twenty Thousand Dollars (\$220,000) that are available for allocation and are recommending augmenting the OJT/SE provider agreements with the additional funds to increase OJT/SE wage reimbursements and/or provide longer trainings for CalWORKS participants. Staff believes that increases in wage reimbursements and/or the length of training could make the programs more attractive to potential OJT/SE employers.

The purpose of this item is to request approval to augment the current OJT/SE provider subgrant agreements to increase wage reimbursement rates and/or provide longer trainings. Several of the OJT/SE providers have fully obligated their funding allocations and have requested additional funds in order to serve additional customers. Augmentation as proposed is consistent with the responses to the original RFP for this program and none of the proposed allocations will exceed the amount of funds originally requested by the providers to be augmented.

PRESENTER: Michelle O'Camb



ITEM III-B – 3 – ACTION (continued)  
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All current OJT/SE providers were surveyed for interest in the additional funding. The providers expressing interest in receiving additional CalWORKs funds are as follows:

- Asian Resources, Inc.
- Bach Viet Association, Inc.
- Folsom Cordova Community Partnership
- Greater Sacramento Urban League
- La Familia Counseling Center, Inc.

Staff augmentation recommendations in the total amount of \$221,917 for OJT/SE providers for PY 2015-16 are attached.

RECOMMENDATION

Approve the augmentation of AB 74 and AB 98 CalWORKs funds in the total amount of \$221,917 for the OJT/SE providers as identified in the attached funding charts. The additional funds will be used for the provision of higher wage reimbursement rates and/or longer training durations.

PRESENTER: Michelle O’Camb

Service Provider	Current Funding, PY 2015-2016		Recommended Augmented Amounts		
	Total - CalWORKs (AB 74)	Total To Serve	CalWORKs (AB 74) Augmentation	New Total CalWORKs (AB 74)	Total to Serve
Asian Resources, Inc.	\$268,081	40	\$28,500	\$580,293	40
Folsom Cordova Community Partnership	281,684	40	33,250	493,066	40
Bach Viet Association	266,761	40	35,150	586,999	40
La Familia Counseling Ctr	266,761	40	19,000	486,730	40
Greater Sacramento Urban League	67,890	10	9,500	67,890	10
<b>Totals</b>	<b>\$1,151,177</b>	<b>170</b>	<b>\$125,400</b>	<b>\$2,214,978</b>	<b>170</b>

Service Provider	Current Funding, PY 2015-2016		Recommended Augmented Amounts		
	Total - CalWORKs (AB 98)	Total To Serve	CalWORKs (AB 98) Augmentation	New Total CalWORKs (AB 98)	Total to Serve
Asian Resources, Inc.	\$283,713	61	\$16,922	\$300,635	61
Folsom Cordova Community Partnership	178,136	40	20,739	198,875	40
Bach Viet Association	285,090	70	50,000	335,090	70
La Familia Counseling Ctr	200,970	47	8,856	209,826	47
<b>Totals</b>	<b>\$947,909</b>	<b>218</b>	<b>\$96,517</b>	<b>\$1,044,426</b>	<b>218</b>

ITEM III-B – 4 - ACTION

APPROVAL TO SUBMIT A SUMMER JOBS AND BEYOND: CAREER PATHWAYS FOR YOUTH APPLICATION TO THE U.S. DEPARTMENT OF LABOR, EMPLOYMENT AND TRAINING ADMINISTRATION, AUTHORIZE THE EXECUTIVE DIRECTOR TO ACCEPT THE FUNDS, NEGOTIATE AGREEMENTS, EXECUTE THE CONTRACTS AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND:

On February 4, 2016 the U.S. Department of Labor (DOL), Employment and Training Administration, announced the availability of up to \$20,000,000 in grant funds to provide resources to Local Workforce Development Boards (LWDBs) to expand and enhance existing summer employment programs and work experiences throughout the year for eligible youth and to implement innovative practices. The grant will require partnerships between LWDBs and local summer employment programs, employers, Local Education Agencies (LEAs), and re-engagement centers. Career Pathways for Youth (CPY) grants are also intended to strengthen the alignment of partnerships under the Workforce Innovation and Opportunity Act, in which LWDBs and partners collaborate to expand capacity to serve youth entering the workforce.

The target populations to be served are In-School Youth (those at risk of dropping out) and Out-of-School youth dropouts, with limited or no work experience, ages 16-24, in high-poverty, high-crime communities. Work experiences provided will include summer employment opportunities and part-time year round employment for In-School Youth and up to full-time employment opportunities throughout the year for Out-of-School Youth.

The Department anticipates awarding 10-11 grants of approximately \$2,000,000 each to LWDBs. The application due date is March 25, 2016, and the grant period covers 24 months.

The Sacramento Employment and Training Agency (SETA) will be partnering with the Sacramento Housing and Redevelopment Agency (SHRA) to focus on serving eligible youth within the Sacramento Promise Zone and capitalize on preference points for being located in a Federally-designated Promise Zone. Additionally, the application will include serving eligible youth within other high crime, high poverty neighborhoods in Sacramento County as well.

The grant application is currently under development and will include the following partners:

SHRA – Sacramento Promise Zone, Sacramento County Office of Education (SCOE) – Re-engagement Centers, Community College Foundation, Asian Resources, Greater

PRESENTER: Terri Carpenter

ITEM III-B – 4 – ACTION (continued)  
Page 2

Sacramento Urban League, La Familia Counseling Center, Folsom Cordova Community Partnership, North State Building Industry Foundation, City of Sacramento, Sacramento Conservation Corps, Elk Grove Unified School District and Sacramento Unified School District.

Additional business partners are being identified and will be included in the application.

The program will focus on providing services to eligible youth that assist in the development of work experience and entry into career pathways in five industry sectors: (1) Information Technology; (2) Construction; (3) Healthcare; (4) Business Services (including retail, customer service, and entrepreneurship); and (5) Hospitality/Culinary.

SETA will be requesting \$2,000,000 to implement the Summer Jobs and Career Pathways for Youth program. Staff will report back with specific program details.

RECOMMENDATION:

Approve the submission of the Summer Jobs and Beyond: Career Pathways for Youth grant application to the Department of Labor requesting \$2,000,000 and authorize the Executive Director to accept the funds, negotiate the agreements, execute the contract and any other documents required by the funding source.

PRESENTER: Terri Carpenter

ITEM III-B - 5 – ACTION

APPROVAL TO RELEASE A REQUEST FOR PROPOSALS (RFP)  
FOR WORKFORCE INNOVATION AND OPPORTUNITY ACT, TITLE I,  
ADULT/DISLOCATED WORKER AND CALWORKS SERVICES

BACKGROUND:

Since 1996, Sacramento Works Job Centers (SWJC) have been strategically located throughout Sacramento County, operating as neighborhood based career centers providing a “no wrong door” approach to meeting the workforce and employment needs of job seekers and employers. When Congress enacted the Workforce Investment Act (WIA) in 1998 calling for one-stop career centers to provide workforce related services, SETA was already uniquely positioned to implement WIA in large part due to its previous transition to the SWJC system. For over eighteen (18) years, SETA’s SWJC system provided coordinated core and intensive career services, support services, access to individual training scholarships, On-the-Job Training/Subsidized Employment (OJT/SE), Occupational Skills Training, Job Readiness Training, through its one stop career centers.

However, in 2014, new state and federal legislation required that a larger percentage of WIA funds be directed toward training. In order to comply with this change in the controlling law, SETA bifurcated the SWJCs into a system of Job Centers and Training Centers, where SETA-hosted Job Centers were funded to provide core and intensive career services, support services, and access to training scholarships, and Training Centers were funded through subgrants to provide a mix of training services, including On-the-Job Training/Subsidized Employment (OJT/SE), Occupational Skills Training, Job Readiness Training, and GED Preparation and Vocational English as a Second Language (VESL). At that time, SETA procured Training Center providers and entered into one (1) year subgrants, subject to three (3) annual one-year extensions. Those subgrants are currently in their second year and would be up for extension later this spring.

SETA’s bifurcated approach was consistent with the new 2014 federal and state requirements and provided an effective means of providing training services. However, it has not proven to be as efficient as the previous coordinated system, which provided customers with more training options, the ability to respond quickly to changes in labor market demands, and overall better satisfaction than the bifurcated approach.

The recent passage of the Workforce Innovation and Opportunity Act (WIOA) and its reinforcement of the One-Stop Service Delivery System, now provides SETA with an opportune time to redesign the SWJC System to ensure that it is aligned with WIOA’s

PRESENTER: Roy Kim

goals of improving employment, training and education programs and promoting individual and national economic growth. WIOA allows for increased flexibility in the definition of training costs by recognizing that personnel and related operating costs are included in the delivery of training services; and with the inclusion of the Temporary Assistance for Needy Families (TANF) program, WIOA provides the ability to count leveraged TANF-funded services toward the training expenditure requirement. In addition, the State is currently reviewing its State-level training expenditure requirements with the goal of allowing greater local flexibility for local areas.

As a result, SETA staff and the Planning and Oversight Committee of Sacramento Works, Inc., the Local Workforce Development Board, (LWDB) held two public input meetings to solicit input from employers, job seekers, community stakeholders, education and training providers, community based organizations and other interested parties regarding the workforce needs of the system and ways to provide more efficient workforce services to customers. Input received from stakeholders and the public clearly expressed the following:

1. Centers need to have both career services and access to training services so that customers have direct access to a full menu of services at a single neighborhood-based location.
2. The ability to provide support services significantly increases customers' ability to successfully complete training, enter an occupation and advance along a career path.
3. Additional services for vulnerable populations are needed, particularly for customers who are not eligible for CalWORKs-funded services.
4. Centers that focus on the needs of job seekers in low-income, high unemployment neighborhoods and zip codes are needed.

In response to the input received and to implement the requirements of WIOA, staff has prepared a Request For Proposals (RFP) that will allow for the provisions of services through neighborhood-based Job Centers that provide access to the menu of career and training services as has been historically provided by SETA through its SWJC system prior to implementation of the bifurcated approach in 2014. In this proposed model, SETA would no longer utilize direct subgrants with Training Centers, obviating the need to extend those subgrants and, thereby, allowing those subgrants to terminate on June 30, 2016. In place of the Training Center concept, the RFP solicits eligible entities to provide WIOA services to customers in the following categories:

PRESENTER: Roy Kim

**1A. Career Services – Basic and Individualized**

- Program Eligibility
- Outreach, Intake, and Orientation
- Initial Assessment
- Labor Exchange
- Referrals to Partners
- Labor Market Information
- Training Provider Performance and Cost Information
- Supportive Services Information
- Unemployment Insurance (UI) Information and Assistance
- Financial Aid Information

**1B. Individualized Career Services -**

- Comprehensive Assessment
- Individual Employment Plan (IEP).
- Career Planning – Includes comprehensive case management.
- Short-term Prevocational Services
- Unpaid Internships and Unpaid Work Experience
- Out-of-Area Job Search
- Financial Literacy
- English Language Acquisition
- Workforce Preparation
- Follow-up Services

**2. On-the-Job Training/Subsidized Employment (OJT/SE)**

OJT/SE is an activity designed to place low-skilled adults into full-time jobs in high skill occupations on a “hire first” basis where supervision and training are provided by the employer. OJT/SE affords customers the opportunity to be trained or retrained while acquiring the work skills necessary to succeed in and retain employment while contributing to an employer’s productivity.

OJT/SE operators use SETA’s standardized OJT/SE contract form, and employers may be eligible for reimbursement of up to 75 percent of the wages paid to customers if WIOA funded, and up to 100% of wages if CalWORKs funded to compensate for the employer’s costs for additional supervision and training related to the OJT/SE.

PRESENTER: Roy Kim

**3. Vocational ESL and/or GED Preparation**

Vocational ESL and/or GED Preparation provided concurrently or in combination with other career or training services. This activity is designed to target CalWORKs customers and must be designed to meet the CalWORKs hourly work participation requirements (20 and 30 hours per week for single-parent households; 35 hours per week for two-parent households). Individualized English language acquisition and GED Preparation for non-CalWORKs customers may be provided as Individualized Career Services.

In addition to the activities listed above, Individual Training Accounts (ITA's/Scholarships) for customers accessing Occupational Skills Training and Support Services will be provided by SWJCs.

The full RFP has been sent under separate cover and staff will provide an oral report on this item.

**RECOMMENDATION:**

Approve the release of the Workforce Innovation and Opportunity Act, Title I, Adult/Dislocated Worker and CalWORKs Request for Proposals (RFP) to solicit Sacramento Works Job Center services.



## ITEM IV-A - INFORMATION

### REVIEW OF THE CAPITAL REGION SLINGSHOT COMPACT

#### BACKGROUND:

The California Workforce Investment Board (CWIB) set aside funds as part of its Slingshot Strategy to develop innovative regional projects under which successful applicants would be funded up to \$1,000,000 for approved projects. In October, 2014, the SETA Governing Board approved the submission of an initial proposal to the CWIB to grow jobs and support economic mobility by creating an ecosystem of services and resources for entrepreneurs, start-ups and small businesses throughout the region, which includes four regional workforce development areas: SETA/Sacramento Works, Inc., Golden Sierra, North Central Counties Consortium and Yolo County. The initial application was submitted to access an initial \$20,000 in seed funding, for the “Slingshot Design” phase, where regional collaborative research and development efforts by workforce, economic development, education and business partners would lead to the development of a Compact Development Plan/Proposal, which could be submitted to CWIB to secure the remainder of the \$1,000,000 that the CWIB set aside for the project and guide the project to the development of a “Compact”.

The Capital Region Slingshot Compact (sent under separate cover) submitted to the CWIB which will guide the implementation of the project. It builds on the work of the regional Next Economy Prosperity Plan and articulates priority strategies and investment areas, partner commitments and contributions, and desired outcomes.

The project will be seeking approval of Requests for Proposals and funding recommendations to implement priority strategies at subsequent Governing Board meetings.

The Capital Region Slingshot Compact has been sent under separate cover.

Staff will be available to answer questions.

ITEM IV-B - INFORMATION

FINAL WORKFORCE INVESTMENT ACT, TITLE IB, LOCAL AREA  
PERFORMANCE GOALS FOR THE SACRAMENTO WORKFORCE  
DEVELOPMENT AREA FOR PY2015-2016

BACKGROUND:

The Employment Development Department recently released a directive extending PY2014-15 local performance goals for WIA Title IB programs forward into PY2015-16. The State Directive regarding final performance goals is being sent under separate cover. Local performance goals for PY2015-16 are as follows:

<b>ADULT WIA TITLE IB COMMON MEASURES</b>			
ADULT	Entered Employment	Retention Rate	Average Earnings
SACRAMENTO GOAL PY 2015-16	54.5%	79.0%	\$13,450

<b>DISLOCATED WORKER WIA TITLE IB COMMON MEASURES</b>			
DISLOCATED WORKER	Entered Employment	Retention Rate	Average Earnings
SACRAMENTO GOAL PY 2015-16	62.5%	83.0%	\$17,800

<b>YOUTH WIA TITLE IB COMMON MEASURES</b>			
YOUTH	Placement	Attainment	Literacy & Numeracy
SACRAMENTO GOAL PY 2015-16	65.0%	64.0%	59.5%

The Sacramento Local Workforce Development Area is meeting or exceeding all PY2014-15 local performance goals, and therefore, staff is not recommending requesting to renegotiate local performance goals with the State for PY2015-16.

Staff will be available to answer questions.

## ITEM IV-C - INFORMATION

### RESULTS OF SETA REFUGEE PROGRAM MONITORING REVIEW BY THE CALIFORNIA DEPARTMENT OF SOCIAL SERVICES, REFUGEE PROGRAMS BUREAU

#### BACKGROUND:

The California Department of Social Services, Refugee Programs Bureau (RPB) conducted a review of the United States Department of Health and Human Services Office of Refugee Resettlement (ORR), Refugee Social Services (RSS), Targeted Assistance (TA) and Targeted Assistance Discretionary (TAD)-funded programs for Sacramento County in June, 2015. RPB's review also included the Sacramento County Department of Human Assistance (DHA) administration of the Refugee Cash Assistance (RCA) program.

A total of 45 participant case files were selected for review from various SETA service providers and evaluated for compliance with RSS/TA/TAD regulations and policies focused on the following areas:

1. Documentation of case record information;
2. Verification of eligibility and registration for participation in program activities;
3. Allowable employability services;
4. Family self-sufficiency plans (FSSP); and
5. Adherence to the RSS 60-month time limitation for services.

Concluding the review, RPB found that the SETA-funded refugee service providers:

- Provided services in a timely manner;
- Documented clear and detailed chronology of client activities;
- Conducted detailed Vocational English as a Second Language (VESL) assessments to place clients in an appropriate class level based on student performance level scores; and
- Assisted a high rate of clients in attaining employment.

During the review, RPB staff identified two findings:

1. All cases reviewed contained a Family Self-Sufficiency Plan (FSSP); however, the FSSP did not incorporate all required elements described in the RPB County Refugee Program Guidelines; specifically a budget, timeline, and wages needed to obtain self-sufficiency.
2. In two cases, providers did not report a client's noncompliance to eligibility requirements as defined by the State of California Manual of Policies and Procedures.

In response to the monitoring report issued to the County Department of Human Assistance in August, 2015, SETA submitted a Corrective Action Plan(CAP) in September, 2015 outlining actions taken to address the findings. RPB approved the CAP in January, 2016, based on the fact that SETA had fully implemented corrective action. A copy of the final letter is attached. Staff will be available to answer questions.



CDSS

WILL LIGHTBOURNE  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



EDMUND G. BROWN JR.  
GOVERNOR

January 14, 2016

Ms. Kathy Kossick, Executive Director  
Sacramento Employment and Training Agency  
925 Del Paso Boulevard  
Sacramento, CA 95815

Dear Ms. Kossick:

This letter is to inform you that the corrective actions taken by the Sacramento Employment and Training Agency (SETA) in response to findings from the California Department of Social Services' review of your Refugee Social Services (RSS), Targeted Assistance (TA), and Discretionary Targeted Assistance (TAD) programs are appropriate.

The review was conducted from June 9-11, 2015. On June 1, 2015, the SETA implemented a revised Family Self-Sufficiency Plan (FSSP) and the SETA met with service providers to address questions regarding the FSSP. The SETA also reiterated noncompliance procedures and made available reference resources to the service providers regarding these procedures. These corrective actions will help ensure that your administration of the RSS, TA, and TAD programs is consistent with federal and state requirements.

If you or your staff have any questions please contact Jacqueline Hom, Manager, County Operations and Performance Unit, at (916) 654-5964 or [Jacqueline.Hom@dss.ca.gov](mailto:Jacqueline.Hom@dss.ca.gov).

Sincerely,

SYSVANH KABKEO, Chief  
Refugee Programs Bureau

Enclosure

c: Michelle O'Camb, County Refugee Coordinator, SETA

Refugee Programs Bureau (RPB) Monitoring of Sacramento County (June 9-11, 2015)  
 Sacramento Employment and Training Agency (SETA) Monitoring Matrix

No.	Finding	RPB Actions	Actions Taken	Accepted?
1	<p>Refugee Social Services (RSS)/Targeted Assistance (TA)/Targeted Assistance Discretionary (TAD)</p> <p>All cases reviewed contained a Family Self Sufficiency Plan (FSSP) that did not incorporate all the required elements. These elements are described in the RPB County Refugee Program Guidelines (Guidelines) Part III, Service Requirements and include a budget, timeline and wages needed to obtain self-sufficiency.</p>	<p>The county must ensure that training and/or written guidance is provided to service provider staff regarding the requirement to develop complete FSSPs for all employable clients and/or family members who receive RSS- TA- or TAD- funded employability services.</p>	<p>On June 1, 2015, SETA formally implemented a revised FSSP. However, because the monitoring took place during June 9-11, 2015 and the reviewed case files were from the month of April 2015, the new FSSP was not present in the case files at the time of the monitoring. The new FSSP combines the former enrollment (RS 1) and FSSP forms and includes all required elements described in the RPB County Refugee Program Guidelines. The new FSSP also includes a Self-Sufficiency Calculator link to assist providers and refugee clients to plan services and to set short and long term earnings goals.</p> <p>Prior to implementation, service providers were trained, on two occasions, on the revised FSSP, and input from providers was solicited as the form was finalized. These trainings took place on February 24 and April 24, 2015. Service providers received training on the final, revised FSSP at the SETA Second Trimester meeting held on May 26, 2015. Follow-up training for all providers on the FSSP took place via phone and on-site visits conducted in June 2015. The FSSP and RPB monitoring report was also reviewed with all service providers at the 2015-2016 SETA Refugee Program Kick-Off meeting which took place on September 22, 2015.</p>	<p>Yes. The SETA has begun to use a new FSSP that includes all required components has been approved by the RPB and trained the service providers on filling out the FSSP. The SETA also continues to assist service providers in filling out the new FSSP as questions arise.</p>

Refugee Programs Bureau (RPB) Monitoring of Sacramento County (June 9-11, 2015)  
 Sacramento Employment and Training Agency (SETA) Monitoring Matrix

No.	Finding	RPB Actions	Actions Taken	Accepted?
2	<p>RSS/TA/TAD</p> <p>In these cases, the service providers did not report the client's noncompliance to eligibility requirements, as defined in the California Department of Social Services Manual of Policies and Procedures (MPP) 69-207.11, to the Sacramento County Department of Human Assistance (DHA) which is also required by the SETA Refugee Program Guidebook (Page 47-48).</p>	<p>The SETA must ensure that service providers report nonparticipation/noncooperation (including job refusals) to the DHA, so the county can determine good cause and take the appropriate steps to continue or terminate aid.</p> <p>The SETA must also instruct service providers that the responsibility to grant good cause for failure or refusal to participate in employment services lies with the DHA.</p>	<p>The SETA informed the International Rescue Committee (IRC) and Bach Viet, contracted service providers, about each finding and reinforced the MPP and SETA Refugee Program Guidebook procedures with the individual providers. SETA specifically emphasized to providers the requirement of submission of the RS3A to DHA to report client noncompliance and that responsibility to grant good cause for failure or refusal to participate in employment services lies with the DHA.</p> <p>At the September 22, 2015 meeting, SETA reiterated the Refugee Program Guidebook procedures regarding noncompliance to all service providers, specifically pointing out the Guidebook directions and RS3A form. SETA emphasized to providers that the responsibility to grant good cause for failure or refusal to participate in employment services lies with the DHA.</p>	<p>Yes. The SETA has discussed the issue with service providers and reiterated the importance of timely reporting.</p>

Refugee Programs Bureau (RPB) Monitoring of Sacramento County (June 9-11, 2015)  
 Sacramento Employment and Training Agency (SETA) Monitoring Matrix

No.	Recommendation	RPB Actions	Actions Taken	Accepted?
1	<p>The RPB made a recommendation that SETA use the RSS funding in accordance with CFR Section 400.146, which states that the RSS funding should be used "primarily for employability services designed to enable refugees to obtain jobs within one year of becoming enrolled in services in order to achieve economic self-sufficiency as soon as possible."</p>	<p>The RSS funded Social Adjustment &amp; Cultural Orientation (SA&amp;CO) services should support the client's employment activities to achieving self-sufficiency.</p>	<p>To better document the range of services SA&amp;CO providers deliver to refugees, SETA has updated its SA&amp;CO monthly reporting form to include a field that will identify the employment service provider with which a refugee client is enrolled. At its kick-off meeting for the 2015-2016 Program Year, SETA informed SA&amp;CO providers about this new requirement. Additionally, SETA has provided technical assistance through discussion and emails with SA&amp;CO providers on how to document the range of SA&amp;CO activities in case files. SETA met with SA&amp;CO providers on November 9, 2015 to further discuss documentation in case files. Technical assistance following this meeting will focus on a revised form SETA has designed that SA&amp;CO providers will use to track an individual's multiple activities and service dates. In summary, SETA has addressed the recommendation in the RPB monitoring report by implementing revised reporting and tracking requirements for the SA&amp;CO program and by providing technical assistance to SA&amp;CO providers on these changes. In doing so, SETA will demonstrate the important connection between SA&amp;CO services and employability services.</p>	<p>Yes. Changing the monthly reporting form will ensure that SETA is informed that the client is taking part in employment services.</p>

ITEM IV-D – INFORMATION

WORKFORCE INNOVATION AND OPPORTUNITY ACT  
FINAL MONITORING REPORT

BACKGROUND:

Attached is a Final Monitoring Report for PY2015-2016 from the California Employment Development Department for the Workforce Innovation and Opportunity Act Programs. The purpose of the review was to determine whether the Local Workforce Development Area (LWDA) was complying with the transition requirements from WIA to WIOA. There are no findings.

Staff will be available to answer any questions.





January 27, 2016

Ms. Kathy Kossick, Executive Director  
Sacramento Employment and Training Agency  
925 Del Paso Boulevard  
Sacramento, CA 95815



Edmund G. Brown Jr.  
Governor

*cc. Roy  
Nancy H.  
(for March 3 Gov  
Ticket)*

Dear Ms. Kossick:

WORKFORCE INNOVATION AND OPPORTUNITY ACT  
PROGRAM REVIEW  
FINAL MONITORING REPORT  
PROGRAM YEAR 2015-16

This is to inform you of the results of our monitoring review for Program Year (PY) 2015-16 of the Sacramento Employment and Training Agency's (SETA) Workforce Innovation and Opportunity Act (WIOA) program operations. This review consisted of an in-depth review of five programmatic topics (America's Job Center of California (AJCC) operations; communication; management information systems; oversight and monitoring; and programmatic operations) at the Local Workforce Development Area's (LWDA) administrative location(s), AJCC, and subrecipient locations that provide adult and dislocated worker services. In addition to the stated five topics, we also looked at the status of specific transitional activities.

This review was conducted by Ms. Ann Brito, Mr. Michael Brown, Ms. Deborah Fries, and Ms. Molly Maloney from November 2, 2015, through November 6, 2015.

Our review was conducted under the authority of WIOA Sections 183(a) and 184(a)(4). The purpose of this review was to determine if the LWDA needs to take any action on the programmatic topics above in its transition from WIA to WIOA, as well as, any need for technical assistance.

We collected the information for this report through interviews with SETA representatives; AJCC representatives; and adult and dislocated worker subrecipient representatives, observations of the client intake process and services provided by the AJCC, as well as, a limited review of applicable policies and procedures for PY 2015-16.

Ms. Kathy Kossick  
January 27, 2016  
Page two

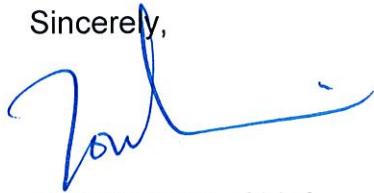
## PROGRAM REVIEW RESULTS

During this transition period, our review did not identify any findings or concerns; therefore, we are issuing this report as the final report.

This report is not a comprehensive assessment of all of the areas included in our review. It is SETA's responsibility to ensure that its systems, programs, and related activities comply with the WIOA grant program, federal and state regulations, and applicable state directives. Therefore, any deficiencies identified in subsequent reviews, such as an audit, would remain SETA's responsibility.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact Ms. Ann Brito at (916) 651-3325 or Mr. Tom Liu at (916) 654-7393

Sincerely,



for |  
JESSIE MAR, Chief  
Compliance Monitoring Section  
Compliance Review Office

cc: Gabriel Garcia, MIC 50  
Daniel Patterson, MIC 45  
Greg Gibson, MIC 50  
Georganne Pintar, MIC 50

amb:6011

ITEM IV-E - INFORMATION  
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Loretta Su

**MEMORANDUM**

**TO:** Mr. Melvin Demoff                      **DATE:** February 8, 2016

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

**RE:** On-Site Fiscal Monitoring of Bach Viet Association, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	OJT – CalWorks	\$427,631	7/1/14-6/30/15	1/1/15-6/30/15
WIA	OJT – Adult	\$331,557	7/1/14-6/30/15	1/1/15-6/30/15
WIA	OJT – CalWorks ESE	\$95,285	7/1/14-6/30/15	1/1/15-6/30/15
WIA	OJT – CalWorks ES	\$266,761	7/1/15-6/30/16	7/1/15-9/30/15
WIA	OJT – Adult	\$198,030	7/1/15-6/30/16	7/1/15-9/30/15
WIA	OJT – CalWorks ESE	\$285,090	7/1/15-6/30/16	7/1/15-9/30/15
VESL/ES	RESS	\$213,325	10/1/14-9/30/15	1/1/15-9/30/15
ES	TA	\$105,322	10/1/14-9/30/15	1/1/15-9/30/15
VESL/ES	TAD	\$10,331	10/1/14-9/30/15	1/1/15-9/30/15

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

**Date of review:** 11/23-11/24/15

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

**Program Operator: Bach Viet Association, Inc.**

**Findings and General Observations:**

- 1) The total costs as reported to SETA from January 1, 2015 to September 30, 2015 for the WIA OJT and the Refugee programs 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

**MEMORANDUM**

**TO:** Ms. Cassandra Jennings **DATE:** February 3, 2016  
**FROM:** Tammi L. Kerch, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Greater Sacramento Urban League

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	US	\$ 61,000	7/1/15-6/30/16	7/1/15-12/31/15
WIA	GED, OSSI	\$ 321,320	7/1/15-6/30/16	7/1/15-12/31/15
CalWorks	TC/GED	\$ 109,800	7/1/15-6/30/16	7/1/15-12/31/15
CalWorks	ESE2/OJT	\$ 67,890	7/1/15-6/30/16	7/1/15-12/31/15

**Monitoring Purpose:** Initial X Follow-Up     Special     Final      
**Date of review:** January 4-6, 2016

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

**Program Operator:** Greater Sacramento Urban League

**Findings and General Observations:**

The total costs as reported to SETA for WIA, WIOA and CalWORKS programs have been reviewed and 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:** Dr. Amy Slavensky                      **DATE:** February 12, 2016

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

**RE:** On-Site Fiscal Monitoring of San Juan U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic , COLA	\$ 4,570,140	8/1/14-07/31/15	3/1/15-7/31/15
Head Start	T & TA	\$15,000	8/1/14-07/31/15	3/1/15-7/31/15
Early HS	Basic, COLA	\$1,711,124	8/1/14-07/31/15	3/1/15-7/31/15
Early HS	T & TA	\$30,912	8/1/14-07/31/15	3/1/15-7/31/15
Head Start	Basic , COLA	\$ 4,570,140	8/1/15-07/31/16	8/1/15-10/31/15
Head Start	T & TA	\$15,000	8/1/15-07/31/16	8/1/15-10/31/15
Early HS	Basic, COLA	\$1,711,124	8/1/15-07/31/16	8/1/15-10/31/15
Early HS	T & TA	\$30,912	8/1/15-07/31/16	8/1/15-10/31/15

**Monitoring Purpose:** Initial   X   Follow Up Special Final   X    
**Date of Review:** 12/7-12/9/15

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



**Program Operator:** San Juan Unified School District

**Findings and General Observations:**

- 1) The total costs as reported to SETA from March 1, 2015 to October 31, 2015 for the Head Start and Early Head Start programs have been traced to the delegate agency's records. The records were verified and appeared to be in order.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board  
Policy Council

ITEM IV-F – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

STAFF PRESENTER: William Walker

EMPLOYER	CRITICAL CLUSTERS	JOB	NO OF POSITIONS
<b>Critical Occupational Clusters Key: 1=Administrative &amp; Support Services; 2=Architecture &amp; Engineering; 3=Construction; 4=Healthcare &amp; Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance &amp; Repair; 8=Tourism/Hospitality; 9=Transportation &amp; Production; 10=Non-Critical Occupations</b>			
A1 Heating & Air	3	HVAC Technician	1
	3	Journeyman Plumber	1
Adecco Employment Services	1	Customer Service Representative, Bi-lingual Spanish	10
Advanced Call Center Technologies	1	Customer Service Representatives	50
	1	Human Resources - Recruiting Admin	1
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
American Guard Services	1	Security Officer	5
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
		Auto Lot Worker - Fleet & Lease	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
California Human Development	1	Education Coordinator	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

EMPLOYER	CRITICAL CLUSTERS	JOB	NO OF POSITIONS
<b>Critical Occupational Clusters Key: 1=Administrative &amp; Support Services; 2=Architecture &amp; Engineering; 3=Construction; 4=Healthcare &amp; Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance &amp; Repair; 8=Tourism/Hospitality; 9=Transportation &amp; Production; 10=Non-Critical Occupations</b>			
Comfort Systems Construction	7	Apartment Renovator	2
Common Ground Business Brokers	1	Business Broker	4
Cooper & Associates Realty	1	Inside Sales Agent	3
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
Davis Food Co-Op	1	Night Manager	1
Dayles Diesel & Generator Repair	7	Generator Mechanic	1
Denton's Custom Woodworks, Inc.	3	Cabinet Maker & Apprentice/Entry Level	2
Diamond Foods Inc.	9	Engineering Intern	1
	7	Engineering Manager	1
	2	Maintenance Engineer/Supervisor	2
	2	Maintenance Mechanic I 3rd Shift	1
	1	Operations Manager	1
	1	Production Supervisor	1
	7	Safety Manager	1
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
Elevate Learning	1	English and/or Math Tutors	50
Empower Efficiency, LLC	1	Local Community Outreach Specialist, Energy Efficiency	1
eVerlife	1	Team Manger	4
Exact Staff Inc.	9	Assembly Line Worker	50
	9	Packaging Associate	25
	9	Warehouse Worker	50
Express Employment Professionals	1	Accounts Payable Clerk	2
	1	Accounts Receivable Assistant	1
	1	Accounts Receivable Specialist	1
	1	Activities Assistant	1
	1	Administrative Assistant	1
	1	Apartment Leasing Agent	1
	10	Car Wash Technicians	5
	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
	1	Front Office & Marketing Administrative Assistant	1
	3	General Laborer	15
	7	HVAC Maintenance Technician	5
	1	Inside Sales Representative	2
	7	Maintenance Technician	2
	1	Medical Records Administrative Assistant	1
	1	Medical Scheduler	1
	1	Office Manager	1
	1	Outside Sales Representative (Internal Express Team)	1
	1	Receptionist	1

EMPLOYER	CRITICAL CLUSTERS	JOB	NO OF POSITIONS
<b>Critical Occupational Clusters Key: 1=Administrative &amp; Support Services; 2=Architecture &amp; Engineering; 3=Construction; 4=Healthcare &amp; Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance &amp; Repair; 8=Tourism/Hospitality; 9=Transportation &amp; Production; 10=Non-Critical Occupations</b>			
Express Employment Professionals	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	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
Los Rios Community College District	1	Account Clerk I	1
	1	Account Clerk II	2
	1	Account Clerk III	1
	1	Accountant	1
	1	Accounting Adjunct Assistant Professor	1
	1	Accounting Specialist	1
	1	Administrative Assistant I	1
	1	Administrative Assistant II	5
	1	Administrative Secretary I	1
	1	Admissions/Record Clerk II	1
	1	Admissions/Records Clerk III	2
	1	Aeronautics Assistant Professor	1
	1	American Apprenticeship Initiative Grant Project Director	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	Computer Information Science Assistant Professor (Programming)	4
	1	Confidential Executive Assistant	1

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
<b>Critical Occupational Clusters Key: 1=Administrative &amp; Support Services; 2=Architecture &amp; Engineering; 3=Construction; 4=Healthcare &amp; Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance &amp; Repair; 8=Tourism/Hospitality; 9=Transportation &amp; Production; 10=Non-Critical Occupations</b>			
Los Rios Community College District	1	Control Center Technician	1
	1	Counseling Clerk II	1
	1	Counseling Supervisor	1
	1	Counselor	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 of Kinesiology and Athletics	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	Engineering Assistant Professor	1
	1	English Assistant Professor	4
	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-Campus Computer Laboratory	1
	1	Instructional Assistant-Costuming and Makeup	1
	1	Instructional Assistant -Foreign Language	1
	1	Instructional Assistant - Learning Resources	1
	1	Instructional Assistant - Mathematics	1
	1	Instructional Assistant-Medical Laboratory Technician	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 Science Laboratory Supervisor	1
1	Instructional Services Assistant I	1	
6	IT Business/Technical Analyst I	1	

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
<b>Critical Occupational Clusters Key: 1=Administrative &amp; Support Services; 2=Architecture &amp; Engineering; 3=Construction; 4=Healthcare &amp; Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance &amp; Repair; 8=Tourism/Hospitality; 9=Transportation &amp; Production; 10=Non-Critical Occupations</b>			
Los Rios Community College District	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
	7	Maintenance Painter-Special Projects	1
	1	Mathematics Assistant Professor	5
	1	Mechanical Electrical Technology 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 II	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	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	3	
1	Student Personnel Assistant - Student Services - Athletic Program & Transfer Services Program	1	
1	Student Personnel Assistant - TANF	1	

EMPLOYER	CRITICAL CLUSTERS	JOB	NO OF POSITIONS
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Los Rios Community College District	1	Student Success and Support Program Faculty Coordinator	3
	1	Student Success and Support Program Specialist	3
	7	Utility Worker	1
	1	Vice President of Student Services	1
Marathon Health	4	Family Nurse Practitioner/Physician Assistant	1
	4	Medical Assistant	1
MAXIMUS	1	Enrollment Service Representative	1
Merryhill School	1	Preschool Teacher	2
Metropolitan Van and Storage, Inc.	1	Administrative Assistant/Move Coordinator	1
MGA Healthcare Inc.	1	Recruiter	2
Modis IT Staffing	6	Group Level Processor	20
Motivational Systems Inc.	10	Sign Wavers - El Dorado Hills	4
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	



EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
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PowerSchool Group LLC	1	Senior Corporate Recruiter	1
	1	Senior Manager of Human Resources	1
	6	Senior Network Engineer	1
	1	Senior Project Manager	1
	6	Senior Systems Engineer	1
	6	Senior UI Interface Designer	1
	6	Systems Engineer II	1
	1	Vice President of Customer Operations- School Systems Group	1
PrideStaff	3	Machine Operator and Woodworking Craftsman	10
	9	Production and Manufacturing Technician	10
Progressive Insurance	1	Customer Service Call Center Representative- Bilingual Spanish	4
Quality Driver Solutions	9	Class A Driver	15
	9	Commercial Truck Drivers	20
Ready-Set-Go Children's Center	1	Preschool Teacher	3
Restoration Hardware	1	Client Service Center Supervisor	2
	1	Project Leader	2
Sacramento Employment and Training Agency	1	Associate Teacher Infant Toddler	1
	1	Associate Teacher- Tier I	1
	1	Associate Teacher Tier III	1
	1	CFS Education Program Officer	1
	1	Early Head Start Educator	1
	1	Family Services Worker Range I	1
	1	Family Services Worker Range III	1
	1	Head Start Education Coordinator	1
	1	Head Start On-Call Cook/Driver	1
	1	Head Start Substitute Child Care Teacher	1
	1	Head Start Substitute Teacher Assistant	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
	7	Facilities Maintenance Mechanic	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	2
	1	Service Worker - Bus and/or Light Rail	1
Safari Kid	1	Toddler Teacher	1
SANA Accounting & Tax Services	1	Accounting Assistant	1
Security Tech Protective Services	1	Armed Security Officer	10

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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
Sub Sea Systems Inc.	9	Product Manager--Marine Recreation	1
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
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
	9	Product Finisher	1
	1	Senior Contracts Administrator	1
	7	Technician 1	1
1	Trade Compliance Support Administrator 1	1	
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
UC Davis Health System	1	Administrative Support Assistant	10
	1	Care Coordinator/ ED Analyst	1
	1	Custodian/Senior Custodian	11
United Cerebral Palsy	1	Direct Support Professional	5

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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	
Vision Service Plan	1	Customer Care Representative (CCR)	1
Visiting Angels Senior Home Care	4	Caregiver	10
Western States Fire Protection	7	Alarm & Detection Technician	1
	1	Division Administrative Assistant	1
	7	Fire Alarm/Fire Sprinkler Inspector	1
	7	Fire Sprinkler Designer	3
	1	Service Administrator	
9	Shop Foreman	1	
Westlake Charter School	1	Instructional Aide - Substitute	5
Woodmack Products, Inc.	9	Entry-Level Production Machine Operator	1
	9	Entry Level Production Welder	1
	9	Janitor & Machine Operator	1
Yuba Community College District	1	Accounting Assistant	1
	1	Adjunct Instructors	1
	1	Cashier	1
	1	Custodial Maintenance Worker	1
	1	Custodian	1
	1	Director of Financial Aid	1
	1	Director of TRiO Programs	1
	1	Financial Aid Technician	1
	1	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	Testing Technician	1
1	X-Ray Technology Instructor	1	
Zebra Restoration Services	7	Property Damage Restoration Technician	3
<b>Total</b>			<b>1992</b>

**Entry Level Positions**  
**July , 2015 - February 16, 2016**

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
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Adecco Employment Services	1	Customer Service Representative, Bi-lingual Spanish	10
Advanced Call Center Technologies	1	Customer Service Representatives	50
Allied Barton	1	Security Officer	8
American Guard Services	1	Security Officer	5
Amerigas	1	Customer Care Agent	24
Barnes & Noble	1	Barista/Cafe Server	2
	1	Bookseller	2
Boys & Girls Clubs of Greater Sacramento	1	Program Assistant	10
Bozzuto Insurance Agency	1	Insurance Sales Agent	1
Brasher's Sacramento Auto Auction	1	Dealer Registration Clerk-Front Counter Customer Service	1
	1	Transportation Billing/Data Entry Clerk	1
Castle House Distributors	1	Driver/Service Tech	1
Children's Law Center of California	1	Scanning Clerk	1
Comcast	1	Xfinity Sales Associates	9
Cornerstone Staffing Solutions, Inc.	1	Cashier or Checker Stock Clerk	2
Culinary Staffing America	1	Food Service Workers	40
Dollar General	1	Sales Associate	20
Elevate Learning	1	English and/or Math Tutors	50
Express Employment Professionals	1	Accounts Receivable Assistant	1
	1	Activities Assistant	1
	1	Customer Service Representative	1
	1	Inside Sales Representative	2
	1	Receptionist	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
First Security Services	1	Security Officer	10
H&R Block	1	Tax Professional	20
Infinity Energy	1	Appointment Scheduler	5
	1	Solar Sales Representative	10
J's Communications	1	Outside Sales Representative, B2B	1
Leukemia & Lymphoma Society	1	Part Time Outreach Assistant	15
Liberty Tax Service #8097	1	Tax Preparer	1
Los Rios Community College District	1	Account Clerk I	1
	1	Clerical Assistant	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-Medical Laboratory Technician (Temporary)	1

**Entry Level Positions**  
**July , 2015 - February 16, 2016**

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Los Rios Community College District	1	Special Project - Student Personnel Assistant - Health and Wellness Services	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	1
	1	Student Personnel Assistant - TANF	1
	1	Student Personnel Assistant- Student Services	1
	1	Custodian	2
Markstein Beverage Co.	1	Merchandiser	1
MAXIMUS	1	Enrollment Service Representative	1
PowerSchool Group LLC	1	Customer Support Representative (Tier 1)	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	Inside Sales Account Representative	1
Progressive Insurance	1	Customer Service Call Center Representative- Bilingual Spanish	4
Sacramento Employment and Training Agency	1	Associate Teacher- Tier I	1
	1	Workforce Development Professional Range 2	1
Sacramento Metro Chamber-Commerce	1	Accounting Clerk	1
SANA Accounting & Tax Services	1	Accounting Assistant	1
	1	Receptionist / Office Assistant	1
Security Tech Protective Services	1	Armed Security Officer	10
Smartguard	1	Security Officer/Patrol Officer	6
Softsol Technologies Inc.	1	Document Prep/Scan Technician	8
Starbucks Corporation	1	Barista	7
Stericycle	1	Customer Service Representative	6
Sun City Roseville Community Association	1	Custodial Worker	1
SVS Group, Inc.	1	Event Staff & Security Guards	30
Swing Cushion Covers & More	1	General Office Assistant	1
The Wheeler Company	1	Office Assistant	1
Villara Building Systems	1	Human Resources Bilingual Receptionist	1
Vision Service Plan	1	Customer Care Representative	1
Westlake Charter School	1	Instructional Aide - Substitute	5
Yuba Community College District	1	Accounting Assistant	1
	1	Cashier	1
	1	Custodial Maintenance Worker	1
	1	Custodian	1

**Entry Level Positions**  
**July , 2015 - February 16, 2016**

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
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Diamond Foods Inc	2	Engineering Intern	1
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Amware Pallet Services	3	Pallet Repairman	4
Express Employment Professionals	3	General Laborer	15
Villara Building Systems	3	Installers (Solar, Plumbing, HVAC, Sheet Metal)	1

Craig Cares	4	Caregiver/Home Health Aide/CNA	1
Sacramento Home Care	4	Care Giver	6
Serenity Respite	4	Respite Care Provider	10
	4	Caregiver	10

Villara Building Systems	7	Fire Sprinkler Installer	1
	7	HVAC Apartments Installer	1
	7	HVAC Commercial Installer	1
	7	HVAC Sheet Metal Installer	1
	7	Plumbing Installer	1

Andy Nguyen's	8	Kitchen Helper	1
The Firehouse Restaurant	8	Fine Dining Line Cook	1

All Seasons Burial & Cremation	9	Mortuary Transport Driver	1
Brasher's Sacramento Auto Auction	9	Auction Driver	1
Cornerstone Staffing Solutions, Inc.	9	Warehouse Clerk	20
Exact Staff Inc.	9	Assembly Line Worker	50
	9	Packaging Associate	25
	9	Warehouse Worker	50
Frito-Lay	9	Route Sales Representative - General	1
Horizon Personnel Services	9	Order Puller	10
Lamonica's Pizza Dough	9	Production Associate	5
Liqui-Box Corporation	9	Inspector/Packers	20
Lofings Lighting Inc.	9	Warehouse and Delivery	1
Markstein Beverage Co.	9	Night Warehouse Associate	1
MV TRANSPORTATION	9	Driver	1
Northern Sheets LLC	9	Production Workers	3
Package One	9	Class A Truck Driver	1
Stations	9	Installer	4
Teledyne Microwave Solutions	9	Assembler 1	3
	9	Warehouse Loader	4
Trinity Fresh	9	Warehouse Loader	2
	9	Warehouse Loader/Selector	4
Villara Building Systems	9	Inventory Control Clerk	1
Woodmack Products, Inc.	9	Entry-Level Production Machine Operator	1
	9	Entry Level Production Welder	1
	9	Janitor & Machine Operator	1

**Entry Level Positions**  
**July , 2015 - February 16, 2016**

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

Amazon	10	Part -Time Seasonal Associate	1
Arby's GH Restaurants	10	Team Member	7
Brashers Sacramento Auto Auction	10	Auto Lot Worker - Fleet & Lease	1
Cintas Corporation	10	Route Service Sales Representative	5
Comcast	10	Individual Direct Sales	1
Express Employment Professionals	10	Car Wash Technicians	5
Fish Window Cleaning	10	Window Cleaner	2
Frito-Lay	10	Detailer	1
	10	Merchandiser	1
Slingshot Connections	10	Outside Sales	5
Sun City Roseville Community Association	10	Line Cook	2
Thoughtful Food Inc.	10	Dishwasher	2
<b>Total</b>			<b>1230</b>

ITEM IV-G – 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 February 24, 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	<b>Sutter Medical Foundation</b> 8170 Laguna Blvd Elk Grove, CA 95758	7/1/2015	15	6/25/2015
Unofficial	6/4/2015	<b>Bank of America</b> 10850 White Rock Rd. Rancho Cordova, CA 95670	10/30/2015	35	9/30/2015
Official	6/11/2015	<b>Intel</b> 1900 Prairie City Rd. Folsom, CA 95630	7/15/2015	152	Declined
Official	6/26/2015	<b>Raley's</b> 4551 Mack Road Sacramento, CA 95823	9/12/2015	60	Declined
Official	6/15/2015	<b>Insync</b> 3712 Douglas Blvd. Roseville, CA 95661	9/30/2015	148	7/1/2015 8/14/15
Official	7/27/2015	<b>Hank Fisher Properties, Inc.</b> 610 Fulton Avenue Suite 100 Sacramento, CA 95825	9/30/2015	243	10//15/15
Official	10/27/2015	<b>Isola USA Corporation</b> 3233 Dwight Rd. Elk Grove, CA 95758	12/28/2015	72	12/8 & 12/9/15
Unofficial	11/9/2015	<b>L3 Narda</b> 107 Woodmere Folsom, CA 95630	11/18/2015	20	11/18/2015
Unofficial	11/16/2015	<b>Cegment</b> 9738 Lincoln Village Dr Sacramento, CA 95827	12/31/2015	25	12/11/2015 2/16/16
Official	12/11/2015	<b>The Collective</b> 13000 Folsom Blvd. Folsom, CA 95630	1/7/2016	20	Packets Delivered
Official	1/6/2016	<b>Macy's (Country Club Mall)</b> 3500 El Camino Avenue Sacramento, CA 95821	3/14/2016	111	3/2/16 3/4/16 3/9/16 3/11/16
Official	1/12/2016	<b>Kmart</b> 8501 Auburn Blvd Citrus Heights, CA 95610	4/3/2016	86	2/3/16 2/5/16 2/10/16 2/13/16
Official	1/25/2016	<b>Cardinal Health</b> 3238 Dwight Rd. Elk Grove, CA 95158	3/31/2016	58	Pending
Official	1/28/2016	<b>BlueShield of California</b> 3300 Zinfandel Dr. Rancho Cordova, CA 95670	4/28/2016	58	Pending
Unofficial	2/17/2016	<b>Save Mart</b> 2735 Marconi Ave Sacramento, CA 95821	3/3/16/16	50	Pending
			<b>Total # of Affected Workers</b>	1,153	

## ITEM IV–H – 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.

PRESENTER: Denise Lee

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

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

Wednesday, December 16, 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. Mr. Tate read the thought of the day. The roll was called and a quorum was established.

**PC Members Present:**

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  
Amanda Self, Early Head Start, SETA Operated Program  
Kenneth Tate, Past Parent Representative  
Nicole Chilton, Birth and Beyond  
Robin Blanks, Grandparent Representative

**PC Members Absent:**

Victoria Ruiz, Sacramento City Unified School District (excused)  
Natalie Craig, SETA-Operated Program (excused)  
Monica Reynoso, SETA-Operated Program (unexcused)  
Stacey Webster, Home Base Option (excused)  
Lynda Williams, Outgoing Chair (excused)  
Calvin Sheppard (excused)

**New Members to be Seated:**

Lydia Razo, Elk Grove Unified School District  
Phoua Lee, Sacramento City Unified School District  
Brian Short, WCIC/Playmate Child Development Center  
Georgina Schroeder, SETA-Operated Program  
Penelope Scott, SETA-Operated Program  
Jasmine Jamison, Past Parent Representative

**Members to be seated but Absent:**

Feuy Saelee, Sacramento City Unified School District (unexcused)  
Erica Williams, Twin Rivers Unified School District (unexcused)  
Morgan Siegel, Early Head Start, San Juan Unified School District (unexcused)  
Charlotte Johnson, SETA-Operated Program (unexcused)

## II. Consent Item

### A. Approval of the Minutes of the November 24, 2015 Regular Meeting

The minutes were reviewed; no questions or comments.

Moved/Blanks, second/Self, to approve the November 24, 2015 minutes.

Show of hands vote:

Aye: 12 (Bell, Blanks, Castex, Chilton, Jamison, Lee, Litka, Razo, Schroeder, Scott, Self, Short)

Nay: 0

Abstentions: 2 (Perez and Tate)

## III. Action Items

### A. Approval to Delegate Authority to the Parent Advisory Committee to Function in the Screening and Interviewing of Prospective Applicants Directly Related to the SETA-Operated Program

The item was reviewed; no questions or comments.

Moved/Self, second/Jamison, to approve the delegation of authority to the Parent Advisory Committee to function in the screening and interviewing of prospective applicants directly related to the SETA-Operated Program.

Show of hands vote:

Aye: 13 (Bell, Blanks, Castex, Chilton, Jamison, Lee, Litka, Perez, Razo, Schroeder, Scott, Self, Short)

Nay: 0

Abstentions: 1 (Tate)

### B. Election of Policy Council Officers for Program Year 2015-2016

Mr. Tate reviewed the officer positions. Those elected into officer positions will receive training in January.

Those interested in the position of Chair: Linda Litka, Amanda Self, Jasmine Jamison, and Kenneth Tate. Nominees spoke of their interest in serving as Chair.

Votes:

Linda Litka - 2

Amanda Self - 1

Jasmine Jamison - 4

**Kenneth Tate – 5**

(2 abstentions: Short and Blanks)

Those interested in the position of Vice Chair: Linda Litka, Amanda Self, Reginald Castex. Nominees spoke of their interest in serving as Vice Chair.

Votes:

Amanda: 2

**Linda: 8**

Reginald: 3

(1 abstention [Tate])

Those interested in in the position of Secretary: Amanda Self, Brian Short, and Georgina Schroeder

Votes:

**Amanda: 9**

Brian: 2

Georgina: 2

(1 abstention [Tate])

Those interested in the position of Treasurer: Reginald Castex

Votes:

**Reginald: 12**

(1 abstention [Tate] and one board member out of the room [Jamison])

Those interested in the position of Parliamentarian: Dennis Perez & Lydia Razo

Votes:

**Dennis: 8**

Lydia: 4

(1 abstention [Tate] and one board member out of the room [Jamison])

Moved/Blanks, second/Litka, to ratify the election of the 2015-2016 officers as follows: Chair: Kenneth Tate; Vice Chair: Linda Litka; Secretary: Amanda Self; Treasurer: Reginald Castex; and, Parliamentarian: Dennis Perez.

Show of hands vote:

Aye: 12 (Bell, Blanks, Castex, Chilton, Lee, Litka, Perez, Razo, Schroeder, Scott, Self, Short)

Nay: 0

Abstentions: 1 (Tate)

(Ms. Jasmine Jamison out of the room during the vote.)

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

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

- PC/PAC Calendar of Events: Mr. Tate reviewed the list of upcoming meetings.
- Parent/Staff Recognitions: None.
- Community Resources-Parents/Staff : None

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. Denise Lee reviewed the county wide fiscal report. The Agency is on-target with expenditures at 31.7% expended. Non-federal share is the volunteer time parents provide in the classroom or on a field trip. This time is very valuable to this organization. Every dollar volunteered is a dollar in matching dollars for SETA/Head Start. The federal government requires us to return 25% of our grant in matching hours. Ms. Self inquired about the supplies expenditures shown at 52%. Ms. Lee replied that it is not too high since the program is ‘ramping’ up at the beginning of the year so this means the expenditure of funds at the beginning; we will not go over budget.

B. Governing Board Minutes of November 5, 2015: No questions

C. Fiscal Monitoring Reports: No questions.

#### **V. Committee Report**

- Executive Committee: Ms. Self reviewed the critique of the last meeting.

#### **VI. Other Reports**

A. Executive Director’s Report: No report.

B. Head Start Deputy Director’s Report: Ms. Denise Lee welcomed the board and wished everyone a wonderful holiday season.

C. Head Start Managers’ Reports

- Lisa Carr - Family Engagement, Home Base, and ERSEA Services: Ms. Carr congratulated all of the newly elected officers. Ms. Carr reviewed the attendance and enrollment report. Any vacancy that occurs is immediately filled to ensure full enrollment during the year. There is a county-wide meeting held to discuss enrollment, especially with Twin Rivers and Sacramento City. Ms. Self inquired whether there would be a Natomas delegate. Ms. Lee replied that there will not be a new delegate agency. However, if a site location is found in the North Natomas area, some of the underserved slots would definitely be considered. Staff is definitely interested in serving this part of Sacramento County.
- Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services: Ms. Caruso reported the self-assessment is underway and all board members are urged to attend the self assessment meeting on January 20. Secondly, the grant planning for the grant will begin in January. All members are encouraged to attend the upcoming Budget/Planning Committee meetings that are directly related to the grant. The Quality Assurance Unit recently completed reviews of Sacramento County Office of Education and River Oak Center for Children. The reviews were great. The revised Unannounced Visits chart was reviewed. Ms. Caruso stated that part of the reason the numbers for Twin Rivers was so low was that the report was prepared on an old version of Excel. The EHS Childcare Partnership Program is doing well and is going full steam ahead.
- Martha Cisneros - Health, Nutrition and Safe Environments Services: Ms. Cisneros reviewed the Food Services Operation report and reviewed the

various expenditures. Ms. Cisneros provided information on the Preschool SHINE program, which is a training and technical assistance program. SHINE is an acronym that stands for Shaping Healthy Impressions Through Nutrition. Ms. Cisneros will provide more information on this outstanding program. Tours of Facilities and the Central Kitchen will be scheduled.

- Karen Gonzales - School Readiness, Special Education and Mental Health Services: Ms. Gonzales reviewed the special education report for the county. The numbers will change as children are still being identified that need an IDP. Ms. Gonzales, there will be programs following up to meet 10% required services numbers for preschool. SETA receives a lot of referrals from Alta Regional. A blank copy of the Individualized Development Plan was distributed which shows the different things teachers use to screen children.

- D. Chair's Report: Mr. Tate announced that Ms. Jenna Kline, our KVIE community representative, left to take a job at San Juan USD as a grant writer. The board sent Ms. Kline their best wishes.

#### IV. **Information Items** (continued)

- A. ➤ Community Resources-Parents/Staff

Ms. Chilton reported that Birth and Beyond will be hosting their annual holiday event on Friday, December 18, 2-4 p.m. There will be lots of arts and crafts for children on a first come, first served basis. Santa will be present and each child will be able to get a gift.

Ms. Self went to their Halloween event and it was awesome. Ms. Self reported that Operation Cratchit at Stanford Settlement is still accepting applications families to receive toys.

Mr. Castex suggested that staff consider a refocus of speech therapy; it is currently seen as a disability. He urged people to see speech therapy not as a disability but as an opportunity. Ms. Gonzales reviewed the process by which children are referred for speech therapy and spoke of a new process for screening children.

- E. Open Discussion and Comments: Ms. Lee thanked the board for participating in the special meeting.
- F. Public Participation: No comments.

#### VII. **Adjournment**: The meeting was adjourned at 11:01 a.m.

**Sacramento County Head Start/Early Head Start  
Monthly Enrollment Report  
January 2016**

**Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 1/29/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	490	111	85
Sacramento City USD	1,211	1,214	101	84
SETA	2,028	2,067	102	76
San Juan USD	668	683	102	79
Twin Rivers USD	233	233	100	85
WCIC/Playmate	120	120	100	78
<b>Total</b>	<b>4,700</b>	<b>4,807</b>		

**Early Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 1/29/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	144	151	105	75
SETA	369	387	105	74
San Juan USD	160	184	115	76
<b>Total</b>	<b>673</b>	<b>722</b>		

**EHS-CC Partnership/Expansion**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 1/29/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	34	94	TBD
Sacramento City USD	40	41	100	78
Unspecified Partner	8	0	0	N/A
<b>Total</b>	<b>84</b>	<b>75</b>		

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

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

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



# SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start  
(As of 01/31/16)

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)	26 (11 %)	N/A
Elk Grove USD (440)	45 (10%)	N/A
Sacramento City USD (1,211)(144)	126 (10 %)	17 (12%)
San Juan USD (668) (160)	87 (13%)	17 (11%)
WCIC (120)	12 (10 %)	N/A
Early Head Start/ Child Care Partnership (84)***		5 (6%)
SETA (2028) (369)	206 (10 %)	91 (24%)
<b>County (4700)* (673)** (84)*** (Total 5,457)</b> (AFE- Annual Funded Enrollment)	<b>502 (11%)</b>	<b>130 (17%)</b>



# SETA Head Start Food Service Operations Monthly Report \*January 2016

**January 1st** - New Year's Day Holiday.

**January 11th** - Fruitridge Class 1216C closed due to lack of staff.

**January 15th** - Mayxay Xiong, Fiscal Monitor, inventoried the vans and equipment in the Food Service Department.

**January 18th** - Holiday.

**January 19th** - Hillsdale Class B & D closed due to a water leak.  
Nedra Court limited class numbers in the morning due to staffing.

1995 Ford Van License Number E010649 no longer to get parts for - unsafe to drive, it will be parked until it can be removed from service.

**Meetings & Trainings:**

Connie Otwell attended the AB1825: Preventing Sexual Harassment Training on January 29th.

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

Lunch	PM Snack	Breakfast	Field Trips
39,100	23,164	24,925	80

**Total Amount of Meals and Snacks Prepared** 87,269

**Purchases:**

Food	\$71,531.49
Non - Food	\$18,157.50

**Building Maintenance and Repair:** \$593.46

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

**Kitchen Small Wares and Equipment:** \$0.00

**Vehicle Maintenance and Repair :** \$1,064.24

**Vehicle Gas / Fuel:** \$1,280.60  
     Normal Delivery Days 19

## 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.