



**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

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**REGULAR MEETING OF THE  
SETA GOVERNING BOARD**

**DATE:** Thursday, September 1, 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)

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**VI. 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

**VII. Adjournment**

**DISTRIBUTION DATE: WEDNESDAY, AUGUST 24, 2016**

ITEM II-A - CONSENT

APPROVAL OF AUGUST 4, 2016 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the August 4, 2016 Governing Board meeting for your review.

RECOMMENDATION:

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

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, August 4, 2016  
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:05 a.m. Mr. Nottoli led the board in the Pledge of Allegiance. The roll was called and a quorum established.

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 employee: James A. McNeal,  
Workforce Development Professional III, 20 years

Ms. Diana Douglas, supervisor of the Hillsdale Career Center, provided an overview of Mr. James McNeal's 20 years of service at SETA. Board members extended their congratulations to Mr. McNeal.

**II. Consent Items**

- A. Minutes of the July 7, 2016 Regular Board Meeting  
B. Approval of Claims and Warrants

The consent items were reviewed; no questions or corrections.

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

- A. Approve the July 7, 2016 minutes.  
B. Approve the claims and warrants for the period 6/29/16 through 7/28/16.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer and Warren)

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Sacramento Employment and Training Agency Final Budget for Fiscal Year 2016-2017

Ms. Loretta Su, Fiscal Chief, stated that in June 2016 the board took action to approve a recommended budget. The final budget is \$84,897,711 which reflects a net decrease in funding of \$3,695,055 from last year's budget. This decrease is primarily due to a reduction of WIOA formula and discretionary funding. Ms. Su reviewed the various reductions in the budget. The City Council and Board of Supervisors will take action on this budget at upcoming meetings.

Mr. Thatch stated that a public hearing was opened in June; the action of the board will be to close the public hearing and approve the final budget.

Moved/Nottoli, second/Kennedy, to close the public hearing and approve the Sacramento Employment and Training Agency final budget for Fiscal Year 2016-2017.

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. Ratification of Submission of the Revised Head Start Extended Duration of Services Application to the Office of Head Start

Ms. Denise Lee reviewed this item requesting ratification of an application for extended services. The application was originally approved in May and June but clarification from the Office of Head Start resulted in additional modifications. The application has been revised to include changes for the SETA-operated program, San Juan USD, and Women's Civic Improvement Club.

Ms. Lee stated that the modified application submitted was in the amount of \$3,678,339.

Mr. Nottoli asked whether new locations would be considered in the Antelope, Folsom (by the prison), or the South Natomas areas. Ms. Lee stated that staff is constantly on the look for new locations. Ms. Lee stated staff will consult with the Child Care Planning Council to determine the need.

Moved/Nottoli, second/Kennedy, to ratify the submission of the revised Head Start Extended Duration of Services application to the Office of Head Start to extend the duration of services to Head Start children in Sacramento County.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer and Warren)

2. Approval to Submit the Early Head Start-Child Care Partnership and Expansion Application to the Office of Head Start

Ms. Denise Lee stated that this is an expansion opportunity; the application is due August 24 which would add 47 new Early Head Start slots. The application would request basic, expansion, and training/technical funds in the amount of \$1,616,265 million. Delegates are not interested in expanding their slots because the cost of these slots is so expensive to operate. It is a very high cost per child.

Ms. Lee thanked Ms. D'et Saurbourne and Ms. Robyn Caruso for their work on the grants.

Moved/Kennedy, second/Nottoli, to approve the submission of the Early Head Start - Child Care Partnership and Expansion application to the Office of Head Start to expand services to infant/toddlers in Sacramento County.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer and Warren)

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

- A. Labor Market Information Presentation

Ms. Kossick stated that part of the Workforce Innovation and Opportunity Act is that SETA will be required to develop a regional plan. SETA engaged the Labor Management Information Division of the Employment Development Department to gather information as a region as well as each local workforce development area. Today's presentation by Ms. Elizabeth Bosley is the beginning of this regional research.

- B. Fiscal Monitoring Reports: No additional report.
- C. Employer Success Stories and Activity Report: No additional report.
- D. Dislocated Worker Update

Mr. William Walker reported that the Flap Jacks facility recently burned down. He and his staff contacted the business and connected them to the county so they can find a space for temporary operations. Farrell's Ice Cream Parlor closed due to several issues, primarily not being able to negotiate a new lease; 140 employees were affected. Staff is also working with Lees Contractor at Arco Arena to assist in the transition of their employees to Golden One Center.

- E. Unemployment Update/Press Release from the Employment Development Department: No additional report.
- F. Head Start Reports: No additional report.

**V. Reports to the Board**

- A. Chair: Ms. Scherman announced that last Saturday, the Soroptimist worked with Kohl's to outfit 99 children identified in need for school clothes. The children were allowed to spend \$150 for back to school clothes. Ms. Scherman stated that it was a wonderful event and encouraged the audience to consider participating in such an event.
- B. Executive Director: Ms. Kossick wished Ms. Scherman a Happy Birthday on August 18. Ms. Kossick also mentioned the Head Start outreach and recruitment material distributed to board members.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No comments.

**VI. Adjournment: The meeting was adjourned at 11:05 a.m.**



ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 7/29/16 through 8/25/16, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 7/29/16 through 8/25/16.

PRESENTER: Kathy Kossick

ITEM III-A - 1 - ACTION

**TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF REVISED JOB CLASSIFICATION FOR ASSOCIATE TEACHER (TIER I, II, III, AND IV) AND ESTABLISH SALARY RANGES FOR THE CLASSIFICATION**

BACKGROUND:

The Children and Family Services (CFS) Department is committed to providing a career pathway for teaching staff and recognition of staff's continued attainment of formal education. By creating an additional tier, Tier IV, for the Associate Teacher job classification, CFS is able close the gap of career growth between the Associate Teacher, Tier III and the Head Start Teacher.

Research has shown that by providing staff with clear promotional opportunities and investing in the employee's future, an employer may see a decrease in turnover and an increase in longevity.

With the expansion of state preschool and transitional kindergarten in Sacramento County, the job market is flooded with employment opportunities for teaching staff, resulting in less applicants and more turnover than in previous years.

Over the past 18 months, the CFS and Human Resources Departments together have worked to review and amend current job specifications to reduce barriers to entry level positions and to create training pathways for career enhancement within SETA. Specific details are as follows:

Associate Teacher I (modified 2015) – Created to serve as an entry level position for staff and to begin their career with SETA.

Associate Teacher II (modified 2015) – Modified to serve as a position for employees that are unable to maintain or renew teaching permit as required to support state funded classrooms.

Associate Teacher III – This is a permitted, non-degreed position, as mandated by Head Start Performance Standards.

Associate Teacher IV (new) – This is a degreed position designed to be the last step in career growth before qualifying for the Head Start Teacher position.

PRESENTER: John Allen

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

Salary Scale for Associate Teacher Tier IV:

The Head Start Associate Teacher job classification will be a 4-tiered deep class. Tiers are determined by experience, permit, and degree level (i.e., Associate's and Bachelor's degrees). The proposed salary schedule aligns with the current Associate Teacher (Tier I, II, and III) job classification.

	Step A	Step B	Step C	Step D	Step E
Tier I	\$10.85	\$11.39	\$11.96	\$12.57	\$13.19
Tier II	\$11.94	\$12.54	\$13.16	\$13.82	\$14.51
Tier III	\$13.10	\$13.75	\$14.44	\$15.17	\$15.94
<b>Tier IV (New)</b>	<b>\$14.41</b>	<b>\$15.13</b>	<b>\$15.88</b>	<b>\$16.67</b>	<b>\$17.50</b>
Head Start Teacher	\$18.79	\$19.73	\$20.73	\$21.76	\$22.84

The Head Start Policy Council took action on this board item; staff will be available to provide an oral report.

FINANCIAL IMPACT:

\$112,694 (salary and fringe benefits) annually and are budgeted in the Head Start and Early Head Start basic grant.

RECOMMENDATION:

Open a public hearing, hear testimony, and take action to close the public hearing and approve the revisions for the Associate Teacher Tier I, II, III and IV job classification as attached. Approve the revised salary schedule which includes Tier IV.

PRESENTER: John Allen

## ASSOCIATE TEACHER

### ORGANIZATIONAL RESPONSIBILITIES

Associate Teacher reports to the Site Supervisor.

### DEFINITION

Under general supervision, to conduct school readiness and educational activities for children 18 months to 96 years old in a Head Start and/or California Department of Education child development program; to supervise and assist children with learning activities; to assist teachers with daily classroom activities; to work with parents; to provide direction to parent volunteers; and to do related work as required.

### DISTINGUISHING CHARACTERISTICS

This is a deep class with four (4)~~three~~ Tiers. Appointees are initially placed in the most appropriate Tier for which they qualify and are advanced as they meet the requirements for higher Tiers.

### EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Under general supervision, conducts classroom activities which provide individual developmental experiences for children;
2. Performs classroom teaching duties;
3. Responsible for the health, safety, and personal welfare of assigned children;
4. Assists in planning and implementing educational activities in a classroom;
5. Assists with observing and assessing the progress of children;
6. Supervises children in outdoor activities and field trips;
7. Participates in parent and staff meetings;
8. Assists children with basic needs;
9. Provides some direction for parent volunteers;
10. Promotes parent involvement in the classroom;
11. Performs other related work as required.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

- Child Care programs and functions, developmental stages and needs of infants to 9 years old;
- Problems and needs of low-income families;
- Teaching methods and techniques;
- Some word processing software.

#### Ability to:

- Perform care-giving routines for children from 6 months to 9 years in a child care program operated by SETA;
- Provide guidance for the parent volunteers and teacher assistants;
- Promote the SETA program within the community it serves;
- Work effectively with low-income families and parent groups;
- Speak and write effectively;
- Maintain records and prepare reports;
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions;

- Establish and maintain cooperative working relationships.

### **Training and Experience:**

#### **Tier I / Substitute**

A minimum of six (6) college units in Early Childhood Education (ECE) and obtain a Child Development Associate Teacher Permit or higher as issued by the State of California Commission on Teacher Credentialing within 24 months of hire date. Successful completion of the permit will qualify a Tier I / Substitute as a Tier III / Permitted Associate Teacher. The time in the position will be dictated by the Individual Staff Development Plan (ISDP) as approved by the employee and the Supervisor.

#### **Tier II / Non-Permitted**

A minimum of twelve (12) college units in core courses in Early Childhood Education (ECE);

#### **Tier III / Permitted**

1. A minimum of one (1) year of successful work experience as a teacher or a teacher assistant in a child development program in an educational or recreational setting,
2. Possession of a current Child Development Associate Teacher Permit or higher as issued by the State of California Commission on Teacher Credentialing, or Possession of a CDA, ~~or Possession of an Associates' Degree or Bachelor's Degree in Early Childhood Education or similarly applicable field of study.~~

#### **Tier IV / Degreed**

Must meet the training and experience requirements of Tier III and possession of an Associate's Degree or Bachelor's Degree in Early Childhood Education or similarly applicable field of study. If degree is not in ECE or similarly applicable field of study, a CDA or permit at the Associate Teacher level or higher is required.

### **PHYSICAL DEMANDS/QUALIFICATIONS**

#### **Essential Physical Attributes:**

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Sufficient Speech to:
  - Engage in conversations with children, parents and staff;
  - Lead educational activities.
2. Sufficient Hearing to:
  - Supervise children;
  - Engage in conversations with children, parents and staff;
  - Hear sounds of the environment.
3. Sufficient Vision to:
  - Supervise children;
  - Observe the environment for health and safety.
4. Sufficient Sensitivity of Touch or Dexterity to:
  - Tie children's shoes;
  - Check children's health.
5. Sufficient Ability to Smell to:
  - Monitor the environment;
  - Check children's health;
6. Sufficient Strength and Conditioning to:
  - Sit on floor or low chairs, reach with hands and arms, stoop, kneel, crouch, bend, crawl, stand, walk, run, climb, and balance in assisting children in their physical, cognitive, and social, development;

- Occasionally move up to fifty (50) pounds and occasionally move up to one hundred (100) pounds. The job involves moving and holding children.

Non-essential Physical Attributes:

1. Ability to Taste.

ITEM III-A - 2 - ACTION

**TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF JOB CLASSIFICATION FOR ADMINISTRATIVE ASSISTANT AND ESTABLISH THE SALARY RANGE FOR THE CLASSIFICATION**

**BACKGROUND:**

In examining the current administrative needs of the Agency, it was determined that the current Typist Clerk III (established 1986) and Head Start Typist Clerk III (established in 1986) job classifications do not meet the growing needs of Agency. As such SETA has developed a new classification, Administrative Assistant, to more accurately describe the knowledge, skills, and abilities needed to meet the needs of the Agency.

The Administrative Assistant job classifications will have the same salary range as that of the Typist Clerk III classifications. There will be no financial impact to the Agency due to this added classification.

Salary Scale:

	Step A	Step B	Step C	Step D	Step E
Typist Clerk III	\$15.82	\$16.61	\$17.43	\$18.32	\$19.22
Head Start Typist Clerk	\$15.82	\$16.61	\$17.43	\$18.32	\$19.22
<b>Administrative Assistant (new)</b>	<b>\$15.82</b>	<b>\$16.61</b>	<b>\$17.43</b>	<b>\$18.32</b>	<b>\$19.22</b>

The Head Start Policy Council took action on this board item; staff will be available to provide an oral report.

**RECOMMENDATION:**

Open a public hearing, hear testimony, close the public hearing and approve the Administrative Assistant job classification as attached.

**PRESENTER:** John Allen

# Sacramento Employment and Training Agency

Established:  
Class Code:

## Administrative Assistant

### **ORGANIZATIONAL RESPONSIBILITY**

An Administrative Assistant is responsible to the Deputy Director or Department Chief or designee.

### **DEFINITION**

Under general direction, the Administrative Assistant provides administrative and office support activities to multiple staff and management in the department to maintain an efficient office environment. Duties may include word processing, creating spreadsheets and presentations, record-keeping and filing, fielding telephone calls, and receiving and directing visitors. Extensive software skills, Internet research abilities and strong communication skills are required.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialized classification which performs office support assignments for SETA departments. Incumbent performs a wide range of the more difficult and complex office assignments.

### **INTERPERSONAL SKILLS EXPECTATIONS**

It is a requirement for this position that the employee exhibits the following appropriate interpersonal skills:

- Must be able to establish and maintain cooperative working relationships with the majority of the staff.
- Must be open and able to share, discuss, and work through ideas with others in order to arrive at solutions, conclusions, and/or agreements.
- Must be able to interact positively and professionally with the public, staff, children, and vendors.
- Must be able to listen, interact and get along with persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be ready and willing to work on daily assignments and special projects with quick turnaround and a can-do attitude.
- Must be self-directed and able to work as a collaborative team to get larger department work completed.

### **EXAMPLES OF DUTIES**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Provides quality customer service in a fast-paced, high energy department with multiple work units;
2. Prepares and edits correspondences, reports and presentations;



3. Organizes and maintains files and records;
4. Receives and processes forms, copies, faxes, scans, and department mail;
5. Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies;
6. Retrieves and compiles requested information;
7. Coordinates travel and guest arrangements;
8. Compiles technical information and prepares reports;
9. Assists with logistics and set-up for department meetings, training sessions and professional development activities;
10. Performs work related errands as requested such as going to the post office, bank, store, restaurant, etc.
11. May be assigned to receptionist duties, receiving visitors, phone calls and mail, providing a variety of information about SETA programs and events;
12. Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques;
13. Plans and schedules meetings/appointments and manages management calendaring;
14. Uploads current and relevant program information on the department website;
15. May serve as backup for other program related tasks;
16. Provides data entry and record-keeping support;
17. Interacts with employees, guests, or clients for the purpose of supporting the department;
18. Provides office and individual space planning and set-up;
19. May perform ergonomic evaluations to ensure workplace safety;
20. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies;
21. Contributes to team effort by accomplishing related results as needed.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- A variety of administrative and clerical concepts, practices and procedures
- Filing and record-keeping procedures
- Letter and report writing
- Reception and telephone techniques
- Office practices, methods, procedures, and equipment
- Proper English usage, spelling, grammar, and punctuation
- Word processing, spreadsheet, and database software

AND

#### **Ability to:**

- Organize, plan and problem-solve
- Manage and prioritize work
- Be flexible, reliable and accurate
- Be team oriented and support other office staff as needed
- Follow directions
- Perform a variety of the more difficult office functions in support of the department
- Interpret and apply rules, policies and regulations with good judgement in a variety of situations
- Maintain a variety of administrative files and records
- Compile information and prepare accurate reports

- Type at a speed of a minimum of 45 words per minute
- Interact tactfully and courteously with persons seeking information and expressing concerns about SETA policies and functions
- Establish and maintain cooperative working relationships
- Competently use word processing, database and spreadsheet software
- Ability to stay on task with minimal supervision

AND

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

- I. At least one year of professional experience in an office environment

OR

- II. Verifiable education or certification which would demonstrate having the necessary abilities (e.g. 2 years of college, completion of a job training program, bachelor's degree, associate's degree, etc.)

**PHYSICAL DEMANDS/QUALIFICATIONS**

<b><i>Required Activity</i></b>	<b><i>Description</i></b>
<b><i>Dexterity</i></b>	<b><i>Constantly picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in typing.</i></b>
<b><i>Talking</i></b>	<b><i>Frequently expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</i></b>
<b><i>Hearing</i></b>	<b><i>Often perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</i></b>
<b><i>Repetitive Motion</i></b>	<b><i>Constant substantial movements (motions) of the wrists, hands, and/or fingers.</i></b>
<b><i>Sedentary Work</i></b>	<b><i>Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</i></b>
<b><i>Visual Acuity</i></b>	<b><i>The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a</i></b>

	<i>computer terminal; and/or extensive reading.</i>
<b><i>Environment</i></b>	<b><i>The worker is not substantially exposed to adverse environmental conditions.</i></b>
<b><i>Relational</i></b>	<b><i>The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.</i></b>

DRAFT

ITEM III-B – 1 – ACTION

APPROVAL OF STAFF FUNDING EXTENSION RECOMMENDATIONS  
FOR REFUGEE SOCIAL SERVICES (RSS), TARGETED ASSISTANCE (TA),  
TA DISCRETIONARY, AND RSS SET-ASIDE PROGRAMS,  
PROGRAM YEAR (PY) 2016-2017

BACKGROUND

SETA's Refugee Program, operated under Refugee Social Services (RSS), Targeted Assistance (TA), TA Discretionary (TAD), and RSS Set-Aside funds received from the United States (U.S.) Department of Health and Human Services (HHS), Administration for Children and Families (ACF), Office of Refugee Resettlement (ORR), provides direct services intended to result in the economic self-sufficiency and reduced public assistance dependency of refugees, asylees, certified victims of human trafficking, and individuals holding Special Immigrant Visas (SIVs) through employment and acculturation assistance.

Under SETA's Refugee Program, the following services are provided to eligible refugees, asylees, certified victims of human trafficking, and SIVs who are within five years of arrival in the United States:

- Vocational English-as-a-Second Language combined with Employment Services (VESL/ES)
- Employment Services (ES) – Stand Alone
- Social Adjustment and Cultural Orientation (SA&CO)

In May, 2014, the Governing Board approved the release of a Request for Proposals (RFP) for Refugee Program services, and delegate agreements were awarded to successful applicants for Program Year (PY) 2014-15, which began October 1, 2014 and ended September 30, 2015. The RFP and the delegate agreements permit extensions for up to two additional years. As a result, in September, 2015, the Governing Board approved the first extension of the delegate agreements for the PY beginning October 1, 2015, ending September 30, 2016. This item recommends the second extension of delegate agreements for the final PY term allowed under the RFP and delegate agreements beginning October 1, 2016, ending September 30, 2017.

Funding

***Formula Funding Methodology -***

**RSS Formula** – ORR determines each state's total RSS allocation based on its refugee arrivals in proportion to total arrivals nationwide for the most recent two-year period.

PRESENTER: Michelle O'Camb

ITEM III-B – 1 – ACTION (continued)

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Prior to California receiving its final allocation, ORR allocates funds directly to the Wilson/Fish Alternative Project operated in San Diego County by Catholic Charities. The remaining funds, received by the State of California, Department of Social Services, Refugee Programs Bureau (RPB), are then allocated to eligible counties based on the number of refugees on aid in each county, weighted according to the length of time refugees have been in the U.S.

**TA Formula** – TA allocations are based on the arrival data for the most recent two-year period. The funding methodology supports the service needs of “newly arriving” populations who are entering the country.

***RSS and TA Funding Levels –***

SETA has not received the final notification of award from the California Department of Social Services (CDSS)—Refugee Programs Bureau (RPB) for its RSS and TA formula grants for PY 2016-17. Preliminary estimates indicate the total RSS and TA funding levels for the PY 2016-17 to be \$1,754,195. After setting aside funds for administrative and program support, it is anticipated that \$1,491,066 will be available for allocation.

This is a slight increase of approximately \$7,500 from PY 2015-16. Final allocations could be higher than estimated levels due to significant spikes in refugee and SIV arrivals from Iraq and Afghanistan to Sacramento within the past two full program years as U.S. troops have withdrawn from Iraq and continue to withdraw from Afghanistan.

***Targeted Assistance Discretionary (TAD) Funding -***

On July 7, 2016, the SETA Governing Board ratified the submission of SETA's application for TAD funds to the CDSS—RPB. SETA was notified by the CDSS—RPB in June, 2016 that RPB would be submitting a single state application to ORR for TAD funds on behalf of all participating, impacted counties. SETA prepared and submitted a proposal of its local project to RPB by the required deadline. Proposed services will be delivered through SETA's four, current TAD-funded providers, Asian Resources, Inc., Bach Viet Association, Inc., Lao Family Community Development, Inc., Twin Rivers Unified School District, and a new, proposed TAD provider, International Rescue Committee, Inc.

The TAD funding is intended to cover a three-year project period ending September 29, 2019. Preliminary estimates indicate that Sacramento County will receive \$145,335 for the first year of TAD funding. After setting aside funds for administrative and program support, it is anticipated that \$123,535 will be available for allocation.

The principal objective of SETA's TAD program is to supplement existing refugee employment services, specifically targeting 49 refugee women and underemployed refugees who have been unable to make progress in their transition to economic self-sufficiency. TAD services are intended to expand case management services, to connect refugees to education/vocational training opportunities, including long-term career development services, to allow additional time for English language development, and to build provider capacity to address extraordinary circumstances, such as Post Traumatic Stress Disorder and other disabilities faced by refugees. Proposed services

***RSS Set-Aside Funding (formerly Older Refugee Discretionary Grant funding) –***

SETA was notified by CDSS—RPB in August, 2015 that beginning PY 2015-16, services to older refugees would be funded through RSS Set-Aside funding as opposed to ORD funding. Awards to the counties supporting services to older refugees are now formula based: measured by the number of refugees 60 years of age and older reflected in the California Department of Health Care Services Medi-Cal Eligibility Data System (MEDS). SETA expects to receive final notification of award in late September or early October, 2016. Preliminary estimates indicate that SETA will receive \$9,491 in RSS Set-Aside funds for PY 2016-17. After setting aside funds for administrative and program support, it is anticipated that \$8,100 will be available for allocation.

With this funding, 20 older refugees will receive assistance accessing naturalization/citizenship, as well as social adjustment and acculturation services under SETA's PY 2016-17 RSS Set-Aside funding.

***Incremental Funding –***

Although SETA has not received notification from RPB that incremental funding will be imposed in the new PY on TA and TAD grant awards, it is anticipated that ORR will award the funds to states in two increments. If funding is received in two increments, the first increments will be funded at 58% of the PY 2016-17 awards, and will be issued October 1, 2016. The second increments, subject to fund availability, will be funded at 42% of the PY 2016-17 awards. ORR does not indicate when states will receive the second increments, nor does ORR give any guarantee that the funds will be available.

In light of ORR's incremental funding outlined above, SETA recommends funding TA and TAD providers at 58% of recommended allocations to provide services from

PRESENTER: Michelle O'Camb

October 1, 2016 through April 30, 2017, and funding the remaining 42% of allocations contingent upon receipt of the second increments of funding from ORR. The second increments will fund the provision of TA and TAD services from May 1, 2017 through September 30, 2017.

### **Extension Recommendations**

As stated previously, Refugee Program provider delegate agreements entered into in 2014 permit SETA the sole option to extend agreements for additional terms, up to a total of two additional years. Staff is seeking approval to extend the current Refugee Program provider delegate agreements for the final, additional year effective October 1, 2016, and recommends funding levels as reflected in the attached funding extension recommendations charts. If approved, funding for RSS, TA, TAD, and RSS Set-Aside will be subject to SETA's final PY 2016-17 allocations. Additionally, funding for all services will be subject to satisfactory year-end program performance, as well as satisfactory fiscal reviews. Refugee Program providers that do not meet year-end performance goals or receive satisfactory fiscal reviews may be subject to the deobligation of funds.

### ***RSS and TA Funding -***

The VESL/ES and ES (Stand Alone) activities are recommended close to PY 2015-16 funding levels based on estimated 2016-17 allocations. The VESL/ES and ES (Stand Alone) activities are targeted towards the most recent refugee arrivals and are essential in assisting them in obtaining employment.

The SA&CO activity is also recommended for extension based on current funding levels well.

If the final RSS and TA funding levels are different than anticipated, staff will adjust the allocations for provider awards, proportionately.

### ***TAD Funding -***

Staff is recommending that services provided under the 2016-17 TAD funding be delivered through the following five providers that were included in SETA's application submitted to the CDSS—RPB:

- ✓ Asian Resources, Inc.
- ✓ Bach Viet Association, Inc.

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- ✓ International Rescue Committee, Inc.
- ✓ Lao Family Community Development, Inc.
- ✓ Twin Rivers Unified School District

The recommended TAD allocations are based on preliminary estimates, and are contingent upon receipt of SETA's PY 2016-17 TAD funding from ORR. If the final funding level is different than anticipated, staff will adjust the allocation for award, proportionately.

***RSS Set-Aside Funding -***

Staff is recommending that services provided under the 2016-17 RSS Set-Aside funding be delivered through the following provider who has consistently exceeded contractual service levels:

- ✓ Slavic Assistance Center, Inc.

The recommended allocation is based on a preliminary estimate, and is contingent upon SETA's receipt of PY 2016-17 RSS Set-Aside funding. If the final funding level is different than anticipated, staff will adjust the allocation for award, proportionately.

***Program Performance/Evaluation –***

SETA staff routinely monitor and evaluate Refugee Program providers and their services for overall program performance and their ability to meet contractual performance levels. Evaluation criteria reviewed for performance includes, but is not limited to:

- Achievement of planned performance goals (enrollment, entered employment, job retention, average wage at placement, reductions/terminations from aid, service units)
- Ability to enroll and serve refugee populations, with a focus on recipients of public assistance
- Documentation of services and client progress towards goal attainment
- Ability to implement all required program elements and adhere to policies and program guidelines
- Ability to coordinate with Sacramento County, Department of Human Assistance (DHA), as well as Sacramento Works America's Job Center (SWJC) staff

All employment service providers have met or exceeded contracted goals and service levels for PY 2015-16. Program performance through July 31, 2016, compared to end



ITEM III-B – 1 – ACTION (continued)

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of year goals, was used as the basis for funding extension recommendations. Through July 31, 2016, employment service programs enrolled a total of 1,008 refugees compared to the planned enrollment of 777 customers (130%), with 471 through July 31 (47%) entering employment, and 319 (68%) retaining employment after 90 days. An additional 104 customers have been served in the social adjustment and acculturation programs receiving over 424 service units.

RECOMMENDATION:

Approve the funding extensions for the Refugee Social Services (RSS) in the amount of \$1,053,876, Targeted Assistance (TA) in the amount of \$437,190, Targeted Assistance Discretionary (TAD) in the amount of \$123,535, and RSS Set-Aside programs in the amount of \$8,100 for PY 2016-17 effective October 1, 2016, as indicated in the attached charts. Additionally, approve the following funding stipulations:

1. If final RSS, TA, TAD, and RSS Set-Aside allocations are different than anticipated, staff will adjust the amounts allocated to Refugee Program providers, proportionately.
2. TA and TAD funds will be allocated in two increments. The first increments will cover program services from October 1, 2016 through April 30, 2017. The second increments will be allocated contingent upon receipt of funds from ORR, and will cover program services from May 1, 2017 through September 30, 2017.
3. PY 2016-17 funding will be subject to satisfactory year-end program performance and satisfactory fiscal reviews.
4. VESL/ES service providers must ensure open-entry and prompt placement into VESL classes for all clients that are assessed to be in need of English language training.
5. All VESL/ES and ES Stand Alone service providers must allocate a minimum of 10% of their awards for supportive services.
6. Providers with case management and job development staff budgeted for less than 12 months, or budgeted for part-time employment, must ensure program services are available Monday through Friday, eight hours per day, from October 1, 2016, through September 30, 2017.
7. Refugees receiving resettlement or Match Grant employment services from IRC are not eligible to participate in IRC's RSS-funded VESL/ES program until all services within those grants have been exhausted.
8. A minimum of fifty percent (50%) of refugees served under the SA&CO program must be from Middle Eastern countries.

PRESENTER: Michelle O'Camb

AGENCY NAME	CURRENT FUNDING, PY 2015-16					RSS AND TAD FUNDING RECOMMENDATIONS, PY 2016-17				
	RSS Amount	TAD Amount	RSS #s TO SERVE	TAD #s TO SERVE	TOTAL FUNDING AMOUNT	RSS AMOUNT*	TAD AMOUNT**	RSS #s TO SERVE	TAD #s TO SERVE	TOTAL FUNDING AMOUNT
Asian Resources, Inc.	\$191,475	\$17,563	75	7	\$209,038	\$191,475	\$25,207	75	10	\$216,682
Bach Viet Association, Inc	331,267	23,107	126	9	354,374	331,267	25,207	126	10	356,474
International Rescue Committee, Inc.	138,118	-	53	0	138,118	138,118	22,707	53	9	160,825
Lao Family Community Development, Inc.	165,244	17,563	76	7	182,807	171,141	25,207	79	10	196,348
Twin Rivers USD	200,260	20,598	124	8	220,858	201,875	25,207	125	10	227,082
<b>Totals</b>	<b>\$1,026,364</b>	<b>\$78,831</b>	<b>454</b>	<b>31</b>	<b>\$ 1,105,195</b>	<b>\$1,033,876</b>	<b>\$123,535</b>	<b>458</b>	<b>49</b>	<b>\$1,157,411</b>

\* Subject to the final award of 2016-17 RSS from ORR

\*\*Subject to the CDSS, RPB's receipt of award from ORR on its statewide TAD grant application

AGENCY NAME	CURRENT TA FUNDING, PY 2015-16		STAFF FUNDING EXTENSION RECOMMENDATIONS, PY 2016-17	
	TA AMOUNT	TA # TO SERVE	TA AMOUNT*	TA # TO SERVE
Asian Resources, Inc.	\$79,200	48	\$79,200	48
Bach Viet Association, Inc.	203,843	130	203,843	130
Lao Family Community Development, Inc.	71,012	49	71,012	49
Twin Rivers USD	83,135	65	83,135	65
<b>Totals</b>	<b>\$437,190</b>	<b>292</b>	<b>\$437,190</b>	<b>292</b>

\* Subject to the final award of 2016-17 TA funds from ORR

AGENCY NAME	CURRENT RSS FUNDING PY 16-17	# TO SERVE	STAFF FUNDING EXTENSION RECOMMENDATIONS, PY 2016-17				
			RSS AMOUNT*	RSS SET- ASIDE AMOUNTS*	RSS # TO SERVE	RSS SET- ASIDE # TO SERVE	TOTAL FUNDING AMOUNTS
Slavic Assistance Center, Inc.	\$28,067	120	\$20,000	\$8,100	100	20	\$28,100
<b>Totals</b>	<b>\$28,067</b>	<b>120</b>	<b>\$20,000</b>	<b>\$8,100</b>	<b>100</b>	<b>20</b>	<b>\$28,100</b>

\* Subject to the final award of 2016-17 RSS Set-Aside funds from ORR

ITEM III- C -1- ACTION

APPROVAL TO SUBMIT A CARRYOVER REQUEST FOR PROGRAM  
YEAR 2015-16 OF HEAD START /EARLY HEAD START FUNDS

BACKGROUND:

On May 3, 2016, SETA received approval from the Office of Head Start/ Administration for Children and Families to modify its budget in the amount of \$452,000 which moved funds from Personnel (\$452,000) to Equipment (\$248,500) and Other (\$203,500). These under-spent funds were moved to perform needed health, safety and licensing maintenance and repair to a variety of SETA Head Start/Early Head Start centers. Specific projects approved included:

**Equipment** – purchase two (2) vehicles; purchase and install two (2) shade structures, one (1) replacement play structure, and a new infant/toddler play yard.

**Other** – Interior paint at six (6) centers, artificial grass at four (4) centers, floor replacement at one (1) center, and shade canvas replacements at five (5) centers.

In addition to the budget modification, a replacement infant/toddler play structure was also budgeted.

The Office of Head Start requires that funds be obligated by July 31, 2016, and that all obligations be liquidated by October 29, 2016. Due to significant changes in California Public Works project procurement, registration, and management, SETA was unable to complete some of the projects by July 31, 2016 and obligations will not be liquidated by October 29, 2016. Therefore, staff is recommending carrying over up to \$283,615.92 in Program Year 2015-2016, Head Start/Early Head Start Basic funds, to complete the following projects:

Galt – crash-bar door purchase and installation	\$ 13,989.00
Canvas shade replacements (4 centers)	9,811.25
New IT play yard (North Avenue)	98,405.05
New IT play yard (Job Corps)	74,194.62
Interior Paint (6 centers)	<u>87,215.00</u>
TOTAL	\$283,614.92

The revised California Public Works legislation requires all Public Works projects to be completed by contractors who are registered on the Department of Industrial Relations (DIR) website. Many of the contractors that SETA has previous utilized have chosen

PRESENTER: Denise Lee

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not to register, therefore, SETA cannot contract with them for any Public Works project. Acquiring contractors through the new DIR approved contractors list has increased the time it takes to complete the pre-approved deferred maintenance projects. Many of the contractors who are on the DIR approved list were contacted to provide quotes on SETA projects, but the majority of the contractors declined to provide a quote. SETA staff continues to diligently work through this challenge.

The Head Start Policy Council took action on this board item; staff will be available to provide an oral report.

RECOMMENDATION:

Approve the submission of a carryover request for Program Year 2015-2016, Head Start/Early Head Start Basic funds up to \$283,614.92.

PRESENTER: Denise Lee

ITEM III-C - 2- ACTION

APPROVAL TO SUBMIT A REQUEST TO CARRYOVER EARLY HEAD  
START-CHILD CARE PARTNERSHIP AND EXPANSION TRAINING  
AND TECHNICAL FUNDS FOR PROGRAM YEAR 2015-2016

BACKGROUND:

On February 3, 2016, SETA received additional training and technical assistance funds (TTA), in the amount of \$183,747 to support the newly developed Early Head Start-Child Care Partnership and Expansion project. These funds were in addition to the \$36,749 training and technical assistance funds provided with the base funding for this project.

Associated with the training and technical assistance funds was a strategically developed plan of action outlining the projects and staff development activities associated with starting up a new program, preparing new staff for project implementation, and providing guidance to newly developed partners.

The Office of Head Start requires that funds be obligated by July 31, 2016, and that all obligations be liquidated by October 29, 2016. Unfortunately, with less than six months to fully obligate the additional TTA funds and a risk of over-saturating newly hired staff, SETA was unable to fully obligate the TTA funds awarded for this project by July 31. The Office of Head Start/Administration for Children and Families has encouraged programs to request carryover for pending training and technical assistance projects associated with this grant award to ensure adequate time and resources are provided for the new project.

Staff is recommending carrying over up to \$152,252.94 in Program Year 2015-2016, Early Head Start-Child Care Partnership/Expansion Training and Technical Assistance funds, to complete the following projects and activities:

Grantee:

Provider Training (monthly EHS topics)	\$ 1,359.00
Practice-Based Coaching (individual/small group)	19,250.00
Career Incentive Program (college tuition/books)	30,000.00
Self-Assessment Training/Consultants	15,000.00
CHSA Annual Conference	5,280.00
PITC Trainer Institute	13,600.00
Other Conference/Training	38,035.98

Contractual:

Sacramento City USD	14,001.96
KinderWorld	<u>15,726.00</u>
TOTAL	\$152,252.94

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

A full training and technical assistance plan is available upon request.

The Head Start Policy Council took action on this board item; staff will be available to provide an oral report.

RECOMMENDATION:

Approve the submission of a carryover request for Program Year 2015-2016, Early Head Start-Child Care Partnership and Expansion training and technical funds up to \$152,252.94.

PRESENTER: Denise Lee



ITEM III-C - 3 - ACTION

APPROVAL TO SUBMIT A REQUEST TO CARRYOVER EARLY  
HEAD START-CHILD CARE PARTNERSHIP AND EXPANSION  
START-UP FOR PROGRAM YEAR 2015-2016

BACKGROUND:

In February 2016, SETA received Early Head Start-Child Care Partnership(EHS-CCP) and Expansion Start-up funds in the amount of \$90,700. Of the total amount of start-up funds, \$68,700 was set aside for contracted delegates and partners to perform minor renovations and repairs to meet EHS performance standards at the EHS-CCP centers.

The Office of Head Start requires that funds be obligated by July 31, 2016, and that all obligations be liquidated by October 29, 2016. KinderWorld Inc., a SETA partner, was unable to procure, schedule and complete a classroom renovation which removed a cement pillar in middle of the room, creating a supervision barrier and lost square footage required to meet EHS group size standards.

The project has been procured and will commence on August 26 and extend through the Labor Day weekend. Scheduling aligns with reduced attendance during the holiday weekend and as children transition out to kindergarten during the new school year.

Staff is recommending carrying over up to \$15,000 in Program Year 2015-2016, Early Head Start-Child Care Partnership/Expansion Start-up funds, to complete the classroom renovation.

The Head Start Policy Council took action on this board item; staff will be available to provide an oral report.

RECOMMENDATION:

Approve the submission of a carryover request for Program Year 2015-2016, Early Head Start-Child Care Partnership and Expansion Start-up funds up to \$15,000.

PRESENTER: Denise Lee

ITEM III-C – 4 - ACTION

RATIFICATION OF SUBMISSION OF THE REVISED EARLY HEAD START-CHILD  
CARE PARTNERHIP AND EXPANSION APPLICATION  
TO THE OFFICE OF HEAD START

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to ratify the submission of a revised application to the Office of Head Start (OHS) to expand Early Head Start services in Sacramento County. The Policy Council and the SETA Governing Board approved an original application in August, 2016. However, additional data analysis and planning resulted in slight modifications to the original application and funding levels submitted and approved by the boards.

Prior to submission to OHS, the application was revised to include one less enrollment slot, changing from 47 enrollment slots to 46 enrollment slots. This change was due to maximum licensed capacity at American River College for 14 infant/toddlers, not 15 as originally projected. Additionally, a secondary review of staff needed to implement and sustain the project within the grantee and the partner resulted in a slightly higher budget being submitted than approved the board.

	Original Budget Presented to the Board	Final Budget Submitted to OHS/ACF
Basic	\$1,245,137	\$1,341,827
Training/Technical Assistance	\$31,128	\$33,546
Start-up	\$340,000	\$340,000
TOTAL	\$1,616,265	\$1,715,373

The application was submitted to the Office of Head Start on August 23, 2016. Programs are expected to hear by March 2017 with full implementation by Fall 2017.

Staff will be available to answer questions.

RECOMMENDATION:

Ratify the submission of the revised Early Head Start Child Care Partnership and Expansion application to the Office of Head Start to extend services to infants/toddlers in Sacramento County.

PRESENTER: Denise Lee

ITEM IV- A - INFORMATION

REPORT ON AMERICAN EXPRESS CORPORATE ACCOUNT  
REWARDS POINTS PROGRAM, FY2015-2016

BACKGROUND:

Since 2003, SETA has maintained an American Express (AMEX) Corporate Account used for travel, online payments, and miscellaneous purchases. The AMEX account has allowed staff to more timely pay invoices and reduced the volume of transactions that flow through the County Department of Finance.

In January, 2010 SETA added the Membership Rewards program to its AMEX account, which allows SETA to accrue one point for every dollar charged on its AMEX account. In January, 2011 the SETA Governing Board approved the implementation of the American Express Corporate Account Policy and Procedure, including the use of the AMEX points to defray Agency travel and other costs, provide supportive services and incentives to enrolled customers, and provide employee recognition, board recognition and employee health and wellness activities.

Attached for your information is the annual report on the American Express Corporate Account Rewards Points Program for the fiscal year ending June 30, 2016.

Staff will be available to answer questions.

PRESENTER: Loretta Su

**SACRAMENTO EMPLOYMENT AND TRAINING AGENCY**

**REPORT ON AMERICAN EXPRESS CORPORATE ACCOUNT  
REWARDS POINTS PROGRAM  
FOR THE FISCAL YEAR ENDING JUNE 30, 2016**

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Total REWARDS points at the end of the last reporting period	575,884
REWARDS points accumulated since the last reporting period	1,009,287
REWARDS points used for:	
Supplies, travel and miscellaneous expenses	-
Customer supports and incentives	-
Employee/Board recognition/wellness activities	-
Total REWARDS points used since the last reporting period	<u>-</u>
Total REWARDS points available/remaining	<u><u>1,585,171</u></u>

ITEM IV-B – INFORMATION  
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Loretta Su

**MEMORANDUM**

**TO: Mr. Melvin Demoff                      DATE: August 3, 2016**

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

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

<b><u>PROGRAM</u></b>	<b><u>ACTIVITY</u></b>	<b><u>FUNDING</u></b>	<b><u>CONTRACT PERIOD</u></b>	<b><u>PERIOD COVERED</u></b>
<b>RESS</b>	<b>VESL/ES</b>	<b>\$307,741</b>	<b>10/1/15-9/30/16</b>	<b>10/1/15-3/31/16</b>
<b>TA</b>	<b>ES</b>	<b>\$118,229</b>	<b>10/1/15-9/30/16</b>	<b>10/1/15-3/31/16</b>
<b>TAD</b>	<b>VESL/ES</b>	<b>\$12,825</b>	<b>10/1/15-9/30/16</b>	<b>10/1/15-3/31/16</b>

**Monitoring Purpose:    Initial        Follow-up                      Special                      Final**  
**Date of review: 5/24/16**

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

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

**Findings and General Observations:**

- 1) The total costs as reported to SETA from October 1, 2015 to March 31, 2016 for 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:**

- 2) None

cc: Kathy Kossick  
Governing Board

MEMORANDUM

**TO:** Mr. Jason Buckingham **DATE:** July 15, 2016  
**FROM:** Tammi L. Kerch, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Golden Sierra JTA

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Prop 39	OJT	\$ 104,675	7/1/14-12/31/15	4/1/15-12/31/15

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** May 15, 2016 desk audit

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



**Program Operator:** Golden Sierra JTA

**Findings and General Observations:**

The total costs as reported to SETA Prop 39 OJT programs have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

**Recommendations for Corrective Action:**

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

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Rachel Rios **DATE:** August 15, 2016  
**FROM:** Tammi L. Kerch, SETA Fiscal Monitor

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

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	OSY	\$ 293,940	7/1/15-6/30/16	9/1/15-2/29/16
CW	OJT/ESS	\$ 266,761	7/1/15-6/30/16	9/1/15-2/29/16
WIOA	US	\$ 61,000	7/1/15-6/30/16	9/1/15-2/29/16
CSBG	YSS	\$ 55,000	1/1/16-12/31/16	1/1/16-2/29/16
WIOA	OJT/A	\$ 132,963	7/1/15-6/30/16	9/1/15-2/29/16

**Monitoring Purpose:** Initial    (interim)    Follow-Up    Special    Final     
**Date of review:** April 18-22, 2016

CSBG                      FSS                      \$ 55,000                      1/1/15-12/31/15                      3/1/15-12/31/15 - Final

	<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	X			
8	OJT Contracts/Files/Payment	X			
9	Indirect Cost Allocation	X			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Fiscal Monitoring Findings

Page 2

**Program Operator:** La Familia Counseling Center

**Findings and General Observations:**

The total costs as reported to SETA for CSBG, CalWorks, and WIOA have been traced to the delegate agency records. The records were verified and appear to be in order, and there are no adjustments required.

**Recommendations for Corrective Action:**

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

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Mr. Henry Kloczkowski **DATE:** July 18, 2016  
**FROM:** Tammi L. Kerch, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Sacramento Chinese Community Service

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	OY-US	\$ 85,650	7/1/15-6/30/16	7/1/15-2/29/16
WIOA	OY-IS	\$ 362,880	7/1/15-6/30/16	7/1/15-2/29/16

**Monitoring Purpose:** Initial   X   Follow-Up    Special    Final     
**Date of review:** April 4 – 11, 2016, follow-up June 20 & July 5

	<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	X			
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:** Sacramento Chinese Community Service Center, Inc.

**Findings and General Observations:**

The total costs as reported to SETA for WIOA have been traced to the delegate agency records. The records were verified and appear to be in order, and there are no adjustments required.

**Recommendations for Corrective Action:**

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

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Jacquie Bonini **DATE:** July 13, 2016  
**FROM:** Tammi L. Kerch, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Sacramento City Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 8,615,832	8/1/15-7/31/16	10/1/15-4/30/16
Head Start	T & TA	\$ 20,000	8/1/15-7/31/16	10/1/15-4/30/16
Early HS	Basic	\$ 1,537,042	8/1/15-7/31/16	10/1/15-4/30/16
Early HS	T & TA	\$ 27,564	8/1/15-7/31/16	10/1/15-4/30/16

**Monitoring Purpose:** Initial  Follow-Up interim Special  Final

**Date of review:** May 23-26, 2016 and June/July follow-up

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

**Program Operator:** Sacramento City Unified School District

**Findings and General Observations:**

The total costs as reported to SETA from October 1, 2015 to April 30, 2016 have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

There are no findings.

**Recommendations for Corrective Action:**

There are no corrective actions required.

cc: Kathy Kossick  
Governing Board  
Policy Council

**MEMORANDUM**

**TO:** Ms. Jacquie Bonini **DATE:** July 14, 2016  
**FROM:** Tammi L. Kerch, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Sacramento City Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
EHS CCP	Basic	\$ 700,000	2/1/15-7/31/16	10/1/15-4/30/16
EHS CCP	T & TA	\$ 17,500	2/1/15-7/31/16	10/1/15-4/30/16
EHS CCP	Start Up	\$ 30,700	2/1/15-7/31/16	10/1/15-4/30/16

**Monitoring Purpose:** Initial  Follow-Up interim Special  Final

**Date of review:** May 23-26, 2016 and June/July follow-up

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



**Program Operator:** Sacramento City Unified School District

**Findings and General Observations:**

The total costs as reported to SETA from October 1, 2015 to April 30, 2016 have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

There are no findings.

**Recommendations for Corrective Action:**

There are no corrective actions required.

cc: Kathy Kossick  
Governing Board  
Policy Council

**MEMORANDUM**

**TO:** Gerardo Castillo **DATE:** August 5, 2016  
**FROM:** Tammi L. Kerch, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Sacramento City Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	DW/25%	\$ 75,000	7/1/14-3/31/15	3/1/15-3/31/15
WIA	Adult/OSSI	\$ 596,175	7/1/14-6/30/15	6/1/15-6/30/15
WIA	Youth	\$ 61,000	7/1/14-6/30/15	6/1/15-6/30/15
WIA	OS	\$ 150,800	7/1/14-6/30/15	6/1/15-6/30/15
WIA	DW/OSSI	\$ 126,675	7/1/14-6/30/15	6/1/15-6/30/15
CalWorks	VESL/ABE/GED	\$ 126,000	7/1/14-6/30/15	6/1/15-6/30/15

**Monitoring Purpose:** Initial \_\_\_ Follow-Up \_\_\_ Special \_\_\_ Final X  
**Date of review:** Mar 31 – Apr 2, 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		N/A		
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll	X			
8	OJT Contracts/Files/Payment		N/A		
9	Indirect Cost Allocation	X			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Memorandum  
Fiscal Monitoring Findings  
Page 2

**Program Operator:** Sacramento City Unified School District

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

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

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Gerardo Castillo **DATE:** August 5, 2016  
**FROM:** Tammi L. Kerch, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Sacramento City Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Adult/OSSI	\$ 596,175	7/1/15-6/30/16	7/1/15-3/31/16
WIOA	Youth	\$ 61,000	7/1/15-6/30/16	7/1/15-12/31/15
WIOA	OS	\$ 150,800	7/1/15-6/30/16	7/1/15-3/31/16
CalWorks	VESL/ABE/GED	\$ 126,000	7/1/15-6/30/16	7/1/15-3/31/16

**Monitoring Purpose:** Initial X Follow-Up     Special     Final      
**Date of review:** Apr 2 – Apr 3, 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		N/A		
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll	X			
8	OJT Contracts/Files/Payment		N/A		
9	Indirect Cost Allocation	X			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Memorandum  
Fiscal Monitoring Findings  
Page 2

**Program Operator:** Sacramento City Unified School District

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

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

cc: Kathy Kossick  
Governing Board

MEMORANDUM

**TO:** Jackie White **DATE:** August 10, 2016  
**FROM:** Tammi L. Kerch, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Twin Rivers Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
TAD	VESL/ES	\$ 20,598	10/1/15-9/30/16	11/1/15-4/30/16
RESS	VESL/ES	\$ 177,723	10/1/15-9/30/16	11/1/15-4/30/16
TA	ES	\$ 48,218	10/1/15-9/30/16	11/1/15-4/30/16

**Monitoring Purpose:** Initial \_\_\_ Interim X Special \_\_\_ Final \_\_\_  
**Date of review:** June 6-7, 2016

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

Memorandum

Fiscal Monitoring Findings

Page 2

**Program Operator:** Twin Rivers Unified School District

**Findings and General Observations:**

The total costs as reported to SETA for RESS, TA, and TAD have been traced to the subgrantee's fiscal records.

**Recommendations for Corrective Action:**

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

cc: Kathy Kossick  
Governing Board

ITEM IV-C – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

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>			
Arcade Creek Manor	1	Groundskeeper	1
Elite Cleaning	1	Housecleaner	2
Los Rios Community College	1	Physical Education/Athletic Attendant	1
Tele Direct	1	Customer Service Representative (CSR)	30
Villara Corporation	1	Sales	1
Capitol Architectural Production	3	Welder/Shop Helper	1
Labor Finders	3	Labor	1
347Group	7	Machine Operator/Laborer	6
La Bou Bakery & Cafe	8	Food Prep/Sandwich Maker/Cashier	1
Fulton-El Camino Rec-Park District	10	Recreational Leaders	20
<b>Total</b>			<b>64</b>

July 1 - August 19, 2016

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>			
347Group	7	Machine Operator/Laborer	6
Amador Stage Lines Inc.	9	Motorcoach Operator	20
Arcade Creek Manor	1	Groundskeeper	1
California Native Plant Society	1	Director of Communications and Marketing	1
Capitol Architectural Production	3	Welder/Shop Helper	1
Davis Center	1	Administrative Assistant I	1
Electrofreeze of Northern California	1	Office Administrator	1
Elite Cleaning	1	Housecleaner	2
Farmers Insurance	1	Bilingual Insurance Sales	1
Frito-Lay	9	Route Sales Representative - General	13
Fulton-El Camino Rec-Park District	10	Recreational Leaders	20
Handyman Network	7	Handyman/Contractor	5
JUMA Ventures	1	Enterprise Manager (Sacramento)	1
L - 3 Communications Corp.. / Narda	1	Contracts Administrator	1
	1	Sr. Proposal Administrator	1
Labor Finders	9	Labor	1
La Bou Bakery & Cafe	8	Food Prep/Sandwich Maker/Cashier	1
Lewis Group Of Companies	4	Maintenance Technician	3
Los Rios Community College	1	Administrative Assistant I	3
	1	Associate Vice Chancellor, Resource Development	1
	1	Counselor	2
	6	Educational Media and Web Design Specialist	1
	1	Financial Aid Clerk II	1
	6	Information Technology Systems/Database Administrator Analyst II	1
	1	Lead Library Media Technical Assistant	1
	1	Library Media Technical Assistant	1
	7	Maintenance Plumber	1
	1	Mathematics Assistant Professor	1
	1	Physical Education/Athletic Attendant	1
	1	Student Personnel Assistants-Assessment and Testing	1
	1	Student Personnel Assistant-DSP&S	1
1	Theater Arts (Technical) Adjunct Assistant Professor	1	
1	Vice President of Instruction	1	
ProWraps, Inc.	1	Office Manager/Project Manager	1
Retail Business Development	1	Wireless Sales Ambassador	8
River City Rickshaw LLC.	9	Pedicab Driver	1
Sacramento Regional Transit District	1	Director, Office Management and Budget	1
Tele Direct	10	Customer Service Representative (CSR)	30
Urban Strategies Inc.	1	Education Liaison	1
Villara Corporation	1	Sales	1
Weidmann-ACTI Inc.	9	Shipping Technician	1
WFVC Contact Centers	1	Phone Banker I	1
<b>Total</b>			<b>143</b>

ITEM IV-D – INFORMATION  
DISLOCATED WORKER UPDATE

BACKGROUND:

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

PRESENTER: William Walker

## Dislocated Worker Information PY 2016/2017

The following is an update of information as of August 23, 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
Unofficial	3/10/2016	<b>Orchard Supply Hardware</b> 905 E. Bidwell St. Folsom, CA 95630	8/1/2016	40	7/7/2016 7/14/16
Unofficial	5/19/2016	<b>Sports Authority</b> 3350 Arden Way Sacramento, CA 95815	8/31/2016	150	7/28/2016
Official	6/10/2016	<b>CVS Health: Financial Services Center</b> 11092 Sun Center Dr. Rancho Cordova, CA 95670	9/30/2016	152	8/29/2016 8/31/16
Unofficial	6/27/2016	<b>Hancock Fabrics</b> 2711 El Camino Sacramento, CA 95821	7/13/2016	22	6/6/16 6/8/16
Official	6/27/2016	<b>CST California Stations</b> 4625 San Juan Avenue Fair Oaks, CA 95628	7/5/2016	6	Pending
Unofficial	6/29/2016	<b>CalStar</b> 4933 Bailey Loop McClellan, CA 95652	9/15/2016	20	8/24/2016
Official	6/30/2016	<b>DCS Facility Services</b> 3731 Metro Dr. Suite 600 Sacramento, CA 95215	8/31/2016	11	Pending
Unofficial	7/24/2016	<b>Flapjacks</b> 2721 El Camino Ave. Sacramento, CA 95821	7/23/2016	27	7/29/2016
Unofficial	8/1/2016	<b>Farrel's Ice Cream</b> 1625 Watt Ave Sacramento, CA 95864	8/1/2016	100	8/3/2016
			<b>Total # of Affected Workers</b>	361	

ITEM IV-E – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT  
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of July was 5.8%.

Attached is a copy of a press release from the Employment Development Department breaking down the job losses and job creations for the regional area.

Staff will be available to answer questions.

PRESENTER: Roy Kim

**SACRAMENTO—ROSEVILLE—ARDEN-ARCADE METROPOLITAN STATISTICAL AREA  
(MSA)  
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)  
Construction led year-over job growth**

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 5.8 percent in July 2016, up from a revised 5.6 percent in June 2016, and below the year-ago estimate of 6.1 percent. This compares with an unadjusted unemployment rate of 5.9 percent for California and 5.1 percent for the nation during the same period. The unemployment rate was 5.5 percent in El Dorado County, 5.0 percent in Placer County, 6.0 percent in Sacramento County, and 6.0 percent in Yolo County.

**Between June 2016 and July 2016**, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo, decreased by 9,300 to total 947,200 jobs.

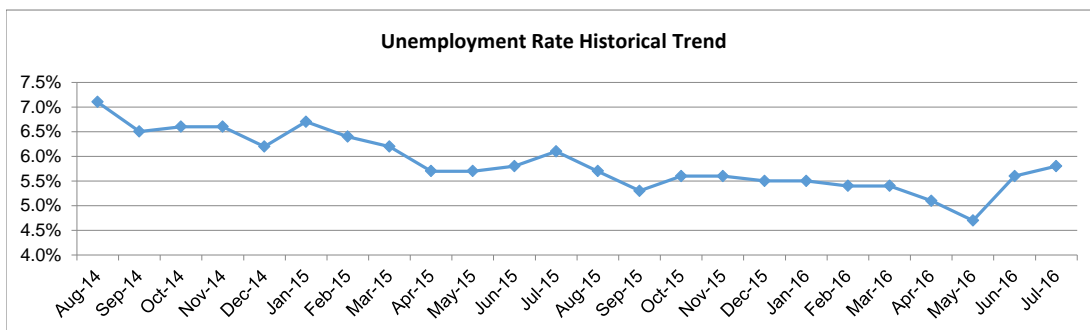
- Government (down 12,500 jobs) experienced a normal seasonal decline in July as schools reduced staff for the summer break. Local government education (down 8,600 jobs) and state government education (down 3,800 jobs) were responsible for a majority of the decline for the industry.
- Trade, transportation, and utilities dropped 700 jobs. The losses in retail trade (down 500 jobs) and transportation, warehousing, and utilities (down 300 jobs) were slightly offset by a gain in wholesale trade (up 100 jobs).
- Private education and health services declined by 400 jobs. The job loss was concentrated in private education (down 700 jobs). This decline offset a gain in health care and social assistance (up 300 jobs).
- Manufacturing led the region in job gains, with 1,200 jobs. A majority of the increase was in durable goods (up 800 jobs). Leisure and hospitality added 1,000 jobs over the month. More than half of the increase was in food services and drinking places (up 600 jobs).

**Between July 2015 and July 2016**, total jobs in the region increased by 17,700, or 1.9 percent.

- Construction led year-over growth, up 5,300 jobs. Specialty trade contractors accounted for 70 percent of the job gain, adding 3,700 jobs.
- Government was up 3,600 jobs from last July. State government added 1,700 jobs, local government advanced 1,600 jobs, and federal government gained 200 jobs.
- Education and health services also expanded by 3,600 jobs. Health care and social assistance added 3,200 jobs and educational services accounted for 400 jobs.
- Information (down 400 jobs) and mining and logging (down 100 jobs) were the only sectors to experience over-the-year decline for July.

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

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 5.8 percent in July 2016, up from a revised 5.6 percent in June 2016, and below the year-ago estimate of 6.1 percent. This compares with an unadjusted unemployment rate of 5.9 percent for California and 5.1 percent for the nation during the same period. The unemployment rate was 5.5 percent in El Dorado County, 5.0 percent in Placer County, 6.0 percent in Sacramento County, and 6.0 percent in Yolo County.



Industry	Jun-2016	Jul-2016	Change	Jul-2015	Jul-2016	Change
	Revised	Prelim			Prelim	

Total, All Industries	956,500	947,200	(9,300)	929,500	947,200	17,700
Total Farm	10,500	10,900	400	10,800	10,900	100
Total Nonfarm	946,000	936,300	(9,700)	918,700	936,300	17,600
Mining, Logging, and Construction	56,700	57,600	900	52,400	57,600	5,200
Mining and Logging	500	500	0	600	500	(100)
Construction	56,200	57,100	900	51,800	57,100	5,300
Manufacturing	37,000	38,200	1,200	37,100	38,200	1,100
Trade, Transportation & Utilities	148,800	148,100	(700)	146,700	148,100	1,400
Information	14,000	13,900	(100)	14,300	13,900	(400)
Financial Activities	51,300	51,800	500	51,800	51,800	0
Professional & Business Services	123,100	123,000	(100)	121,800	123,000	1,200
Educational & Health Services	144,200	143,800	(400)	140,200	143,800	3,600
Leisure & Hospitality	97,900	98,900	1,000	98,100	98,900	800
Other Services	32,200	32,700	500	31,600	32,700	1,100
Government	240,800	228,300	(12,500)	224,700	228,300	3,600

Notes: Data not adjusted for seasonality. Data may not add due to rounding

Labor force data are revised month to month

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)  
 July 2016 - Preliminary  
 Data Not Seasonally Adjusted**

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios Emp</b>	<b>Census Ratios Unemp</b>
Sacramento County	702,800	660,300	42,400	6.0%	1.000000	1.000000
Arden Arcade CDP	45,200	42,100	3,100	6.9%	0.063708	0.073225
Carmichael CDP	30,400	28,300	2,100	6.9%	0.042896	0.049253
Citrus Heights city	44,100	41,300	2,800	6.4%	0.062606	0.066109
Elk Grove CDP	79,900	76,200	3,700	4.6%	0.115430	0.087482
Fair Oaks CDP	16,800	15,900	900	5.2%	0.024089	0.020444
Florin CDP	20,100	18,300	1,900	9.2%	0.027683	0.043810
Folsom city	36,300	34,900	1,400	3.9%	0.052870	0.033508
Foothill Farms CDP	16,200	15,200	1,000	6.2%	0.023006	0.023675
Galt city	11,200	10,400	800	7.1%	0.015735	0.018722
Gold River CDP	4,200	4,100	100	2.6%	0.006200	0.002541
Isleton city	300	300	0	10.6%	0.000473	0.000867
La Riviera CDP	5,800	5,400	400	6.5%	0.008235	0.008869
North Highlands CDP	18,000	17,000	1,000	5.4%	0.025707	0.022985
Orangevale CDP	17,600	16,500	1,100	6.2%	0.024970	0.025527
Rancho Cordova City	34,100	31,900	2,300	6.7%	0.048244	0.053744
Rancho Murieta CDP	2,800	2,700	100	3.8%	0.004112	0.002552
Rio Linda CDP	6,800	6,400	400	5.8%	0.009698	0.009363
Rosemont CDP	11,700	11,000	700	5.8%	0.016685	0.015989
Sacramento city	232,800	217,900	14,900	6.4%	0.330031	0.350305
Vineyard CDP	12,800	12,200	600	4.6%	0.018491	0.013869
Walnut Grove CDP	700	600	100	10.7%	0.000889	0.001656
Wilton CDP	1,800	1,700	100	2.9%	0.002610	0.001224

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2009- 2013 5-Year American Community Survey (ACS).

**Notes:**

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

**Methodology:**

Monthly city labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each city at the time of the 2009-2013 American Community Survey. Ratios for cities were developed from special tabulations based on ACS employment, unemployment, and population Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.



**Data Not Seasonally Adjusted**

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

Monthly CDP labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each CDP at the Ratios for CDP's were developed from special tabulations based on ACS employment and

This method assumes that the rates of change in employment and unemployment, since the 2009-2013 American Community Survey are exactly the same in each city and CDP as at the county accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

Data Not Seasonally Adjusted

	Jul 15	May 16	Jun 16	Jul 16	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,068,300	1,054,900	1,072,000	1,081,000	0.8%	1.2%
Civilian Employment	1,003,200	1,005,800	1,011,900	1,018,200	0.6%	1.5%
Civilian Unemployment	65,100	49,200	60,100	62,800	4.5%	-3.5%
Civilian Unemployment Rate	6.1%	4.7%	5.6%	5.8%		
(CA Unemployment Rate)	6.5%	4.7%	5.7%	5.9%		
(U.S. Unemployment Rate)	5.6%	4.5%	5.1%	5.1%		
<b>Total, All Industries (2)</b>	<b>929,500</b>	<b>946,400</b>	<b>956,500</b>	<b>947,200</b>	<b>-1.0%</b>	<b>1.9%</b>
Total Farm	10,800	10,100	10,500	10,900	3.8%	0.9%
Total Nonfarm	918,700	936,300	946,000	936,300	-1.0%	1.9%
Total Private	694,000	697,600	705,200	708,000	0.4%	2.0%
Goods Producing	89,500	91,300	93,700	95,800	2.2%	7.0%
Mining, Logging, and Construction	52,400	54,800	56,700	57,600	1.6%	9.9%
Mining and Logging	600	500	500	500	0.0%	-16.7%
Construction	51,800	54,300	56,200	57,100	1.6%	10.2%
Construction of Buildings	10,600	11,100	11,300	11,700	3.5%	10.4%
Specialty Trade Contractors	35,200	36,900	38,500	38,900	1.0%	10.5%
Building Foundation & Exterior Contractors	9,800	10,600	11,000	11,200	1.8%	14.3%
Building Equipment Contractors	13,600	14,300	14,600	14,900	2.1%	9.6%
Building Finishing Contractors	7,600	7,900	8,500	8,800	3.5%	15.8%
Manufacturing	37,100	36,500	37,000	38,200	3.2%	3.0%
Durable Goods	25,100	25,300	25,400	26,200	3.1%	4.4%
Computer & Electronic Product Manufacturing	6,500	6,700	6,700	6,900	3.0%	6.2%
Nondurable Goods	12,000	11,200	11,600	12,000	3.4%	0.0%
Food Manufacturing	4,400	3,400	3,700	4,200	13.5%	-4.5%
Service Providing	829,200	845,000	852,300	840,500	-1.4%	1.4%
Private Service Providing	604,500	606,300	611,500	612,200	0.1%	1.3%
Trade, Transportation & Utilities	146,700	146,400	148,800	148,100	-0.5%	1.0%
Wholesale Trade	24,900	24,700	25,000	25,100	0.4%	0.8%
Merchant Wholesalers, Durable Goods	13,300	13,300	13,400	13,600	1.5%	2.3%
Merchant Wholesalers, Nondurable Goods	9,000	9,000	9,000	9,100	1.1%	1.1%
Retail Trade	97,000	97,200	98,800	98,300	-0.5%	1.3%
Motor Vehicle & Parts Dealer	13,400	13,800	13,800	13,800	0.0%	3.0%
Building Material & Garden Equipment Stores	8,000	8,200	8,200	8,100	-1.2%	1.3%
Grocery Stores	19,000	18,400	18,600	18,800	1.1%	-1.1%
Health & Personal Care Stores	5,200	5,400	5,500	5,500	0.0%	5.8%
Clothing & Clothing Accessories Stores	7,200	6,600	6,700	6,800	1.5%	-5.6%
Sporting Goods, Hobby, Book & Music Stores	4,000	4,300	4,300	4,300	0.0%	7.5%
General Merchandise Stores	20,500	21,300	21,400	21,600	0.9%	5.4%
Transportation, Warehousing & Utilities	24,800	24,500	25,000	24,700	-1.2%	-0.4%
Information	14,300	14,000	14,000	13,900	-0.7%	-2.8%
Publishing Industries (except Internet)	2,400	2,300	2,300	2,300	0.0%	-4.2%
Telecommunications	6,300	6,100	6,000	6,000	0.0%	-4.8%
Financial Activities	51,800	51,600	51,300	51,800	1.0%	0.0%
Finance & Insurance	37,600	36,900	36,900	36,900	0.0%	-1.9%
Credit Intermediation & Related Activities	12,400	12,000	12,000	12,000	0.0%	-3.2%
Depository Credit Intermediation	6,900	6,400	6,400	6,500	1.6%	-5.8%
Nondepository Credit Intermediation	2,900	2,900	2,900	2,900	0.0%	0.0%
Insurance Carriers & Related	21,200	21,600	21,600	21,500	-0.5%	1.4%
Real Estate & Rental & Leasing	14,200	14,700	14,400	14,900	3.5%	4.9%
Real Estate	10,900	11,200	11,200	11,400	1.8%	4.6%
Professional & Business Services	121,800	121,500	123,100	123,000	-0.1%	1.0%
Professional, Scientific & Technical Services	53,700	53,100	54,100	54,200	0.2%	0.9%
Architectural, Engineering & Related Services	9,000	9,000	9,100	9,300	2.2%	3.3%
Management of Companies & Enterprises	10,500	10,500	10,700	10,900	1.9%	3.8%
Administrative & Support & Waste Services	57,600	57,900	58,300	57,900	-0.7%	0.5%
Administrative & Support Services	54,700	55,000	55,600	55,100	-0.9%	0.7%
Employment Services	21,200	21,100	21,000	20,900	-0.5%	-1.4%

Data Not Seasonally Adjusted

	Jul 15	May 16	Jun 16 Revised	Jul 16 Prelim	Percent Change	
					Month	Year
Services to Buildings & Dwellings	11,600	11,900	12,000	12,100	0.8%	4.3%
Educational & Health Services	140,200	144,800	144,200	143,800	-0.3%	2.6%
Education Services	11,200	12,800	12,300	11,600	-5.7%	3.6%
Health Care & Social Assistance	129,000	132,000	131,900	132,200	0.2%	2.5%
Ambulatory Health Care Services	44,800	46,600	46,400	46,900	1.1%	4.7%
Hospitals	24,000	24,500	24,600	24,700	0.4%	2.9%
Nursing & Residential Care Facilities	16,600	16,900	16,900	16,900	0.0%	1.8%
Leisure & Hospitality	98,100	95,800	97,900	98,900	1.0%	0.8%
Arts, Entertainment & Recreation	15,800	14,200	15,000	15,300	2.0%	-3.2%
Accommodation & Food Services	82,300	81,600	82,900	83,600	0.8%	1.6%
Accommodation	8,800	8,100	8,500	8,600	1.2%	-2.3%
Food Services & Drinking Places	73,500	73,500	74,400	75,000	0.8%	2.0%
Restaurants	69,100	69,300	69,500	70,200	1.0%	1.6%
Full-Service Restaurants	33,300	32,800	33,400	33,800	1.2%	1.5%
Limited-Service Eating Places	35,800	36,500	36,100	36,400	0.8%	1.7%
Other Services	31,600	32,200	32,200	32,700	1.6%	3.5%
Repair & Maintenance	9,000	9,000	9,100	9,100	0.0%	1.1%
Government	224,700	238,700	240,800	228,300	-5.2%	1.6%
Federal Government	13,900	14,000	14,000	14,200	1.4%	2.2%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	210,800	224,700	226,800	214,100	-5.6%	1.6%
State Government	112,500	117,600	118,200	114,200	-3.4%	1.5%
State Government Education	25,900	30,200	30,500	26,700	-12.5%	3.1%
State Government Excluding Education	86,600	87,400	87,700	87,500	-0.2%	1.0%
Local Government	98,300	107,100	108,600	99,900	-8.0%	1.6%
Local Government Education	51,500	61,000	60,900	52,300	-14.1%	1.6%
Local Government Excluding Education	46,800	46,100	47,700	47,600	-0.2%	1.7%
County	18,600	18,800	18,900	18,900	0.0%	1.6%
City	10,600	10,200	11,000	10,900	-0.9%	2.8%
Special Districts plus Indian Tribes	17,600	17,100	17,800	17,800	0.0%	1.1%

**Notes:**

(1) Civilian labor force data are by place of residence; include self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding. The unemployment rate is calculated using unrounded data.

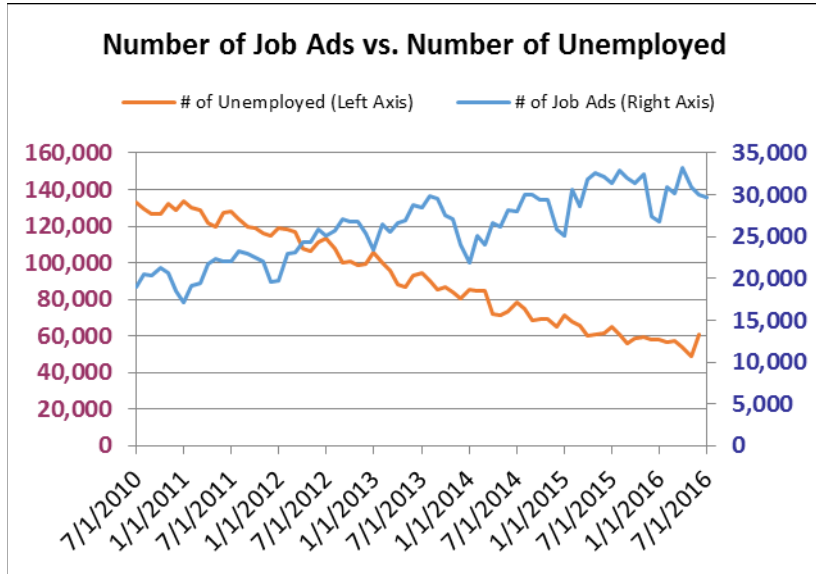
(2) Industry employment is by place of work; excludes self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding.

These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Cara Welch 916/227-0298 or Nati Martinez 209/941-6551

These data, as well as other labor market data, are available via the Internet at <http://www.labormarketinfo.edd.ca.gov>. If you need assistance, please call (916) 262-2162.

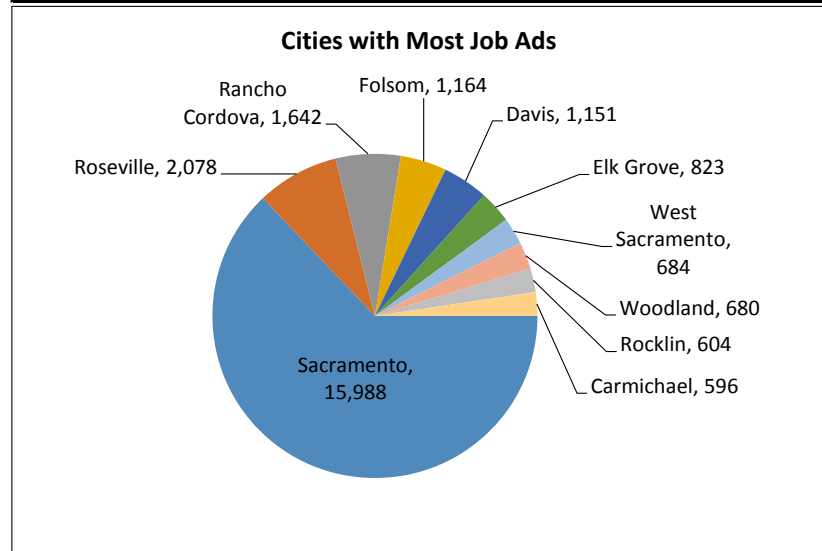
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# Recent Job Ads for Sacramento Roseville Arden Arcade MSA Not Seasonally Adjusted - July 2016



- ### Employers with Most Job Ads
- Sutter Health - 615
  - Dignity Health - 613
  - University of California, Davis - 461
  - Robert Half International - 272
  - Kaiser Permanente - 266
  - Los Rios Community College District - 257
  - Randstad - 251
  - Wells Fargo - 243
  - San Juan Unified School District - 236
  - Accenture - 196

- ### Occupations with Most Job Ads
- Registered Nurses - 1302
  - Heavy and Tractor-Trailer Truck Drivers - 781
  - First-Line Supervisors of Retail Sales Workers - 533
  - Retail Salespersons - 530
  - First-Line Supervisors of Office and Administrative Support - 513
  - Computer Systems Analysts - 508
  - Customer Service Representatives - 497
  - Computer User Support Specialists - 434
  - Medical and Health Services Managers - 418
  - Maintenance and Repair Workers, General - 383



**Monthly Labor Force Data for Cities and Census Designated Places (CDP)  
 July 2016 - Preliminary  
 Data Not Seasonally Adjusted**

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios Emp</b>	<b>Census Ratios Unemp</b>
Yolo County	106,100	99,700	6,400	6.0%	1.000000	1.000000
Davis city	35,700	34,100	1,600	4.6%	0.341537	0.258240
Esparto CDP	1,400	1,300	100	6.7%	0.012881	0.014454
West Sacramento city	26,000	24,200	1,800	7.0%	0.242575	0.284938
Winters city	3,900	3,600	200	5.3%	0.036565	0.032407
Woodland city	29,900	28,000	1,900	6.4%	0.280928	0.299300

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2009- 2013 5-Year American Community Survey (ACS).

**Notes:**

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

**Methodology:**

Monthly city labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each city at the time of the 2009-2013 American Community Survey. Ratios for cities were developed from special tabulations based on ACS employment, unemployment, and population Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

Monthly CDP labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each CDP at the Ratios for CDP's were developed from special tabulations based on ACS employment and

This method assumes that the rates of change in employment and unemployment, since the 2009-2013 American Community Survey are exactly the same in each city and CDP as at the county accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)  
 July 2016 - Preliminary  
 Data Not Seasonally Adjusted**

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios Emp</b>	<b>Census Ratios Unemp</b>
Placer County	181,500	172,400	9,000	5.0%	1.000000	1.000000
Auburn city	6,900	6,500	400	5.8%	0.037945	0.044642
Colfax city	1,100	1,000	100	9.4%	0.005861	0.011639
Dollar Point CDP	600	500	0	1.1%	0.003152	0.000685
Foresthill CDP	900	900	0	4.2%	0.005264	0.004451
Granite Bay CDP	11,600	11,100	500	4.6%	0.064164	0.058659
Kings Beach CDP	2,600	2,400	200	6.5%	0.013845	0.018260
Lincoln city	18,800	17,800	1,000	5.4%	0.103334	0.113436
Loomis town	3,100	3,000	100	3.4%	0.017606	0.011748
Meadow Vista CDP	1,400	1,400	100	3.9%	0.008042	0.006163
North Auburn CDP	5,700	5,400	300	4.9%	0.031381	0.031155
Rocklin city	30,800	29,200	1,500	5.0%	0.169433	0.171575
Roseville city	65,400	62,300	3,100	4.7%	0.361434	0.339981
Sunnyside Tahoe City CDP	1,100	1,000	100	5.4%	0.006069	0.006676
Tahoe Vista CDP	1,000	1,000	0	4.5%	0.005670	0.005136

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2009- 2013 5-Year American Community Survey (ACS).

**Notes:**

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

**Methodology:**

Monthly city labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each city at the time of the 2009-2013 American Community Survey. Ratios for cities were developed from special tabulations based on ACS employment, unemployment, and population Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

Monthly CDP labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each CDP at the time of the 2009-2013 American Community Survey. Ratios for CDP's were developed from special tabulations based on ACS employment and unemployment data.

This method assumes that the rates of change in employment and unemployment, since the 2009-2013 American Community Survey are exactly the same in each city and CDP as at the county level (i.e., the rates are accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may be less accurate.

**Data Not Seasonally Adjusted**

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

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)  
 July 2016 - Preliminary  
 Data Not Seasonally Adjusted**

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios Emp</b>	<b>Census Ratios Unemp</b>
El Dorado County	90,700	85,700	5,000	5.5%	1.000000	1.000000
Cameron Park CDP	9,000	8,600	400	4.8%	0.099797	0.085585
Diamond Springs CDP	5,100	4,800	400	6.9%	0.055621	0.070626
El Dorado Hills CDP	21,800	21,000	800	3.9%	0.245026	0.169084
Georgetown CDP	1,000	900	100	9.5%	0.010742	0.019402
Placerville city	4,700	4,400	400	7.5%	0.050999	0.070532
Pollock Pines CDP	3,100	3,000	100	4.4%	0.034801	0.027652
Shingle Springs CDP	2,600	2,500	100	4.6%	0.029098	0.024025
South Lake Tahoe city	11,800	11,100	700	6.1%	0.129178	0.143933

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2009- 2013 5-Year American Community Survey (ACS).

**Notes:**

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

**Methodology:**

Monthly city labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each city at the time of the 2009-2013 American Community Survey. Ratios for cities were developed from special tabulations based on ACS employment, unemployment, and population Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

Monthly CDP labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each CDP at the Ratios for CDP's were developed from special tabulations based on ACS employment and

This method assumes that the rates of change in employment and unemployment, since the 2009-2013 American Community Survey are exactly the same in each city and CDP as at the county accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.



**REPORT 400 C**  
**Monthly Labor Force Data for Counties**  
**July 2016 - Preliminary**  
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	<b>19,369,400</b>	<b>18,234,000</b>	<b>1,135,400</b>	<b>5.9%</b>
ALAMEDA	9	846,200	805,300	40,900	4.8%
ALPINE	42	510	470	40	7.7%
AMADOR	27	14,970	14,040	930	6.2%
ORANGE	7	1,630,000	1,555,300	74,700	4.6%
KERN	55	402,600	360,000	42,500	10.6%
CALAVERAS	26	21,060	19,760	1,300	6.1%
BUTTE	38	102,000	94,500	7,500	7.4%
COLUSA	57	11,500	10,070	1,440	12.5%
CONTRA COSTA	10	563,500	535,400	28,100	5.0%
DEL NORTE	43	9,690	8,920	770	7.9%
IMPERIAL	58	79,200	60,000	19,100	24.2%
EL DORADO	17	90,700	85,700	5,000	5.5%
FRESNO	51	457,800	414,800	43,000	9.4%
GLENN	49	13,220	12,020	1,200	9.1%
KINGS	53	59,800	54,100	5,700	9.6%
HUMBOLDT	16	62,130	58,750	3,380	5.4%
INYO	17	9,280	8,770	510	5.5%
LAKE	31	30,210	28,210	2,000	6.6%
LASSEN	33	10,690	9,980	720	6.7%
LOS ANGELES	17	5,108,000	4,828,500	279,500	5.5%
MADERA	52	62,000	56,100	5,900	9.5%
MARIPOSA	21	8,840	8,320	520	5.8%
MENDOCINO	14	40,480	38,340	2,140	5.3%
MERCED	54	114,400	102,400	12,000	10.5%
STANISLAUS	47	247,800	225,700	22,200	8.9%
MODOC	37	3,440	3,190	250	7.3%
MONO	20	8,540	8,060	480	5.7%
NAPA	4	77,100	73,900	3,300	4.2%
NEVADA	13	49,360	46,810	2,550	5.2%
VENTURA	21	429,100	404,300	24,800	5.8%
PLACER	10	181,500	172,400	9,000	5.0%
PLUMAS	43	8,440	7,770	670	7.9%
SHASTA	38	74,700	69,200	5,500	7.4%
RIVERSIDE	36	1,049,800	974,800	75,000	7.1%
SACRAMENTO	23	702,800	660,300	42,400	6.0%
MONTEREY	27	230,500	216,200	14,300	6.2%
SAN BENITO	33	30,400	28,400	2,000	6.7%
SAN BERNARDINO	33	938,000	875,400	62,600	6.7%
SAN DIEGO	14	1,596,300	1,511,800	84,500	5.3%
SAN FRANCISCO	3	562,800	542,100	20,700	3.7%
SAN LUIS OBISPO	8	144,800	138,000	6,800	4.7%
SAN MATEO	1	453,700	438,200	15,600	3.4%
MARIN	2	145,900	140,600	5,300	3.6%
SANTA CLARA	4	1,048,700	1,004,600	44,100	4.2%
SANTA CRUZ	29	149,300	139,900	9,400	6.3%
SANTA BARBARA	12	225,000	213,600	11,400	5.1%
SONOMA	6	266,600	254,900	11,700	4.4%
SIERRA	40	1,370	1,270	100	7.5%
SISKIYOU	41	18,530	17,120	1,410	7.6%
SAN JOAQUIN	46	322,800	295,500	27,300	8.5%
SUTTER	49	46,200	42,000	4,200	9.1%
TEHAMA	45	24,850	22,800	2,050	8.3%
TRINITY	31	5,460	5,100	360	6.6%
TUOLUMNE	30	22,270	20,820	1,460	6.5%
SOLANO	23	210,900	198,300	12,600	6.0%
TULARE	56	209,000	185,500	23,600	11.3%
YOLO	23	106,100	99,700	6,400	6.0%
YUBA	47	28,700	26,200	2,500	8.9%

**Notes**

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2015 benchmark and Census 2010 population controls at the state level.

**REPORT 400 M**  
**Monthly Labor Force Data for California**  
**Counties and Metropolitan Areas**  
**July 2016 - Preliminary**  
 Data Not Seasonally Adjusted

Area	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	<b>---</b>	<b>19,369,400</b>	<b>18,234,000</b>	<b>1,135,400</b>	<b>5.9%</b>
ANAHEIM-SANTA ANA-IRVINE MD (Orange Co.)	9	1,630,000	1,555,300	74,700	4.6%
BAKERSFIELD MSA (Kern Co.)	61	402,600	360,000	42,500	10.6%
CHICO MSA (Butte Co.)	43	102,000	94,500	7,500	7.4%
EL CENTRO MSA (Imperial Co.)	64	79,200	60,000	19,100	24.2%
FRESNO MSA (Fresno Co.)	57	457,800	414,800	43,000	9.4%
HANFORD CORCORAN MSA (Kings Co.)	59	59,800	54,100	5,700	9.6%
LOS ANGELES LONG BEACH GLENDALE MD (Los Angeles Co.)	20	5,108,000	4,828,500	279,500	5.5%
MADERA MSA (Madera Co.)	58	62,000	56,100	5,900	9.5%
MERCED MSA (Merced Co.)	60	114,400	102,400	12,000	10.5%
MODESTO MSA (Stanislaus Co.)	52	247,800	225,700	22,200	8.9%
NAPA MSA (Napa Co.)	5	77,100	73,900	3,300	4.2%
OAKLAND HAYWARD BERKELEY MD	12	1,409,600	1,340,600	69,000	4.9%
Alameda Co.	11	846,200	805,300	40,900	4.8%
Contra Costa Co.	13	563,500	535,400	28,100	5.0%
OXNARD THOUSAND OAKS VENTURA MSA (Ventura Co.)	24	429,100	404,300	24,800	5.8%
REDDING MSA (Shasta Co.)	43	74,700	69,200	5,500	7.4%
RIVERSIDE SAN BERNARDINO ONTARIO MSA	40	1,987,800	1,850,200	137,600	6.9%
Riverside Co.	41	1,049,800	974,800	75,000	7.1%
San Bernardino Co.	37	938,000	875,400	62,600	6.7%
SACRAMENTO--ROSEVILLE--ARDEN-ARCADE MSA	24	1,081,000	1,018,200	62,800	5.8%
El Dorado Co.	20	90,700	85,700	5,000	5.5%
Placer Co.	13	181,500	172,400	9,000	5.0%
Sacramento Co.	27	702,800	660,300	42,400	6.0%
Yolo Co.	27	106,100	99,700	6,400	6.0%
Yuba Co.	31	230,500	216,200	14,300	6.2%
SALINAS MSA (Monterey Co.)	43	74,700	69,200	5,500	7.4%
SAN DIEGO CARLSBAD MSA (San Diego Co.)	17	1,596,300	1,511,800	84,500	5.3%
SAN FRANCISCO REDWOOD CITY SOUTH SAN FRANCISCO MD	2	1,016,500	980,300	36,200	3.6%
San Francisco Co.	4	562,800	542,100	20,700	3.7%
San Mateo Co.	1	453,700	438,200	15,600	3.4%
SAN JOSE SUNNYVALE SANTA CLARA MSA	7	1,079,100	1,033,000	46,100	4.3%
San Benito Co.	37	30,400	28,400	2,000	6.7%
Santa Clara Co.	5	1,048,700	1,004,600	44,100	4.2%
SAN LUIS OBISPO PASO ROBLES ARROYO GRANDE MSA (San Luis Obispo Co.)	10	144,800	138,000	6,800	4.7%
SAN RAFAEL MD (Marin Co.)	2	145,900	140,600	5,300	3.6%
SANTA CRUZ WATSONVILLE MSA (Santa Cruz Co.)	33	149,300	139,900	9,400	6.3%
SANTA MARIA SANTA BARBARA MSA (Santa Barbara Co.)	15	225,000	213,600	11,400	5.1%
SANTA ROSA MSA (Sonoma Co.)	8	266,600	254,900	11,700	4.4%
STOCKTON LODI MSA (San Joaquin Co.)	51	322,800	295,500	27,300	8.5%
VALLEJO FAIRFIELD MSA (Solano Co.)	27	210,900	198,300	12,600	6.0%
VISALIA PORTERVILLE MSA (Tulare Co.)	62	209,000	185,500	23,600	11.3%
YUBA CITY MSA	54	74,900	68,200	6,700	9.0%
Sutter Co.	55	46,200	42,000	4,200	9.1%
Yuba Co.	52	28,700	26,200	2,500	8.9%
Alpine Co.	47	510	470	40	7.7%
Amador Co.	31	14,970	14,040	930	6.2%
Calaveras Co.	30	21,060	19,760	1,300	6.1%
Colusa Co.	63	11,500	10,070	1,440	12.5%
Del Norte Co.	48	9,690	8,920	770	7.9%
Glenn Co.	55	13,220	12,020	1,200	9.1%
Humboldt Co.	19	62,130	58,750	3,380	5.4%
Inyo Co.	20	9,280	8,770	510	5.5%
Lake Co.	35	30,210	28,210	2,000	6.6%
Lassen Co.	37	10,690	9,980	720	6.7%
Mariposa Co.	24	8,840	8,320	520	5.8%
Mendocino Co.	17	40,480	38,340	2,140	5.3%
Modoc Co.	42	3,440	3,190	250	7.3%
Mono Co.	23	8,540	8,060	480	5.7%
Nevada Co.	16	49,360	46,810	2,550	5.2%
Plumas Co.	48	8,440	7,770	670	7.9%
Sierra Co.	45	1,370	1,270	100	7.5%
Siskiyou Co.	46	18,530	17,120	1,410	7.6%
Tehama Co.	50	24,850	22,800	2,050	8.3%
Trinity Co.	35	5,460	5,100	360	6.6%
Tuolumne Co.	34	22,270	20,820	1,460	6.5%

**Notes**

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2015 benchmark and Census 2010 population controls at the state level.

**REPORT 400 W**  
 Monthly Labor Force Data For  
 Local Workforce Development Areas  
**July 2016 - Preliminary**  
 Data Not Seasonally Adjusted

Area	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
ALAMEDA COUNTY *	629,600	601,600	27,900	4.4%
ANAHEIM CITY	174,300	164,100	10,100	5.8%
CONTRA COSTA COUNTY *	509,100	484,100	25,000	4.9%
FOOTHILL CONSORTIUM *	161,200	154,200	7,000	4.3%
FRESNO COUNTY	457,800	414,800	43,000	9.4%
GOLDEN SIERRA CONSORTIUM *	272,700	258,600	14,100	5.2%
HUMBOLDT COUNTY	62,100	58,750	3,380	5.4%
IMPERIAL COUNTY	79,200	60,000	19,100	24.2%
KERN-INYO-MONO COUNTIES	420,400	376,900	43,500	10.4%
KINGS COUNTY	59,800	54,100	5,700	9.6%
LOS ANGELES CITY	2,048,100	1,929,300	118,800	5.8%
LOS ANGELES COUNTY *	1,878,400	1,776,900	101,500	5.4%
MADERA COUNTY	62,000	56,100	5,900	9.5%
MARIN COUNTY	145,900	140,600	5,300	3.6%
MENDOCINO COUNTY	40,500	38,340	2,140	5.3%
MERCED COUNTY	114,400	102,400	12,000	10.5%
MONTEREY COUNTY	230,500	216,200	14,300	6.2%
MOTHER LODE CONSORTIUM *	67,100	62,900	4,200	6.3%
N. CENTRAL COUNTIES CONSORTIUM *	99,600	90,200	9,400	9.4%
N. SANTA CLARA VALLEY (NOVA) CONSORTIUM *	329,200	317,600	11,600	3.5%
NAPA-LAKE CONSORTIUM *	107,300	102,100	5,300	4.9%
NORTEC CONSORTIUM *	308,500	286,600	21,900	7.1%
OAKLAND CITY	216,600	203,600	13,000	6.0%
ORANGE COUNTY *	1,292,600	1,236,600	56,000	4.3%
PACIFIC GATEWAY WIN *	340,500	322,100	18,400	5.4%
RICHMOND CITY	54,400	51,300	3,100	5.8%
RIVERSIDE COUNTY	1,049,800	974,800	75,000	7.1%
SACRAMENTO COUNTY	702,800	660,300	42,400	6.0%
SAN BENITO COUNTY	30,400	28,400	2,000	6.7%
SAN BERNARDINO CITY	84,900	77,600	7,200	8.5%
SAN BERNARDINO COUNTY *	853,100	797,700	55,400	6.5%
SAN DIEGO COUNTY	1,596,300	1,511,800	84,500	5.3%
SAN FRANCISCO CITY AND COUNTY	562,800	542,100	20,700	3.7%
SAN JOAQUIN COUNTY	322,800	295,500	27,300	8.5%
SAN JOSE/SILICON VALLEY *	719,400	687,000	32,400	4.5%
SAN LUIS OBISPO COUNTY	144,800	138,000	6,800	4.7%
SAN MATEO COUNTY	453,700	438,200	15,600	3.4%
SANTA ANA CITY	163,100	154,500	8,600	5.3%
SANTA BARBARA COUNTY	225,000	213,600	11,400	5.1%
SANTA CRUZ COUNTY	149,300	139,900	9,400	6.3%
SOLANO COUNTY	210,900	198,300	12,600	6.0%
SONOMA COUNTY	266,600	254,900	11,700	4.4%
SOUTH BAY CONSORTIUM *	278,000	263,500	14,400	5.2%
SOUTHEAST L.A. COUNTY (SELACO) CONSORTIUM *	230,000	218,900	11,000	4.8%
STANISLAUS COUNTY	247,800	225,700	22,200	8.9%
TULARE COUNTY	209,000	185,500	23,600	11.3%
VENTURA COUNTY	429,100	404,300	24,800	5.8%
VERDUGO CONSORTIUM *	171,900	163,500	8,400	4.9%
YOLO COUNTY	106,100	99,700	6,400	6.0%

**Notes:**

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2015 annual revision and Census 2010 population controls at the state level.
- 3) Sub-County labor statistics area calculated using area to county ratios of employment and unemployment from the 2010 Census.
- 4) The Local Workforce Investment Areas configuration shown in this report reflect the boundaries as of July 1, 2008.

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

\*The areas included in the LWIA consortium are:

Alameda County - County less Oakland City

Contra Costa County - County less Richmond City

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

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

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

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

Napa-Lake Consortium - Napa and Lake Counties

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

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

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

Orange County - County less Anaheim and Santa Ana Cities

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

San Bernardino County - County less San Bernardino City

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

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

and Redondo Beach Cities

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

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

ITEM IV-F – INFORMATION

HEAD START REPORTS

BACKGROUND:

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

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

Staff will be available to answer questions.

PRESENTER: Denise Lee

## **REGULAR MEETING OF THE HEAD START POLICY COUNCIL**

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

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

Tuesday, June 28, 2016  
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. Ms. Blanks, interim secretary, called the roll and a quorum was established.

#### **PC Members Present:**

Tyrone Broxton, Elk Grove Unified School District (arrived during closed session)  
Andrea Scharnow, Sacramento City Unified School District  
Amanda Robinson, San Juan Unified School District  
Linda Litka, San Juan Unified School District  
Natalie Craig, SETA-Operated Program (seated at 9:20 a.m.)  
Stacey Webster, Home Base Option  
Kenneth Tate, Past Parent Representative  
Robin Blanks, Grandparent Representative  
Calvin Sheppard, Men's Activities Affecting Children Committee  
Terri McMillin, Past Parent Representative

#### **Members Absent:**

Thelma Adams, SETA-Operated Program (excused)  
Reginald Castex, WCIC/Playmate Child Development Center (unexcused)  
Lydia Razo, Elk Grove Unified School District (excused)  
Erica Williams, Twin Rivers Unified School District (unexcused)  
Stacy Lewis, Women's Civic Improvement Club/Playmate (excused)

#### **New Members Seated:**

Penelope Scott, SETA-Operated Program

### **II. Consent Item**

#### **A. Approval of the Minutes of the May 24, 2016 Regular Meeting**

Minutes were reviewed; no questions or corrections.

Moved/Blanks, second/McMillin, to approve the May 24 minutes as distributed.  
Show of hands vote:

Aye: 8 (Blanks, Litka, McMillin, Scharnow, Scott, Sheppard, Robinson, Webster)  
Nay: 0  
Abstention: 1 (Tate)  
Absent: (Adams, Broxton, Castex, Craig, Lewis, Razo, Williams)

### III. Action Items

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

➤ Approval of Eligible Lists for: Head Start Teacher, Education Coordinator (Supervisory), and Associate Teacher (I, III, & IT) (no list available)

➤ CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE  
Pursuant to Government Code Section 54957: Pulled from the agenda.

The Policy Council went into closed session at 9:10 a.m. The Board went back into open session at 9:17 a.m. Mr. Tate reported out that the Policy Council approved the eligible lists for: Head Start Teacher and Education Coordinator (Supervisory); there was no list available for Associate Teacher (I, III, and Infant/Toddler). The second closed session item was pulled from the agenda.

Mr. Tyrone Broxton arrived during closed session and was seated at 9:11 a.m.

#### B. Approval of Labor Agreements

Mr. John Allen thanked Ms. Belinda Malone and Mr. Robert Silva for participating in the process to update the labor agreements. There were minor changes to the contract, i.e. sick leave kin care, which will bring the Agency into compliance. It was a very productive process on both sides.

Moved/McMillin, second/Scharnow, to approve the labor agreements effective July 1, 2016 – June 30, 2018.

Show of hands vote:

Aye: 9 (Blanks, Broxton, Litka, McMillin, Scharnow, Scott, Sheppard, Robinson, Webster)

Nay: 0

Abstention: 1 (Tate)

Absent: 7 (Adams, Broxton, Castex, Craig, Lewis, Razo, Williams)

Ms. Natalie Craig was seated at 9:20 a.m.

### IV. Information Items

A. Presentation: Salvation Army – Ms. Elizabeth Hudson: Tabled.

B. Standing Information Items

- PC/PAC Calendar of Events – The calendar of events was reviewed.
  - Parent, Family & Community Engagement - Events and Activities: No additional comments.
  - PC/PAC Joint Parent Activity: June 7 – Sacramento History Museum & Underground Tour: Ms. Scott, Ms. Blanks, Ms. McMillin, and Mr. Tate spoke of their experience at the parent activity. About 15 parents attended; it was a good turnout and everyone really enjoyed the tour.
  - Parent Leadership Institute: Ms. Linda Litka reported that it was a great training. Ms. Blanks enjoyed the training as well.
  - Parent/Staff Recognitions – Ms. Wanda Thomas-Johnson, Ms. Lin Morgan, and Ms. Keni Addison for the Job Success Workshop, and Ms. Susan Fields Garland, Transition to Kindergarten from a Parent’s Perspective: Mr. Tate and Ms. McMillin presented certificates of appreciation to Ms. Keni Addison, Ms. Wanda Thomas-Johnson, and Ms. Lin Morgan. Ms. Susan Fields Garland was not present but was thanked in absentia.
- A. Presentation: Salvation Army – Ms. Belinda Malone introduced Ms. Elizabeth Hudson, from the Salvation Army. Ms. Hudson reported that the Salvation Army operates in several buildings in Sacramento County. The Salvation Army offers children-focused programs at their Alhambra and Broadway building. There is the social services focus with are three main programs: central emergency shelter at 1200 “B” Street for single men (60 beds), veterans (30 beds), and women (50 beds). They work with Sacramento Steps Forward where the main focus is long-term housing. There is a transitional program for families with children. They work to assist the families to maintain stability; the success rate is 83% placement into housing. Ms. Hudson distributed a flyer for their emergency services; they partner with emergency food and shelter, SMUD, PG and E, and other organizations.
- B. Standing Information Items (continued)
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D’et Saurbourne stated that staff is expecting all of the delegates to be fully expended by the end of the fiscal year. The budget and non-federal share are all doing well; we are under budget right now. With the end of the fiscal year coming soon, there is a mechanism to carry over unexpended funds to complete any facility projects. The Parent Intern program will be fully funded in the new budget. Next year the CCP program will be on a 12 month budget.
  - Toastmasters Training – Mr. Tate reported that the next training will be held July 8, 11:30 a.m. in the Shasta Room. Mr. Tate urged all board members to attend.
  - Community Resources – Parents/Staff: No additional report.
- C. Governing Board Minutes of April 7, 2016: No questions.

## **V. Committee Reports**

- Executive Committee Meeting Critique: Ms. Robin Blanks reviewed the Executive Committee critique.
- Budget/Planning Committee: Ms. Scott reviewed what happened in the last committee meeting.
- Personnel/Bylaws Committee: Mr. Tate reviewed the proceedings of the last meeting.
- Men's Activities Affecting Children Committee (MAACC): Mr. Calvin Sheppard reported that the last event was canceled. The next meeting is scheduled for July 7. Mr. Tate spoke of classes offered by the Center for Father and Families.
- Social/Hospitality Committee: Ms. Linda Litka reported on the June 1 meeting. The committee approved the location of the End-of-Year event at Shriners Hospital for Children; it will be a brunch. The committee also reviewed colors, the menu, and the number of guests allowed. Next meeting is July 6 and attendees will go over the keynote speaker.
- Parent Ambassador Report: Mr. Tate reported that next meeting is July 8.
- Sacramento Medi-Cal Dental Advisory Committee: Ms. Blanks reported that the committee is working with Liberty Access to resolve issues. There is a new representative for Liberty Access to take care of the Sacramento region.

## **VI. Other Reports**

- A. Executive Director's Report: Ms. Kossick with the new fiscal year starting, the SETA Governing Board funded training providers so training centers are now providing comprehensive programs. Ms. Kossick urged PC members to consider tours of the career centers, either individual or as a board. Ms. Kossick recognized the Children and Family Services and all staff working on duration grants, COLA grants, and other documents. She wanted to recognize the hard work of all support staff.
- C. Head Start Deputy Director's Report: Ms. Lee also acknowledged staff for their work to ensure the grants were submitted on time. She received feedback on the main grant; the OHS had no questions because the grant was so well written. Last month the board approved a duration grant for \$4.1 million. Since then, staff received further clarification of what OHS expected to see in the grant. The threshold for service was 1,020 hours. There were a number of modifications needed to accommodate the OHS's requirements. Staff will be coming back in July to ratify the changes. In the end, the expansion came to 415 slots instead of 468. The reduction in the number of slots will be in the SOP.
- B. Chair's Report: Mr. Tate stated that it is important to focus on attendance and getting more fathers involved. Mr. Tate stated that there will be a free Fishing Day at Granite Bay Park and Howe Avenue Park on Saturday, July 2.



- D. **Head Start Managers' Reports**
- Lisa Carr - Family Engagement, Home Base, and ERSEA Services: Ms. Carr reported that last week and week before the Bridging the Achievement Gap workshop was held. The attendance was 12 and 12 each night. There was emphasis on making sure children go to school every day. FSWs and a number of other staff including WCIC and San Juan will be offering a 15 week course working with families. Currently, Walnut Grove is closed for the summer. When it opens, there will be two classrooms. Staff is still doing weekend recruitment events.
  - Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services. Ms. Caruso is working on the grant applications; all have been submitted and ACF is happy about the quality of work submitted. It is expected that staff will hear about the duration application by December. The Quality Assurance unit will be reviewing the following programs in June: Sacramento City Home Base; San Juan Home Base program. In July, they will be reviewing center based programs. The unannounced report will be presented next month.
  - Martha Cisneros - Health, Nutrition and Safe Environments Services: No report.
  - Karen Gonzales - School Readiness, Special Education and Mental Health Services: No report.
- E. **Open Discussion and Comments:** Ms. Blanks stated that there are several libraries in the area offering free lunches for children. She thanked Ms. Lisa Carr for the achievement gap workshop.
- F. **Public Participation:** None.
- VI. Adjournment:** The meeting was adjourned at 10:42 a.m.

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

**Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 7/29/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	Not in Session	N/A	N/A
Sacramento City USD	1,211 (112)	148**	132	64
SETA	2,028 (1,588)	1,710**	108	60
San Juan USD	668	Not in Session	N/A	N/A
Twin Rivers USD	233	Not in Session	N/A	N/A
WCIC/Playmate	120	Not in Session	N/A	N/A
<b>Total</b>	<b>4,700 (1,700)</b>	<b>1,858</b>		

\*\*Some programs reduced enrollment during the month of July.

**Early Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 7/29/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	144	151	105	83
SETA	369	381	103	74
San Juan USD	160	147	92	75
<b>Total</b>	<b>673</b>	<b>679</b>		

**EHS-CC Partnership/Expansion**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 7/29/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	37	103	74
Sacramento City USD	40	40	100	70
SETA/Job Corps.*	4	4	100	TBD
<b>Total</b>	<b>80</b>	<b>81</b>		

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

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

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



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

**July 1st** - Minimum Day Preschool & EHS Full Day Classes.

**July 4th** - Holiday.

**July 11th** - LaVerne Stewart Class A closed due to lack of permanent staff.

**July 13th** - New On-Call Cook/Driver Orlando started at the Central Kitchen.

**July 22nd** - Some of the EHS classes were closed for training.

**July 25th & 26th** - The Galt Center was closed for repairs.

**Meetings & Trainings:**

Connie attended a meeting at the new Walnut Grove site on July 26th.

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

Lunch	PM Snack	Breakfast	Field Trips
30,350	18,920	20,930	760

**Total Amount of Meals and Snacks Prepared** **70,960**

**Purchases:**

Food	\$50,529.98
Non - Food	\$10,994.42

**Building Maintenance and Repair:** **\$468.66**

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

**Kitchen Small Wares and Equipment:** **\$100.00**

**Vehicle Maintenance and Repair :** **\$3,240.70**

**Vehicle Gas / Fuel:** **\$1,376.01**  
**Normal Delivery Days** **20**

## SPECIAL EDUCATION REPORT

### Sacramento County Head Start/Early Head Start

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)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
<b>SETA operated</b>	2028	239	<b>12%</b>	369	95	<b>26%</b>
<b>Twin Rivers USD</b>	233	38	<b>16%</b>			
<b>Elk Grove USD</b>	440	59	<b>13%</b>			
<b>Sac City USD</b>	1211	167	<b>14%</b>	144	23	<b>16%</b>
<b>San Juan USD</b>	668	104	<b>16%</b>	160	25	<b>16%</b>
<b>WCIC</b>	120	16	<b>13%</b>			
<b>EHS CCP</b>				84	4	<b>5%</b>
<b>COUNTY TOTAL</b>	<b>4700</b>	<b>623</b>	<b>13%</b>	<b>757</b>	<b>147</b>	<b>19%</b>

*AFE: Annual Funded Enrollment*



# **HEAD START MONTHLY REPORT**

## **AUGUST 2016**

### **SETA Operated Program** **Program Operation**

In the month of July, center based teachers were introduced and trained on two new tools. The Ages and Stages Questionnaire (ASQ), was introduced as the newly adopted 45-day screener for preschool aged children. The use of ASQ is considered an indicator of a high quality preschool program by Raising Quality Together. Preschool teachers will now use the ASQ-3 and ASQ-SE questionnaires in conjunction. Each questionnaire consists of 38 questions that screen for strengths and concerns in the area of social and emotional and development. This shift will also provide screening consistency throughout the agency as ASQ is already used in Early Head Start and Home Base.

July also saw the introduction of an updated TIPS binder. TIPS stands for “Teacher Individualization Planning Support.” Spearheaded by the intervention team and Education Coordinators, the recently developed binder now provides quick access to data and resources that will allow teachers to better individualize for children. Teachers now have the ability to quickly reference resources that provide strategies regarding speech and language, math, CLASS and behavior. All Teachers and Site Supervisors received three hours of training on ways to effectively use both ASQ screeners and the TIPS binder.

### **Health, Nutrition, and Safe Environments**

The Health, Nutrition, and Safe Environment Unit has been continuing to follow up on routings and referrals. Routings and referrals range from creating asthma care plans to processing special diet plans and conducting large scale dental treatment referrals. A special acknowledgment to Health Services Specialists and Food Services Staff for all of their hard work and dedication to achieve such a high success in this process.

With the start of school quickly approaching, staff is diligently working on processes and systems to support our families that will be routed to our unit. We are also very excited at new partnerships with Public Health, Sacramento State, Access Dental, and Covered Sacramento. Each of our partners will be assisting with our mass attempt to conduct screenings for children in addition to providing resources for our children in the areas of health and nutrition.



**Program Support Services**

*Quality Assurance Unit* - SETA-Operated Programs were reviewed in the month of July with the following centers: Bannon Creek, Hillsdale, Phoenix Park, Marina Vista and Elkhorn. Reports are being finalized and will be available mid-August. QA Exit Meetings were held for SCUSD HS/EHS Home-based Program on July 22, 2016 and SJUSD EHS Home-based Program on July 29, 2016.

*Technical Assistance* -Technical assistance activities were provided to Delegates in finalizing their PIR 2016 Reports and in updating their Corrective Action Plans in preparation for 2016-2017 school year.

**Governance**

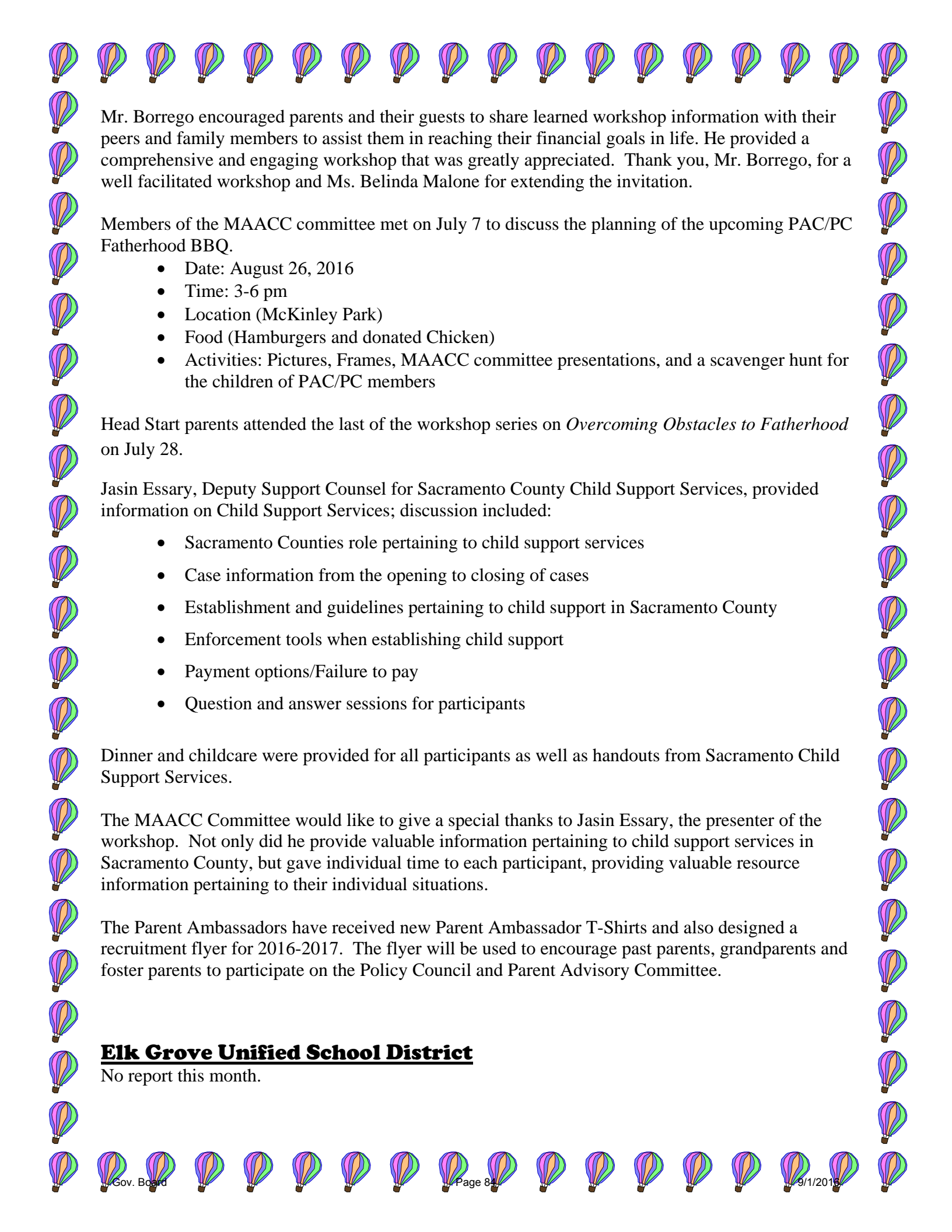
PC/PAC was honored to have the Sacramento Public Library Executive Director, Ms. Rivkah Sass and Ms. Donna Zick, Early Learning Specialist, provided a presentation on library resource information and services. Ms. Sass is a SETA Community Action Board (CAB) member representing the Sacramento Public Library.

The Sacramento Public Library is the fourth largest system in California and serves more than 1.3 million residents in Sacramento County, including the cities of Citrus Heights, Elk Grove, Galt, Isleton, Rancho Cordova and Sacramento. Parents and staff were amazed of the many services available to community members. Library items for check out with a library card include books of course, Go-Pro cameras, video games, musical instruments, sewing machine, prom dresses; just to name a few. In-library use includes a homework zone, play stations, a book publishing center etc. Additional services include EBooks/BookFLIX for kids, storytelling, Rosetta Stone international languages in 30 languages, passport service, adult learning, help with homework on-line program (designed for K-12), and a summer lunch program for children up to age 18 years old. Please see [www.saclibrary.org](http://www.saclibrary.org) for additional library services.

Thank you, Ms. Sass and Ms. Zick, for an awesome and informative Sacramento Public Library presentation. The Sacramento Public Library delivers ideas, information, and resources to help our community discover, learn and grow (Mission Statement).

On July 20, Mr. Gerad Borrego, Financial Education Coordinator (SAFE Credit Union), provided a Financial/Literacy for parents. Parents learned how to understand credit and the importance of having good credit. Topics of discussion included:

- Why good credit is important
- How to get a free credit report once a year
- What is a credit score?
- Things you can do to build or rebuild credit
- Tips on how to use a credit card responsibly
- Cost of making a minimum payment



Mr. Borrego encouraged parents and their guests to share learned workshop information with their peers and family members to assist them in reaching their financial goals in life. He provided a comprehensive and engaging workshop that was greatly appreciated. Thank you, Mr. Borrego, for a well facilitated workshop and Ms. Belinda Malone for extending the invitation.

Members of the MAACC committee met on July 7 to discuss the planning of the upcoming PAC/PC Fatherhood BBQ.

- Date: August 26, 2016
- Time: 3-6 pm
- Location (McKinley Park)
- Food (Hamburgers and donated Chicken)
- Activities: Pictures, Frames, MAACC committee presentations, and a scavenger hunt for the children of PAC/PC members

Head Start parents attended the last of the workshop series on *Overcoming Obstacles to Fatherhood* on July 28.

Jasin Essary, Deputy Support Counsel for Sacramento County Child Support Services, provided information on Child Support Services; discussion included:

- Sacramento Counties role pertaining to child support services
- Case information from the opening to closing of cases
- Establishment and guidelines pertaining to child support in Sacramento County
- Enforcement tools when establishing child support
- Payment options/Failure to pay
- Question and answer sessions for participants

Dinner and childcare were provided for all participants as well as handouts from Sacramento Child Support Services.

The MAACC Committee would like to give a special thanks to Jasin Essary, the presenter of the workshop. Not only did he provide valuable information pertaining to child support services in Sacramento County, but gave individual time to each participant, providing valuable resource information pertaining to their individual situations.

The Parent Ambassadors have received new Parent Ambassador T-Shirts and also designed a recruitment flyer for 2016-2017. The flyer will be used to encourage past parents, grandparents and foster parents to participate on the Policy Council and Parent Advisory Committee.

## **Elk Grove Unified School District**

No report this month.





# **Sacramento City Unified School District**

## **Health and Nutrition**

As Fall Registration ramps up, the Preschool Nurses are very busy attending to a variety of tasks; such as:

- Emergency Care Plans are being written, medications are being collected from parents and student files are all being reviewed.
- Coordination is taking place between SCUSD Child Development Department and SCUSD Nutrition Services Department staff so that Special Diets will be in place before school starts.
- Substitute teacher binders are being updated to include current health and special diet information on incoming students.
- Flip charts are being prepared for every classroom which has students with special diets.
- Parents are bringing children in for hearing and vision screenings, and parents are being provided information on nutrition, iron, lead and dental care. Parents are receiving a Poison Control magnet and the phone number for Dial-A-Story.
- Nurse Lori is finalizing the dental varnish calendar with the SmileKeepers (County of Sacramento) for the coming year. Packets are being prepared for every classroom, with permission slips and printed information for the parents and the teachers.
- As all the preparations continue to occur for the start of school, nurses continue to also provide nurse support to the five Children Center classrooms that remain open in the summer.

## **Education**

All Resource Staff attended a Creative Curriculum Training session with Cathy Cole. The emphasis was on how to support teachers with the re-alignment implementation of The Creative Curriculum.

Coordinators and Resource staff are preparing for the next school year by updating classroom forms, ordering consumable materials, replacing curriculum materials and more.

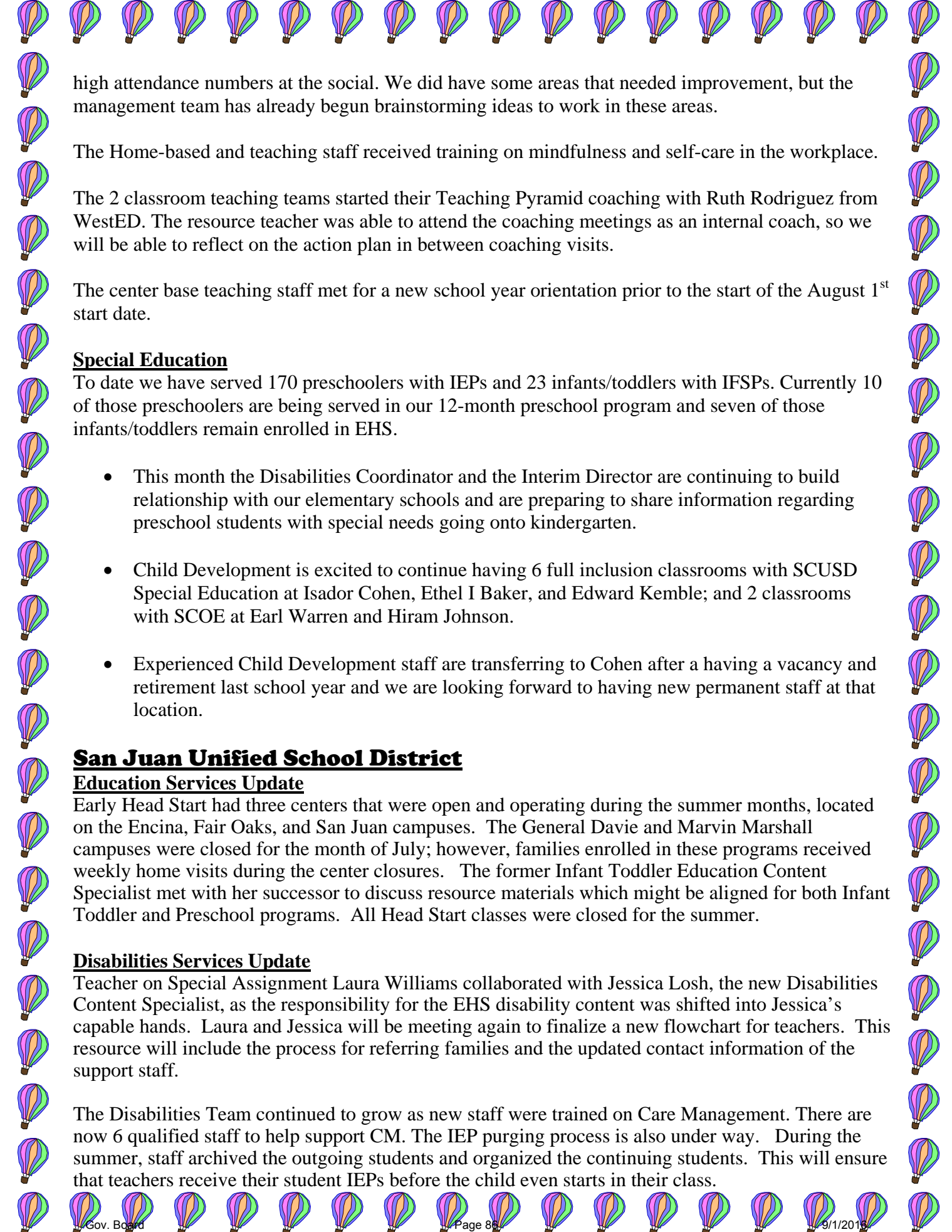
## **Family & Community Engagement**

The department is in its final stages to rolling out the newly developed APPLE Bag. APPLE stands for All Parents Participate in Literacy and Education. This will be a family early literacy and engagement bag. Each teacher will receive 24 bags to rotate with children. The APPLE bag will contained hardbound books selected from the CSEFEL-Teaching Pyramid and staff recommended titles. The goal is to encourage families to engage in their children's early language and literacy development by reading and sharing books. In addition to the books, information and activity sheets on parent engagement will be included as well.

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

The Home-based staff had the exit meeting with SETA to go over findings from the Quality Assurance visits in June. Overall the team had positive feedback for the home visitors based on their observations on home visits and at the socialization. There was a lot of positive feedback in regards to the interactions that the reviewers observed while on home visits. They were also happy to see





high attendance numbers at the social. We did have some areas that needed improvement, but the management team has already begun brainstorming ideas to work in these areas.

The Home-based and teaching staff received training on mindfulness and self-care in the workplace.

The 2 classroom teaching teams started their Teaching Pyramid coaching with Ruth Rodriguez from WestED. The resource teacher was able to attend the coaching meetings as an internal coach, so we will be able to reflect on the action plan in between coaching visits.

The center base teaching staff met for a new school year orientation prior to the start of the August 1<sup>st</sup> start date.

### **Special Education**

To date we have served 170 preschoolers with IEPs and 23 infants/toddlers with IFSPs. Currently 10 of those preschoolers are being served in our 12-month preschool program and seven of those infants/toddlers remain enrolled in EHS.

- This month the Disabilities Coordinator and the Interim Director are continuing to build relationship with our elementary schools and are preparing to share information regarding preschool students with special needs going onto kindergarten.
- Child Development is excited to continue having 6 full inclusion classrooms with SCUSD Special Education at Isador Cohen, Ethel I Baker, and Edward Kemble; and 2 classrooms with SCOE at Earl Warren and Hiram Johnson.
- Experienced Child Development staff are transferring to Cohen after a having a vacancy and retirement last school year and we are looking forward to having new permanent staff at that location.

## **San Juan Unified School District**

### **Education Services Update**

Early Head Start had three centers that were open and operating during the summer months, located on the Encina, Fair Oaks, and San Juan campuses. The General Davie and Marvin Marshall campuses were closed for the month of July; however, families enrolled in these programs received weekly home visits during the center closures. The former Infant Toddler Education Content Specialist met with her successor to discuss resource materials which might be aligned for both Infant Toddler and Preschool programs. All Head Start classes were closed for the summer.

### **Disabilities Services Update**

Teacher on Special Assignment Laura Williams collaborated with Jessica Losh, the new Disabilities Content Specialist, as the responsibility for the EHS disability content was shifted into Jessica's capable hands. Laura and Jessica will be meeting again to finalize a new flowchart for teachers. This resource will include the process for referring families and the updated contact information of the support staff.

The Disabilities Team continued to grow as new staff were trained on Care Management. There are now 6 qualified staff to help support CM. The IEP purging process is also under way. During the summer, staff archived the outgoing students and organized the continuing students. This will ensure that teachers receive their student IEPs before the child even starts in their class.



**Mental Health Services Update**

The Mental Health Therapist lent ongoing support to families and children with identified mental health needs during the summer vacation. He was also a member of the team that assisted parents and families as they began the screening process for fall enrollment. Children with elevated ASQ-SE assessment scores will receive ongoing follow up mental health services as needed. The Mental Health Therapist will now begin providing support and services to EHS as well.

**Health Services Update**

Health screened twice a day (one AM session and one PM session), three days a week during the month of July. They also reviewed files for the students entering the 2016-2017 school year. This review included the students' health, nutrition, and immunization status. The pertinent data was entered into Child Plus for children enrolling in the upcoming school year. The School Nurse wrote Individualized Student Health Plans for those who have health concerns. She also prepared the training materials for the staff for the beginning of the school year.

**Nutrition Services Update**

The Content Specialist for CACFP updated the menus and the Menu Production Records for the 2016-2017 school year for both Preschool and Infant Toddler. A short introductory meeting regarding nutrition is being prepared for the teachers' in-service training in August.

**Family and Community Partnerships Update**

Staff continued to call new and returning families to complete their children's registration for the new school year in part-day Head Start, WRAP programs, and Early Head Start programs. Additionally, preschool children and their families completed comprehensive screening by completing ASQs, ASQ-SEs and Head Start Family Partnership Agreement Worksheets. Families were provided with community resource information, First 5 parent resource boxes, and contact information for their School Community Worker. Additional community resources were provided based on individual family need. Linguistic support in Spanish and Arabic was provided to assist families.

There was no Policy Committee meeting for the month of July. Most of the Program Governance work for the month consisted of preparation for the upcoming school year. Governance systems, forms, and timelines were reviewed and updated as necessary. The Program Area Plan and program planning cycle (road map) were reviewed to assure that responsible parties and program monitoring plans are in place for the upcoming school year.

**Program Support/Staff Training Update**

The Early Head Start and Head Start School Readiness goals around literacy will continue to be professional development topics next year. The Infant Toddler and Preschool Leadership teams worked on the professional development schedules for 2016-2017. State Triangulation findings will inform some of the topics and content. Both teams began planning the Pre-Service trainings for August.

**Fiscal Update**

The Fiscal department was extremely busy this month. The fiscal year closed June 30<sup>th</sup>, which involved closing purchase orders, setting up liabilities and accounts receivables, and reconciling all programs. This also meant closing grants for 2015-2016 and completing the SAC forms. Head Start and Early Head Start closed the 2015-2016 grant year as of July 31.



**Safe Environments Update**

Staff began the process of gearing up for the upcoming school year and Professional Development trainings. Staff will be asked to review- and if necessary- rewrite, their SUPER vision plans. They also reviewed all the Safe Environment checklists and forms, as well as updated dates and requirements as needed. Staff looked at the road map created last year as a resource in order to continue meeting important timelines.

**Twin Rivers Unified School District**

No report this month.

**WCIC**

No report this month.

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

None to report.



## Quality Assurance Summary Report

TO: Policy Council and SETA Governing Board members

RE: SETA Quality Assurance/Monitoring Results – July 2016

Agency	Program	# of Home Visits Observed	# of Files	Monitoring Purpose
San Juan Unified School District	Early Head Start Home Base and Socialization Activity	4 1 socialization activity	8	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

### **Exemplary Practices (Above Compliance)**

- Complete and succinct file documentation of services
- Very professional and highly trained staff as evidenced by their delivery of services, record-keeping system and engagement with families and reviewers.

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
<b>Health</b> <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	88%	1-Inaccuracies between information in child's file and Child Plus.
<b>Nutrition</b> <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	100%	No significant noted concerns
<b>Services to Pregnant Women/New Mothers</b> <i>(Prenatal Services, New Mother Services)</i>	100%	No significant noted concerns
<b>Family , Parent and Community Engagement</b> <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition))</i>	99%	No significant noted concerns

<b>Adult Mental Health</b> <i>(Parent/Guardian Mental Health)</i>	100%	No significant noted concerns
<b>Education</b> <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	100%	No significant noted concerns
<b>Written Individualization</b> <i>(Assessments, Individual Development Plans, Transition)</i>	100%	No significant noted concerns
<b>Home Based Option</b> <i>(Group Size, Home Visits, Socializations)</i>	96%	No significant noted concerns
<b>ERSEA</b> <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	96%	No significant noted concerns

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

**Corrective Action Plans:**

The Head Start/Early Head Start program has 30 days to submit a written Monitoring Response Plan for areas under 90%. Follow-up visits by the SETA Quality Assurance team will be scheduled within 120 days or less.



## Quality Assurance Summary Report

TO: Policy Council and SETA Governing Board members  
 RE: SETA Quality Assurance/Monitoring Results – July 2016

Agency	Program	# of Home Visits Observed	# of Files	Monitoring Purpose
Sacramento City Unified School District	Head Start and Early Head Start Home Base and Socialization Activity	6 2 Head Start 4 Early Head Start 2 socialization activities	12 4 Head Start 8 Early Head Start	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

### **Exemplary Practices (Above Compliance)**

- Socialization events were fun and enjoyable, with high attendance and active parent engagement. Parents took observations of their children and there was an evaluation component to the activities.
- Families and Home Visitors have positive and mentoring relationships as evidenced by their interactions.
- High parent engagement
- Regularly scheduled home visits with minimal/no parent cancellations.

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
<b>Health</b> <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	69%	1 Not all required well-baby checks (EHS) and physical exams (HS) were completed or in file. 2- Not all screenings and/or follow-up were completed and/or in a timely manner. 3- Missing information on California Immunization Record cards 4- Not all data in the file matched contents of ChildPlus
<b>Nutrition</b> <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	93%	No significant noted concerns
<b>Services to Pregnant Women/New Mothers</b> <i>(Prenatal Services, New Mother Services)</i>	N/A	Not applicable/observed
<b>Family , Parent and Community Engagement</b> <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition))</i>	87%	1- Family Partnership Agreements need some refinement with setting goals, developing strategies and following-up on identified needs.

<b>Adult Mental Health</b> <i>(Parent/Guardian Mental Health)</i>	92%	No significant noted concerns
<b>Education</b> <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	92%	No significant noted concerns
<b>Written Individualization</b> <i>(Assessments, Individual Development Plans, Transition)</i>	90%	No significant noted concerns
<b>Home Based Option</b> <i>(Group Size, Home Visits, Socializations)</i>	91%	No significant noted concerns
<b>ERSEA</b> <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	86%	1- No record of Grantee-approved over-income waiver 2- Inaccuracies between enrollment application and Child Plus records. 3- Some enrollment applications were missing information and/or inconsistencies

\* Due to the small sample size of files reviewed, the percentages from Head Start and Early Head Start have been combined for purposes of determining compliance. Combined scores between 90-99% will be addressed by the program but do not require a formal Monitoring Response Plan. Scores less than 90% require a written Monitoring Response Plan. Thresholds will be adjusted in the future when historical data is available.

**Corrective Action Plans:**

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

## ITEM V - 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.