



GOVERNING BOARD

LARRY CARR
Councilmember
City of Sacramento

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

KATHY KOSSICK
Executive Director

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

Main Office
(916) 263-3800

Head Start
(916) 263-3804

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

**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, November 2, 2017

TIME: 10:00 a.m.

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

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

AGENDA

PAGE NUMBER

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

- ➔ Recognition of long-term employee:
 - **Diana Douglas**, Program Officer (25 years)

II. Consent Items

- | | | |
|----|--|-----|
| A. | Minutes of the October 5, 2017 Regular Board Meeting | 1-6 |
| B. | Approval of Claims and Warrants | 7 |
| C. | Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council (Denise Lee) | 8 |

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Election of Officers of the Sacramento Employment and Training Agency Governing Board 9
2. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella, Errors and Omissions and Student Accident (Loretta Su) 10
3. Approval of Retiree Medical Insurance Subsidy for Calendar Year 2018 (Kathy Kossick) 11-12
4. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Revisions to the Job Specification for Personnel/Human Resources Department Chief (Allison Noren) 13-20
5. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Revisions to the Salary Schedule for Head Start Parent Intern, Student Intern, Head Start Childcare Teacher Assistant, Bilingual Aide, and Head Start On-Call Cook Driver (Allison Noren) 21-22
6. Approval to Release a Request for Quotes for Marketing, Advertising, Graphic Design and Website Maintenance Services, and Authorize the Executive Director to Execute the Agreement and any Modifications to the Agreement Including Extending the Agreement for Additional Terms (Roy Kim) 23-24
7. Approval to Release a Request for Proposals (RFP) to Upgrade SETA's IT Infrastructure Hardware (Edward Proctor) 25

B. WORKFORCE DEVELOPMENT DEPARTMENT

Community Services Block Grant: No items.

One Stop Services: No items.

Refugee Services:

1. Approval to Augment Funds to Refugee Program Service Providers under the Refugee Social Services (RSS) Grant, Program Year (PY) 2017-2018 (Michelle O'Camb) 26-28

C. CHILDREN AND FAMILY SERVICES: No items.

IV. Information Items

- | | | |
|----|---|-------|
| A. | SETA Children and Family Services Department Year-In-Review Presentation | 29 |
| B. | Fiscal Monitoring Reports <ul style="list-style-type: none">• Lao Family Community Development, Inc.• Women's Civic Improvement Club | 30-34 |
| C. | Employer Success Stories and Activity Report (William Walker) | 35-40 |
| D. | Dislocated Worker Update (William Walker) | 41-42 |
| E. | Unemployment Update/Press Release from the Employment Development Department | 43-59 |
| F. | Head Start Reports (Denise Lee) | 60-67 |

V. Reports to the Board

68

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

VI. Adjournment

DISTRIBUTION DATE: TUESDAY, OCTOBER 24, 2017

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE OCTOBER 5, 2017 REGULAR MEETING

BACKGROUND:

Attached are the minutes of the October 5, 2017 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

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

Thursday, October 5, 2017
10:00 a.m.

- I. **Call to Order/Roll Call**: Mr. Schenirer called the meeting to order at 10:00 a.m. The roll was called and a quorum established.

Members Present:

Jay Schenirer, Chair, Governing Board; Councilmember, City of Sacramento
Sophia Scherman, Public Representative
Larry Carr, Councilmember, City of Sacramento
Patrick Kennedy, Vice Chair; Member, Board of Supervisors (arrived at 10:02 a.m.)
Don Nottoli, Member, Board of Supervisors (arrived at 10:04 a.m.)

- Recognition of long-term employee:
- **Staci Foster**, Workforce Development Analyst (20 years): Mr. Ralph Giddings provided an overview of Ms. Foster's 20 years of service at SETA.

II. **Consent Items**

- A. Minutes of the September 7, 2017 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Appointments to the Sacramento Works Youth Committee
- D. Agreement to Transfer Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Funds to Adult Funds, Program Year (PY) 2017-18, and Authorize Staff to Submit a Request to the State of California, Employment Development Department

The consent items were reviewed; no questions or comments.

Moved/Carr, second/Scherman, to approve the consent items as follows:

- A. Approve the September 7, 2017 minutes.
- B. Approve the claims and warrants for the period 8/29/17 through 9/27/17.
- C. Appoint Mr. Peter Tateishi and Mr. David DeMers to the Sacramento Works Youth Committee.
- D. Agree to the transfer of up to \$2,427,056 in WIOA dislocated worker formula funds to the WIOA adult formula funding stream for PY 2017-18, and authorize staff to submit a request to the State of California, EDD.

Roll call vote:

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

Nay: 0

Abstentions: 0
Absent: 1 (Nottoli)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of the Submission of an Application to the AARP Foundation for Continuation Funding of the Back to Work 50+ Program and Authorize the Executive Director to Execute the Agreement/Modifications and any other Documents Required by the Funding Source

There were no questions or comments.

Mr. Nottoli arrived at 10:04 a.m.

Moved/Scherman, second/Kennedy, to approve the submission of the continuation application for \$66,000 to The AARP Foundation for the Back to Work 50+ Program. In addition, authorize the Executive Director to execute the agreement, including modifications and any other documents required by the funding source.

Roll call vote:

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

Nay: 0

Abstentions: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services

Community Services Block Grant

One Stop Services

1. Approval to Submit an Application for Workforce Innovation and Opportunity Act (WIOA), Dislocated Worker, 25% Additional Assistance Funds and Authorize the Executive Director to Execute the Agreement and any other Documents Required by the Funding Source

There were no questions or comments.

Moved/Carr, second/Kennedy, to approve the submission of an application for WIOA Dislocated Worker, 25% Additional Assistance Funds and authorize the Executive Director to execute the agreement and any other documents required by the funding source.

Roll call vote:

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

Nay: 0

Abstentions: 0

2. Approval to Submit an Application to the California Workforce Development Board for Regional Organizing Funds and Authorize the Executive Director to Execute the Agreement and any other Documents Required by the Funding Source

No questions or comments.

Moved/Carr, second/Kennedy, to approve the submission of an application to the CWDB for Regional Organizing funds and authorize the Executive Director to execute the agreement and any other documents required by the funding source.

Roll call vote:

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

Nay: 0

Abstentions: 0

3. Approval of the Submission of Workforce Accelerator Applications to the California Workforce Development Board and Authorize the Executive Director to Execute the Agreements and any other Documents Required by the Funding Source

No questions or comments.

Moved/Scherman, second/Carr, to approve the submission of two Workforce Accelerator Fund 6.0 grant applications requesting \$150,000 each to the California Workforce Development Board and authorize the Executive Director to execute the agreements and any other documents required by the funding source.

Roll call vote:

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

Nay: 0

Abstentions: 0

C. CHILDREN AND FAMILY SERVICES

1. Approval of Shared Decision-Making, Internal Dispute, Resolution and Impasse Procedures Between the SETA Governing Board and Head Start Policy Council

Mr. Thatch stated that this is a modification based on federal regulations. SETA/Head Start has always had an impasse procedure. The prior procedure required the boards meeting until they met an accord. The new regulations demand that the issue goes to mediation and then binding arbitration.

Mr. Kennedy asked if the Federal law requires binding arbitration, who decides who will be the arbitrator. Mr. Thatch stated that if/when the time comes, SETA would most likely utilize a local professional arbitrator.

Moved/Scherman, second/Carr, to approve the Shared Decision-Making, Internal Dispute Resolution and Impasse Procedures Between the Sacramento Employment and Training Agency Governing Board and the Head Start Policy Council.

Roll call vote:

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

Nay: 0

Abstentions: 0

IV. Information Items

A. Presentation: Overview of SETA's Adult and Dislocated Worker Programs and Related Challenges

Mr. Kim provided an overview of SETA's workforce programs. Mr. Kennedy asked if Mr. Kim will come back with recommendations on the "Opportunities and Beyond" segment. Mr. Kim stated that staff funding recommendations include policy decisions to take advantage of opportunities. The Sacramento Works, Inc. Board and the SETA Governing Board have decision-making authority in this area. This is something that receives ongoing discussion and consideration at meetings.

Mr. Carr inquired how many of the 25,000 customers served last year actually get jobs? Mr. Kim replied that it is difficult to track if the customer is not enrolled. The 2,600 people enrolled received more intensive services and are tracked on a long-term basis. We could only get an estimate on the 25,000 because we do not have long-term data on this group. However, with the 2,600 enrolled, we have an entered employment rate of over 65% with a retention rate of over 80%.

B. Presentation of 2016-2017 Countywide CLASS Results

Ms. Karen Griffith, CFS Manager, introduced Alexis Briggs, Education Coordinator, to present the countywide CLASS results from 2016-2017.

Ms. Alexis Briggs provided an overview of the results for the last year for the Classroom Assessment Scoring System (CLASS). This is an observation instrument developed to assess classroom quality in preschool through third-grade classrooms.

Mr. Carr asked where the trend has been for the last five years; Ms. Briggs stated that she will provide that data and last year was the first time that we worked with our delegate agencies to ensure each classroom was reviewed. Ms. Griffith stated that the CLASS tool has been used for five years and when initially used, we were low but each year we have raised the numbers. Staff always strives to over-exceed.

Ms. Briggs stated that there has been much emphasis on program support. It is important to do live coaching in the classroom to show teachers in what areas to improve their teaching techniques. Mr. Nottoli would like to have an example of how some of the math and science ideas are applied.

Mr. Carr asked about the implications of the various standards. Ms. Kossick stated that staff works diligently to satisfy many performance standards with the limited funding we have.

- C. Head Start Reports: Ms. Denise Lee stated that staff received notification from the Office of Head Start that a comprehensive review will be done this program year. There will be a 60-day notification. Ms. Lee stated that CSUS professor Dr. Karen Horbin has fallen ill with cancer. Dr. Horbin has worked with SETA Head Start on very innovative projects. One of the projects helped to bring CSUS students to serve as substitute teachers in our classrooms. This has been a very helpful thing to provide teaching experience for the students.

Ms. Lee recognized the outstanding work of Dr. Horbin and asked board members to sign a letter thanking her for her support.

- D. Fiscal Monitoring Reports: No questions.
- E. Employer Success Stories and Activity Report: No questions.
- F. Dislocated Worker Update: No questions.
- G. Unemployment Update/Press Release from the Employment Development Department: No questions.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: No report.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No reports.
- F. Public: No comments.

- VI. Adjournment:** The meeting was adjourned at 10:59 a.m.

ITEM II-B-CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 9/28/17 through 10/25/17, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 9/28/17 through 10/25/17.

PRESENTER: Kathy Kossick

ITEM II-C-CONSENT

APPROVAL OF MODIFICATIONS TO THE BYLAWS OF THE
SACRAMENTO COUNTY HEAD START/EARLY HEAD START
POLICY COUNCIL

BACKGROUND:

The Personnel/Bylaws Committee met to review and recommend revisions to the bylaws of the Sacramento County Head Start/Early Head Start Policy Council.

Additions are indicated by **green italic** type and deletions are indicated by **orange strikethrough** type.

A public hearing was opened at the September 26, 2017 meeting and the Policy Council closed the public hearing and approved the modified bylaws at their October 24, 2017 meeting.

The bylaws are being sent under separate cover.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the modifications to the Policy Council bylaws.

PRESENTER: Denise Lee

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 3, 2017.

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, 2017.

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 2 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-A – 3 - ACTION

APPROVAL OF RETIREE MEDICAL INSURANCE SUBSIDY
FOR CALENDAR YEAR 2018

BACKGROUND:

Since 1980, medical and dental insurance premiums for retired annuitants have been subsidized by the Sacramento County Employees Retirement System (SCERS). These were declared not to be vested benefits, with no promise of continuing. SETA, as a Special District of the Sacramento County Employees Retirement System (SCERS) is required to take action for its retirees on the subsidy for health care insurance premiums. This action is independent and separate from the County Board of Supervisors who act on behalf of their retired employees.

SETA has never vested retirees with a health care insurance benefit. Beginning with Fiscal Year 2004-05, SCERS funding was no longer available and SETA began to subsidize health care insurance premiums with SETA funds.

On May 4, 2006, the SETA Governing Board took action to continue paying medical and dental subsidies to current retired employees at the current rates and limit future program enrollment to new retirees, who, as of January 1, 2007, were SETA/SCERS members that have ten years of SCERS service as of that date. These payments would continue through December 2007.

For calendar year 2008 and 2009, the SETA Governing Board took action to continue paying medical and dental subsidies to current retired employees and limit future program enrollment to eligible employees who retired on or before August 31, 2007. The subsidy was eliminated for all participants who retired after August 31, 2007. This included the continuation of the \$25/month towards retiree – only dental plan premiums.

For calendar year 2010 - 2017, the SETA Governing Board took action to continue paying medical subsidies to current retired employees at reduced rates depicted in the chart below and eliminated the dental subsidy. The Board continued to limit future program enrollment to eligible employees who retired on or before August 31, 2007. The subsidy was eliminated for all participants who retired after August 31, 2007.

Current subsidy/offset payments are as follows:

Years of SCERS service credit	Amount of subsidy
Less than 10 years	\$72
10 years but <15 years	\$90
15 years but <20 years	\$108
20 years but <25 years	\$126
25 years or more	\$144
Dental coverage	\$0

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

Three options are presented for your consideration.

- OPTION A: maintain the current subsidy; see table above (\$23,544 for 19 individuals)
- OPTION B: eliminate the medical subsidy to retirees (\$0)
- OPTION C: approve a subsidy at a lesser amount than the table above

RECOMMENDATION:

Staff is recommending that the Board take action to approve Option A for the next calendar year effective January 1, 2018.

PRESENTER: Kathy Kossick

ITEM III-A – 4 - ACTION

**TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL
OF REVISIONS TO THE JOB SPECIFICATION FOR PERSONNEL/
HUMAN RESOURCES DEPARTMENT CHIEF**

BACKGROUND:

The nondiscrimination and equal opportunity provisions found in Section 188 of the Workforce Innovation and Opportunity Act (WIOA) and 29 CFR Part 38 prohibit discrimination on the basis of race; color; religion; sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity); national origin (including Limited English Proficiency); age; disability; political affiliation or belief; or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title I-financially assisted program or activity.

On January 3, 2017, 29 CFR Part 38 was revised to require that states conduct annual monitoring reviews to determine whether each recipient is operating its WIOA Title-I financially assisted program or activity in a nondiscriminatory way. Part of the annual monitoring is each Local Area must designate an Equal Opportunity (EO) Officer who is responsible for coordinating its obligation under these nondiscrimination and equal opportunity regulations. As a result, SETA has designated the Personnel/Human Resources Department Chief to be the EO Officer. Therefore, the job specification has been updated to reflect the role and responsibilities of being the Agency's EO Officer. Additionally, the Agency is in the process of reviewing all job specifications to ensure that all positions accurately reflect the work assigned; that current methodologies are in compliance with current federal and state regulations; and that the updates enable the Agency to hire the best candidates.

The revised job specification for Personnel/Human Resources Department Chief is attached in redline and clean versions.

The Head Start Policy Council reviewed and approved this item at their October 24 meeting. Staff will be available to answer questions.

RECOMMENDATION:

Open a Public Hearing, receive input, and take action to close the public hearing and approve the revised job specification for Personnel/Human Resources Department Chief.

PRESENTER: Allison Noren

PERSONNEL/HUMAN RESOURCES DEPARTMENT CHIEF

ORGANIZATIONAL RESPONSIBILITY

The Personnel/Human Resources Department Chief is responsible to and reports to the SETA Executive Director.

DEFINITION

Under administrative direction, plans, organizes, administers and directs the Personnel/Human Resources Department activities and functions. Responsibilities include direct and indirect supervision of professional and technical staff.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for the top level management position responsible for the overall administration of the Agency's Personnel/Human Resources Department. The Personnel/Human Resources Department Chief is responsible for providing coordinated and consistent direction to the Agency regarding human resource activities for SETA employees as well as potential employees.

INTERPERSONAL SKILLS EXPECTATIONS

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

- Listen and get along with a diverse group of people.
- Establish and maintain cooperative working relationships with the majority of the staff.
- Share, discuss, and work through ideas with others in order to arrive at solutions, conclusions, and/or agreements.
- Interact positively and professionally with the public, staff, children, and vendors.
- Maintain composure when dealing with resistance or contrary opinions.
- Interact with persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Be ready and willing to assist the site staff with fostering a stimulating and accepting learning environment.
- Be able to work as a team and collaborate with colleagues.

EXAMPLES OF ESSENTIAL DUTIES

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

1. Oversees the functions and activities of personnel, human resources, program development, planning and Agency facilities;
2. Develops and implements department and agency-wide policies and procedures;
3. Provides complex technical assistance on special projects and activities to the Executive Director;
4. Oversees the development of required federal, state or local plans and modifications to plans for the Agency;
5. Administers and directs the SETA position classification plan, employee safety program, employee relations, recruitment and examinations, selection, staff training and development, labor relations, salary administration, leave administration, and workers' compensation;
6. Counsels and instructs subordinate staff on employee relations practices and techniques for grievance handling and disciplinary matters;
7. Administers employee evaluation systems;
8. Develops department goals and objectives, reviews achievements, and makes changes when necessary;
9. Directs, supervises, coordinates, reviews and evaluates the work of subordinate staff;

10. Assists the Executive Director to provide direction in planning, developing, coordinating, implementing and administering Agency functions;
11. Oversees the development and implementation of program development and program procurement invoices of the Agency;
12. Serves as resource person to the SETA Governing Board and the Head Start Policy Council;
13. Assists in formulating, administering, and developing Agency long-range goals.
14. Serves as Equal Opportunity Officer for the Agency with oversight of nondiscrimination and equal opportunity requirements including investigating/monitoring WIOA Title I funded activities and programs, reviewing written policies, managing discrimination complaint procedures, conducting outreach and education about equal opportunity and nondiscrimination requirements, participating in continuing training and education, and informing individuals of their equal opportunity rights and responsibilities.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of organization, management, supervision, training and public administration;
- Laws and regulations affecting human resources, compliance, contract negotiation, investigations, labor law, leaves of absence including FMLA, CFRA, PDL and disability leaves, recruitment, and workers' compensation;
- Budget development and fiscal controls;
- Public sector employer-employee relations, grievance handling, and disciplinary investigations.
- Laws and regulations affecting all programs of the Agency.

AND

Ability to:

- Plan, organize, supervise, and coordinate the human resource and facilities functions of the Agency;
- Make effective oral and written presentations;
- Effectively represent SETA's human resource and facilities functions with other government agencies and concerned people;
- Supervise, train and evaluate assigned personnel;
- Establish and maintain cooperative working relationships with staff.

AND

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

- I. Bachelor's degree from an accredited college or university with major course work in public administration, business administration, personnel management, labor relations and/or finance or accounting or related courses.

AND

- II. Seven years of increasingly responsible human resource experience including five years of supervision, which reflect extensive application of the knowledge and abilities required for recruitment, selection, classification, salary and/or benefits administration, affirmative action, labor relations, staff development and training, workers' compensation, and/or payroll and finance.

OR

III. At least ten years of Human Resources Experience in a Managerial role.

PHYSICAL DEMANDS/QUALIFICATIONS

<i>Required Activity</i>	<i>Description</i>
<i>Dexterity</i>	<i>Constantly picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in typing.</i>
<i>Talking</i>	<i>Frequently expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</i>
<i>Hearing</i>	<i>Often perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</i>
<i>Repetitive Motion</i>	<i>Constant substantial movements (motions) of the wrists, hands, and/or fingers.</i>
<i>Sedentary Work</i>	<i>Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</i>
<i>Visual Acuity</i>	<i>The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.</i>
<i>Environment</i>	<i>The worker is not substantially exposed to adverse environmental conditions.</i>
<i>Relational</i>	<i>The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.</i>

PERSONNEL/HUMAN RESOURCES DEPARTMENT CHIEF

ORGANIZATIONAL RESPONSIBILITY

The Personnel/Human Resources Department Chief is responsible to and reports to the SETA Executive Director.

DEFINITION

Under administrative direction, plans, organizes, administers and directs the Personnel/Human Resources Department activities and functions. Responsibilities include direct and indirect supervision of professional and technical staff.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for the top level management position responsible for the overall administration of the Agency's Personnel/Human Resources Department. The Personnel/Human Resources Department Chief is responsible for providing coordinated and consistent direction to the Agency regarding human resource activities for SETA employees as well as potential employees.

INTERPERSONAL SKILLS EXPECTATIONS

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

- Listen and get along with a diverse group of people.
- Establish and maintain cooperative working relationships with the majority of the staff.
- Share, discuss, and work through ideas with others in order to arrive at solutions, conclusions, and/or agreements.
- Interact positively and professionally with the public, staff, children, and vendors.
- Maintain composure when dealing with resistance or contrary opinions.
- Interact with persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Be ready and willing to assist the site staff with fostering a stimulating and accepting learning environment.
- Be able to work as a team and collaborate with colleagues.

EXAMPLES OF ESSENTIAL DUTIES

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

1. Oversees the functions and activities of personnel, human resources, program development, planning and Agency facilities;
2. Develops and implements divisiondepartment and agency-wide policies and procedures;
3. Provides complex technical assistance on special projects and activities to the Executive Director;
4. Oversees the development of required federal, state or local plans and modifications to plans for the Agency;
5. Administers and directs the SETA position classification plan, employee safety program, employee relations, recruitment and examinations, selection, staff training and development, labor relations, salary administration, leave administration, and workers' compensation;
6. Counsels and instructs subordinate staff on employee relations practices and techniques for grievance handling and disciplinary matters;
7. Administers employee evaluation systems;
8. Develops department goals and objectives, reviews achievements, and makes changes when necessary;
9. Directs, supervises, coordinates, reviews and evaluates the work of subordinate staff;

10. Assists the Executive Director to provide direction in planning, developing, coordinating, implementing and administering Agency functions;
11. Oversees the development and implementation of program development and program procurement invoices of the Agency;
12. Serves as resource person to the SETA Governing Board and the Head Start Policy Council;
13. Assists in formulating, administering, and developing Agency long-range goals.
- ~~13-14.~~ Serves as Equal Opportunity Officer for the Agency with oversight of nondiscrimination and equal opportunity requirements including investigating/monitoring WIOA Title I funded activities and programs, reviewing written policies, managing discrimination complaint procedures, conducting outreach and education about equal opportunity and nondiscrimination requirements, participating in continuing training and education, and informing individuals of their equal opportunity rights and responsibilities.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of organization, management, supervision, training and public administration;
- Laws and regulations affecting human resources, compliance, contract negotiation, investigations, labor law, leaves of absence including FMLA, CFRA, PDL and disability leaves, recruitment, and workers' compensation;

MINIMUM QUALIFICATIONS

- Knowledge of (Con't):
- Budget development and fiscal controls;
- Public sector employer-employee relations, grievance handling, and disciplinary investigations.
- Laws and regulations affecting all programs of the Agency.

AND

Ability to:

- Plan, organize, supervise, and coordinate the human resource and facilities functions of the Agency;
- Make effective oral and written presentations;
- Effectively represent SETA's human resource and facilities functions with other government agencies and concerned people;
- Supervise, train and evaluate assigned personnel;
- Establish and maintain cooperative working relationships with staff.

AND

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

I. Bachelor's degree from an accredited college or university with major course work in public administration, business administration, personnel management, labor relations and/or finance or accounting or related courses.

AND

II. Seven years of increasingly responsible human resource experience including five years of supervision, which reflect extensive application of the knowledge and abilities required for recruitment, selection, classification, salary and/or benefits administration, affirmative action, labor relations, staff development and training, workers' compensation, and/or payroll and finance.

OR

III. At least ten years of Human Resources Experience in a Managerial role.

~~I. Advanced educational training in public administration, human resources, economics, government or a closely related field, and five years of increasingly responsible human resource experience. At least three years of this experience should be in a management or supervisory position.~~

PHYSICAL DEMANDS/QUALIFICATIONS

<u>Required Activity</u>	<u>Description</u>
<u>Dexterity</u>	<u>Constantly picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in typing.</u>
<u>Talking</u>	<u>Frequently expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</u>

<u>Hearing</u>	<u>Often perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</u>
<u>Repetitive Motion</u>	<u>Constant substantial movements (motions) of the wrists, hands, and/or fingers.</u>
<u>Sedentary Work</u>	<u>Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</u>
<u>Visual Acuity</u>	<u>The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.</u>
<u>Environment</u>	<u>The worker is not substantially exposed to adverse environmental conditions.</u>
<u>Relational</u>	<u>The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.</u>

Essential Physical Attributes:

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

Sufficient Speech to:

Engage in conversation both in person and on the phone.

Sufficient Hearing to:

Understand conversation in person or on the phone.

Sufficient Vision to:

Operate a personal computer.

Sufficient Sensitivity of Touch to:

Operate a personal computer.

Sufficient Strength and Conditioning to:

Sit for long periods of time throughout the day;

Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain;

Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;

Move from one area in the workplace to another.

Non-essential Physical Attributes:

Ability to Taste.

Ability to Smell.

ITEM III-A – 5 - ACTION

TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF REVISIONS TO THE SALARY SCHEDULE FOR HEAD START PARENT INTERN, STUDENT INTERN, HEAD START CHILDCARE TEACHER ASSISTANT, BILINGUAL AIDE, AND HEAD START ON-CALL COOK DRIVER

BACKGROUND:

This agenda item provides the opportunity for the Governing Board to approve revisions to five (5) job classifications to align with new minimum wage rates that became effective January 1, 2017. New legislation (SB3), was signed into law on April 4, 2016, raising California’s minimum wage to \$15.00 per hour effective January 1, 2022. The law requires increases to the minimum wage in a series of steps:

1. On January 1, 2017, the minimum wage increased to \$10.50 per hour.
2. On January 1, 2018, the minimum wage will increase to \$11.00 per hour.
3. On January 1, 2019, the minimum wage will increase to \$12.00 per hour.
4. On January 1, 2020, the minimum wage will increase to \$13.00 per hour.
5. On January 1, 2021, the minimum wage will increase to \$14.00 per hour.
6. On January 1, 2022, the minimum wage will increase to \$15.00 per hour.

Compliance with the law will require revisions to five (5) Agency job classifications: Head Start Parent Intern, Student Intern, Head Start Childcare Teacher Assistant, Bilingual Aide, and Head Start On-Call Cook Driver.

The current pay ranges are as follows:

Title	Step A	Step B	Step C	Step D	Step E
Head Start Parent Intern	\$10.61	\$11.14	\$11.70	\$12.28	\$12.89
Student Intern	\$10.61	\$11.14	\$11.70	\$12.28	\$12.89
Head Start Childcare Teacher Assistant	\$10.61	\$11.14	\$11.70	\$12.28	\$12.89
Bilingual Aide	\$10.50	\$10.79	\$11.33	\$11.90	\$12.49
Head Start On-Call Cook Driver	\$10.50	N/A	N/A	N/A	N/A

The new pay ranges effective January 1, 2018 are as follows:

Title	Step A	Step B	Step C	Step D	Step E
Head Start Parent Intern	\$11.00	\$11.55	\$12.13	\$12.74	\$13.38
Student Intern	\$11.00	\$11.55	\$12.13	\$12.74	\$13.38
Head Start Childcare Teacher Assistant	\$11.00	\$11.55	\$12.13	\$12.74	\$13.38
Bilingual Aide	\$11.00	\$11.55	\$12.13	\$12.74	\$13.38
Head Start On-Call Cook Driver	\$11.00	N/A	N/A	N/A	N/A

PRESENTER: Allison Noren

ITEM III-A – 5 – ACTION (continued)
Page 2

The Head Start Policy Council reviewed and approved this item at their October 24 meeting. Staff will be available to answer questions.

RECOMMENDATION:

Open a Public Hearing, receive input, and take action to close the public hearing and approve the new salary schedules for the Head Start Parent Intern, Student Intern, Head Start Childcare Teacher Assistant, Bilingual Aide, and Head Start On-Call Cook Driver.

PRESENTER: Allison Noren

ITEM III-A – 6 - ACTION

APPROVAL TO RELEASE A REQUEST FOR QUOTES FOR MARKETING,
ADVERTISING, GRAPHIC DESIGN AND WEBSITE MAINTENANCE SERVICES,
AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT
AND ANY MODIFICATIONS TO THE AGREEMENT INCLUDING EXTENDING
THE AGREEMENT FOR ADDITIONAL TERMS

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.

The current contract with EMRL has been extended for two additional one year terms and expires on November 20, 2017. The current contracted amount for Marketing, Advertising, Graphic Design and Website Maintenance services is \$60,000 per year.

SETA staff is seeking approval to release another Request for Quotes (RFQ) for Marketing, Advertising, Graphic Design and Website Maintenance services. The purpose of the RFQ is to solicit quotes from prospective marketing firms to work with the Sacramento Employment and Training Agency's Management Team to develop and implement marketing, advertising, graphic design, and website maintenance services for SETA, Sacramento Works, Inc. and Head Start.

The scope of services to be provided on an as-needed basis includes:

- Marketing, Advertising and Graphic Design Counsel
- Broadcast Commercial Production
- Media Buying
- Graphic Design
- Video Production
- Website Design/Maintenance

The contract will be awarded for a one-year term beginning December 1, 2017 and ending November 30, 2018. Subject to fund availability, SETA shall have the exclusive option to extend the contract for additional terms. For administrative convenience, staff is recommending that the Board authorize SETA's Executive Director to execute the contract and any modifications to the contract including extending the contract for additional terms.

Staff will be available to answer questions.

ITEM III-A – 6 – ACTION (continued)
Page 2

A copy of the Request for Quotes will be sent under separate cover.

RECOMMENDATION:

Approve the Release of a Request for Quotes for Marketing, Advertising, Graphic Design and Website Maintenance Services, and authorize SETA's Executive Director to execute the agreement and any modifications to the agreement including extending the agreement for additional terms.

PRESENTER: Roy Kim

ITEM III-A – 7 - ACTION

APPROVAL TO RELEASE A REQUEST FOR PROPOSALS (RFP) TO UPGRADE SETA'S IT INFRASTRUCTURE HARDWARE

BACKGROUND:

SETA's current Information Technology (IT) infrastructure is a collection of computers (servers), storage, memory, operating software, and a tape back-up system from different vendors which we have pieced together over the past 5+ years. This environment is difficult to support and has experienced performance problems including SETA's back-up process. Problem resolution is time consuming and frequently a "trial and error" process. Recent agency initiatives to move from paper to scanned content, along with reductions in IT staffing and expertise, have made it imperative to upgrade the IT infrastructure.

Over the past few years, staff have been looking into options for a more advanced integrated solution that would include providing support for the entire infrastructure. There now exists a technology called hyper-convergence platform, which tightly integrates compute, storage, networking and virtualization resources in a commodity hardware box (essentially a data center in a box) supported by a single vendor. Staff has identified HPE SimpliVity as one provider of such technology that has received high reviews from both the Town of Paradise and the California Contractor's State License Board, each of which has replaced their entire data center infrastructure with SimpliVity. The SimpliVity solution also contains an integrated data back-up and recovery process and can be expanded to provide disaster recovery capability. The RFP, sent under separate cover, seeks proposals for a hyper-convergence solution using HPE SimpliVity or an equivalent integrated solution, including support services.

RECOMMENDATION:

Approve the release of a Request for Proposals to upgrade SETA'S IT infrastructure to HPE SimpliVity, or an equivalent hyper-converged platform, including infrastructure support.

PRESENTER: Edward Proctor

ITEM III-B – 1 - ACTION

APPROVAL TO AUGMENT FUNDS TO REFUGEE PROGRAM
SERVICE PROVIDERS UNDER THE REFUGEE SOCIAL
SERVICE (RSS) GRANT, PROGRAM YEAR (PY) 2017-18

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.

In September, 2017, the Board awarded RSS and TA funds to 7 refugee program providers that were successful respondents to SETA's RSS and TA Programs Request for Proposals (RFP). Services funded provide employment services to 1,040 refugees in Program Year (PY) 2017-18, which began October 1, 2017. At the time of award, preliminary estimates for funding indicated that funds available for allocation would be:

RSS: \$1,353,457
TA: 617,681
Total: \$1,971,138

On October 3, 2017, SETA received the final RSS and TA award notifications from the California Department of Social Services (CDSS), Refugee Programs Bureau (RPB). Actual funds available for allocation to employment service providers for PY 2017-18 are:

RSS: \$1,600,767
TA: 617,681 (no change)
Total: \$2,218,448

As a result of the increase of \$247,310 in SETA's total RSS funds available for allocation, staff is recommending augmenting five of SETA's refugee program providers to serve an additional 116 refugees under the Vocational English-as-a-Second Language combined with Employment Services (VESL/ES) component, as indicated on the attached chart. The additional RSS funds recommended are proportionate to the Board's approved awards on September 7, 2017.

SETA is not recommending Folsom Cordova Community Partnership and World Relief for additional funds at this time. As new refugee program providers, more time is needed to evaluate their ability to successfully perform in the delivery of employment

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

services to refugees prior to awarding additional funds. It is anticipated that additional funds may become available in February 2018 at which time they may be considered for augmentation. Also, Folsom Cordova Community Partnership was funded at 100 percent of the requested amount for PY 2017-18.

RECOMMENDATION:

Approve staff augmentation recommendations under the Refugee Social Services (RSS) grant for PY 2017-2018 as indicated in the attached funding chart. Additionally, approve the following stipulations:

- 1) Open entry and prompt placement into VESL classes must be ensured for all clients that are assessed to be in need of English language training.
- 2) Budgets must include a minimum allocation of 5% for supportive services.
- 3) 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, a minimum of eight hours a day, from October 1, 2017 through September 30, 2018.
- 4) Participants in Match Grant employment services provided by IRC are not eligible to participate in IRC's RSS funded program until all services within the Match Grant have been exhausted.

PRESENTER: Michelle O'Camb

AGENCY NAME	CURRENT FUNDING, PY 2017-18		RSS AUGMENTATION RECOMMENDATIONS, PY 2017-18			
	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.	\$213,941	91	\$45,858	20	111	\$259,799
Bach Viet Association, Inc.	217,500	87	46,621	19	106	264,121
International Rescue Committee, Inc.	255,000	102	54,659	22	124	309,659
Lao Family Community Development, Inc.	245,000	98	52,515	21	119	297,515
Twin Rivers USD	222,341	161	47,658	35	196	269,999
Folsom Cordova Community Partnership	99,915	40			40	99,915
World Relief - Sacramento	99,760	40			40	99,760
Totals	\$ 1,353,457	619	\$247,311	117	736	\$1,600,768

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 2016-2017 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.

MEMORANDUM

TO: Ms. Kathy Rothberg **DATE:** October 13, 2017

FROM: Mayxay Xiong, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Lao Family Community Development

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RESS	VESL/ES	\$220,982	10/1/16-9/30/17	10/1/16-6/30/17
TA	VESL/ES	\$62,452	10/1/16-9/30/17	10/1/16-6/30/17
WIOA	OJT CW SE	\$134,915	7/1/16-6/30/17	7/1/16-6/30/17
WIOA	Adult SA	\$86,780	7/1/16-6/30/17	7/1/16-6/30/17
CSBG	SN	\$20,000	1/1/17-12/31/17	1/1/17-6/30/17
CSBG	SN	\$20,000	1/1/16-12/31/16	10/1/16-12/31/16

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 8/22-8/23/17

	<u>AREAS EXAMINED</u>	<u>COMMENTS/RECOMMENDATIONS</u>			
		<u>SATISFACTORY</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	N/A			
8	OJT Contracts/Files/Payment	X			
9	Indirect Cost Allocation	N/A			
10	Adherence to Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

Program Operator: Lao Family Community Development

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2016 to June 30, 2017 for the WIA OJT and CSBG programs have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Edenausageboye Davis **DATE:** October 17, 2017

FROM: Mayxay Xiong, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Women’s Civic Improvement Club

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & Cola	\$ 840,937	8/1/16-7/31/17	3/1/17-7/31/17
Head Start	T & TA	\$7,500	8/1/16-7/31/17	3/1/17-7/31/17
Head Start	Duration	\$459,406	8/1/16-7/31/17	8/1/16-7/31/17

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: 9/18-9/19/17

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

Program Operator: Women's Civic Improvement Club

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2016 to July 31, 2017 for the Head Start programs have been traced to the subgrantee's records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

- 1) None

cc: Kathy Kossick
Governing Board
Policy Council

ITEM IV-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

ERA
July 1 - October 13, 2017

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Aacres, CA LLC	4	Direct Support Professional	1
Brookcrest Water	9	Bottled Water Delivery Driver	1
California Community Action Partnership Association	1	Executive Director	1
California Council of the Blind	1	Americorps VISTA Community Collaborations Coordinator	1
	1	Americorps VISTA Job Development Coordinator	1
Capitol Architectural Production	3	Shop Trainee	1
Carmichael Elks Lodge	1	Bookkeeper	1
Carmichael Recreation & Park District	1	Recreation Coordinator: Facilities	1
	1	Secretary/Receptionist	1
Child Action Inc.	1	Assessment Unit Clerk	1
	1	Supervisor - Referral	1
Children's Law Center of California	1	Secretary	1
City of Elk Grove	1	Assessment Unit Clerk	1
	1	Budget Manager	1
	1	Economic Development Specialist	1
	6	Information Technology Analyst/ Sr. Information Technology Analyst	1
	7	Junior Plant Operator	1
	1	Multimedia Specialist	1
	7	Plant Operator	2
	5	Police Officer	1
	6	Senior Applications Developer	1
	1	Senior Planner	1
	2	Traffic Engineer	1
City of Sacramento	1	Administrative Analyst	3
	1	Animal Services Adoption Coordinator	1
	6	Applications Developer	1
	1	Arborist/Urban Forester	1
	1	Archivist	1
	8	Art in Public Places Specialist	1
	1	Arts Program Coordinator	1
	2	Assistant Civil Engineer	1
	1	Assistant City Manager	1
	1	Assistant Code Enforcement Officer	2
	2	Associate Architect	1
	1	Associate Planner	1
	1	Building Inspector	1
	1	Claims Collector	1
	1	Code Enforcement Officer	1
	1	Customer Service Specialist	2
	1	Deputy City Attorney II	1
	1	Development Services Technician I	1
	1	Development Services Technician III	1
	1	Director of Emergency Management	1
	1	Director of Governmental Affairs	1
	1	Dispatcher II	1
	1	Dispatcher Recruit	1
	1	Diversity and Equity Manager	1
	3	Electrician	1
	2	Engineer Technician I	1
	1	Facilities and Real Property Superintendent	1
	1	Financial Operations Manager	1
	7	Generator Technician	1
	1	Integrated Wastes General Manager	1

ERA
July 1 - October 13, 2017

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
City of Sacramento	7	Junior Plant Operator	1
	1	Operations and Maintenance Wastewater and Drainage Division Manager	1
	1	Operations and Maintenance Water Division Manager	1
	3	Painter	1
	5	Park Safety Ranger	1
	5	Park Safety Ranger Assistant	1
	1	Personnel Technician	1
	1	Planning Director	1
	7	Plant Operator	1
	1	Police Officer	1
	1	Police Records Specialist I	1
	1	Police Recruit	1
	1	Principal Accountant	1
	6	Principal Applications Developer	1
	1	Principal Planner	1
	6	Process Control Systems Specialist	1
	1	Program Analyst	3
	1	Program Leader	1
	1	Program Specialist	2
	5	Public Service Aide	1
	1	Recreation General Supervisor	1
	1	Recreation Manager	1
	1	Senior Accountant Auditor	1
	6	Senior Applications Developer	1
	10	Senior Deputy City Attorney	1
	2	Senior Engineer	1
	1	Senior Personnel Transactions Coordinator	1
	1	Senior Planner	1
	5	Senior Recreation Aide	1
	1	Senior Staff Assistant	1
	2	Supervising Engineer	1
	1	Supervising Financial Analyst	1
1	Support Services Manager	1	
7	Survey Party Chief	1	
1	Utilities Operations and Maintenance Superintendent - Mechanical	1	
10	Zoning Investigator	1	
Conyers Auto Transport	10	Junk Removal Crew Member	4
Folsom Premium Outlets	1	Guest Services Representative	1
Fortune Energy	1	Account Manager	5
Glory Children's Learning Center, Inc.	1	Childcare Center Teacher and Aide	2
	1	Preschool/Infant Teacher and Teacher's Aide	2
G W Demolition Inc.	3	Demolition Laborer	2
Hoppy Brewing Company	8	Line Cook	1
	8	Server/Bartender Shift Lead	1
Illum Solar	1	Warehouse Coordinator	1
Indecare Corporation	4	Certified Nurse Aide	25
InSync Consulting Services LLC	1	Customer Service Specialist	250
Job Corps / Career Systems Development Corporation	1	Career Technical Instructor	1
	1	Safety & Security Manager	1
	4	Wellness Services Manager - RN	1

ERA
July 1 - October 13, 2017

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Los Rios Community College District	1	Account Clerk III	1
	1	Accounting Specialist	1
	1	Administrative Assistant I	1
	1	Administrative Services Analyst	1
	1	Admissions Records Evaluator I	2
	1	Alternate Media Design Specialist	1
	1	Associate Vice Chancellor of Education Services and Student Success	1
	1	Associate Vice Chancellor of Finance	1
	1	Associate Vice Chancellor of Instruction	1
	1	Athletic Trainer	1
	1	Chief of Police	1
	1	Children's Center Clerk	1
	1	Clerk III	1
	1	Confidential Administrative Assistant II	1
	1	Confidential Human Resources Specialist III	1
	1	Counseling Clerk II	1
	1	Counseling Supervisor	1
	1	Dean of Behavioral and Social Sciences	1
	1	Dean of Business and Computer Science	1
	1	Dean of Business and Family Science	1
	1	Dean of Career Education and Workforce Development	1
	1	Dean of Humanities and Social Science	1
	1	Dean of Mathematics, Science and Engineering	1
	1	Dean of Student Services, Counseling, and Transfer Services	1
	1	Dean of Student Services, Equity Programs, and Pathways	1
	1	Dean of the El Dorado Center	1
	1	Director of Donor Relations	1
	1	Director of North/Far North Regional Consortium	1
	1	Director of Nursing Academic Program	1
	1	Director of the Center of Excellence	1
	1	Educational Center Supervisor	1
	1	Financial Aid Clerk II	1
	1	Financial Aid Officer	1
	1	Financial Aid Supervisor	1
	1	Fire Technology Coordinator	1
	1	Graphic Designer	1
	1	Head Custodian	1
	7	HVAC Mechanic	2
	6	Information Technology Network Administrator Analyst II	3
	6	Information Technology Technician II-Lab/Area Microcomputer Support	1
	1	Instructional Assistant - Biology	1
1	Instructional Assistant - Food Service Management	2	
1	Instructional Assistant-Learning Resources	1	
6	IT Specialist II - Microcomputer Support	1	
1	Library Technician	2	
7	Maintenance Electrician	1	
1	Media Systems/Resource Technician I	1	
1	Nursing (Registered Nurse - RN) Assistant Professor	2	
1	P.E. Adjunct Assistant Professor/Head Coach for Women's Tennis	1	
1	Project Director of TRIO Upward Bound Programs	1	
1	Public Services Librarian	1	

ERA
July 1 - October 13, 2017

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Los Rios Community College District	1	Student Personnel Assistant - Career & Job Opportunity Services	2
	1	Student Personnel Assistant - Counseling	1
	1	Student Personnel Assistant - Outreach Services	2
	1	Student Personnel Assistant - Outreach Services	3
	1	Student Success and Support Program Specialist	1
	1	Vice President of Administrative Services	1
	1	Vice President of Instruction and Student Learning	1
Macias Gini & O'Connell LLP	1	Accounting Assistant	1
Mack Road Partnership	7	Maintenance Team Member	1
McLane Company	10	Reset Specialist	1
Merry Maids	1	Teammate House Cleaner	6
OBO' Italian Table and Bar	8	Cook	2
	8	Counter Server	2
	8	Dishwasher	2
Pacific Rim Fall Protection	7	Installer	2
Pavilion Touchless Car Wash & Quick Lube	7	Auto Lube Sales and Technician	1
Pavillion Touchless Car Wash & Quick Lube	1	Car Wash Crew/Driver	4
Pinnacle Telecommunications, Inc.	7	Installers Level I	1
	9	Warehouse Associate	10
Precision Automotive Repair Inc.	7	Shop Porter/Helper	1
Research America, Inc.	1	Telephone Interviewer	12
Sacramento Asian/ Pacific Chamber	1	Public Policy Coordinator	1
Sacramento Employment and Training Agency	1	Head Start Courier/Maintenance	1
	1	Head Start/Early Head Start Health-Nutrition Coordinator	1
	7	Head Start Education Coordinator	1
	1	Head Start Site Supervisor	1
Saint John's Program for Real Change	1	Director of Finance	1
	1	Executive Assistant	1
	1	Grants Development Specialist	1
Sarenne Capital	7	Maintenance Technician	1
Square One Clubs	1	Receptionist	1
Solar City	3	Licensed Electrician	10
	7	PV Solar Installer/Electrical Installer	10
	3	Roofers	10
Taylor Metal Products	9	Manufacturing Personnel	40
TimCo Construction Inc.	3	Carpenter	15
	3	Construction Laborer	10
	1	Project Manager	1
Tots of Love Child Development Center, LLC	1	Preschool Teacher	1
Villara Corporation	1	Accounts Payable Clerk	1
	1	Administrative Assistant	1
	9	Co-Driver	1
	3	Construction Admin	1
	9	Delivery+D176 Driver	1
	3	Duct Blaster	1
	7	Entry-Level Heating & Air Installers	1
	7	HVAC Retro Fit Installer	1
	7	HVAC Retro Fit Installers/Lead Installers	1
	7	HVAC Warranty Technician	1
	1	Junior Administrative Assistant	1
	3	Manufacturing Worker	1
	2	Mechanical Designer	1

ERA
July 1 - October 13, 2017

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Villara Corporation	3	Plumbing Installers	1
	3	Plumbing Junior Estimator	1
	3	Project Manager (Plumbing)	1
	1	Quality Control Assistant	1
	1	Residential Fire Protection Designer	1
	1	Service & Warranty Parts Coordinator	1
	3	Solar Electrician	1
	7	Start Up Technician	1
	9	Warehouse Worker	2
	1	Warranty Technician	1
Wetsel Oviatt Recycling LLC	7	Equipment Operator	6
Total			646

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 2017/2018

The following is an update of information as of October 19, 2017 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County.

Official	6/14/2017	Kmart Corporation 5100 Stockton Blvd. Sacramento, CA 95820	9/30/2017	84	7/25/17, 7/28/17, 8/15/17, 8/18/17, 8/2 9/17, 9/1/17
Official	6/30/2017	First Response EMS 10161 Croydon Way Sacramento, CA 95827	8/31/2017	66	8/11/2017
Official	8/16/2017	Sunbridge Carmichael Rehabilitation Center 8336 Fair Oaks Blvd. Carmichael, CA 95608	10/15/2017	72	Pending
Official	9/14/2017	Molina Medical Management 2180 Harvard St. Ste. 500 Sacramento, CA	11/15/2017	56	Pending
			Total # of Affected Workers	278	

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 4.5%.

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

Staff will be available to answer questions.

PRESENTER: Roy Kim

**SACRAMENTO—ROSEVILLE—ARDEN-ARCADE METROPOLITAN STATISTICAL AREA (MSA)
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)
Leisure and hospitality led year-over job growth with 5,900 jobs**

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 4.5 percent in September 2017, down from a revised 5.2 percent in August 2017, and below the year-ago estimate of 5.0 percent. This compares with an unadjusted unemployment rate of 4.7 percent for California and 4.1 percent for the nation during the same period. The unemployment rate was 4.1 percent in El Dorado County, 3.8 percent in Placer County, 4.7 percent in Sacramento County, and 4.5 percent in Yolo County.

Between August 2017 and September 2017, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 700 to total 980,300 jobs.

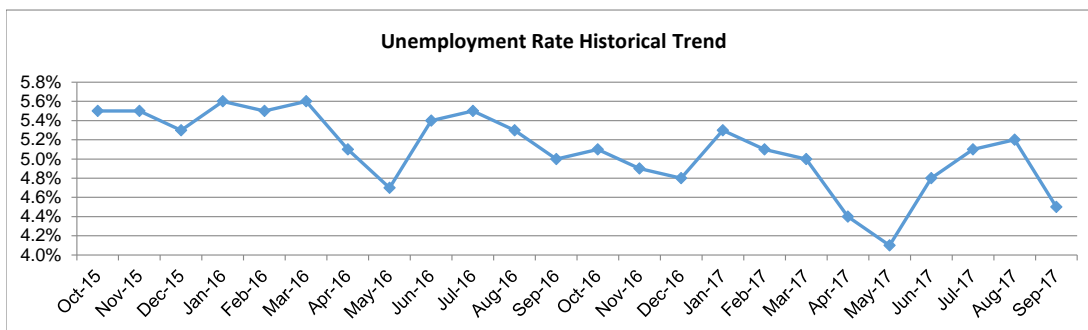
- Government (up 4,000 jobs) led the region with a normal seasonal job gain from August to September. Local government accounted for 72.5 percent of the job additions, picking up 2,900 jobs. State government added 900 jobs, and federal government was up 200 jobs.
- Educational and health services advanced by 500 jobs. Education services (up 600 jobs) was responsible for the increase. This gain offset a slight loss in health care and social assistance, which shed 100 jobs.
- Financial activities added 200 jobs this month, in contrast to its average 400-job decline from August to September over the prior 10 years. Finance and insurance and real estate and rental and leasing gained 100 jobs each.
- Meanwhile, seven major industries experienced month-over declines led by, construction (down 1,400 jobs), leisure and hospitality (down 1,100 jobs), and farm (down 700 jobs).

Between September 2016 and September 2017, total jobs in the region increased by 15,600, or 1.6 percent.

- Leisure and hospitality led year-over growth for September, adding 5,900 jobs. Accommodation and food services (up 5,200 jobs) was responsible for 88.1 percent of the job additions. Arts, entertainment, and recreation gained 700 jobs.
- Educational and health services expanded by 4,500 jobs from last September. Health care and social assistance (up 4,700 jobs) was responsible for the year-over growth. This gain offset a decline in education services, which was down 200 jobs.
- Professional and business services added 3,700 jobs. Administrative and support and waste services grew by 2,500 jobs. Professional, scientific, and technical services gained 1,200 jobs.
- Four major industries experienced job reductions from last September: construction (down 2,700 jobs), manufacturing (down 1,500 jobs), other services (down 900 jobs), and information (down 500 jobs).

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 4.5 percent in September 2017, down from a revised 5.2 percent in August 2017, and below the year-ago estimate of 5.0 percent. This compares with an unadjusted unemployment rate of 4.7 percent for California and 4.1 percent for the nation during the same period. The unemployment rate was 4.1 percent in El Dorado County, 3.8 percent in Placer County, 4.7 percent in Sacramento County, and 4.5 percent in Yolo County.



Industry	Aug-2017	Sep-2017	Change	Sep-2016	Sep-2017	Change
	Revised	Prelim			Prelim	

Total, All Industries	979,600	980,300	700	964,700	980,300	15,600
Total Farm	10,300	9,600	(700)	9,500	9,600	100
Total Nonfarm	969,300	970,700	1,400	955,200	970,700	15,500
Mining, Logging, and Construction	57,000	55,600	(1,400)	58,300	55,600	(2,700)
Mining and Logging	500	500	0	500	500	0
Construction	56,500	55,100	(1,400)	57,800	55,100	(2,700)
Manufacturing	35,700	35,700	0	37,200	35,700	(1,500)
Trade, Transportation & Utilities	154,500	154,300	(200)	152,200	154,300	2,100
Information	13,300	13,100	(200)	13,600	13,100	(500)
Financial Activities	54,100	54,300	200	52,200	54,300	2,100
Professional & Business Services	133,500	133,400	(100)	129,700	133,400	3,700
Educational & Health Services	151,000	151,500	500	147,000	151,500	4,500
Leisure & Hospitality	107,100	106,000	(1,100)	100,100	106,000	5,900
Other Services	31,700	31,400	(300)	32,300	31,400	(900)
Government	231,400	235,400	4,000	232,600	235,400	2,800

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

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 September 2017 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Sacramento County	708,500	675,300	33,100	4.7%	1.000000	1.000000
Arden Arcade CDP	45,200	42,600	2,700	5.9%	0.063006	0.080844
Carmichael CDP	31,200	29,600	1,600	5.1%	0.043831	0.048219
Citrus Heights city	44,400	42,200	2,200	4.9%	0.062455	0.065958
Elk Grove CDP	81,500	78,500	2,900	3.6%	0.116285	0.088137
Fair Oaks CDP	16,000	15,300	700	4.4%	0.022709	0.021471
Florin CDP	21,200	19,800	1,400	6.8%	0.029260	0.043767
Folsom city	36,800	35,700	1,100	3.0%	0.052893	0.033520
Foothill Farms CDP	15,600	15,000	700	4.4%	0.022136	0.020965
Galt city	11,300	10,700	600	5.5%	0.015836	0.018845
Gold River CDP	3,700	3,600	100	2.3%	0.005387	0.002556
Isleton city	300	300	0	8.1%	0.000470	0.000856
La Riviera CDP	5,900	5,700	200	4.1%	0.008404	0.007373
North Highlands CDP	18,500	17,600	900	4.8%	0.026044	0.026548
Orangevale CDP	17,700	17,000	800	4.3%	0.025146	0.022991
Rancho Cordova City	34,500	32,800	1,800	5.2%	0.048496	0.054027
Rancho Murieta CDP	2,500	2,500	0	1.8%	0.003676	0.001354
Rio Linda CDP	6,500	6,200	300	3.9%	0.009202	0.007703
Rosemont CDP	12,100	11,400	600	5.2%	0.016916	0.019069
Sacramento city	234,100	222,500	11,600	4.9%	0.329487	0.349736
Vineyard CDP	12,900	12,500	400	3.5%	0.018487	0.013533
Walnut Grove CDP	600	500	100	17.3%	0.000729	0.003121
Wilton CDP	2,500	2,500	100	2.1%	0.003660	0.001578

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2011-2015 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 and Census population from the Bureau of Labor Statistics. For smaller cities and CDPs, ratios

Data Not Seasonally Adjusted

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

were calculated from published census data.

Monthly CDP's 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 2011-2015 ACS survey. Ratios for CDPs' were developed from special tabulations based on ACS employment and unemployment from the Bureau of Labor Statistics.

This method assumes that the rates of change in employment and unemployment since the 2009-2013/2011-2015 American Community Survey are exactly the same in each city and CDP as at county level (i.e., that the shares are still accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

October 20, 2017

Employment Development Department
 Labor Market Information Division
 (916) 262-2162

Sacramento--Roseville--Arden-Arcade MSA
(El Dorado, Placer, Sacramento, and Yolo Counties)
 Industry Employment & Labor Force
 March 2016 Benchmark

Data Not Seasonally Adjusted

	Sep 16	Jul 17	Aug 17 Revised	Sep 17 Prelim	Percent Change Month	Year
Civilian Labor Force (1)	1,077,100	1,083,500	1,084,100	1,089,400	0.5%	1.1%
Civilian Employment	1,022,800	1,028,000	1,028,300	1,040,700	1.2%	1.8%
Civilian Unemployment	54,200	55,500	55,900	48,700	-12.9%	-10.1%
Civilian Unemployment Rate (CA Unemployment Rate)	5.0%	5.1%	5.2%	4.5%		
(U.S. Unemployment Rate)	5.2%	5.4%	5.4%	4.7%		
	4.8%	4.6%	4.5%	4.1%		
Total, All Industries (2)	964,700	977,900	979,600	980,300	0.1%	1.6%
Total Farm	9,500	10,700	10,300	9,600	-6.8%	1.1%
Total Nonfarm	955,200	967,200	969,300	970,700	0.1%	1.6%
Total Private	722,600	737,500	737,900	735,300	-0.4%	1.8%
Goods Producing	95,500	91,900	92,700	91,300	-1.5%	-4.4%
Mining, Logging, and Construction	58,300	56,600	57,000	55,600	-2.5%	-4.6%
Mining and Logging	500	500	500	500	0.0%	0.0%
Construction	57,800	56,100	56,500	55,100	-2.5%	-4.7%
Construction of Buildings	11,400	10,900	11,000	10,900	-0.9%	-4.4%
Specialty Trade Contractors	40,600	41,500	42,100	40,700	-3.3%	0.2%
Building Foundation & Exterior Contractors	11,100	11,500	11,600	11,100	-4.3%	0.0%
Building Equipment Contractors	16,500	17,200	17,500	16,900	-3.4%	2.4%
Building Finishing Contractors	8,700	8,600	8,700	8,400	-3.4%	-3.4%
Manufacturing	37,200	35,300	35,700	35,700	0.0%	-4.0%
Durable Goods	24,300	23,700	23,500	23,500	0.0%	-3.3%
Computer & Electronic Product Manufacturing	5,800	5,700	5,700	5,700	0.0%	-1.7%
Nondurable Goods	12,900	11,600	12,200	12,200	0.0%	-5.4%
Food Manufacturing	4,800	3,800	4,400	4,400	0.0%	-8.3%
Service Providing	859,700	875,300	876,600	879,400	0.3%	2.3%
Private Service Providing	627,100	645,600	645,200	644,000	-0.2%	2.7%
Trade, Transportation & Utilities	152,200	153,500	154,500	154,300	-0.1%	1.4%
Wholesale Trade	25,700	26,200	25,900	25,600	-1.2%	-0.4%
Merchant Wholesalers, Durable Goods	13,900	14,000	14,100	13,900	-1.4%	0.0%
Merchant Wholesalers, Nondurable Goods	9,200	9,300	9,400	9,400	0.0%	2.2%
Retail Trade	100,100	100,400	101,200	101,000	-0.2%	0.9%
Motor Vehicle & Parts Dealer	14,300	14,500	14,500	14,500	0.0%	1.4%
Building Material & Garden Equipment Stores	8,200	8,400	8,300	8,300	0.0%	1.2%
Grocery Stores	19,200	19,000	19,200	19,200	0.0%	0.0%
Health & Personal Care Stores	5,600	5,500	5,500	5,600	1.8%	0.0%
Clothing & Clothing Accessories Stores	7,200	7,100	7,100	7,100	0.0%	-1.4%
Sporting Goods, Hobby, Book & Music Stores	3,900	3,600	3,700	3,800	2.7%	-2.6%
General Merchandise Stores	20,800	21,600	21,700	21,600	-0.5%	3.8%
Transportation, Warehousing & Utilities	26,400	26,900	27,400	27,700	1.1%	4.9%
Information	13,600	13,400	13,300	13,100	-1.5%	-3.7%
Publishing Industries (except Internet)	2,600	2,600	2,600	2,600	0.0%	0.0%
Telecommunications	5,300	5,000	5,000	5,000	0.0%	-5.7%
Financial Activities	52,200	54,100	54,100	54,300	0.4%	4.0%
Finance & Insurance	37,500	39,100	39,200	39,300	0.3%	4.8%
Credit Intermediation & Related Activities	11,800	11,800	11,800	11,800	0.0%	0.0%
Depository Credit Intermediation	6,500	6,500	6,500	6,500	0.0%	0.0%
Nondepository Credit Intermediation	2,500	2,400	2,300	2,400	4.3%	-4.0%
Insurance Carriers & Related	21,700	22,500	22,500	22,800	1.3%	5.1%
Real Estate & Rental & Leasing	14,700	15,000	14,900	15,000	0.7%	2.0%
Real Estate	11,300	11,500	11,400	11,400	0.0%	0.9%
Professional & Business Services	129,700	134,300	133,500	133,400	-0.1%	2.9%
Professional, Scientific & Technical Services	55,000	56,300	56,400	56,200	-0.4%	2.2%
Architectural, Engineering & Related Services	9,400	9,800	9,800	9,800	0.0%	4.3%
Management of Companies & Enterprises	10,900	10,800	10,800	10,900	0.9%	0.0%
Administrative & Support & Waste Services	63,800	67,200	66,300	66,300	0.0%	3.9%
Administrative & Support Services	60,900	63,900	63,400	63,600	0.3%	4.4%
Employment Services	24,500	24,200	24,600	24,900	1.2%	1.6%

Data Not Seasonally Adjusted

	Sep 16	Jul 17	Aug 17	Sep 17	Percent Change	
			Revised	Prelim	Month	Year
Services to Buildings & Dwellings	12,700	13,200	13,200	13,100	-0.8%	3.1%
Educational & Health Services	147,000	151,500	151,000	151,500	0.3%	3.1%
Education Services	11,200	10,500	10,400	11,000	5.8%	-1.8%
Health Care & Social Assistance	135,800	141,000	140,600	140,500	-0.1%	3.5%
Ambulatory Health Care Services	48,300	50,700	50,400	50,100	-0.6%	3.7%
Hospitals	23,500	24,000	24,000	24,100	0.4%	2.6%
Nursing & Residential Care Facilities	16,900	17,500	17,600	17,600	0.0%	4.1%
Leisure & Hospitality	100,100	107,000	107,100	106,000	-1.0%	5.9%
Arts, Entertainment & Recreation	15,300	16,600	16,300	16,000	-1.8%	4.6%
Accommodation & Food Services	84,800	90,400	90,800	90,000	-0.9%	6.1%
Accommodation	8,900	9,100	9,100	9,000	-1.1%	1.1%
Food Services & Drinking Places	75,900	81,300	81,700	81,000	-0.9%	6.7%
Restaurants	71,500	76,900	77,100	76,300	-1.0%	6.7%
Full-Service Restaurants	34,100	36,600	37,200	36,200	-2.7%	6.2%
Limited-Service Eating Places	37,400	40,300	39,900	40,100	0.5%	7.2%
Other Services	32,300	31,800	31,700	31,400	-0.9%	-2.8%
Repair & Maintenance	9,400	9,600	9,600	9,600	0.0%	2.1%
Government	232,600	229,700	231,400	235,400	1.7%	1.2%
Federal Government	14,400	14,400	14,200	14,400	1.4%	0.0%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	218,200	215,300	217,200	221,000	1.7%	1.3%
State Government	115,100	117,500	116,700	117,600	0.8%	2.2%
State Government Education	27,900	29,100	28,400	29,100	2.5%	4.3%
State Government Excluding Education	87,200	88,400	88,300	88,500	0.2%	1.5%
Local Government	103,100	97,800	100,500	103,400	2.9%	0.3%
Local Government Education	56,400	49,300	52,100	56,000	7.5%	-0.7%
Local Government Excluding Education	46,700	48,500	48,400	47,400	-2.1%	1.5%
County	19,000	19,100	19,200	19,200	0.0%	1.1%
City	10,300	11,100	10,900	10,400	-4.6%	1.0%
Special Districts plus Indian Tribes	17,400	18,300	18,300	17,800	-2.7%	2.3%

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 916/865-2466 or Elizabeth Bosley 530/741-5191

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

#####

REPORT 400 C
Monthly Labor Force Data for Counties
September 2017 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,450,400	18,533,100	917,300	4.7%
ALAMEDA	9	848,700	817,100	31,600	3.7%
ALPINE	49	510	480	30	6.7%
AMADOR	22	15,200	14,500	690	4.6%
BUTTE	35	104,900	99,400	5,500	5.2%
CALAVERAS	20	21,440	20,490	960	4.5%
COLUSA	56	11,140	10,150	990	8.9%
CONTRA COSTA	11	563,500	541,700	21,800	3.9%
DEL NORTE	41	9,800	9,230	570	5.8%
EL DORADO	16	90,900	87,200	3,800	4.1%
FRESNO	52	451,400	417,300	34,000	7.5%
GLENN	45	13,350	12,500	850	6.3%
HUMBOLDT	11	63,330	60,840	2,490	3.9%
IMPERIAL	58	76,100	58,900	17,200	22.6%
INYO	13	9,100	8,730	370	4.0%
KERN	55	392,100	360,100	31,900	8.1%
KINGS	52	57,500	53,200	4,300	7.5%
LAKE	38	30,110	28,500	1,610	5.4%
LASSEN	28	10,760	10,250	510	4.8%
LOS ANGELES	28	5,197,400	4,945,900	251,600	4.8%
MADERA	47	63,400	59,200	4,200	6.6%
MARIN	2	144,000	139,900	4,100	2.9%
MARIPOSA	19	8,200	7,840	360	4.4%
MENDOCINO	13	40,250	38,620	1,630	4.0%
MERCED	52	117,700	108,900	8,800	7.5%
MODOC	42	3,420	3,220	200	5.9%
MONO	28	8,360	7,960	400	4.8%
MONTEREY	24	227,600	216,800	10,800	4.7%
NAPA	4	77,100	74,600	2,500	3.2%
NEVADA	13	47,960	46,030	1,940	4.0%
ORANGE	7	1,612,400	1,554,200	58,200	3.6%
PLACER	10	182,800	175,800	7,000	3.8%
PLUMAS	44	8,060	7,580	480	6.0%
RIVERSIDE	40	1,070,700	1,010,200	60,500	5.6%
SACRAMENTO	24	708,500	675,300	33,100	4.7%
SAN BENITO	34	29,800	28,200	1,500	5.1%
SAN BERNARDINO	33	951,700	903,800	48,000	5.0%
SAN DIEGO	16	1,586,200	1,521,400	64,800	4.1%
SAN FRANCISCO	2	572,000	555,200	16,800	2.9%
SAN JOAQUIN	47	321,600	300,300	21,400	6.6%
SAN LUIS OBISPO	7	141,000	135,900	5,100	3.6%
SAN MATEO	1	458,400	446,000	12,400	2.7%
SANTA BARBARA	16	217,400	208,500	8,900	4.1%
SANTA CLARA	6	1,039,600	1,005,600	34,100	3.3%
SANTA CRUZ	24	144,900	138,200	6,800	4.7%
SHASTA	37	76,600	72,500	4,100	5.3%
SIERRA	35	1,390	1,320	70	5.2%
SISKIYOU	42	18,400	17,310	1,090	5.9%
SOLANO	22	209,900	200,200	9,800	4.6%
SONOMA	4	265,500	256,900	8,500	3.2%
STANISLAUS	46	251,700	235,400	16,400	6.5%
SUTTER	50	45,900	42,700	3,100	6.8%
TEHAMA	38	26,590	25,140	1,450	5.4%
TRINITY	28	5,230	4,980	250	4.8%
TULARE	57	207,700	187,900	19,800	9.5%
TUOLUMNE	32	22,420	21,320	1,100	4.9%
VENTURA	24	432,700	412,500	20,200	4.7%
YOLO	20	107,200	102,300	4,800	4.5%
YUBA	51	28,800	26,800	2,000	6.9%

Notes

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2016 benchmark and Census 2010 population controls at the state level.

REPORT 400 M
Monthly Labor Force Data for California
Counties and Metropolitan Areas
September 2017 - Preliminary
 Data Not Seasonally Adjusted

Area	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,450,400	18,533,100	917,300	4.7%
ANAHEIM-SANTA ANA-IRVINE MD (Orange Co.)	9	1,612,400	1,554,200	58,200	3.6%
BAKERSFIELD MSA (Kern Co.)	61	392,100	360,100	31,900	8.1%
CHICO MSA (Butte Co.)	39	104,900	99,400	5,500	5.2%
EL CENTRO MSA (Imperial Co.)	64	76,100	58,900	17,200	22.6%
FRESNO MSA (Fresno Co.)	58	451,400	417,300	34,000	7.5%
HANFORD CORCORAN MSA (Kings Co.)	58	57,500	53,200	4,300	7.5%
LOS ANGELES LONG BEACH GLENDALE MD (Los Angeles Co.)	32	5,197,400	4,945,900	251,600	4.8%
MADERA MSA (Madera Co.)	52	63,400	59,200	4,200	6.6%
MERCED MSA (Merced Co.)	58	117,700	108,900	8,800	7.5%
MODESTO MSA (Stanislaus Co.)	51	251,700	235,400	16,400	6.5%
NAPA MSA (Napa Co.)	5	77,100	74,600	2,500	3.2%
OAKLAND HAYWARD BERKELEY MD	12	1,412,200	1,358,800	53,400	3.8%
Alameda Co.	11	848,700	817,100	31,600	3.7%
Contra Costa Co.	14	563,500	541,700	21,800	3.9%
OXNARD THOUSAND OAKS VENTURA MSA (Ventura Co.)	28	432,700	412,500	20,200	4.7%
REDDING MSA (Shasta Co.)	41	76,600	72,500	4,100	5.3%
RIVERSIDE SAN BERNARDINO ONTARIO MSA	42	2,022,400	1,914,000	108,400	5.4%
Riverside Co.	45	1,070,700	1,010,200	60,500	5.6%
San Bernardino Co.	37	951,700	903,800	48,000	5.0%
SACRAMENTO--ROSEVILLE--ARDEN-ARCADE MSA	23	1,089,400	1,040,700	48,700	4.5%
El Dorado Co.	19	90,900	87,200	3,800	4.1%
Placer Co.	12	182,800	175,800	7,000	3.8%
Sacramento Co.	28	708,500	675,300	33,100	4.7%
Yolo Co.	23	107,200	102,300	4,800	4.5%
Yuba Co.	28	227,600	216,800	10,800	4.7%
SALINAS MSA (Monterey Co.)	19	1,586,200	1,521,400	64,800	4.1%
SAN DIEGO CARLSBAD MSA (San Diego Co.)	2	1,030,400	1,001,200	29,100	2.8%
SAN FRANCISCO REDWOOD CITY SOUTH SAN FRANCISCO MD	3	572,000	555,200	16,800	2.9%
San Francisco Co.	1	458,400	446,000	12,400	2.7%
San Mateo Co.	7	1,069,400	1,033,800	35,600	3.3%
SAN JOSE SUNNYVALE SANTA CLARA MSA	38	29,800	28,200	1,500	5.1%
San Benito Co.	7	1,039,600	1,005,600	34,100	3.3%
Santa Clara Co.	9	141,000	135,900	5,100	3.6%
SAN LUIS OBISPO PASO ROBLES ARROYO GRANDE MSA (San Luis Obispo Co.)	3	144,000	139,900	4,100	2.9%
SAN RAFAEL MD (Marin Co.)	28	144,900	138,200	6,800	4.7%
SANTA CRUZ WATSONVILLE MSA (Santa Cruz Co.)	19	217,400	208,500	8,900	4.1%
SANTA MARIA SANTA BARBARA MSA (Santa Barbara Co.)	5	265,500	256,900	8,500	3.2%
SANTA ROSA MSA (Sonoma Co.)	52	321,600	300,300	21,400	6.6%
STOCKTON LODI MSA (San Joaquin Co.)	26	209,900	200,200	9,800	4.6%
VALLEJO FAIRFIELD MSA (Solano Co.)	63	207,700	187,900	19,800	9.5%
VISALIA PORTERVILLE MSA (Tulare Co.)	55	74,700	69,600	5,100	6.8%
YUBA CITY MSA	55	45,900	42,700	3,100	6.8%
Sutter Co.	57	28,800	26,800	2,000	6.9%
Yuba Co.	54	510	480	30	6.7%
Alpine Co.	26	15,200	14,500	690	4.6%
Amador Co.	23	21,440	20,490	960	4.5%
Calaveras Co.	62	11,140	10,150	990	8.9%
Colusa Co.	46	9,800	9,230	570	5.8%
Del Norte Co.	50	13,350	12,500	850	6.3%
Glenn Co.	14	63,330	60,840	2,490	3.9%
Humboldt Co.	16	9,100	8,730	370	4.0%
Inyo Co.	42	30,110	28,500	1,610	5.4%
Lake Co.	32	10,760	10,250	510	4.8%
Lassen Co.	22	8,200	7,840	360	4.4%
Mariposa Co.	16	40,250	38,620	1,630	4.0%
Mendocino Co.	47	3,420	3,220	200	5.9%
Modoc Co.	32	8,360	7,960	400	4.8%
Mono Co.	16	47,960	46,030	1,940	4.0%
Nevada Co.	49	8,060	7,580	480	6.0%
Plumas Co.	39	1,390	1,320	70	5.2%
Sierra Co.	47	18,400	17,310	1,090	5.9%
Siskiyou Co.	42	26,590	25,140	1,450	5.4%
Tehama Co.	32	5,230	4,980	250	4.8%
Trinity Co.	36	22,420	21,320	1,100	4.9%
Tuolumne Co.					

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 2016 benchmark and Census 2010 population controls at the state level.

REPORT 400 R
Monthly Labor Force Data for Regional Planning Units
September 2017 - Preliminary
 Data Not Seasonally Adjusted

REGION	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,450,400	18,533,100	917,300	4.7%
COASTAL REGION	6	731,000	699,500	31,600	4.3%
MONTEREY	---	227,600	216,800	10,800	4.7%
SAN LUIS OBISPO	---	141,000	135,900	5,100	3.6%
SANTA BARBARA	---	217,400	208,500	8,900	4.1%
SANTA CRUZ	---	144,900	138,200	6,800	4.7%
MIDDLE SIERRA	7	67,300	64,100	3,100	4.6%
AMADOR	---	15,200	14,500	690	4.6%
CALAVERAS	---	21,440	20,490	960	4.5%
MARIPOSA	---	8,200	7,840	360	4.4%
TUOLUMNE	---	22,420	21,320	1,100	4.9%
HUMBOLDT	5	63,300	60,800	2,500	3.9%
HUMBOLDT	---	63,300	60,840	2,490	3.9%
NORTH STATE	12	313,100	297,000	16,100	5.2%
BUTTE	---	104,900	99,400	5,500	5.2%
DEL NORTE	---	9,800	9,230	570	5.8%
LASSEN	---	10,760	10,250	510	4.8%
MODOC	---	3,420	3,220	200	5.9%
NEVADA	---	47,960	46,030	1,940	4.0%
PLUMAS	---	8,060	7,580	480	6.0%
SHASTA	---	76,600	72,500	4,100	5.3%
SIERRA	---	1,390	1,320	70	5.2%
SISKIYOU	---	18,400	17,310	1,090	5.9%
TEHAMA	---	26,590	25,140	1,450	5.4%
TRINITY	---	5,230	4,980	250	4.8%
CAPITOL REGION	9	1,189,000	1,133,400	55,700	4.7%
ALPINE	---	510	480	30	6.7%
COLUSA	---	11,140	10,150	990	8.9%
EL DORADO	---	90,900	87,200	3,800	4.1%
GLENN	---	13,350	12,500	850	6.3%
PLACER	---	182,800	175,800	7,000	3.8%
SACRAMENTO	---	708,500	675,300	33,100	4.7%
SUTTER	---	45,900	42,700	3,100	6.8%
YOLO	---	107,200	102,300	4,800	4.5%
YUBA	---	28,800	26,800	2,000	6.9%
EAST BAY	4	1,412,200	1,358,800	53,400	3.8%
ALAMEDA	---	848,700	817,100	31,600	3.7%
CONTRA COSTA	---	563,500	541,700	21,800	3.9%
NORTH BAY	3	766,800	738,700	28,200	3.7%
LAKE	---	30,110	28,500	1,610	5.4%
MARIN	---	144,000	139,900	4,100	2.9%
MENDOCINO	---	40,250	38,620	1,630	4.0%
NAPA	---	77,100	74,600	2,500	3.2%
SOLANO	---	209,900	200,200	9,800	4.6%
SONOMA	---	265,500	256,900	8,500	3.2%
BAY-PENINSULA	1	2,099,700	2,035,000	64,700	3.1%
SAN BENITO	---	29,800	28,200	1,500	5.1%
SAN FRANCISCO	---	572,000	555,200	16,800	2.9%
SAN MATEO	---	458,400	446,000	12,400	2.7%
SANTA CLARA	---	1,039,600	1,005,600	34,100	3.3%
SAN JOAQUIN VALLEY AND ASSOCIATED COUNTIES	14	1,880,600	1,739,000	141,600	7.5%
FRESNO	---	451,400	417,300	34,000	7.5%
INYO	---	9,100	8,730	370	4.0%
KERN	---	392,100	360,100	31,900	8.1%
KINGS	---	57,500	53,200	4,300	7.5%
MADERA	---	63,400	59,200	4,200	6.6%
MERCED	---	117,700	108,900	8,800	7.5%
MONO	---	8,360	7,960	400	4.8%
SAN JOAQUIN	---	321,600	300,300	21,400	6.6%
STANISLAUS	---	251,700	235,400	16,400	6.5%
TULARE	---	207,700	187,900	19,800	9.5%
SOUTHERN BORDER	11	1,662,300	1,580,300	82,000	4.9%
IMPERIAL	---	76,100	58,900	17,200	22.6%
SAN DIEGO	---	1,586,200	1,521,400	64,800	4.1%
LOS ANGELES BASIN	10	5,197,400	4,945,900	251,600	4.8%
LOS ANGELES	---	5,197,400	4,945,900	251,600	4.8%
ORANGE	2	1,612,400	1,554,200	58,200	3.6%
ORANGE	---	1,612,400	1,554,200	58,200	3.6%
INLAND EMPIRE	13	2,022,400	1,914,000	108,400	5.4%
RIVERSIDE	---	1,070,700	1,010,200	60,500	5.6%
SAN BERNARDINO	---	951,700	903,800	48,000	5.0%
VENTURA	8	432,700	412,500	20,200	4.7%
VENTURA	---	432,700	412,500	20,200	4.7%

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 2016 benchmark and Census 2010 population controls at the state level.

REPORT 400 W
Monthly Labor Force Data for Local Workforce Development Areas
September 2017 - Preliminary
 Data Not Seasonally Adjusted

REGION	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,450,400	18,533,100	917,300	4.7%
ALAMEDA COUNTY Alameda County, except Oakland City	6	632,800	611,200	21,600	3.4%
OAKLAND CITY Oakland City	23	215,900	205,900	10,000	4.6%
CONTRA COSTA COUNTY Contra Costa County, except Richmond City	9	509,300	490,000	19,400	3.8%
RICHMOND CITY Richmond City	20	54,100	51,700	2,400	4.5%
LOS ANGELES COUNTY 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	30	1,904,100	1,813,200	90,900	4.8%
LOS ANGELES CITY Los Angeles City	33	2,094,800	1,987,300	107,500	5.1%
VERDUGO CONSORTIUM Burbank, Glendale, and La Cañada Flintridge Cities	19	174,500	166,900	7,500	4.3%
FOOTHILL CONSORTIUM Arcadia, Duarte, Monrovia, Pasadena, Sierra Madre, and South Pasadena Cities	10	164,200	158,000	6,300	3.8%
SOUTH BAY CONSORTIUM Carson, El Segundo, Gardena, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Manhattan Beach, Redondo Beach, Lomita, and Torrance Cities	18	374,100	358,000	16,100	4.3%
SELACO (SOUTHEAST LOS ANGELES COUNTY CONSORTIUM) Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, and Norwalk Cities	17	233,100	223,200	9,900	4.2%
PACIFIC GATEWAY WORKFORCE INVESTMENT NETWORK Long Beach and Signal Hill Cities	35	252,700	239,200	13,400	5.3%
ORANGE COUNTY Orange County, except Anaheim and Santa Ana Cities	5	1,279,800	1,236,200	43,600	3.4%
ANAHEIM CITY Anaheim City	22	172,500	164,500	7,900	4.6%
SANTA ANA CITY Santa Ana City	16	160,100	153,500	6,700	4.2%
SAN JOSE - SILICON VALLEY Santa Clara County, except Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale Cities	7	710,700	685,600	25,000	3.5%
NOVA (NORTH VALLEY CONSORTIUM) Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale Cities; San Mateo County	1	787,400	765,900	21,400	2.7%
GOLDEN SIERRA CONSORTIUM Alpine, El Dorado, and Placer Counties	12	274,300	263,400	10,800	3.9%
KERN, INYO, MONO CONSORTIUM Kern, Inyo, and Mono Counties	44	409,500	376,800	32,700	8.0%
MOTHER LODE CONSORTIUM Amador, Calaveras, Mariposa, and Tuolumne Counties	24	67,300	64,100	3,100	4.6%
NORTEC (NORTHERN RURAL TRAINING AND EMPLOYMENT CONSORTIUM) Butte, Del Norte, Lassen, Nevada, Modoc, Plumas, Shasta, Sierra, Siskiyou, Tehama, and Trinity Counties	34	313,100	297,000	16,100	5.2%
NCCC (NORTH CENTRAL COUNTIES CONSORTIUM) Colusa, Glenn, Sutter, and Yuba Counties	40	99,200	92,200	6,900	7.0%
WORKFORCE ALLIANCE OF THE NORTH BAY (NORTH BAY CONSORTIUM) Napa, Lake, and Marin Counties	4	251,200	243,000	8,200	3.3%
FRESNO COUNTY Fresno County	43	451,400	417,300	34,000	7.5%
HUMBOLDT COUNTY Humboldt County	11	63,330	60,840	2,490	3.9%
IMPERIAL COUNTY Imperial County	46	76,100	58,900	17,200	22.6%
KINGS COUNTY Kings County	41	57,500	53,200	4,300	7.5%
MADERA COUNTY Madera County	38	63,400	59,200	4,200	6.6%
MENDOCINO COUNTY Mendocino County	13	40,250	38,620	1,630	4.0%
MERCED COUNTY Merced County	42	117,700	108,900	8,800	7.5%
MONTEREY COUNTY Monterey County	29	227,600	216,800	10,800	4.7%
RIVERSIDE COUNTY Riverside County	36	1,070,700	1,010,200	60,500	5.6%
SACRAMENTO CITY/COUNTY Sacramento County	27	708,500	675,300	33,100	4.7%
SAN BENITO COUNTY	32	29,800	28,200	1,500	5.1%

San Benito County					
SAN BERNARDINO COUNTY San Bernardino County	31	951,700	903,800	48,000	5.0%
SAN DIEGO CITY/COUNTY San Diego County	14	1,586,200	1,521,400	64,800	4.1%
SAN FRANCISCO CITY/COUNTY San Francisco County	2	572,000	555,200	16,800	2.9%
SAN JOAQUIN COUNTY San Joaquin County	39	321,600	300,300	21,400	6.6%
SAN LUIS OBISPO COUNTY San Luis Obispo County	8	141,000	135,900	5,100	3.6%
SANTA BARBARA COUNTY Santa Barbara County	15	217,400	208,500	8,900	4.1%
SANTA CRUZ COUNTY Santa Cruz County	28	144,900	138,200	6,800	4.7%
SOLANO COUNTY Solano County	25	209,900	200,200	9,800	4.6%
SONOMA COUNTY Sonoma County	3	265,500	256,900	8,500	3.2%
STANISLAUS COUNTY Stanislaus County	37	251,700	235,400	16,400	6.5%
TULARE COUNTY Tulare County	45	207,700	187,900	19,800	9.5%
VENTURA COUNTY Ventura County	26	432,700	412,500	20,200	4.7%
YOLO COUNTY Yolo County	21	107,200	102,300	4,800	4.5%

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 2016 benchmark and Census 2010 population controls at the state level.

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 September 2017 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Rate	Census Ratios Emp	Unemp
El Dorado County	90,900	87,200	3,800	4.1%	1.000000	1.000000
Cameron Park CDP	9,700	9,300	400	4.2%	0.106286	0.107910
Diamond Springs CDP	5,400	5,100	300	5.4%	0.059082	0.077780
El Dorado Hills CDP	21,400	20,700	700	3.0%	0.237734	0.173400
Georgetown CDP	900	800	100	5.7%	0.009501	0.013200
Placerville city	4,700	4,500	300	5.6%	0.051069	0.070634
Pollock Pines CDP	3,100	3,000	100	3.1%	0.034725	0.025790
Shingle Springs CDP	2,400	2,300	100	3.3%	0.026820	0.021660
South Lake Tahoe city	11,800	11,300	500	4.6%	0.129274	0.144026

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2011-2015 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 and Census population from the Bureau of Labor Statistics. For smaller cities and CDPs, ratios were calculated from published census data.

Monthly CDP's 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 2011-2015 ACS survey. Ratios for CDPs' were developed from special tabulations based on ACS employment and unemployment from the Bureau of Labor Statistics.

This method assumes that the rates of change in employment and unemployment since the 2009-2013/2011-2015 American Community Survey are exactly the same in each city and CDP as at county level (i.e., that the shares are still accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 September 2017 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Unemp
Placer County	182,800	175,800	7,000	3.8%	1.000000	1.000000
Auburn city	6,900	6,600	300	4.5%	0.037553	0.044146
Colfax city	1,100	1,000	100	7.4%	0.005785	0.011469
Dollar Point CDP	700	700	0	1.7%	0.004151	0.001897
Foresthill CDP	600	500	0	5.4%	0.002976	0.004268
Granite Bay CDP	10,700	10,200	400	4.1%	0.058186	0.062254
Kings Beach CDP	2,500	2,300	200	6.3%	0.013246	0.022219
Lincoln city	19,000	18,200	800	4.2%	0.103591	0.113720
Loomis town	3,100	3,100	100	2.6%	0.017445	0.011632
Meadow Vista CDP	1,500	1,500	0	1.6%	0.008640	0.003387
North Auburn CDP	5,900	5,700	200	3.5%	0.032365	0.029535
Rocklin city	31,100	29,900	1,200	3.9%	0.170181	0.172311
Roseville city	66,100	63,700	2,400	3.6%	0.362474	0.340944
Sunnyside Tahoe City CDP	900	800	0	4.9%	0.004631	0.006029
Tahoe Vista CDP	900	900	0	4.4%	0.005018	0.005894

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2011-2015 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 and Census population from the Bureau of Labor Statistics. For smaller cities and CDPs, ratios were calculated from published census data.

Monthly CDP's 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 2011-2015 ACS survey. Ratios for CDPs' were developed from special tabulations based on ACS employment and unemployment from the Bureau of Labor Statistics.

This method assumes that the rates of change in employment and unemployment since the

Data Not Seasonally Adjusted

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

2009-2013/2011-2015 American Community Survey are exactly the same in each city and CDP as at county level (i.e., that the shares are still accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 September 2017 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Yolo County	107,200	102,300	4,800	4.5%	1.000000	1.000000
Davis city	35,800	34,500	1,200	3.4%	0.337453	0.255159
Esparto CDP	1,600	1,600	100	4.7%	0.015258	0.015930
West Sacramento city	26,000	24,600	1,400	5.2%	0.240385	0.282433
Winters city	3,800	3,700	200	4.0%	0.036114	0.031940
Woodland city	30,000	28,600	1,400	4.8%	0.279191	0.297506

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2011-2015 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.

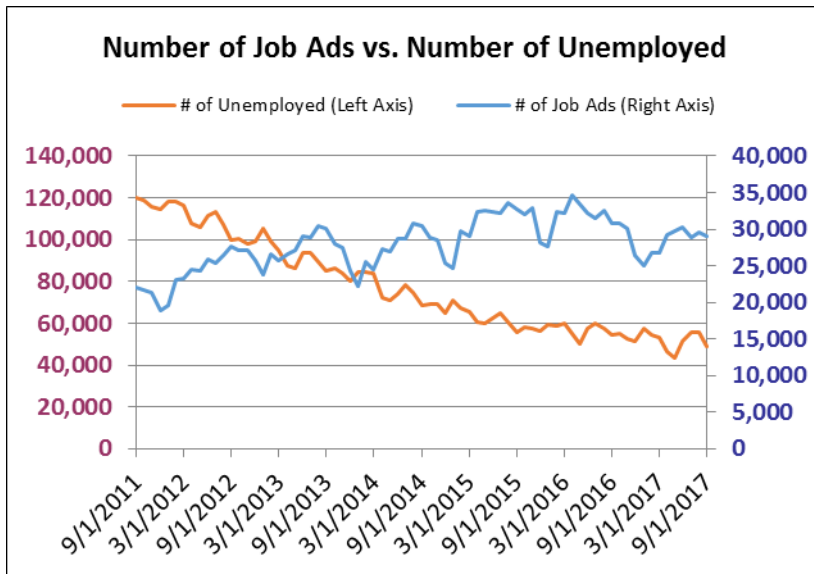
Methodology:

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 and Census population from the Bureau of Labor Statistics. For smaller cities and CDPs, ratios were calculated from published census data.

Monthly CDP's 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 2011-2015 ACS survey. Ratios for CDPs' were developed from special tabulations based on ACS employment and unemployment from the Bureau of Labor Statistics.

This method assumes that the rates of change in employment and unemployment since the 2009-2013/2011-2015 American Community Survey are exactly the same in each city and CDP as at county level (i.e., that the shares are still accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

Recent Job Ads for Sacramento Roseville Arden Arcade MSA Not Seasonally Adjusted - September 2017

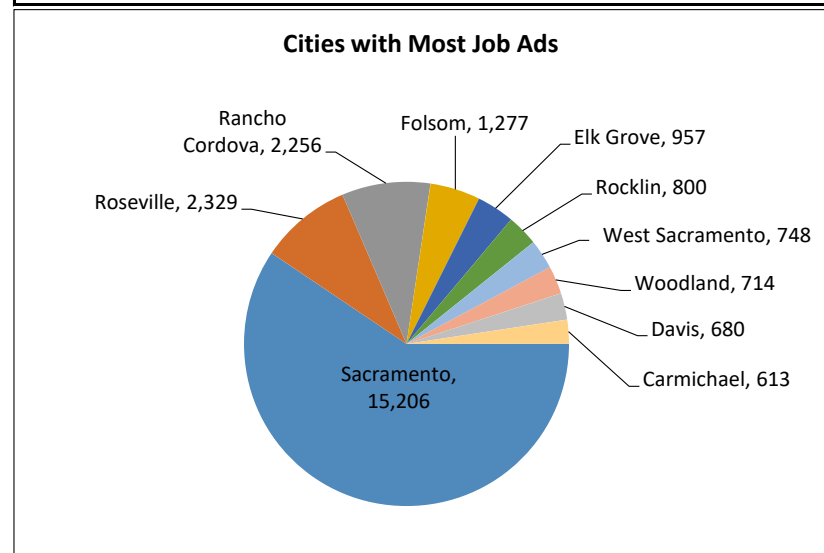


Employers with Most Job Ads

Sutter Health	581
University of California, Davis	492
Dignity Health	456
Robert Half International	375
Randstad	357
Accenture	331
Target Corporation	266
Starbucks	243
Los Rios Community College District	212
Centene	201

Occupations with Most Job Ads

Registered Nurses	970
Heavy and Tractor-Trailer Truck Drivers	890
Retail Salespersons	741
First-Line Supervisors of Retail Sales Workers	672
Customer Service Representatives	587
First-Line Supervisors of Office and Administrative Support	532
Management Analysts	497
First-Line Supervisors of Food Preparation & Serving Workers	484
Medical and Health Services Managers	460
Computer Systems Analysts	458



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:

Staff will be available to answer questions.

PRESENTER: Denise Lee



Monthly Program Update September/October 2017

Tablets for Teachers Project

September/October
2017

SETA and its delegate agencies have adopted and implemented the *Learning Genie Application* to assist teachers with completing the Desired Results Developmental Profile (DRDP) assessments.

Throughout the year, teachers gather data to measure children's cognitive, physical and social/emotional development. In doing so, teachers create individual child portfolios to demonstrate each child's growth in various areas of development. Data is collected in the form of anecdotal notes, work samples, photos and videos.

Learning Genie is an iPad application designed to help teachers build and organize a child's portfolio using digital technology. Additionally, teachers incorporate this technology into their small and large group lessons, as well as provide one-on-one individualized support to children. Reports are also generated for use during parent conferences and for Individualized Development Plans (IDPs).

Learning Genie has changed the way teachers' work. Teachers have reported that by using *Learning Genie* they have reduced their DRDP assessment time by 80%. One teacher also shared "that

Learning Genie has made DRDP assessments fun.

Project lead, **Megan Jones**, Education Coordinator, carefully orchestrated an intensive pilot project to ensure teacher's comfort with digital technology and to validate the technology results matched the manual results of the DRDP process. Megan recently shared, "We piloted the application for a year and discovered how incredible this program is for teachers. Pilot teachers, as pictured below, are now experts in the field who are helping other staff at their site successfully complete their DRDPs on *Learning Genie*."

The project team will continue to deploy more than 120 iPads to teachers loaded with *Learning Genie* and other teacher and child friendly applications. Great job Megan and the Learning Genie Teacher Ambassadors!



Chrisel
Freedom Park



Roberta
Galt



Juana
Walnut Grove



Rommel
Sharon Neese



Kenna
Sharon Neese



Angie
Northview



Breana
Hillsdale



Debbi
Hillsdale



Alla
Norma Johnson



WCIC Joins Lesson Planning Pilot

The teachers at WCIC have joined the lesson planning pilot currently being implemented at twenty SETA sites.

These helpful lesson planning tools are being designed with input from teachers for teachers.

The research based, Creative Curriculum is “WHAT” we use and SETA’s Lesson Planning Guide is “HOW” we do it. The Head Start Performance Standards and the Creative Curriculum provides the “blueprint” while the lesson planning process is what brings it to life.

Last year the pilot started at five SETA sites. At these sites staff saw teachers who were excited and working together on their lesson plans. The staff saw meaningful experiences in these classrooms that included brainstorming, problem solving, team-work, an increase in

language and more conversations with children during the school day. These are the types of quality interactions that promote learning and school readiness.

SETA welcomes WCIC, as its first partner-agency to join the pilot! Everyone will benefit from

their contributions as the team continues to refine the lesson planning resources. This on-going collaboration with the teachers will play a critical role in future development of the Lesson Planning Guide.



OHS Aligned Monitoring System 2.0

Effective October 1st, the Office of Head Start (OHS) will begin monitoring programs using the newly designed Aligned Monitoring System (AMS) 2.0.

AMS 2.0 has been redesigned to increase alignment with the new Head Start Program Performance Standards (HSPPS); to reduce the burden that monitoring places on programs; and to increase the value of monitoring for all involved.

AMS 2.0 is more streamlined, efficient, and focused on pro-

grams’ use of data, progress, and outcomes. AMS 2.0 consists of three reviews: Classroom Assessment Scoring System (CLASS), Focus Area 1 and Focus Area 2.

A Focus Area 1 (FA1) review is an off-site review that helps reviewers gain an understanding of a program’s structure, systems, services and staffing.

A Focus Area 2 (FA2) review takes place on-site and allows a program to demonstrate progress and program improvement across multiple years of program imple-

mentation, instead of a one-time snap shot.

A CLASS review remains the same and continues to be a separate process.

On October 2nd, SETA was notified it will receive a FA2 and a CLASS review during this program year. SETA will be given a 60-day notice with exact dates of each review. SETA may elect to have both reviews (FA2 and CLASS) at the same time, if so desired. More details will be forthcoming.

Updates from the Office of Head Start

The Office of Head Start released Information Memorandum (IM) **ACF-IM-HS-17-02** on September 21st urging programs to begin taking steps to resume services in hard hit hurricane areas of the nation. It also removed barriers to make it easier for Head Start agencies to meet the needs of those children and families affected by disasters, especially newly homeless children and families.

Additionally, on September 28, 2017, the OHS released a new compliance date around Head Start Program Performance Standards (HSPPS) **45-CFR 1302**. Specifically, the compliance date for background check procedures and the date for programs to participate in their state or local Quality Rating and Improvement System (QRIS) has been extended to September 30, 2018. This new date will allow programs more time to fully implement the required changes.

SETA and its delegate agencies are already participating in the county's QRIS program and is awaiting approval on the State's request to the Department of Child Care to accept California's fingerprint system in meeting the updated performance standards.

Upcoming Events:

October 11th

End of the Year Parent Appreciation Celebration
Shriners Hospital, Sacramento

October 12th

Delegate Kick-off
Citrus Heights Community Center



SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

September 2017

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
SETA operated	1988	190	10%	377	56	15%
Twin Rivers USD	233	18	8%	16	0	0%
Elk Grove USD	440	23	5%			
Sac City USD	1211	80	7%	144	19	13%
San Juan USD	668	72	11%	160	12	8%
WCIC	120	5	4%			
EHS CCP				80	5	6%
COUNTY TOTAL	4660	388	8%	761	92	12%

AFE: Annual Funded Enrollment

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
September 2017**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 9/29/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD***	440	428	97	90
Sacramento City USD***	1,139	1,122	99	89
SETA**	1,868	1,857	99	71
San Juan USD	668	671	100	81
Twin Rivers USD*	180	140	78	84
WCIC/Playmate	100	100	100	67
Total	4,395	4,318	98	

*2 duration classrooms not yet operating
**9 classrooms capped due to majority 3 year olds
***Other enrollment challenges

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 9/29/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD**	152	147	97	78
SETA*	431	405	94	80
San Juan USD	160	161	100	79
TRUSD	16	16	100	87
Total	759	729	96	

*3 conversion classrooms not yet operating
**1 conversion classroom not yet operating

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 9/29/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	36	100	77
Sacramento City USD	40	42	105	78
SETA/Job Corps.	4	4	100	TBD
Total	80	82	102	

- (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 2017

September 1st - Minimum Day Calendar D Classes - Class Calendar A, B, C, and E, closed.

September 4th - Labor Day Holiday.

September 7th - North Avenue closed 1256A Class due to staff shortage.

September 11th - WCIC Classes returned from Summer break.

Kennedy Estates closed the afternoon class due to the water at the apartment complex was shut off.

September 15th - Walnut Grove and LaVerne Stewart closed for training.

September 20th - North Avenue due to staff shortage and no subs, class 1256B capped at 10 children.

September 22nd - Elkhorn class A&B closed for teacher training.

September 25th - North Avenue 1256A Class stopped at 10 children due to staff shortage.

September 29th - Home base Special Function Lunch & Snack provided for 175 guests.

Classes closed for training Norma Johnson B, Galt F, and Walnut Grove V.

Meetings & Trainings:

Head Cook Celia Limones attended a Supervisor Training in Sacramento on September 6th.

CACFP Training provided by Martha & Connie for the WCIC Staff on September 8th.

Cook/Driver Melissa Smith attended a SERV Safe Training on September 13th.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
36,150	20,260	25,770	0

Total Amount of Meals and Snacks Prepared **82,180**

Purchases:

Food **\$78,164.56**

Non - Food **\$10,469.45**

Building Maintenance and Repair: **\$280.00**

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

Kitchen Small Wares and Equipment: **\$3,833.25**

Vehicle Maintenance and Repair : **\$5,762.53**

Vehicle Gas / Fuel: **\$1,399.04**
Normal Delivery Days **20**

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 REPORT: 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.