



**GOVERNING BOARD**

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

**ALLEN WARREN**  
Councilmember  
City of Sacramento

**JAY SCHENIRER**  
Councilmember  
City of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

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

**KATHY KOSSICK**  
Executive Director

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**REGULAR MEETING OF THE  
SETA GOVERNING BOARD**

**DATE:** Thursday, November 3, 2016

**TIME:** 10:00 a.m.

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

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

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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

**CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**

Pursuant to Subdivision (a) of Government Code Section 54956.9

Kelly Johnson v. SETA

Sacramento County Superior Court Case No. 34-2015-00180341

**VII. Adjournment**

**DISTRIBUTION DATE: WEDNESDAY, OCTOBER 26, 2016**

ITEM II-A - CONSENT

APPROVAL OF OCTOBER 6, 2016 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the October 6, 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, October 6, 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. Kennedy 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  
Jay Schenirer, Vice Chair, Governing Board; Councilmember, City of Sacramento  
Don Nottoli, Member, Board of Supervisors (arrived at 10:35 a.m.)

Members Absent:

Allen Warren, Councilmember, City of Sacramento

- Recognition of long term employees:
  - \* Deborah Khashe, Site Supervisor (20 years): Ms. Karen Griffith presented Ms. Debbie Khashe for her 20 years of service to SETA/Head Start.
  - \* Conrada Turner Arriba, Family Services Worker III (25 years): Ms. Reta Keirseay congratulated Ms. Turner Arriba for her 25 years of service to SETA/Head Start.

**II. Consent Items**

- A. Minutes of the September 1, 2016 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Amend Appendix A of the Conflict of Interest Code for the Sacramento Employment and Training Agency

The consent items were reviewed; no questions or corrections.

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

- A. Approve the September 1, 2016 minutes.
- B. Approve claims and warrants for the period 8/26/16 through 9/26/16.
- C. Approve the revised Appendix A of the Conflict of Interest Code and direct Legal Counsel to forward it to the Sacramento County Board of Supervisors for ratification.

Roll Call Vote:

Aye: 3 (Kennedy, Schenirer, Scherman)  
Nay: 0  
Abstentions: 0  
Absent: 1 (Nottoli, Warren)

### III. Action Items

#### A. GENERAL ADMINISTRATION/SETA

1. Reappointment of the Public Representative Member to the SETA Governing Board

Mr. Schenirer stated that it is important for this board to have members of the community to not only do the job but also show up; she has done a great job and he heartily endorsed Ms. Scherman's reappointment.

Moved/Schenirer, second/Kennedy, to reappointment Ms. Sophia Scherman as a public representative to the SETA Governing Board for the current term ending in November, 2018 and forward this nomination for approval to the City Council and Board of Supervisors.

Roll Call Vote:

Aye: 3 (Kennedy, Schenirer, Scherman)  
Nay: 0  
Abstentions: 0  
Absent: 1 (Nottoli, Warren)

2. Approval of Retiree Medical Insurance Subsidy for Calendar Year 2017

There were no questions or questions on this board item.

Moved/Kennedy, second/Schenirer, to approve Option A which would maintain the current subsidy for 19 individuals, for the next calendar year effective January 1, 2017.

Roll Call Vote:

Aye: 3 (Kennedy, Schenirer, Scherman)  
Nay: 0  
Abstentions: 0  
Absent: 1 (Nottoli, Warren)

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Specification Changes For Information Systems Network Engineer, Web Innovation Engineer, Human Resources Manager, Personnel Analyst, Personnel Clerk, Senior Personnel Analyst (Supervisory), Payroll Operations Supervisor, Facilities Coordinator, Head Start Facilities Specialist (Supervisory), and Head Start Facilities Analyst

Mr. John Allen offered to answer questions. No questions or comments.

Ms. Scherman opened a public hearing and requested public testimony.

Moved/Schenirer, second/Kennedy, to close the public hearing and approve the updated job specifications.

Roll Call Vote:

Aye: 3 (Kennedy, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Nottoli, Warren)

4. Approval of Agency IRS Section 125 Cafeteria Plan

There were no questions or comments on this item.

Moved/Kennedy, second/Schenirer, to approve the IRS Section 125 Cafeteria Plan for the Agency to be effective October 6, 2016.

Roll Call Vote:

Aye: 3 (Kennedy, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Nottoli, Warren)

**B. WORKFORCE DEVELOPMENT DEPARTMENT**

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services

1. Approval of Funding Modification Recommendations for Workforce Innovation and Opportunity Act, Adult and Dislocated Worker Funds for On-The-Job Training/Subsidized Employment, Program Year 2016-17 and Authorization for the Executive Director to Negotiate Training Hours and Wage Reimbursement Rates for Providers

Mr. Roy Kim stated that in June, the board approved the WIOA funding recommendations for adult and dislocated workers. In August, SETA received notification that a program through DHA was terminated. Funds will be reallocated to the OJT providers.

**Speaker before the Board:**

- Robert Sanger, Folsom Cordova Community Partnership: Stated that they are excited about the opportunity and for how the community will benefit.

Moved/Schenirer, second/Kennedy, to approve the funding modification recommendations for WIOA-funded OJT, as indicated in the staff report, and authorize the SETA's Executive Director to negotiate training hours and wage reimbursement rates with OJT providers.

Roll Call Vote:

Aye: 3 (Kennedy, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Nottoli, Warren)

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

**IV. Information Items**

- A. Breakdown of Workforce Development Areas in California: Mr. Roy Kim reviewed this item; there were 49 areas under WIA and now there are 46 local areas. Ms. Scherman thanked staff for the very well written staff reports.
- B. Fiscal Monitoring Reports: No comments.
- C. Employer Success Stories and Activity Report: No additional report.
- D. Dislocated Worker Update: No additional report.
- E. Unemployment Update/Press Release from the Employment Development Department: No comments.
- F. Head Start Reports: No comments.

**V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Ms. Kossick stated that she is continuing to make visits to service providers. Board members were extended an invitation to join the visits and they will be notified of the variety of visits scheduled until the end of November. Ms. Scherman asked that the board be sent a short note regarding Ms. Kossick's evaluation of the visits.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No report.

**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



The Board went into closed session at 10:31 a.m.

Mr. Nottoli arrived at 10:35 a.m. during closed session.

Ms. Scherman called the meeting back into session at 10:41 a.m. There was no report out of closed session.

**VII. Adjournment:** The meeting was adjourned at 10:41 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 9/27/16 through 10/27/16, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 9/27/16 through 10/27/16.

PRESENTER: Kathy Kossick

## ITEM II-C – CONSENT

### RATIFICATION OF THE SUBMISSION OF A WORKFORCE ACCELERATOR APPLICATION TO THE CALIFORNIA WORKFORCE DEVELOPMENT BOARD – BUILD YOUR OWN WORKFORCE PROGRAM

#### BACKGROUND:

The California Workforce Development Board (CWDB) and the Employment Development Department (EDD) announced the availability of up to \$4 million in Workforce Innovation and Opportunity Act (WIOA) funds to design, develop, and implement projects that accelerate employment and reemployment strategies for California job seekers.

The State Board and EDD will award grants to projects that create and prototype innovative strategies to accelerate skill development, employment, and reemployment of one or more target groups.

“Build Your Own Workforce” pilot is an Employer Engagement Model that clarifies the types of employer support and activities that Sacramento Works will provide to “Move the Needle” on the employment of entry-level workers. The program will be delivered utilizing the train-the-trainer concept with businesses teaching other businesses how they can hire, train and mentor their own entry-level workers. The program will be developed by Business for Business.

SETA is requesting funding for \$150,000 to support the launch of the “Build Your Own Workforce” pilot. SETA anticipates \$78,000 in funding to Business Technical Assistance and Service Providers to be selected through a competitive procurement process to support the program.

#### RECOMMENDATION:

Ratify the submission of a Workforce Accelerator Fund 4.0 grant application requesting \$150,000 to the California Workforce Development Board for the Build Your Own Workforce Program.

PRESENTER: Terri Carpenter

## ITEM II-D – CONSENT

### RATIFICATION OF THE SUBMISSION OF A WORKFORCE ACCELERATOR APPLICATION TO THE CALIFORNIA WORKFORCE DEVELOPMENT BOARD – CHANGE MAKER YOUTH DEVELOPMENT PROGRAM

#### BACKGROUND:

The California Workforce Development Board (CWDB) and the Employment Development Department (EDD) announced the availability of up to \$4 million in Workforce Innovation and Opportunity Act (WIOA) funds to design, develop, and implement projects that accelerate employment and reemployment strategies for California job seekers.

The State Board and EDD will award grants to projects that create and prototype innovative strategies to accelerate skill development, employment, and reemployment of one or more target groups.

SETA, in partnership with Hacker Lab/Code For Hood, Stanford Youth Solutions and the California Employers Association, proposes the implementation of The Change Maker Youth Development Program to serve 40 disconnected emancipated foster youth ages 18-24.

The Change Maker Youth Development Program will “move the needle” by improving the talent and skills outcomes for targeted emancipated foster youth by providing STEAMED (Science, Technology, Engineering, Art, Math, Entrepreneurship and Design Thinking) career, college, and entrepreneurship awareness and education that connects emancipated foster youth to the network of resources in STEAMED careers, colleges and entrepreneurship pathways.

The Change Maker Youth Development Program curriculum includes: STEAMED Pathway Certificate of Completion Training, a four week program offering youth the top three STEAM career pathways with introductory level training certificates of completion: Pathway 1 – Programming/ Software Developer; Pathway 2 – IT Help Desk/Computer Repair & Network Support Information; Pathway 3 – Cyber Security Training; Pathway 4 – Tech Entrepreneurship Incubator.

Program participants will be connected to career IT opportunities, alternative education programs, high school equivalency and GED programs as well as information technology career pathway programs offered through the local Los Rios Community College District.

Youth will also attend the California Employers Association (CEA), YouthFORCE@Work training sessions on job readiness and soft skills needed by local employers. Trainings are focused on leadership, communication and other professional development opportunities to successfully obtain and/or retain employment.

ITEM II-D – CONSENT (continued)  
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SETA is requesting funding for \$150,000 to support the launch of the Change Maker Youth Development Program. SETA anticipates contracting for up to \$25,000 to Hacker Lab and up to \$25,000 to the California Employers Association.

RECOMMENDATION:

Ratify the submission of a Workforce Accelerator Fund 4.0 grant application requesting \$150,000 to the California Workforce Development Board for the Change Maker Youth Development Program.

PRESENTER: Terri Carpenter

## ITEM II-E - CONSENT

### APPROVAL TO EXTEND MARKETING, ADVERTISING, GRAPHIC DESIGN AND WEBSITE MAINTENANCE SERVICES AGREEMENT WITH EMRL FOR ONE YEAR AND AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN THE AGREEMENT

#### BACKGROUND:

In November 2014, the Governing Board approved a one-year contract with EMRL to provide marketing, advertising, graphic design and website maintenance services to SETA with the option to extend the contract for two additional one-year terms.

Based on the services provided this year for marketing, advertising, design and website maintenance, staff is recommending extending the agreement for an additional year. The extended contract amount will not exceed \$60,000.

#### RECOMMENDATION:

Approve the extension of the agreement with EMRL, Inc. for marketing, advertising, graphic design and website maintenance services for the term November 10, 2016 through November 9, 2017 for a not to exceed amount of \$60,000 and authorize the Executive Director to sign the agreement.

PRESENTER: Terri Carpenter

ITEM III-A - 1 – ACTION

ELECTION OF OFFICERS OF THE SACRAMENTO EMPLOYMENT  
AND TRAINING AGENCY GOVERNING BOARD

BACKGROUND:

As stipulated by the Joint Powers Agreement, "the Governing Board shall select a chairperson and vice-chairperson from among its members for one-year terms." The chair alternates among the City, County and Public Representative.

RECOMMENDATION:

That the Board nominate and elect officers for a one-year term to begin on November 4, 2016.

PRESENTER: Kathy Kossick

ITEM III-A – 2 - ACTION

APPROVAL TO PURCHASE AGENCY INSURANCE FOR GENERAL  
LIABILITY, VEHICLE LIABILITY, UMBRELLA, ERRORS AND OMISSIONS  
AND STUDENT ACCIDENT

BACKGROUND:

The Agency's insurance policies for general liability, vehicle liability, umbrella liability, property, student accident, sexual harassment and errors and omissions expire December 1, 2016.

SETA's broker, Arthur J. Gallagher, is currently exploring various markets to secure the necessary coverage and will present an oral report at the meeting.

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

RECOMMENDATION:

Hear the oral report and take appropriate action.

PRESENTER: Loretta Su



ITEM III-B-1 - ACTION

APPROVAL OF AUGMENTATION RECOMMENDATIONS FOR THE REFUGEE  
SOCIAL SERVICES (RSS) AND TARGETED ASSISTANCE (TA) PROGRAMS,  
PROGRAM YEAR (PY) 2016-2017

BACKGROUND

SETA's Refugee Program, operated under Refugee Social Services (RSS), Targeted Assistance (TA), and TA Discretionary (TAD) 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 employment services intended to result in early economic self-sufficiency and reduced public assistance dependency of refugees through employment and acculturation assistance.

On September 1, 2016, the Board approved the funding extensions for SETA's five Refugee Social Services (RSS) and Targeted Assistance (TA) formula grant providers for the provision of Vocational English-as-a-Second Language combined with Employment Services (VESL/ES) and Employment Services (Stand Alone) to serve 750 participants for the Program Year (PY) commencing October 1, 2016 and ending September 30, 2017. At the time of award, preliminary estimates for employment services funding indicated that funds available for allocation would be:

RSS: \$1,033,876

TA: 437,190

**Total: \$1,471,066**

In addition, the Board approved allocating TAD funds to SETA's refugee program providers contingent upon the approval of the California Department of Social Services, Refugee Programs Bureau's (CDSS-RPB) statewide application to ORR submitted on behalf of refugee-impacted counties, including Sacramento. The TAD funding was intended to cover the first year of a three-year project period ending September 30, 2019, and provide expanded employment services to 49 Iraqi and Afghan refugee women who have been unable to make progress in their transition to economic self-sufficiency. At the time of approval by the Board, preliminary estimates indicated that SETA would receive \$125,535 for allocation for PY 2016-17.

On October 24, 2016, CDSS-RPB informed the counties that participated in its statewide TAD grant application that it had received notification from ORR that it had not been awarded the new TAD funding, resulting in the loss of \$125,535 of anticipated funding for SETA's refugee program providers for PY 2016-17.

PRESENTER: Michelle O'Camb

**Final Funding Notifications**

RSS and TA Funding -

In late September, 2016, SETA received the final RSS and TA award notifications from CDSS-RPB. The final awards reflect an overall increase of approximately 25 above the preliminary estimates due to the application of RSS and TA formula funding methodology, as well as additional RSS and TA funds allocated by ORR to address the significant increase in the number of arrivals in the fourth quarter of last PY. Actual RSS and TA funds available for allocation to employment service providers for PY 2016-17 are:

RSS: \$1,334,039  
TA:     609,622

**Total:** \$1,943,661

As a result of the increase of the \$472,585 in RSS and TA funds available for allocation, staff is recommending augmenting SETA's refugee program delegates to provide VESL/ES and ES (Stand Alone) services to an additional 248 participants, as indicated on the attached charts. The additional RSS and TA funds recommended are proportionate to the Board's approved awards on September 1, 2016.

ORR has informed the state that it will again be awarding the TA funding in two increments. The first increment will be funded at 58 percent of the formula allocation and will include the supplemental funding awarded for the significant number of fourth quarter refugee arrivals. The second increment, subject to fund availability, will be funded at the remaining 42 percent of the formula funding. ORR did not indicate when states will receive the second increments, nor did ORR give any guarantee that the funds will be available.

In light of ORR's incremental funding, SETA recommends allocating the first increment of TA funding to cover program services from October 1, 2016 through April 30, 2017, and funding the second increment, contingent upon receipt from ORR, to cover services from May 1, 2017 through September 30, 2017.

**RECOMMENDATION:**

Approve staff augmentation recommendations for the Refugee Social Services (RSS) and Targeted Assistance (TA) refugee program providers for PY 2016-17, as indicated

**PRESENTER:** Michelle O'Camb

ITEM III-B- 1 – ACTION (continued)  
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on the attached funding charts. Additionally, approve the following funding stipulations:

1. TA funds will be allocated in two increments. The first increment will fund program services from October 1, 2016 through April 30, 2017. The second increment, contingent upon receipt of funds from ORR, will fund program services from May 1, 2017 through September 30, 2017.
2. 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.
3. All VESL/ES and ES Stand Alone service providers must allocate a minimum of 10% of their awards for supportive services.
4. 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.
5. 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.

PRESENTER: Michelle O'Camb

**Refugee Social Services (RSS)  
Staff Funding Augmentation Recommendations - PY 2016-17  
VESL/ES**

AGENCY NAME	CURRENT FUNDING, PY 2016-17		RSS AUGMENTATION RECOMMENDATIONS, PY 2016-17			
	RSS AMOUNT	RSS #s TO SERVE	AUGMENTED RSS AMOUNT	AUGMENTED RSS #s TO SERVE	NEW TOTAL RSS #s TO SERVE	NEW TOTAL RSS AMOUNT
Asian Resources, Inc.	\$191,475	75	\$56,166	22	97	\$247,641
Bach Viet Association, Inc.	331,267	126	76,078	29	155	407,345
International Rescue Committee, Inc.	138,118	53	59,938	23	76	198,056
Lao Family Community Development, Inc.	171,141	79	49,841	23	102	220,982
Twin Rivers USD	201,875	125	58,140	36	161	260,015
<b>Totals</b>	<b>\$ 1,033,876</b>	<b>458</b>	<b>\$300,163</b>	<b>133</b>	<b>591</b>	<b>\$1,334,039</b>

**Targeted Assistance (TA)  
Staff Funding Augmentation Recommendations - PY 2016-17  
ES (Stand Alone)**

AGENCY NAME	CURRENT FUNDING, PY 2016-17		TA AUGMENTATION RECOMMENDATIONS, PY 2016-17			
	TA AMOUNT	TA #s TO SERVE	AUGMENTED TA AMOUNT	AUGMENTED TA #s TO SERVE	NEW TOTAL TA #s TO SERVE	NEW TOTAL TA AMOUNT
Asian Resources, Inc.	\$79,200	48	\$31,350	19	67	\$110,550
Bach Viet Association, Inc.	203,843	130	79,968	51	181	283,811
International Rescue Committee, Inc.	-	-	-	-	-	-
Lao Family Community Development, Inc.	71,012	49	27,860	19	68	98,872
Twin Rivers USD	83,135	65	33,254	26	91	116,389
<b>Totals</b>	<b>\$ 437,190</b>	<b>292</b>	<b>\$172,432</b>	<b>115</b>	<b>407</b>	<b>\$609,622</b>

ITEM III-B – 2 - ACTION

APPROVAL TO RELEASE A REQUEST FOR PROPOSALS FOR  
PROJECT SLINGSHOT - CAPITAL REGION

BACKGROUND:

In early 2014, the California Workforce Development Board (CWDB) announced its State-wide “Slingshot” Initiative designed to promote regional, innovative and risk-taking projects that “moved the needle” on big employment, education and jobs issues. The initiative was designed to regionally align local workforce development boards in preparation for the implementation of the Workforce Innovation and Opportunity Act’s (WIOA) Planning Regions, and was founded on the key principles of industry engagement, integrated partnerships and shared outcomes.

As part of this strategy, the CWDB set-aside funds to develop innovative regional projects under which successful applicants would be funded up to \$1,000,000 for approved projects. While traditional workforce development projects involve federally prescribed customers, services and performance outcomes, the Slingshot Project allowed for a great degree of flexibility in all aspects of program design.

In October 2014, the SETA Governing Board approved the submission of an initial proposal to the CWDB to grow jobs and support economic mobility by creating an ecosystem of services and resources for entrepreneurs, start-ups and small businesses throughout the Capital Region, which includes four regional workforce development areas: SETA/Sacramento Works, Inc., Golden Sierra Job Training Agency, North Central Counties Consortium and Yolo County.

The initial application was submitted to access \$20,000, which funded the “Slingshot Design” phase, where regional collaborative research and development efforts by workforce, economic development, education and business partners led to the development of an Implementation Plan/Proposal (“Compact”) that was submitted to the CWDB in January 2016 to secure the remainder of the \$1,000,000 set aside for the project. In August 2016, the CWDB approved the Compact and released the additional funds.

The Slingshot Project Budget includes an Innovation Fund of \$700,000 for the purpose of soliciting services that strengthen startup resources, accelerate entrepreneurial learning and increase the intersection of ideas throughout the Capital Region. Based on the approved Compact, the draft Request for Proposals (RFP), sent under separate

PRESENTER: Roy Kim

ITEM III-B – 2 - ACTION (continued)  
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cover, solicits two specific types of services that will further these objectives throughout the region:

- 1) Business Mentorship Services - designed to match successful executives with less experienced startups within the same or similar industry sector.
- 2) Maker Space/Incubator Services – designed to support and/or expand physical space, including tools and equipment that will attract, connect and accelerate startups.

In addition, all respondents will be requested to address the following in their responses:

- 1) Strategies to engage underrepresented groups and/or geographic areas, including disadvantaged neighborhoods and/or rural areas within the nine-county Capital Region.
- 2) Sustainability of the services and how resources and relationships will be leveraged for the benefit of the project.
- 3) Commitment to participating with other organizations as partners and peers in the region's entrepreneurial ecosystem.
- 4) Organizational history, experience, and ability to successfully perform the requested services.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the Release of a Request for Proposals for Project Slingshot – Capital Region.

PRESENTER: Roy Kim

ITEM III-C - 1 - ACTION

RATIFICATION OF SUBMISSION OF THE SECOND REVISED HEAD START  
EXTENDED DURATION OF SERVICES APPLICATION TO THE  
OFFICE OF HEAD START

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the submission of a second revised application to the Office of Head Start (OHS). On May 24 the Policy Council approved to submit an application to OHS to extend the duration of services for Head Start preschool children in Sacramento County. On July 26, the Policy Council approved a ratification of submission of a revised grant application due to additional clarification from the Administration for Children and Families (ACF) and final delegate agency application review.

On September 9, 2016 the Office of Head Start notified grantee applicants that the National request for Duration funds far exceeded the funds available and requested that each program reduce their request by 33%. Upon completion of the 33% reductions, the Administration for Children and Families (ACF) will review the applications and work with the grantee to finalize awards no later than December 2016.

SETA’s application has been revised to reflect the 33% reductions for the grant application. The chart below outlines the original submission and the 33% reduction.

Proposal submitted to OHS	33% Reduction Changes
<p>SETA Operated Program: 160 enrollment slots:</p> <ul style="list-style-type: none"> <li>- Illa Collin (20 @ 6 hours)</li> <li>- Kennedy Estates (20 @ 6 hours)</li> <li>- Vineland (40 @ 6 hours)</li> <li>- Walnut Grove (40 @ 6 hors)</li> <li>- New location/TBD (40 @ 6 hours)</li> </ul> <p>Original Fiscal Request:</p> <ul style="list-style-type: none"> <li>- \$883,002 Basic</li> <li>- \$280,000 Start-up</li> </ul>	<p>SETA Operated Program: 140 enrollment slots:</p> <ul style="list-style-type: none"> <li>- Eliminated one class at Walnut Grove for the extended duration grant, resulting in 20 less enrollment slots.</li> </ul> <p>Fiscal Reductions:</p> <ul style="list-style-type: none"> <li>- Reduced Basic by \$328,882 (37.2%) including: <ul style="list-style-type: none"> <li>- Personnel and fringe benefits associated with the one class at Walnut Grove eliminated from the proposal</li> <li>- Reduced 2 support staff positions from budget</li> <li>- Reduced supplies</li> <li>- Reduced items on Schedule H - “Other”</li> <li>- Reduced an additional \$37,656 to help cover no reductions for WCIC</li> </ul> </li> <li>- Reduced Start-up by \$75,000 (26.8%) <ul style="list-style-type: none"> <li>- reduced supplies/materials associated with the reduction of the one class at Walnut Grove</li> </ul> </li> </ul>



**ITEM III-C - 1 – ACTION (continued)**  
**Page 2**

<b>Proposal Submitted to OHS</b>	<b>33% Reduction Changes</b>
<p><b>San Juan USD:</b>  <b>84 enrollment slots:</b></p> <ul style="list-style-type: none"> <li>- Pasadena (16 @ 6.5 hours)</li> <li>- Dyer Kelly (34 @ 6.5 hours)</li> <li>- Cottage (17 @ 6.5 hours)</li> <li>- Choices (17 @ 6.5 hours)</li> </ul> <p><b>Original Fiscal Request:</b></p> <ul style="list-style-type: none"> <li>- \$747,210 Basic</li> <li>- \$110,000 Start-up</li> </ul>	<p><b>San Juan Unified School District:</b>  <b>68 enrollment slots:</b></p> <ul style="list-style-type: none"> <li>- Eliminated Pasadena from the duration grant request, resulting in 16 less enrollment slots</li> <li>- Reduced service hours from 6.5 hours/day to 6 hours/day for 170 days (1,020 duration hours)</li> </ul> <p><b>Fiscal Reductions:</b></p> <ul style="list-style-type: none"> <li>- Reduced Basic by \$252,679 (33.8%) including: <ul style="list-style-type: none"> <li>- Personnel and fringe benefits associated with the one class at Pasadena eliminated from the proposal</li> <li>- Reduced items on Schedule H – “Other”</li> <li>- Reduced an additional \$6,100 to help cover no reduction at WCIC</li> </ul> </li> <li>- No reduction to the Start-up budget since elimination of Pasadena did not affect original request.</li> </ul>
<p><b>Twin Rivers USD:</b>  <b>131 enrollment slots:</b></p> <ul style="list-style-type: none"> <li>- Morey Avenue (29 @ 6 hours)</li> <li>- Smythe (12 @ 6 hours)</li> <li>- Joyce (16 @ 6 hours)</li> <li>- Rio Linda (38 @ 6 hours)</li> <li>- Woodlake (20 @ 6 hours)</li> <li>- New location (16 @ 6 hours)</li> </ul> <p><b>Original Fiscal Request:</b></p> <ul style="list-style-type: none"> <li>- \$676,383 Basic</li> <li>- \$400,000 Start-up</li> </ul>	<p><b>Twin River Unified School District:</b>  <b>96 enrollment slots:</b></p> <ul style="list-style-type: none"> <li>- Morey Avenue (16 @ 6 hours)</li> <li>- Eliminated Smythe in the duration proposal</li> <li>- Joyce (20 @ 6 hours)</li> <li>- Rio Linda (20 @ 6 hours)</li> <li>- Woodlake (20 @ 6 hours)</li> <li>- New location (20 @ 6 hours)</li> </ul> <p><b>Fiscal Reductions:</b></p> <ul style="list-style-type: none"> <li>- Reduced Basic by \$229,526 (33.95) including: <ul style="list-style-type: none"> <li>- Personnel and fringe benefits associated with the center changes.</li> <li>- Reduced Basic costs associated with Smythe</li> </ul> </li> <li>- Reduced Start-up by \$11,000 (2.7%) including: <ul style="list-style-type: none"> <li>- reduced supplies/materials associated with the reduction of Smythe</li> </ul> </li> </ul>
<p><b>Women’s Civic Improvement Club:</b>  <b>40 enrolment slots:</b></p> <ul style="list-style-type: none"> <li>- Playmate (20 @ 8 hours)</li> <li>- WCIC/Main Office (20 @ 8 hours)</li> </ul> <p><b>Original Fiscal Request:</b></p> <ul style="list-style-type: none"> <li>- \$151,244 Basic</li> <li>- \$430,500 Start-up</li> </ul>	<p><b>Women’s Civic Improvement Club:</b>  <b>40 enrollment slots:</b>  - No reductions were made.</p> <p><b>Fiscal Reductions:</b></p> <ul style="list-style-type: none"> <li>- The grantee and delegate agencies reduced on behalf of WCIC. Reductions would have prohibited WCIC from participating in this grant application in total.</li> </ul>

ITEM III-C -1 – ACTION (continued)  
Page 3

The Governing Board approved 415 enrollment slots for the extended duration application. The revised request is for 344 enrollment slots, representing a 17% reduction in enrollment slots that will extend their service duration to 1,020 service hours with new grant funds. In summary, the fiscal changes include:

<b>Agency</b>	<b>Basic (Original)</b>	<b>Basic (Revised Request)</b>	<b>Start-up (Original)</b>	<b>Start-up (Revised Request)</b>
SETA	\$883,002	\$554,120	\$280,000	\$205,000
San Juan USD	\$747,210	\$494,531	\$110,000	\$110,000
Twin Rivers USD	\$676,383	\$446,857	\$400,000	\$389,000
WCIC	\$151,244	\$151,244	\$430,500	\$430,500
Total	\$2,457,839	\$1,646,752	\$1,220,500	\$1,134,500
% Reduced	--	33%	--	7%

The revised application was due to the Office of Head Start by October 15, 2016 and was submitted by staff on October 10, 2016.

Staff will be available to answer questions.

RECOMMENDATION:

Ratify the submission of the second revised Head Start Extended Duration of Services application to the Office of Head Start in the amount of \$1,646,752 for Basic, reflecting the requested 33% reduction, and \$1,134,500 for Start-up, to extend the duration of services to Head Start children in Sacramento County.

PRESENTER: Denise Lee

ITEM IV-A – INFORMATION

SETA CHILDREN AND FAMILY SERVICES DEPARTMENT  
YEAR-IN-REVIEW PRESENTATION

BACKGROUND:

This agenda item provides the opportunity for the Children and Family Services Department Managers to share success stories and information about services provided to children and families during the 2015-2016 program year.

Presenters:

**Lisa Carr** – Manager, Family Engagement, Home Base and ERSEA (oversees family engagement, enrollment/recruitment/attendance, and home base services)

**Robyn Caruso** – Manager, Program Support Services and Special Projects (oversees quality assurance, EHS-CCP, special projects and grants).

**Martha Cisneros** – Manager, Health/Nutrition and Safe Environments (oversees medical and dental health services, immunizations, food services and safe environments)

**Karen Griffith** – Manager, Program Operations (oversees education, special education and mental health services)

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.

PRESENTER: Loretta Su

**MEMORANDUM**

**TO:** Mr. Ward Fansler **DATE:** October 6, 2016  
**FROM:** Mayxay Xiong, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of  
 Crossroads Diversified Services, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	US – Citrus Heights	\$61,000	7/1/15-6/30/16	9/1/15-6/30/16
WIA	US – Rancho Cordova	\$71,000	7/1/15-6/30/16	9/1/15-6/30/16
WIA	Out-of-School Youth	\$207,000	7/1/15-6/30/16	9/1/15-6/30/16
WIA	DEI	\$175,000	7/1/15-2/28/18	9/1/15-6/30/16

**Monitoring Purpose:** Initial  Follow-up  Special  Final   
**Date of review:** 8/22-8/24/16

	<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's	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	N/A			
10	Adherence to Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

**Program Operator: Crossroads Diversified Services, Inc.**

**Findings and General Observations:**

- 1) We have reviewed the WIA DEI and WIA Out-of-School and Universal Services youth programs from September 1, 2015 to June 30, 2016. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

- 1) None

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Mary Breeding                      **DATE:** October 12, 2016

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

**RE:** On-Site Fiscal Monitoring of  
Kinder World, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early Head Start	CCP	\$391,500	2/1/15-7/31/16	4/1/16-7/31/16
Early Head Start	T&TA	\$20,900	2/1/15-7/31/16	4/1/16-7/31/16
Early Head Start	Start-Up	\$16,300	4/1/16-7/31/16	4/1/16-7/31/16

**Monitoring Purpose:** Initial                      Follow-up                      Special                      Final X  
**Date of review:** 9/20/16

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

**Program Operator:** Kinder World, Inc.

**Findings and General Observations:**

- 1) The total costs as reported to SETA for the Early Head Start programs from April 1, 2016 to July 31, 2016 have been traced to the delegate agency records. The records were verified and appear to be in order.
- 2) During the course of this review it was observed that 1 out of 5 staff timesheets were not reviewed, signed, or dated by the employee, a supervisor or authorized personnel.
- 3) The EHS CCP program expenditures were over-stated by \$3,666.35. An expense for the CCTR program was inadvertently posted to the EHS CCP program. No supporting documents were submitted to correct the misstatement.

**Recommendations for Corrective Action:**

- 1) We recommend that all staff timesheets be reviewed, signed and dated by a supervisor or authorized personnel. Submit an action plan detailing the steps that will be taken to ensure staff timesheets are completed correctly and that all signatures and dates are present.
- 2) Provide documentation to justify the inclusion of these costs as allowable expenses or reimburse SETA the sum of \$3,666.35.

cc: Kathy Kossick  
Governing Board





**Program Operator: Sacramento Children's Home**

**Findings and General Observations:**

- 1) We have reviewed the CSBG program from July 6, 2015 to May 31, 2016. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

- 1) None

cc: Kathy Kossick  
Governing Board



**Program Operator: The Salvation Army – SAC Metro**

**Findings and General Observations:**

- 1) We have reviewed the CSBG programs from January 1, 2015 to June 30, 2016. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

- 1) None

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Ingersoll **DATE:** September 20, 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>
Head Start	Basic	\$ 1,589,191	8/1/16-7/31/17	8/1/16-8/31/16
Head Start	T & TA	\$ 7,500	8/1/16-7/31/17	8/1/16-8/31/16

**Monitoring Purpose:** Initial  Interim  Special  Final

**Date of review:** Sept. 13, 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		N/A		
5	Staff Payroll/Files		N/A		
6	Fringe Benefits		N/A		
7	Participant Payroll		N/A		
8	OJT Contracts/Files/Payment		N/A		
9	Indirect Cost Allocation	X			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Memorandum  
Fiscal Monitoring Findings  
Page 2

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

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

None

cc: Kathy Kossick  
Governing Board  
Policy Council

**MEMORANDUM**

**TO:** Ms. Ingersoll **DATE:** September 20, 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>
Head Start	Basic	\$ 1,589,191	8/1/15-7/31/16	6/1/16-7/31/16
Head Start	T & TA	\$ 7,500	8/1/15-7/31/16	6/1/16-7/31/16

**Monitoring Purpose:** Initial  Interim  Special  Final

**Date of review:** Sept. 12-13, 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		N/A		
8	OJT Contracts/Files/Payment		N/A		
9	Indirect Cost Allocation	X			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records	X			

Memorandum  
Fiscal Monitoring Findings  
Page 2

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

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

None

cc: Kathy Kossick  
Governing Board  
Policy Council



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

**July 1 - October 19, 2016**

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>			
1STOPlighting	1	Customer Service	1
	1	Warehouse Technician	1
347Group	7	Machine Operator/Laborer	6
Amador Stage Lines Inc.	9	Motorcoach Operator	20
Arcade Creek Manor	1	Groundskeeper	1
Black Dog Graphics	1	Warehouse Technician	1
California Native Plant Society	1	Director of Communications and Marketing	1
Capitol Architectural Production	3	Welder/Shop Helper	1
Carson's Coatings Inc.	3	CADD Tech	1
Chico Comcast	7	Installation Technician	1
D V Austin Contractors	3	Helpers--Painters, Paperhangers, Plasterers, and Stucco Masons	1
Davis Center	1	Administrative Assistant I	1
Denio's Roseville Farmers Market and Auction, Inc.	1	Cashier	4
Electrofreeze of Northern California	1	Office Administrator	1
Elite Cleaning	1	Housecleaner	2
Farmers Insurance	1	Bilingual Insurance Sales	1
Fedex Freight	9	City Driver	1
Folsom Dam Car Wash	1	Car Wash Line Work	5
Frito-Lay	9	Route Sales Representative - General	13
Fulton-El Camino Rec-Park District	10	Recreational Leaders	20
Handyman Network	7	Handyman/Contractor	5
Health and Life Organization	1	Member Service I	1
	4	Registered Dental	2
Imko Workforce Solutions	7	Automotive Mechanics	1
	3	Mig Welder	1
JUMA Ventures	1	Enterprise Manager	1
L - 3 Communications Corporation	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	Accountant	1
	1	Administrative Assistant I	3
	1	Administrative Assistant II	1
	1	Admissions/Records Evaluator I	1
	1	Art Assistant Professor (Studio Art)	1
	1	Associate Vice Chancellor, Resource Development	1
	1	Athletic Trainer	1
	1	Clerk III	1
	1	College Police Detective	1
	1	Confidential Human Resources Specialist I	1
	1	Counseling Clerk I	1
	1	Counseling Clerk II	1
	1	Counselor	2
	1	Culinary Arts Management Adjunct Assistant Professor	1
	1	Dean of Career and Technical Education	1
	1	Dean of Distance Education, Virtual Education Center	1
	1	Dean of Institutional Effectiveness	1
	1	Dean of Kinesiology, Health, and Athletics	1
	1	Dean of Student Services Admissions and Transition Services	1
	1	Director of Facilities Planning and Construction	1
	1	Director of Human Resources	1
	1	Director of Marketing and Communication, Harris Center for the Arts	1

**July 1 - October 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>			
Los Rios Community College	6	Educational Media and Web Design Specialist	1
	2	Facilities Planning and Engineering Specialist	1
	1	Financial Aid Clerk II	2
	1	Financial Aid Supervisor	1
	1	Foreign Languages Assistant Professor	1
	1	Groundskeeper	1
	1	Head Grounds Maintenance Technician	1
	1	Healthcare Interpreting Assistant Professor	1
	6	Information Technology Systems/Database Administrator Analyst II	1
	1	Instructional Assistant - Learning Resources	1
	1	Instructional Assistant Tutorial Center	2
	1	Instructional Assistant Costuming and Makeup	1
	6	IT Business/Technical Analyst I	1
	1	Journalism Assistant Professor	1
	1	Laboratory Technician-Science Chemistry	1
	1	Lead Library Media Technical Assistant	1
	3	Lead Maintenance Electrician	1
	1	Learning Skills and Tutorial Services Coordinator	1
	1	Legal Assisting Assistant Professor	1
	1	Library Media Technical Assistant	1
	7	Maintenance Plumber	1
	1	Mathematics Assistant Professor	1
	3	Mechanical-Electrical Systems Technician	1
	1	Nursing (LVN) Assistant Professor	1
	1	Physical Education/Athletic Attendant	1
	1	Physical Therapy Assistant Professor	1
	1	Project Director for TRIO, Student Support Services, STEM, and Veterans Programs	1
	1	Respiratory Care Assistant Professor	1
	1	Student Personnel Assistant-Assessment and Testing	1
	1	Student Personnel Assistant-Cultural Awareness Center	1
	1	Student Personnel Assistant-DSP&S	1
	1	Student Personnel Assistant-Student Services	1
	1	Student Success and Support Program Specialist	1
1	Theater Arts (Technical) Adjunct Assistant Professor	1	
1	Vice President of Instruction	1	
1	Vice President of Student Services	1	
ProWraps, Inc.	1	Office Manager/Project Manager	1
MGO Strategic Staffing	1	Administrative Assistant	1
	1	Senior Accountant	1
Mr. Security Camera	7	Installation Technician	1
Nor Cal Mobile Mechanics	7	Auto Technician	1
Retail Business Development	1	Wireless Sales Ambassador	8
RIMNETICS	9	Manufacturing/Production Worker	5
River City Rickshaw LLC.	9	Pedicab Driver	1
Sacramento Employment & Training Agency	1	Administrative Assistant	1
Sacramento Regional Transit District	1	Director, Office Management and Budget	1
Safety Center Inc.	4	Alcohol and Drug Program Counselor	1
	1	Alcohol and Drug Program Staff I	1
Saint Claire's Nursing Home	1	Laundry Worker/Housekeeper	3
Universal Security & Fire Inc.	1	Alarm Technician Trainee	2
University Of The Pacific, Mc George School Of Law	1	Legal Advocate	1
Tele Direct	10	Customer Service Representative (CSR)	30

**July 1 - October 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>			
Tots of Love Child Development Center, LLC	1	Preschool Teacher	3
Urban Strategies Inc.	1	Education Liaison	1
Victoria S Mosur DDS PC	4	Registered Dental Assistant (RDA)	1
Villara Corporation	1	Sales	1
Weidmann-ACTI Inc.	9	Shipping Technician	1
WFVC Contact Centers	1	Phone Banker I	1
Wheel Pros	9	Warehouse Worker	2
	9	Warehouse Driver/Worker	1
<b>Total</b>			<b>234</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 October 24, 2016 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County.

	<b>MONTH RECEIVE NOTICE</b>	<b>COMPANY AND ADDRESS</b>	<b>WARN STATUS</b>	<b># OF AFFECTED WORKERS</b>	<b>SETA'S INTERVENTION</b>
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 9/20/16 9/22/16
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	8/18/2016
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	Packets Delivered
Unofficial	7/5/2016	<b>California State Senate</b> 1020 N Street Sacramento, CA 95814	11/20/2016	40	8/5/16 9/28/16
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>Farrell's Ice Cream</b> 1625 Watt Ave Sacramento, CA 95864	8/1/2016	100	8/3/2016
Official	9/6/2016	<b>ITT Technical Institute</b> 10863 Gold Center Dr. Ranch Cordova, CA 95670	9/16/2016	104	Pending
Official	10/3/2016	<b>Sutter VNA &amp; Hospice</b> 8330 Ferguson Ave Sacramento, CA 95828	12/2/2016	15	Pending
Official	10/10/2016	<b>Red Lion Hotel Woodlake</b> 500 Leisure Ln Sacramento, CA 95815	12/12/2016	120	Pending
Official	10/11/2016	<b>Verizon Wireless</b> 10734 International Dr. Rancho Cordova, CA 95670	1/27/2016	1,000	Pending
			<b>Total # of Affected Workers</b>	1,807	

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
Denio's Roseville Farmers Market and	1	Cashier	4
Folsom Dam Car Wash	1	Car Wash Line Work	5
Elite Cleaning	1	Housecleaner	2
Los Rios Community College	1	Physical Education/Athletic Attendant	1
Safety Center Inc.	1	Alcohol and Drug Program Staff I	1
Saint Claire's Nursing Home	1	Laundry Worker/Housekeeper	3
Tele Direct	1	Customer Service Representative	30
Universal Security & Fire Inc.	1	Alarm Technician Trainee	2
Villara Corporation	1	Sales	1
Capitol Architectural Production	3	Welder/Shop Helper	1
Labor Finders	3	Labor	1
347Group	7	Machine Operator/Laborer	6
Nor Cal Mobile Mechanics	7	Auto Technician	1
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>80</b>

ITEM IV-E – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT  
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of September was 5.2%.

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)  
Government leads month-over job gains**

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 5.2 percent in September 2016, down from a revised 5.4 percent in August 2016, and below the year-ago estimate of 5.3 percent. This compares with an unadjusted unemployment rate of 5.3 percent for California and 4.8 percent for the nation during the same period. The unemployment rate was 4.9 percent in El Dorado County, 4.5 percent in Placer County, 5.4 percent in Sacramento County, and 5.1 percent in Yolo County.

**Between August 2016 and September 2016**, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo, increased by 5,000 to total 958,300 jobs.

- Government (up 3,500 jobs) led the region with a normal seasonal job gain from August to September, as schools are back in session. Local government accounted for 77.0 percent of the job additions, picking up 2,700 jobs. State government increased by 800 jobs.
- Construction gained 1,500 jobs over the month, in contrast to its usual decline during this time of year. Specialty trade contractors picked up 500 jobs. Construction of buildings increased by 100 jobs.
- Private educational and health services grew by 1,500 jobs over the month, with the majority of the job gain in health care and social assistance (up 1,000 jobs).
- Five industries experienced month-over decline: leisure and hospitality decreased by 1,500 jobs; manufacturing declined by 700 jobs; farm cutback 600 jobs; trade, transportation, and utilities shed 400 jobs; and information dipped by 100 jobs.

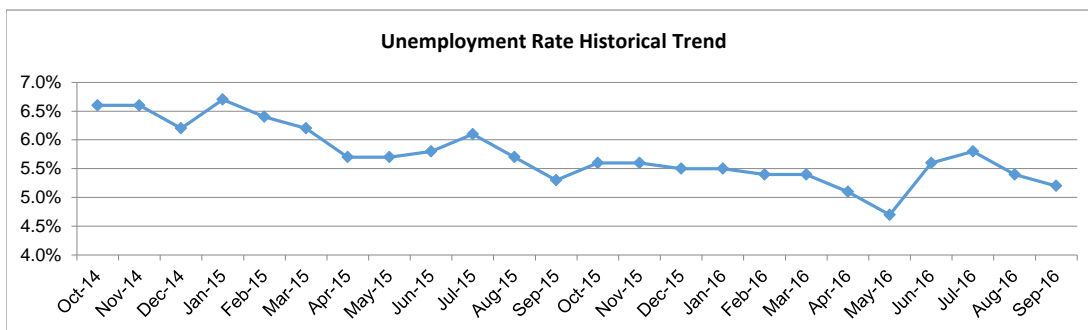
**Between September 2015 and September 2016**, total jobs in the region increased by 27,000, or 2.9 percent.

- Construction led year-over growth, adding 8,500 jobs. Specialty trade contractors (up 5,200 jobs) was responsible for 61.0 percent of the increase. Construction of buildings gained 1,600 jobs over the year.
- Private educational and health services gained 5,900 jobs from last September. Health care and social assistance led the expansion by adding 5,400 jobs.
- Government advanced by 3,500 jobs. Local government gained 2,300 jobs. State government grew by 1,000 jobs. Federal government picked up 200 jobs.
- Information (down 300 jobs) and mining and logging (down 100 jobs) were the only sectors to experience a year-over decline.

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

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 5.2 percent in September 2016, down from a revised 5.4 percent in August 2016, and below the year-ago estimate of 5.3 percent. This compares with an unadjusted unemployment rate of 5.3 percent for California and 4.8 percent for the nation during the same period. The unemployment rate was 4.9 percent in El Dorado County, 4.5 percent in Placer County, 5.4 percent in Sacramento County, and 5.1 percent in Yolo County.



Industry	Aug-2016	Sep-2016	Change	Sep-2015	Sep-2016	Change
	Revised	Prelim			Prelim	

Total, All Industries	953,300	958,300	5,000	931,300	958,300	27,000
Total Farm	10,400	9,800	(600)	9,800	9,800	0
Total Nonfarm	942,900	948,500	5,600	921,500	948,500	27,000
Mining, Logging, and Construction	60,300	61,800	1,500	53,400	61,800	8,400
Mining and Logging	500	500	0	600	500	(100)
Construction	59,800	61,300	1,500	52,800	61,300	8,500
Manufacturing	38,900	38,200	(700)	37,000	38,200	1,200
Trade, Transportation & Utilities	150,300	149,900	(400)	147,500	149,900	2,400
Information	13,900	13,800	(100)	14,100	13,800	(300)
Financial Activities	52,200	52,200	0	51,000	52,200	1,200
Professional & Business Services	123,200	124,400	1,200	121,600	124,400	2,800
Educational & Health Services	145,900	147,400	1,500	141,500	147,400	5,900
Leisure & Hospitality	97,600	96,100	(1,500)	95,200	96,100	900
Other Services	31,600	32,200	600	31,200	32,200	1,000
Government	229,000	232,500	3,500	229,000	232,500	3,500

Notes: Data not adjusted for seasonality. Data may not add due to rounding  
 Labor force data are revised month to month

Data Not Seasonally Adjusted

	Sep 15	Jul 16	Aug 16 Revised	Sep 16 Prelim	Percent Change Month	Year
Civilian Labor Force (1)	1,055,700	1,082,300	1,081,800	1,087,400	0.5%	3.0%
Civilian Employment	999,600	1,020,000	1,023,000	1,031,100	0.8%	3.2%
Civilian Unemployment	56,200	62,300	58,800	56,300	-4.3%	0.2%
Civilian Unemployment Rate (CA Unemployment Rate)	5.3%	5.8%	5.4%	5.2%		
(U.S. Unemployment Rate)	5.6%	5.9%	5.6%	5.3%		
	4.9%	5.1%	5.0%	4.8%		
<b>Total, All Industries (2)</b>	<b>931,300</b>	<b>950,100</b>	<b>953,300</b>	<b>958,300</b>	<b>0.5%</b>	<b>2.9%</b>
Total Farm	9,800	10,900	10,400	9,800	-5.8%	0.0%
Total Nonfarm	921,500	939,200	942,900	948,500	0.6%	2.9%
Total Private	692,500	709,600	713,900	716,000	0.3%	3.4%
Goods Producing	90,400	95,700	99,200	100,000	0.8%	10.6%
Mining, Logging, and Construction	53,400	57,500	60,300	61,800	2.5%	15.7%
Mining and Logging	600	500	500	500	0.0%	-16.7%
Construction	52,800	57,000	59,800	61,300	2.5%	16.1%
Construction of Buildings	10,900	11,700	12,400	12,500	0.8%	14.7%
Specialty Trade Contractors	35,700	39,000	40,400	40,900	1.2%	14.6%
Building Foundation & Exterior Contractors	9,800	11,100	11,500	11,200	-2.6%	14.3%
Building Equipment Contractors	13,800	14,900	15,300	15,300	0.0%	10.9%
Building Finishing Contractors	7,600	8,500	9,100	9,200	1.1%	21.1%
Manufacturing	37,000	38,200	38,900	38,200	-1.8%	3.2%
Durable Goods	25,000	26,100	26,300	25,800	-1.9%	3.2%
Computer & Electronic Product Manufacturing	6,500	6,900	7,000	6,800	-2.9%	4.6%
Nondurable Goods	12,000	12,100	12,600	12,400	-1.6%	3.3%
Food Manufacturing	4,400	4,200	4,800	4,700	-2.1%	6.8%
Service Providing	831,100	843,500	843,700	848,500	0.6%	2.1%
Private Service Providing	602,100	613,900	614,700	616,000	0.2%	2.3%
Trade, Transportation & Utilities	147,500	148,200	150,300	149,900	-0.3%	1.6%
Wholesale Trade	24,900	25,100	25,100	24,700	-1.6%	-0.8%
Merchant Wholesalers, Durable Goods	13,400	13,600	13,600	13,500	-0.7%	0.7%
Merchant Wholesalers, Nondurable Goods	9,000	9,000	9,000	8,900	-1.1%	-1.1%
Retail Trade	97,600	98,400	100,000	99,700	-0.3%	2.2%
Motor Vehicle & Parts Dealer	13,400	13,800	13,900	14,100	1.4%	5.2%
Building Material & Garden Equipment Stores	7,800	8,100	8,100	7,900	-2.5%	1.3%
Grocery Stores	18,600	18,700	18,700	18,600	-0.5%	0.0%
Health & Personal Care Stores	5,300	5,500	5,500	5,500	0.0%	3.8%
Clothing & Clothing Accessories Stores	7,000	6,800	6,900	6,700	-2.9%	-4.3%
Sporting Goods, Hobby, Book & Music Stores	4,400	4,300	4,500	4,700	4.4%	6.8%
General Merchandise Stores	21,100	21,600	21,800	21,800	0.0%	3.3%
Transportation, Warehousing & Utilities	25,000	24,700	25,200	25,500	1.2%	2.0%
Information	14,100	13,900	13,900	13,800	-0.7%	-2.1%
Publishing Industries (except Internet)	2,400	2,300	2,300	2,300	0.0%	-4.2%
Telecommunications	6,200	6,000	6,000	6,000	0.0%	-3.2%
Financial Activities	51,000	51,900	52,200	52,200	0.0%	2.4%
Finance & Insurance	37,100	37,000	36,900	36,900	0.0%	-0.5%
Credit Intermediation & Related Activities	11,900	12,000	12,000	12,000	0.0%	0.8%
Depository Credit Intermediation	6,400	6,400	6,400	6,400	0.0%	0.0%
Nondepository Credit Intermediation	2,900	2,900	2,900	2,900	0.0%	0.0%
Insurance Carriers & Related	21,200	21,600	21,500	21,500	0.0%	1.4%
Real Estate & Rental & Leasing	13,900	14,900	15,300	15,300	0.0%	10.1%
Real Estate	10,800	11,500	11,700	11,600	-0.9%	7.4%
Professional & Business Services	121,600	123,000	123,200	124,400	1.0%	2.3%
Professional, Scientific & Technical Services	53,100	54,200	54,400	54,500	0.2%	2.6%
Architectural, Engineering & Related Services	9,000	9,300	9,300	9,200	-1.1%	2.2%
Management of Companies & Enterprises	10,500	10,900	11,000	11,000	0.0%	4.8%
Administrative & Support & Waste Services	58,000	57,900	57,800	58,900	1.9%	1.6%
Administrative & Support Services	55,100	55,100	55,200	56,200	1.8%	2.0%
Employment Services	21,600	21,200	21,600	22,000	1.9%	1.9%

Data Not Seasonally Adjusted

	Sep 15	Jul 16	Aug 16	Sep 16	Percent Change	
			Revised	Prelim	Month	Year
Services to Buildings & Dwellings	11,600	12,100	12,200	12,200	0.0%	5.2%
Educational & Health Services	141,500	145,400	145,900	147,400	1.0%	4.2%
Education Services	11,600	11,600	11,600	12,100	4.3%	4.3%
Health Care & Social Assistance	129,900	133,800	134,300	135,300	0.7%	4.2%
Ambulatory Health Care Services	45,200	47,300	47,300	47,700	0.8%	5.5%
Hospitals	23,900	24,800	24,800	24,900	0.4%	4.2%
Nursing & Residential Care Facilities	16,700	17,000	17,000	17,100	0.6%	2.4%
Leisure & Hospitality	95,200	98,800	97,600	96,100	-1.5%	0.9%
Arts, Entertainment & Recreation	14,100	15,200	14,900	14,500	-2.7%	2.8%
Accommodation & Food Services	81,100	83,600	82,700	81,600	-1.3%	0.6%
Accommodation	8,700	8,600	8,600	8,400	-2.3%	-3.4%
Food Services & Drinking Places	72,400	75,000	74,100	73,200	-1.2%	1.1%
Restaurants	67,800	70,000	69,500	68,900	-0.9%	1.6%
Full-Service Restaurants	32,900	33,700	34,000	33,400	-1.8%	1.5%
Limited-Service Eating Places	34,900	36,300	35,500	35,500	0.0%	1.7%
Other Services	31,200	32,700	31,600	32,200	1.9%	3.2%
Repair & Maintenance	8,900	9,100	9,100	9,000	-1.1%	1.1%
Government	229,000	229,600	229,000	232,500	1.5%	1.5%
Federal Government	13,900	14,200	14,100	14,100	0.0%	1.4%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	215,100	215,400	214,900	218,400	1.6%	1.5%
State Government	114,300	115,400	114,500	115,300	0.7%	0.9%
State Government Education	27,200	27,900	27,300	27,900	2.2%	2.6%
State Government Excluding Education	87,100	87,500	87,200	87,400	0.2%	0.3%
Local Government	100,800	100,000	100,400	103,100	2.7%	2.3%
Local Government Education	55,400	52,300	53,000	56,600	6.8%	2.2%
Local Government Excluding Education	45,400	47,700	47,400	46,500	-1.9%	2.4%
County	18,500	19,000	18,700	18,800	0.5%	1.6%
City	9,900	10,900	10,800	10,200	-5.6%	3.0%
Special Districts plus Indian Tribes	17,000	17,800	17,900	17,500	-2.2%	2.9%

**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 Luis Alejo 530/749-4885

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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**Monthly Labor Force Data for Cities and Census Designated Places (CDP)  
 September 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	707,400	669,200	38,200	5.4%	1.000000	1.000000
Arden Arcade CDP	45,400	42,600	2,800	6.2%	0.063708	0.073225
Carmichael CDP	30,600	28,700	1,900	6.2%	0.042896	0.049253
Citrus Heights city	44,400	41,900	2,500	5.7%	0.062606	0.066109
Elk Grove CDP	80,600	77,200	3,300	4.2%	0.115430	0.087482
Fair Oaks CDP	16,900	16,100	800	4.6%	0.024089	0.020444
Florin CDP	20,200	18,500	1,700	8.3%	0.027683	0.043810
Folsom city	36,700	35,400	1,300	3.5%	0.052870	0.033508
Foothill Farms CDP	16,300	15,400	900	5.6%	0.023006	0.023675
Galt city	11,200	10,500	700	6.4%	0.015735	0.018722
Gold River CDP	4,200	4,100	100	2.3%	0.006200	0.002541
Isleton city	300	300	0	9.5%	0.000473	0.000867
La Riviera CDP	5,900	5,500	300	5.8%	0.008235	0.008869
North Highlands CDP	18,100	17,200	900	4.9%	0.025707	0.022985
Orangevale CDP	17,700	16,700	1,000	5.5%	0.024970	0.025527
Rancho Cordova City	34,300	32,300	2,100	6.0%	0.048244	0.053744
Rancho Murieta CDP	2,900	2,800	100	3.4%	0.004112	0.002552
Rio Linda CDP	6,800	6,500	400	5.2%	0.009698	0.009363
Rosemont CDP	11,800	11,200	600	5.2%	0.016685	0.015989
Sacramento city	234,200	220,800	13,400	5.7%	0.330031	0.350305
Vineyard CDP	12,900	12,400	500	4.1%	0.018491	0.013869
Walnut Grove CDP	700	600	100	9.6%	0.000889	0.001656
Wilton CDP	1,800	1,700	0	2.6%	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.

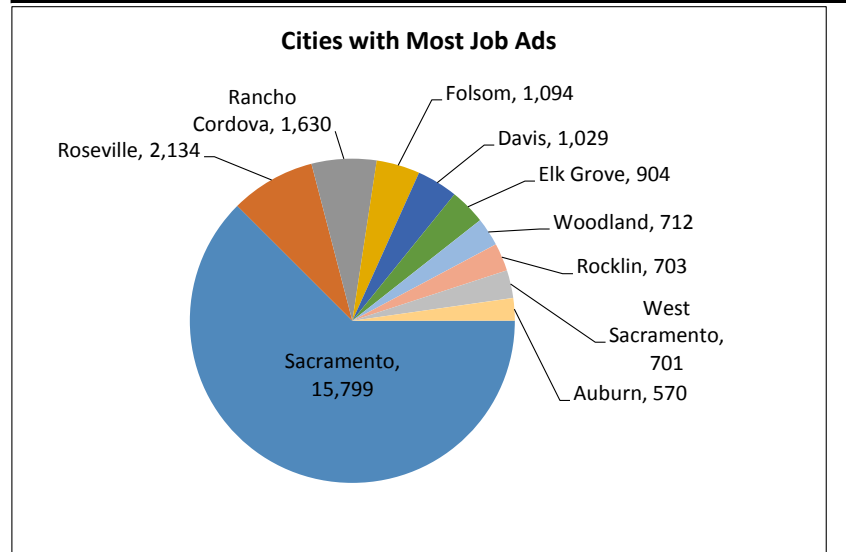
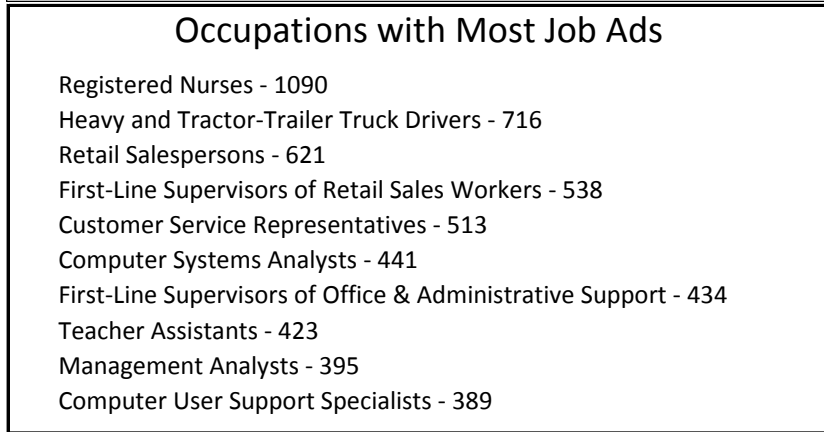
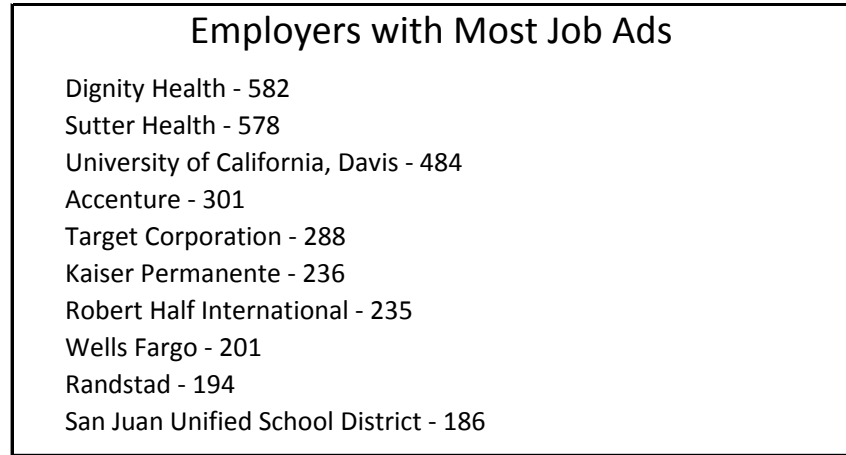
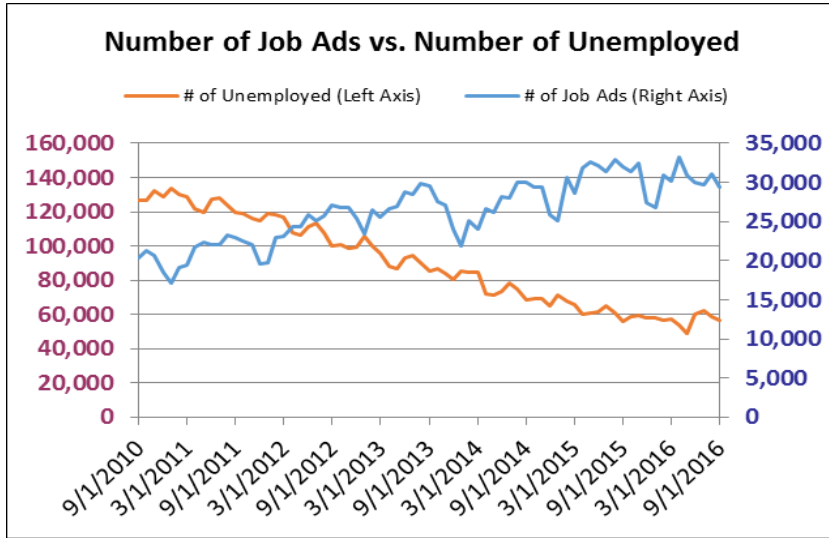
**Data Not Seasonally Adjusted**

<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.

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



Note: The data provided does not suggest that the occupations of the unemployed directly align with the occupations of the advertised vacancies.

Sources: Employment Development Department, Labor Market Information Division; Help Wanted Online from The Conference Board and WANTED Technologies

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

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	<b>19,437,500</b>	<b>18,408,300</b>	<b>1,029,100</b>	<b>5.3%</b>
ALAMEDA	9	845,700	809,200	36,500	4.3%
ALPINE	46	500	470	40	7.4%
AMADOR	26	15,180	14,360	820	5.4%
BUTTE	36	103,700	97,400	6,300	6.1%
CALAVERAS	28	21,010	19,860	1,160	5.5%
COLUSA	56	11,540	10,450	1,100	9.5%
CONTRA COSTA	10	563,000	537,800	25,100	4.5%
DEL NORTE	37	10,040	9,390	660	6.5%
EL DORADO	18	91,200	86,800	4,500	4.9%
FRESNO	53	453,900	416,200	37,700	8.3%
GLENN	45	13,270	12,340	930	7.0%
HUMBOLDT	12	63,020	60,120	2,900	4.6%
IMPERIAL	58	79,200	61,200	18,000	22.7%
INYO	17	9,240	8,800	440	4.8%
KERN	55	402,200	365,200	37,000	9.2%
KINGS	53	58,500	53,600	4,900	8.3%
LAKE	35	30,060	28,250	1,820	6.0%
LASSEN	31	11,100	10,460	630	5.7%
LOS ANGELES	21	5,150,200	4,881,700	268,500	5.2%
MADERA	49	62,900	58,000	4,900	7.7%
MARIN	2	145,100	140,400	4,800	3.3%
MARIPOSA	19	8,680	8,250	440	5.0%
MENDOCINO	15	40,590	38,690	1,900	4.7%
MERCED	52	119,000	109,200	9,800	8.2%
MODOC	41	3,400	3,170	220	6.6%
MONO	21	8,220	7,790	430	5.2%
MONTEREY	23	227,800	215,700	12,100	5.3%
NAPA	4	78,400	75,400	3,000	3.8%
NEVADA	12	49,000	46,730	2,280	4.6%
ORANGE	7	1,636,400	1,570,100	66,400	4.1%
PLACER	10	182,900	174,800	8,100	4.5%
PLUMAS	43	8,250	7,690	560	6.7%
RIVERSIDE	37	1,054,100	986,100	68,000	6.5%
SACRAMENTO	26	707,400	669,200	38,200	5.4%
SAN BENITO	33	30,500	28,700	1,800	5.9%
SAN BERNARDINO	33	942,100	886,700	55,500	5.9%
SAN DIEGO	15	1,594,400	1,518,900	75,500	4.7%
SAN FRANCISCO	2	565,800	547,100	18,700	3.3%
SAN JOAQUIN	47	322,800	298,600	24,200	7.5%
SAN LUIS OBISPO	8	145,300	139,200	6,100	4.2%
SAN MATEO	1	456,000	442,100	14,000	3.1%
SANTA BARBARA	12	222,700	212,500	10,200	4.6%
SANTA CLARA	4	1,055,600	1,015,600	40,000	3.8%
SANTA CRUZ	23	146,400	138,600	7,800	5.3%
SHASTA	37	74,900	70,000	4,900	6.5%
SIERRA	41	1,370	1,280	90	6.6%
SISKIYOU	43	18,440	17,210	1,230	6.7%
SOLANO	23	211,500	200,200	11,300	5.3%
SONOMA	4	268,100	258,000	10,100	3.8%
STANISLAUS	47	248,800	230,000	18,700	7.5%
SUTTER	51	44,800	41,300	3,500	7.9%
TEHAMA	37	25,640	23,980	1,660	6.5%
TRINITY	28	5,540	5,230	310	5.5%
TULARE	57	206,000	184,900	21,100	10.2%
TUOLUMNE	32	21,910	20,650	1,260	5.8%
VENTURA	28	429,700	406,200	23,500	5.5%
YOLO	20	105,800	100,400	5,400	5.1%
YUBA	50	28,400	26,200	2,200	7.8%

**Notes**

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



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

Area	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	<b>---</b>	<b>19,437,500</b>	<b>18,408,300</b>	<b>1,029,100</b>	<b>5.3%</b>
ANAHEIM-SANTA ANA-IRVINE MD (Orange Co.)	9	1,636,400	1,570,100	66,400	4.1%
BAKERSFIELD MSA (Kern Co.)	61	402,200	365,200	37,000	9.2%
CHICO MSA (Butte Co.)	40	103,700	97,400	6,300	6.1%
EL CENTRO MSA (Imperial Co.)	64	79,200	61,200	18,000	22.7%
FRESNO MSA (Fresno Co.)	59	453,900	416,200	37,700	8.3%
HANFORD CORCORAN MSA (Kings Co.)	59	58,500	53,600	4,900	8.3%
LOS ANGELES LONG BEACH GLENDALE MD (Los Angeles Co.)	24	5,150,200	4,881,700	268,500	5.2%
MADERA MSA (Madera Co.)	54	62,900	58,000	4,900	7.7%
MERCED MSA (Merced Co.)	58	119,000	109,200	9,800	8.2%
MODESTO MSA (Stanislaus Co.)	52	248,800	230,000	18,700	7.5%
NAPA MSA (Napa Co.)	5	78,400	75,400	3,000	3.8%
OAKLAND HAYWARD BERKELEY MD	12	1,408,700	1,347,000	61,700	4.4%
Alameda Co.	11	845,700	809,200	36,500	4.3%
Contra Costa Co.	13	563,000	537,800	25,100	4.5%
OXNARD THOUSAND OAKS VENTURA MSA (Ventura Co.)	32	429,700	406,200	23,500	5.5%
REDDING MSA (Shasta Co.)	42	74,900	70,000	4,900	6.5%
RIVERSIDE SAN BERNARDINO ONTARIO MSA	41	1,996,200	1,872,800	123,500	6.2%
Riverside Co.	42	1,054,100	986,100	68,000	6.5%
San Bernardino Co.	37	942,100	886,700	55,500	5.9%
SACRAMENTO--ROSEVILLE--ARDEN-ARCADE MSA	24	1,087,400	1,031,100	56,300	5.2%
El Dorado Co.	21	91,200	86,800	4,500	4.9%
Placer Co.	13	182,900	174,800	8,100	4.5%
Sacramento Co.	30	707,400	669,200	38,200	5.4%
Yolo Co.	23	105,800	100,400	5,400	5.1%
SALINAS MSA (Monterey Co.)	27	227,800	215,700	12,100	5.3%
SAN DIEGO CARLSBAD MSA (San Diego Co.)	18	1,594,400	1,518,900	75,500	4.7%
SAN FRANCISCO REDWOOD CITY SOUTH SAN FRANCISCO MD	2	1,021,800	989,200	32,700	3.2%
San Francisco Co.	3	565,800	547,100	18,700	3.3%
San Mateo Co.	1	456,000	442,100	14,000	3.1%
SAN JOSE SUNNYVALE SANTA CLARA MSA	5	1,086,200	1,044,300	41,800	3.8%
San Benito Co.	37	30,500	28,700	1,800	5.9%
Santa Clara Co.	5	1,055,600	1,015,600	40,000	3.8%
SAN LUIS OBISPO PASO ROBLES ARROYO GRANDE MSA (San Luis Obispo Co.)	10	145,300	139,200	6,100	4.2%
SAN RAFAEL MD (Marin Co.)	3	145,100	140,400	4,800	3.3%
SANTA CRUZ WATSONVILLE MSA (Santa Cruz Co.)	27	146,400	138,600	7,800	5.3%
SANTA MARIA SANTA BARBARA MSA (Santa Barbara Co.)	15	222,700	212,500	10,200	4.6%
SANTA ROSA MSA (Sonoma Co.)	5	268,100	258,000	10,100	3.8%
STOCKTON LODI MSA (San Joaquin Co.)	52	322,800	298,600	24,200	7.5%
VALLEJO FAIRFIELD MSA (Solano Co.)	27	211,500	200,200	11,300	5.3%
VISALIA PORTERVILLE MSA (Tulare Co.)	63	206,000	184,900	21,100	10.2%
YUBA CITY MSA	56	73,300	67,500	5,800	7.9%
Sutter Co.	56	44,800	41,300	3,500	7.9%
Yuba Co.	55	28,400	26,200	2,200	7.8%
Alpine Co.	51	500	470	40	7.4%
Amador Co.	30	15,180	14,360	820	5.4%
Calaveras Co.	32	21,010	19,860	1,160	5.5%
Colusa Co.	62	11,540	10,450	1,100	9.5%
Del Norte Co.	42	10,040	9,390	660	6.5%
Glenn Co.	50	13,270	12,340	930	7.0%
Humboldt Co.	15	63,020	60,120	2,900	4.6%
Inyo Co.	20	9,240	8,800	440	4.8%
Lake Co.	39	30,060	28,250	1,820	6.0%
Lassen Co.	35	11,100	10,460	630	5.7%
Mariposa Co.	22	8,680	8,250	440	5.0%
Mendocino Co.	18	40,590	38,690	1,900	4.7%
Modoc Co.	46	3,400	3,170	220	6.6%
Mono Co.	24	8,220	7,790	430	5.2%
Nevada Co.	15	49,000	46,730	2,280	4.6%
Plumas Co.	48	8,250	7,690	560	6.7%
Sierra Co.	46	1,370	1,280	90	6.6%
Siskiyou Co.	48	18,440	17,210	1,230	6.7%
Tehama Co.	42	25,640	23,980	1,660	6.5%
Trinity Co.	32	5,540	5,230	310	5.5%
Tuolumne Co.	36	21,910	20,650	1,260	5.8%

**Notes**

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

**REPORT 400 R**  
**Monthly Labor Force Data for Regional Planning Units**  
**September 2016 - Preliminary**  
 Data Not Seasonally Adjusted

REGION	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	<b>19,437,500</b>	<b>18,408,300</b>	<b>1,029,100</b>	<b>5.3%</b>
<b>COASTAL REGION</b>	<b>6</b>	<b>742,200</b>	<b>706,100</b>	<b>36,200</b>	<b>4.9%</b>
MONTEREY	---	227,800	215,700	12,100	5.3%
SAN LUIS OBISPO	---	145,300	139,200	6,100	4.2%
SANTA BARBARA	---	222,700	212,500	10,200	4.6%
SANTA CRUZ	---	146,400	138,600	7,800	5.3%
<b>MIDDLE SIERRA</b>	<b>10</b>	<b>66,800</b>	<b>63,100</b>	<b>3,700</b>	<b>5.5%</b>
AMADOR	---	15,180	14,360	820	5.4%
CALAVERAS	---	21,010	19,860	1,160	5.5%
MARIPOSA	---	8,680	8,250	440	5.0%
TUOLUMNE	---	21,910	20,650	1,260	5.8%
<b>HUMBOLDT</b>	<b>5</b>	<b>63,000</b>	<b>60,100</b>	<b>2,900</b>	<b>4.6%</b>
HUMBOLDT	---	63,020	60,120	2,900	4.6%
<b>NORTH STATE</b>	<b>12</b>	<b>311,300</b>	<b>292,500</b>	<b>18,800</b>	<b>6.0%</b>
BUTTE	---	103,700	97,400	6,300	6.1%
DEL NORTE	---	10,040	9,390	660	6.5%
LASSEN	---	11,100	10,460	630	5.7%
MODOC	---	3,400	3,170	220	6.6%
NEVADA	---	49,000	46,730	2,280	4.6%
PLUMAS	---	8,250	7,690	560	6.7%
SHASTA	---	74,900	70,000	4,900	6.5%
SIERRA	---	1,370	1,280	90	6.6%
SISKIYOU	---	18,440	17,210	1,230	6.7%
TEHAMA	---	25,640	23,980	1,660	6.5%
TRINITY	---	5,540	5,230	310	5.5%
<b>CAPITOL REGION</b>	<b>8</b>	<b>1,186,000</b>	<b>1,121,800</b>	<b>64,100</b>	<b>5.4%</b>
ALPINE	---	500	470	40	7.4%
COLUSA	---	11,540	10,450	1,100	9.5%
EL DORADO	---	91,200	86,800	4,500	4.9%
GLENN	---	13,270	12,340	930	7.0%
PLACER	---	182,900	174,800	8,100	4.5%
SACRAMENTO	---	707,400	669,200	38,200	5.4%
SUTTER	---	44,800	41,300	3,500	7.9%
YOLO	---	105,800	100,400	5,400	5.1%
YUBA	---	28,400	26,200	2,200	7.8%
<b>EAST BAY</b>	<b>4</b>	<b>1,408,700</b>	<b>1,347,000</b>	<b>61,700</b>	<b>4.4%</b>
ALAMEDA	---	845,700	809,200	36,500	4.3%
CONTRA COSTA	---	563,000	537,800	25,100	4.5%
<b>NORTH BAY</b>	<b>3</b>	<b>773,700</b>	<b>740,900</b>	<b>32,900</b>	<b>4.3%</b>
LAKE	---	30,060	28,250	1,820	6.0%
MARIN	---	145,100	140,400	4,800	3.3%
MENDOCINO	---	40,590	38,690	1,900	4.7%
NAPA	---	78,400	75,400	3,000	3.8%
SOLANO	---	211,500	200,200	11,300	5.3%
SONOMA	---	268,100	258,000	10,100	3.8%
<b>BAY-PENINSULA</b>	<b>1</b>	<b>2,108,000</b>	<b>2,033,500</b>	<b>74,500</b>	<b>3.5%</b>
SAN BENITO	---	30,500	28,700	1,800	5.9%
SAN FRANCISCO	---	565,800	547,100	18,700	3.3%
SAN MATEO	---	456,000	442,100	14,000	3.1%
SANTA CLARA	---	1,055,600	1,015,600	40,000	3.8%
<b>SAN JOAQUIN VALLEY AND ASSOCIATED COUNTIES</b>	<b>14</b>	<b>1,891,500</b>	<b>1,732,400</b>	<b>159,100</b>	<b>8.4%</b>
FRESNO	---	453,900	416,200	37,700	8.3%
INYO	---	9,240	8,800	440	4.8%
KERN	---	402,200	365,200	37,000	9.2%
KINGS	---	58,500	53,600	4,900	8.3%
MADERA	---	62,900	58,000	4,900	7.7%
MERCED	---	119,000	109,200	9,800	8.2%
MONO	---	8,220	7,790	430	5.2%
SAN JOAQUIN	---	322,800	298,600	24,200	7.5%
STANISLAUS	---	248,800	230,000	18,700	7.5%
TULARE	---	206,000	184,900	21,100	10.2%
<b>SOUTHERN BORDER</b>	<b>11</b>	<b>1,673,600</b>	<b>1,580,100</b>	<b>93,500</b>	<b>5.6%</b>
IMPERIAL	---	79,200	61,200	18,000	22.7%
SAN DIEGO	---	1,594,400	1,518,900	75,500	4.7%
<b>LOS ANGELES BASIN</b>	<b>7</b>	<b>5,150,200</b>	<b>4,881,700</b>	<b>268,500</b>	<b>5.2%</b>
LOS ANGELES	---	5,150,200	4,881,700	268,500	5.2%
<b>ORANGE</b>	<b>2</b>	<b>1,636,400</b>	<b>1,570,100</b>	<b>66,400</b>	<b>4.1%</b>
ORANGE	---	1,636,400	1,570,100	66,400	4.1%
<b>INLAND EMPIRE</b>	<b>13</b>	<b>1,996,200</b>	<b>1,872,800</b>	<b>123,500</b>	<b>6.2%</b>
RIVERSIDE	---	1,054,100	986,100	68,000	6.5%
SAN BERNARDINO	---	942,100	886,700	55,500	5.9%
<b>VENTURA</b>	<b>9</b>	<b>429,700</b>	<b>406,200</b>	<b>23,500</b>	<b>5.5%</b>
VENTURA	---	429,700	406,200	23,500	5.5%

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**  
**September 2016 - Preliminary**  
 Data Not Seasonally Adjusted

REGION	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	19,437,500	18,408,300	1,029,100	5.3%
<b>ALAMEDA COUNTY</b> Alameda County, except Oakland City	6	629,500	604,500	25,000	4.0%
<b>OAKLAND CITY</b> Oakland City	27	216,200	204,600	11,600	5.4%
<b>CONTRA COSTA COUNTY</b> Contra Costa County, except Richmond City	10	508,700	486,300	22,300	4.4%
<b>RICHMOND CITY</b> Richmond City	22	54,300	51,500	2,800	5.2%
<b>LOS ANGELES COUNTY</b> Los Angeles County, except Los Angeles City, Verdugo Consortium, Foothill Consortium, South Bay Consortium, Southeast Los Angeles County Consortium, and Pacific Gateway Workforce Investment Network	21	1,894,000	1,796,500	97,500	5.1%
<b>LOS ANGELES CITY</b> Los Angeles City	31	2,064,700	1,950,600	114,100	5.5%
<b>VERDUGO CONSORTIUM</b> Burbank, Glendale, and La Cañada Flintridge Cities	16	173,300	165,300	8,000	4.6%
<b>FOOTHILL CONSORTIUM</b> Arcadia, Duarte, Monrovia, Pasadena, Sierra Madre, and South Pasadena Cities	8	162,600	155,900	6,700	4.1%
<b>SOUTH BAY CONSORTIUM</b> Carson, El Segundo, Gardena, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Manhattan Beach, Redondo Beach, Lomita, and Torrance Cities	15	372,200	355,000	17,200	4.6%
<b>SELACO (SOUTHEAST LOS ANGELES COUNTY CONSORTIUM)</b> Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, and Norwalk Cities	12	231,900	221,300	10,600	4.6%
<b>PACIFIC GATEWAY WORKFORCE INVESTMENT NETWORK</b> Long Beach and Signal Hill Cities	32	251,500	237,100	14,400	5.7%
<b>ORANGE COUNTY</b> Orange County, except Anaheim and Santa Ana Cities	5	1,298,100	1,248,300	49,700	3.8%
<b>ANAHEIM CITY</b> Anaheim City	23	174,700	165,700	9,000	5.2%
<b>SANTA ANA CITY</b> Santa Ana City	17	163,700	156,000	7,600	4.7%
<b>SAN JOSE - SILICON VALLEY</b> Santa Clara County, except Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale Cities	7	724,000	694,500	29,500	4.1%
<b>NOVA (NORTH VALLEY CONSORTIUM)</b> Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale Cities; San Mateo County	1	787,700	763,200	24,500	3.1%
<b>GOLDEN SIERRA CONSORTIUM</b> Alpine, El Dorado, and Placer Counties	14	274,700	262,000	12,700	4.6%
<b>KERN, INYO, MONO CONSORTIUM</b> Kern, Inyo, and Mono Counties	44	419,600	381,800	37,900	9.0%
<b>MOTHER LODE CONSORTIUM</b> Amador, Calaveras, Mariposa, and Tuolumne Counties	30	66,800	63,100	3,700	5.5%
<b>NORTEC (NORTHERN RURAL TRAINING AND EMPLOYMENT CONSORTIUM)</b> Butte, Del Norte, Lassen, Nevada, Modoc, Plumas, Shasta, Sierra, Siskiyou, Tehama, and Trinity Counties	35	311,300	292,500	18,800	6.0%
<b>NCCC (NORTH CENTRAL COUNTIES CONSORTIUM)</b> Colusa, Glenn, Sutter, and Yuba Counties	40	98,100	90,300	7,800	7.9%
<b>WORKFORCE ALLIANCE OF THE NORTH BAY (NORTH BAY CONSORTIUM)</b> Napa, Lake, and Marin Counties	4	253,600	244,000	9,600	3.8%
<b>FRESNO COUNTY</b> Fresno County	42	453,900	416,200	37,700	8.3%
<b>HUMBOLDT COUNTY</b> Humboldt County	13	63,000	60,100	2,900	4.6%
<b>IMPERIAL COUNTY</b> Imperial County	46	79,200	61,200	18,000	22.7%
<b>KINGS COUNTY</b> Kings County	43	58,500	53,600	4,900	8.3%
<b>MADERA COUNTY</b> Madera County	39	62,900	58,000	4,900	7.7%
<b>MENDOCINO COUNTY</b> Mendocino County	18	40,600	38,700	1,900	4.7%
<b>MERCED COUNTY</b> Merced County	41	119,000	109,200	9,800	8.2%
<b>MONTEREY COUNTY</b> Monterey County	24	227,800	215,700	12,100	5.3%
<b>RIVERSIDE COUNTY</b> Riverside County	36	1,054,100	986,100	68,000	6.5%
<b>SACRAMENTO CITY/COUNTY</b> Sacramento County	28	707,400	669,200	38,200	5.4%
<b>SAN BENITO COUNTY</b>	34	30,500	28,700	1,800	5.9%

San Benito County					
<b>SAN BERNARDINO COUNTY</b> San Bernardino County	33	942,100	886,700	55,500	5.9%
<b>SAN DIEGO CITY/COUNTY</b> San Diego County	19	1,594,400	1,518,900	75,500	4.7%
<b>SAN FRANCISCO CITY/COUNTY</b> San Francisco County	2	565,800	547,100	18,700	3.3%
<b>SAN JOAQUIN COUNTY</b> San Joaquin County	37	322,800	298,600	24,200	7.5%
<b>SAN LUIS OBISPO COUNTY</b> San Luis Obispo County	9	145,300	139,200	6,100	4.2%
<b>SANTA BARBARA COUNTY</b> Santa Barbara County	11	222,700	212,500	10,200	4.6%
<b>SANTA CRUZ COUNTY</b> Santa Cruz County	26	146,400	138,600	7,800	5.3%
<b>SOLANO COUNTY</b> Solano County	25	211,500	200,200	11,300	5.3%
<b>SONOMA COUNTY</b> Sonoma County	3	268,100	258,000	10,100	3.8%
<b>STANISLAUS COUNTY</b> Stanislaus County	38	248,800	230,000	18,700	7.5%
<b>TULARE COUNTY</b> Tulare County	45	206,000	184,900	21,100	10.2%
<b>VENTURA COUNTY</b> Ventura County	29	429,700	406,200	23,500	5.5%
<b>YOLO COUNTY</b> Yolo County	20	105,800	100,400	5,400	5.1%

**Notes**

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

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)  
 September 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	91,200	86,800	4,500	4.9%	1.000000	1.000000
Cameron Park CDP	9,000	8,700	400	4.2%	0.099797	0.085585
Diamond Springs CDP	5,100	4,800	300	6.1%	0.055621	0.070626
El Dorado Hills CDP	22,000	21,300	800	3.4%	0.245026	0.169084
Georgetown CDP	1,000	900	100	8.5%	0.010742	0.019402
Placerville city	4,700	4,400	300	6.6%	0.050999	0.070532
Pollock Pines CDP	3,100	3,000	100	3.9%	0.034801	0.027652
Shingle Springs CDP	2,600	2,500	100	4.1%	0.029098	0.024025
South Lake Tahoe city	11,900	11,200	600	5.4%	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.

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)  
 September 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	182,900	174,800	8,100	4.5%	1.000000	1.000000
Auburn city	7,000	6,600	400	5.2%	0.037945	0.044642
Colfax city	1,100	1,000	100	8.5%	0.005861	0.011639
Dollar Point CDP	600	600	0	1.1%	0.003152	0.000685
Foresthill CDP	1,000	900	0	3.8%	0.005264	0.004451
Granite Bay CDP	11,700	11,200	500	4.1%	0.064164	0.058659
Kings Beach CDP	2,600	2,400	100	5.8%	0.013845	0.018260
Lincoln city	19,000	18,100	900	4.9%	0.103334	0.113436
Loomis town	3,200	3,100	100	3.0%	0.017606	0.011748
Meadow Vista CDP	1,500	1,400	100	3.4%	0.008042	0.006163
North Auburn CDP	5,700	5,500	300	4.4%	0.031381	0.031155
Rocklin city	31,000	29,600	1,400	4.5%	0.169433	0.171575
Roseville city	65,900	63,200	2,800	4.2%	0.361434	0.339981
Sunnyside Tahoe City CDP	1,100	1,100	100	4.8%	0.006069	0.006676
Tahoe Vista CDP	1,000	1,000	0	4.1%	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>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment 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)  
 September 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	105,800	100,400	5,400	5.1%	1.000000	1.000000
Davis city	35,700	34,300	1,400	3.9%	0.341537	0.258240
Esparto CDP	1,400	1,300	100	5.8%	0.012881	0.014454
West Sacramento city	25,900	24,400	1,600	6.0%	0.242575	0.284938
Winters city	3,800	3,700	200	4.6%	0.036565	0.032407
Woodland city	29,800	28,200	1,600	5.5%	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.



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, August 23, 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 9:07 a.m. The Pledge of Allegiance was recited. Mr. Tate read the thought of the day. Ms. Blanks, interim Secretary, called the roll. Ms. Blanks stated that a quorum has not yet been achieved. A quorum eventually was established at 9:12 a.m.

**Members Present:**

Andrea Scharnow, Sacramento City Unified School District  
Linda Litka, San Juan Unified School District  
Stacy Lewis, Women’s Civic Improvement Club/Playmate (seated at 9:07 a.m.)  
Natalie Craig, SETA-Operated Program (seated at 9:10 a.m.)  
Penelope Scott, SETA-Operated Program (seated at 9:12 a.m.)  
Thelma Adams, SETA-Operated Program (seated at 9:28 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:**

Tyrone Broxton, Elk Grove Unified School District (unexcused)  
Amanda Robinson, San Juan Unified School District (excused)  
Reginald Castex, WCIC/Playmate Child Development Center (unexcused)

Information items were reviewed while awaiting a quorum.

**IV. Information Items**

**A. Presentation: Ms. Elena Quintero, Sacramento City Council, District One**

Ms. Belinda Malone introduced Ms. Elena Quintero, Sacramento City Council, District One Parks and Youth Liaison/ PTA President. Ms. Quintero provided a presentation on the importance of continued parent engagement after Head Start on PTA/PTSA, School Site Counsel and/or PTO.

Mr. Lewis, Ms. Craig, Ms. Adams, and Ms. Scott were seated at 9:07 a.m., 9:28 a.m., 9:10 a.m., and 9:12 a.m. respectively; a quorum was established.

**II. Consent Item**

A. Approval of the Minutes of the July 26, 2016 Regular meeting

Ms. Blanks made a note that Golden 1 Credit Union did not provide the financial workshop; it was SAFE Credit Union.

Moved/Blanks, second/Scharnow, to approve the July 26, 2016 minutes as corrected.

Show of hands vote:

Aye: 10 (Adams, Blanks, Craig, Lewis, Litka, McMillin, Scott, Scharnow, Sheppard, Webster)

Nay: 0

Abstentions: 1 (Tate)

Absent: 3 (Broxton, Castex, Robinson)

**III. Action Items**

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

The board went into closed session at 9:53 a.m. At 10:08 a.m., Mr. Tate called the meeting back to order and reported that the following eligible lists were approved in closed session: Associate Teacher, Associate Teacher/Infant Toddler, Site Supervisor, and Early Head Start Educator.

B. **TIMED ITEM 9:00 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

Mr. John Allen reviewed the modified job classification. This item was reviewed by the union and they were happy about the modifications. The achievement of an Associate's and/or Bachelor's Degree is incentive for staff to move up and grow professionally.

Mr. Tate opened a public hearing and asked for input.

Moved/Blanks, second/Litka, to close the public hearing and approve the revised job classification of Associate Teacher (Tier I, II, III, and IV), and establish salary ranges for the classification.

Show of hands vote:

Aye: 10 (Adams, Blanks, Craig, Lewis, Litka, McMillin, Scharnow, Scott, Sheppard, Webster)

Nay: 0  
Abstentions: 1 (Tate)  
Absent: 3 (Broxton, Castex, Robinson)

C. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Approval of Job Classification for Administrative Assistant and Establish the Salary Range for the Classification

Mr. Tate reviewed the job classification for Administrative Assistant.

Mr. Tate opened a public hearing and asked for input.

Mr. John Allen reported that the original Typist Clerk classification was written in 1986; this updates the job classification and is expected to replace three currently vacant positions in the Children and Family Services department.

Moved/Scott, second/Webster, to close the public hearing and approve the Administrative Assistant job specification as presented in the board packet.

Show of hands vote:

Aye: 10 (Adams, Blanks, Craig, Lewis, Litka, McMillin, Scharnow, Scott, Sheppard, Webster)

Nay: 0

Abstentions: 1 (Tate)

Absent: 3 (Broxton, Castex, Robinson)

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

Mr. Tate opened a public hearing. Mr. Tate reviewed the various modifications recommended to the bylaws and asked board members to respect the work of the committee. There were no questions or comments.

Moved/McMillin, second/Scharnow, to continue this item to the next Policy Council meeting where the action of the Council will be to close the public hearing and approve the amendments to the PC Bylaws as presented.

Show of hands vote:

Aye: 10 (Adams, Blanks, Craig, Lewis, Litka, McMillin, Scott, Scharnow, Sheppard, Webster)

Nay: 0

Abstentions: 1 (Tate)

Absent: 3 (Broxton, Castex, Robinson)

E. Approval to Submit a Carryover Request for Program Year 2015-16 of Head Start /Early Head Start Funds

Ms. D'et Saurbourne reviewed this item. 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 \$283,614.92 in Program Year 2015-2016. SETA is required to utilize contractors from the Department of Industrial Relations (DIR) approved contractors since we are a public agency.

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

Show of hands vote:

Aye: 10 (Adams, Blanks, Craig, Lewis, Litka, McMillin, Scharnow, Scott, Sheppard, Webster)

Nay: 0

Abstentions: 1 (Tate)

Absent: 3 (Broxton, Castex, Robinson)

- F. Approval to Submit a Request to Carryover Early Head Start-Child Care Partnership and Expansion Training and Technical Funds for Program Year 2015-2016

Ms. Saurbourne reviewed this board item which requests approval to carry over the EHS-CCP Training/Technical Assistance funds. This is a one-time, very specific request and funds will be used only for projects approved by ACF with the original grant submission.

Moved/Scharnow, second/Sheppard, to 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.

Show of hands vote:

Aye: 10 (Adams, Blanks, Craig, Lewis, Litka, McMillin, Scharnow, Scott, Sheppard, Webster)

Nay: 0

Abstentions: 1 (Tate)

Absent: 3 (Broxton, Castex, Robinson)

- G. Approval to Submit a Request to Carryover Early Head Start-Child Care Partnership and Expansion Start-Up for Program Year 2015-2016

Ms. Saurbourne reviewed this item which is a request to carry over funds for start-up at Kinder World. Part of the start-up funds was to be utilized to bring the classrooms up to Head Start standards. The \$15,000 will be utilized to remove a post in the middle of a classroom. The original contractor backed out so staff has to go through procurement again.

Moved/Lewis, second/Blanks, to 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.

Show of hands vote:

Aye: 10 (Adams, Blanks, Craig, Lewis, Litka, McMillin, Scharnow, Scott, Sheppard, Webster)

Nay: 0

Abstentions: 1 (Tate)

Absent: 3 (Broxton, Castex, Robinson)

H. 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 opportunity to approve an EHS expansion application to increase services to infants and toddlers. This will bring an additional 46 slots, not 47 slots, into the county. SETA Head Start will partner with Los Rios Community College District/American River College to expand 14 infant/toddler enrollment slots. The remaining slots will expand the SETA operated program at Vineland, Parker, Sharon Neese, and Grizzly Hollow. Sharon Neese is not listed on the attached document, it was added after the packet was published. The application in the amount of \$1,616,265 million includes basic, start up and T/TA funds. It is expected that the initial funds will be awarded in February with the program beginning August 2017.

Moved/Blanks, second/Scott, 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.

Show of hands vote:

Aye: 10 (Adams, Blanks, Craig, Lewis, Litka, McMillin, Scharnow, Scott, Sheppard, Webster)

Nay: 0

Abstentions: 1 (Tate)

Absent: 3 (Broxton, Castex, Robinson)

IV. **Information Items** (continued)

B. Standing Information Items

- PC/PAC Calendar of Events – Ms. Litka reviewed the calendar of events.
- Parent, Family & Community Engagement - Events & Activities: No additional report.
- Parent/Staff Recognitions: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne reported that the fiscal report is expenditures as of July 31 which is the end of the program year. It is expected that all of the funds will be spent. The non-federal share is 29.4% and administrative is well below the 15%. There will be a bit of money that will be sent back in the EHS-CCP program.

- Toastmasters Training: Mr. Tate stated that the next meeting is scheduled for September 2.
  - Community Resources – Parents/Staff: Mr. Tate reported that the Salvation Army is accepting sign-ups for basketball season; see him for information. Oak Park Community Center is calling for coaches, assistant coaches, referees, and time keepers for their programs. He has information on this as well.
- C. Governing Board Minutes of July 7, 2016: No questions.

**V. Committee Reports**

- Executive Committee Meeting Critique: Ms. Blanks reviewed the Executive Committee critique.
- Personnel/Bylaws Committee: Mr. Tate stated that this committee will no longer meet and thanked board members that participated in the bylaws modification process.
- Men’s Activities Affecting Children Committee (MAACC): Ms. Scott reported that there was a workshop by the Department of Child Support. Information was shared on how to contact staff and obtain needed paperwork regarding child support. Mr. Tate spoke of the July 22 meeting. There will be a barbeque on August 26. The regular MAACC meeting for August 26 has been canceled.
- Social/Hospitality Committee: Ms. Litka reported on the August 17 meeting. The next meeting is September 7 where attendees will discuss and decide many End-of-Year Parent Appreciation event items.
- Parent Ambassador Report: Ms. McMillin reviewed the recruitment flyers that will be ready for distribution at the Rio Linda Country Fair. Ambassadors will attend the September 17 event to recruit Head Start children. Committee members have been assisting with SOP and delegate agency binders for the new year.
- Sacramento Medi-Cal Dental Advisory Committee: Ms. Scott attended the most recent meeting. They discussed the difficulty of children receiving anesthesia for dental procedures. An ad hoc group was planned to deal with this. They also talked about Prop 56 which is a \$2.00 increase in cigarettes and e-cigarettes that will go toward dental services.

**VI. Other Reports**

- A. Executive Director’s Report: Ms. Kathy Kossick stated that she is planning tours of the various job centers. If any board member is interested, she could schedule tour at the Hillsdale and the Franklin centers. Notify Ms. Desha of your interest. It is hoped that the tours would be done the last week of September or the first week of October.
- B. Chair’s Report: No report. Ms. Lydia Razo sent a message thanking everyone at SETA for the opportunity to serve on the Policy Council and to learn.
- C. Head Start Deputy Director’s Report: Ms. Lee stated that it is the beginning of the school year and many of the delegates are ramping up to start school. The Administrative Assistant job specification approved earlier will be used to hire new support that will work in a clerical pool to support the entire department.

This group will work together to get the department's work done. Ms. Natalie Craig has a concern about how few board members there were attending meetings. Ms. Lee acknowledges that board attendance tends to dwindle toward the end of the program year and thanked those that do attend.

D. Head Start Managers' Reports

- Lisa Carr - Family Engagement, Home Base, and ERSEA Services: No report.
- Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services: No report.
- Martha Cisneros - Health, Nutrition and Safe Environments Services: Ms. Cisneros stated that she was asked to bring information forward on immunizations; she has great information and will provide a presentation at a future meeting. The central kitchen tour is planned for September 13, 14, 15 or 20. There is a MediCal/DentiCal meeting coming up. On September 13 the Maternal, Child and Adolescent Committee will start up. They will discuss immunizations and compliance in that area.
- Karen Griffith - School Readiness, Special Education and Mental Health Services: No report.

E. Open Discussion and Comments: No comments.

F. Public Participation: Ms. Blanks thanked board members for participating in the survey for Barbara Abbott.

VII. **Adjournment**: The meeting was adjourned at 11:45 a.m.



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

**Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 9/30/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	486	110	91
Sacramento City USD	1,211	1,136	94	89
SETA	1,988	1,968	99	71
San Juan USD	668	694	104	85
Twin Rivers USD	233	233	100	86
WCIC/Playmate	120	120	100	81
<b>Total</b>	<b>4,660</b>	<b>4,637</b>		

**Early Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 9/30/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	144	152	106	75
SETA	377	376	99	78
San Juan USD	160	168	101	81
<b>Total</b>	<b>681</b>	<b>696</b>		

**EHS-CC Partnership/Expansion**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 9/30/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	40	111	82
Sacramento City USD	40	40	100	76
SETA/Job Corps.*	4	4	100	TBD
<b>Total</b>	<b>80</b>	<b>84</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 \*September 2016

**September 1st & 2nd** - Northview Center closed for painting.

**September 2nd** - Minimum Day Preschool & EHS Full Day Classes.

**September 5th** - Holiday.

**September 6th to 12th** - Elkhorn closed for painting.

**September 8th** - Many EHS classes closed for Teacher Training.

**September 12th** - WCIC classes re-start.

**September 13th** - Elkhorn Center reopens EHS & full day class.  
PAC Parents tour and visit to the Central Kitchen.

**September 14th** - The Walnut Grove Center opens.  
Elkhorn reopens all classes.

**September 30th** - The Walnut Grove Center closed 1 class for teacher training.  
The Marina Vista Center closed due to plumbing issues.

**Meetings & Trainings:**

Cook Drivers Celia & Bea attended a SERV SAFE Training on September 7th.

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

Lunch	PM Snack	Breakfast	Field Trips
40,231	15,000	26,010	160

**Total Amount of Meals and Snacks Prepared** 81,401

**Purchases:**

Food	\$85,469.76
Non - Food	\$20,604.40

**Building Maintenance and Repair:** \$1,327.07

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

**Kitchen Small Wares and Equipment:** \$11,095.35

**Vehicle Maintenance and Repair :** \$0.00

**Vehicle Gas / Fuel:** \$1,152.69  
**Normal Delivery Days** 21

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**September 2016**

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	170	<b>8%</b>	369	52	<b>14%</b>
<b>Twin Rivers USD</b>	233	11	<b>5%</b>			
<b>Elk Grove USD</b>	440	37	<b>8%</b>			
<b>Sac City USD</b>	1211	89	<b>7%</b>	144	13	<b>9%</b>
<b>San Juan USD</b>	668	65	<b>10%</b>	160	11	<b>7%</b>
<b>WCIC</b>	120	7	<b>6%</b>			
<b>EHS CCP</b>				80	4	<b>5%</b>
<b>COUNTY TOTAL</b>	<b>4700</b>	<b>379</b>	<b>8%</b>	<b>753</b>	<b>70</b>	<b>9%</b>

*AFE: Annual Funded Enrollment*

## 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.