



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

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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, February 1, 2018

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.

**REVISED
AGENDA**

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III. Action Item

A. GENERAL ADMINISTRATION/SETA

1. Approval to Upgrade SETA's Information Technology Infrastructure Hardware to the SimpliVity Platform (Edward Proctor) 37-38

B. WORKFORCE DEVELOPMENT DEPARTMENT

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One Stop Services:

1. ***Agree with the Sacramento Works, Inc. Board in*** Approval of Workforce Innovation and Opportunity Act (WIOA), Title I, Youth Program Funding Augmentations (Terri Carpenter) 39-40

Refugee Services:

2. Approval to Augment Funds to Refugee Program Service Providers Under the Refugee Social Service (RSS) And Targeted Assistance (TA) Grants, Program Year (PY) 2017-18 (Michelle O'Camb) 41-44
3. Ratification of the Submission of a Proposal for Office of Refugee Resettlement (ORR) Discretionary Grant Funds for a Refugee Youth Mentoring Pilot Project, and Authorize the Executive Director to Execute the Agreement, Including Modifications, and any other Documents Required by ORR (Michelle O'Camb) 45-46

C. CHILDREN AND FAMILY SERVICES: No items.

IV. Information Items

- A. Report on American Express Corporate Account Rewards Points Program as of December 31, 2017 (Loretta Su) 47-48

- B. Fiscal Monitoring Reports (Loretta Su) 49-71

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- Elk Grove Unified School District
- Goodwill Industries of Sacramento Valley and Northern Nevada, Inc.
- Greater Sacramento Urban League
- La Familia Counseling Center
- River City Food Bank
- River Oak Center for Children
- Sacramento City Unified School District (2 reports)
- Sacramento County Office of Education

• San Juan Unified School District	
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A. Chair	
B. Executive Director	
C. Deputy Directors	
D. Counsel	
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VI. <u>Adjournment</u>	

DISTRIBUTION DATE: WEDNESDAY, JANUARY 24, 2018

REVISED AGENDA DISTRIBUTION DATE: MONDAY, JANUARY 29, 2018, 9:00 A.M.

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE DECEMBER 7, 2017 REGULAR MEETING

BACKGROUND:

Attached are the minutes of the December 7, 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, December 7, 2017
10:00 a.m.

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

Members Present:

Patrick Kennedy, Chair; Member, Board of Supervisors
Larry Carr, Vice Chair; Councilmember, City of Sacramento
Jay Schenirer, Councilmember, City of Sacramento
Sophia Scherman, Public Representative
Don Nottoli, Member, Board of Supervisors (arrived at 10:22 a.m.)

II. **Consent Items**

- A. Minutes of the November 2, 2017 Regular Board Meeting
B. Approval of Claims and Warrants

The consent items were reviewed; no questions or corrections.

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

- A. Approve the November 2, 2017 minutes.
B. Approve claims and warrants for the period 10/25/17 through 11/29/17.

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 Procurement of Agency Worker's Compensation Insurance

Ms. Loretta Su reviewed this item which requests the procurement of worker's compensation insurance. Mr. Ken Urrutia presented two options for the workers' compensation insurance. Mr. Urrutia recommended the selection of Insurance Company of the West, SETA's current insurance company.

Moved/Schenirer, second/Carr, to authorize the Executive Director to procure Workers Compensation coverage for the calendar year 2018 with Insurance Company of the West.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Nottoli)

Mr. Urrutia provided a report back on the final procurement for the other insurance coverages. He was able to get an overall 5% reduction in the premiums.

2. Review and Approval of the Agency's Independent Auditor's Report and Financial Statements for Fiscal Year Ended June 30, 2017

Ms. Loretta Su stated that the audit was completed utilizing the new auditor recently engaged. Two minor findings were made regarding the CDE program. Staff is working on new policies and procedures to strengthen the enrollment and tracking of CDE attendance.

Moved/Carr, second/Schenirer, to approve the Annual Auditor's Report and Financial Statements of the Agency for the fiscal year ended June 30, 2017.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Nottoli)

3. Approval of Appointment to the Sacramento Works Workforce Development Board

Ms. Kossick stated there are four potential applicants for one private sector vacancy. The Sacramento Works Executive Committee recommends the appointment of Mr. Perez, SAFE Credit Union

Moved/Carr, second/Schenirer, to appoint Mr. Johnny Perez to the private sector slot on the Workforce Development Board.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Nottoli)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services

One Stop Services

Community Services Block Grant

1. Approval of Community Services Block Grant Funding Recommendations for Program Year 2018

Ms. Julie Davis-Jaffe reviewed the funding recommendations and the procurement process.

Mr. Anthony Garcia, a member of the Community Action Board, was introduced. Mr. Garcia provided an overview of the process by which the CAB developed the RFP, reviewed the proposals, and came up with the funding recommendations.

Ms. Davis-Jaffe stated that the 2018 funding recommendations include two new service providers. Staff received three protests regarding the funding recommendations and staff met with all three agencies to discuss their scores in the process.

Speakers before the board:

1. Rachel Wickland, Executive Director, Next Move
2. Dan Marrujo, Visions Unlimited
3. Adriana Romandia, Visions Unlimited
4. Rhonda Samuels, Visions Unlimited
5. Edward Haas, Senior Peer Counselor, Visions Unlimited
6. Marc Cawdrey, Chief Operating Officer, Saint John's Program for Real Change

Mr. Nottoli arrived at 10:22 a.m.

Mr. Schenirer stated that this is difficult when there are multiple organizations that are doing good work. He appreciated the scoring metric and supports the staff recommendation. Mr. Schenirer asked staff to work with organizations that are being cut to provide assistance to redirect their clients. If there are other organizations doing similar work, SETA can be an intermediary. He wants a report back from the organizations on the overall numbers quantity and quality and see if the number of services have increased or decreased.

Mr. Nottoli asked what changed in the evaluation process from what St. Johns was previously doing for us? Ms. Davis-Jaffe stated that the current proposal was written to provide services. The 2016 RFP also included that the providers work with the career centers. There was a recent finding that they had not been actually having their customers go to the career centers. In responding to the

questions in the RFP, they fell short in the area of cooperation with career centers.

Ms. Kossick stated that when monitoring is done, staff provide technical assistance and help service providers correct their deficiencies. Mr. Nottoli wanted to know how do we help them improve. There were six providers that had findings and all six lost five points.

Ms. Davis-Jaffe reported that only six proposals of the 30 received were found deficient; the remaining proposals received the full points. The scoring was done a bit differently this year. There is a new provider that did not receive funding in the past. Ms. Kossick stated that the available money is basically the same as last year.

Mr. Carr asked Mr. Garcia for more details regarding his participation on the reading team. Mr. Garcia stated that reading team members were provided guidelines and criteria to follow. The team members met with SETA staff to clarify areas they were unfamiliar with, and when they sat and read the documents, they followed the evaluation matrix. If a service was not included in the proposal, team members could not assign points for the service.

Additional speaker before the board:

7. Robynne Rose-Hamer, Director, Organizational Development, Next Move

Ms. Scherman expressed concern about Visions Unlimited. She finds it sad because there are seniors that truly need help. Ms. Scherman asked for a way to find a little bit of money to keep their door open. The youth also need our help; find some way to help Visions Unlimited to keep their doors open.

Moved/Schenirer, second/Carr, to approve Community Services Block Grant funding recommendations for the Program Year 2018 Community Services Block Grant.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Mr. Schenirer left at 10:45 a.m.

Ms. Scherman inquired whether more funds could come in; Ms. Kossick replied that if additional funds come in, staff will report back. Mr. Nottoli stated that while these are not large amounts of money, he wants to have a conversation on how to utilize the funds to perhaps access or leverage additional funds to expand services.

C. CHILDREN AND FAMILY SERVICES

1. Approval of Head Start Delegate Agency Defunding, Termination, and Appeal Procedures

Mr. Larry Larsen stated that this item presents a policy that was developed in the event there is a need to terminate a delegate agency. The Head Start Act requires us to have such a policy in place. In the updated Head Start performance standards, it was determined that it was not appropriate for the grantor to dictate to the grantees since it is SETA that maintains the fiscal liability. Legal Counsel reviewed policies from other agencies and developed a procedure that if an appeal is presented, the appeal should come to the Governing Board. It seems appropriate to implement this new policy to allow for the appeal decision to be made by the Governing Board.

Moved/Carr, second/ Kennedy, to approve the Head Start Delegate Agency Defunding, Termination, and Appeal Procedures.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

2. Approval to Submit a Request to Carry Over Early Head Start-Child Care Partnership and Expansion Training and Technical Assistance Funds from 2016-2017 Program Year to 2017-2018 Program Year

No questions.

Moved/Nottoli, second/Scherman, to approve the submission of a carryover request for Program Year 2016-2017, Early Head Start-Child Care Partnership and Expansion training and technical funds up to \$142,790.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

IV. Information Items

- A. Presentation: Overview of Rapid Response Services and Business Services and Related Challenges: Mr. William Walker provided an overview of the services provided by the Employer Services Department.

Mr. Carr left at 11:04 a.m.

- B. Community Services Block Grant Program Operator Reports – Third Quarter
- C. Fiscal Monitoring Reports: No comments.
- D. Employer Success Stories and Activity Report: No comments.
- E. Dislocated Worker Update: No comments.
- F. Unemployment Update/Press Release from the Employment Development Dept.: No comments.
- G. Head Start Reports: No questions.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick recognized Mr. Nottoli's birthday on December 4 and Mr. Schenirer's birthday on December 20. Ms. Kossick stated that Mr. Nottoli requested a report back on the fiscal impact on minimum wage for next year. The net impact is about \$3,000. At this point, it looks like there will not be a January Governing Board meeting.
- C. Deputy Directors: Ms. Denise Lee stated that SETA was informed that the federal review will be February 5 through February 9. The reviewers are very interested in data, how it is used, and it shapes the program. There will be a second review, which will be the CLASS assessment, later in the year. The enrollment report shows that we have been under enrolled for three months. This is largely due to delayed center/classroom openings due to construction and/or purchase of new facilities, loss of the class-waiver in select classrooms, and limiting enrollment where the classroom has enrolled a majority of three-year old children. The federal government requires us to be fully enrolled at all times. After the fourth month of under-enrollment the program will be required to submit a corrective action plan to ACF. In response to under-enrollment, the Agency recently hired new home visitors to help with the delayed openings. Ms. Lee extended an invitation to visit the various centers.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No comments.

VI. Adjournment: The meeting was adjourned at 11:16 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 11/30/17 through 1/23/18, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 11/30/17 through 1/23/18.

PRESENTER: Kathy Kossick

ITEM II-C - CONSENT

APPROVAL TO USE FUND BALANCE FOR
ADDITIONAL SALES TAX ALLOCATIONS

BACKGROUND:

On November 29, 2017, the County of Sacramento Department of Finance (The County) informed SETA and other County departments that they had posted a journal voucher to allocate charges to each department for payments to the State Board of Equalization. The payments are the result of a Sales Tax Audit for the period from October 1, 2013 to September 30, 2016. The total amount of additional sales tax liability and interest totaled \$85,382.00 and SETA's calculated share is \$3,899.88. The method used to allocate the additional sales tax charged to the County purchasing departments was based on the percentage of invoices to the total of actual uncollected sales tax. The departments from the original purchased items were charged additional sales tax amounts. Since the grants from the audited period are closed and no grant funds are available, SETA must use the Agency's fund balance to pay for these additional sales tax allocations.

RECOMMENDATION:

Approve the use of fund balance to cover the additional sales tax allocations of \$3,899.88 resulting from the State Board of Equalization Sales Tax Audit from October 1, 2013 to September 30, 2016.

PRESENTER: Loretta Su

Department of Finance

Ben Lamera
Director



County of Sacramento

Divisions

Administration
Auditor-Controller
Consolidated Utilities Billing & Service
Investments
Tax Collection & Business Licensing
Treasury

Inter-Departmental Memorandum

November 22, 2017

To: Department Heads and Special District Administrators

From: Ben Lamera
Director

A handwritten signature in blue ink, appearing to be "BL", is written over the printed name "Ben Lamera".

Subject: **BOARD OF EQUALIZATION SALES AND USE TAX AUDIT**

The State Board of Equalization (BOE) performed a sales and use tax audit over the past several months which was completed at the end of August 2017 for the reporting period of October 1, 2013 through September 30, 2016. The audit process is to group all transactions posted for County departments and agencies and select test samples of invoices for review. From the sample selection, the errors discovered during the audit resulted in additional sales and use taxes of \$3,757. BOE applied these error rates to the entire transaction population and it resulted in additional sales tax liability of \$85,382. This amount includes interest of \$7,283. In an e-mail correspondence on September 22, 2017, the actual sales tax errors of \$3,757 were posted directly to departments and agencies on claim document number 1905780614.

This memo is to inform all departments and agencies that journal voucher #109298088 dated November 13, 2017 allocates the additional tax liability of \$85,382 using the allocation methodology from FY 2016-17 payment services allocated cost package. The decision to use this basis is due to the fact the error calculation was generated by a statistical sampling for the entire population of transactions from County departments and special district agencies. Each department and special district will see a direct posting to their cost center using the new general ledger account 20281304.

If you have any questions regarding this matter, please direct them to Yee Largo, Accounting Manager at (916) 874-6329.

Doc. Type : SA (G/L account document) Normal document
 Parked by 1036146 Posted by 1036261
 Doc. Number 109298088 Company Code SACL Fiscal Year 2018
 Doc. Date 11/13/2017 Posting Date 11/13/2017 Period 05
 Calculate Tax
 Ref. Doc. BOE SALES & USE
 Doc. Currency USD
 Doc. Hdr Text BOE Sales & Use Tax

Item	PK/Account	Account short text	Amount	BusA	Fund	Funds Center	Cost Center	Text	WBS element	Order
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5	40	20281304	SALES TAX ADJ-BOE AD	35.62	028A	028A	2800000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
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17	40	20281304	SALES TAX ADJ-BOE AD	5.07	040A	040A	3930000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
18	40	20281304	SALES TAX ADJ-BOE AD	173.99	018A	018A	6476475	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
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42	40	20281304	SALES TAX ADJ-BOE AD	0.32	001A	001A	5750000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		

Doc. Type : SA (G/L account document) Normal document
 Parked by 1036146 Posted by 1036261
 Doc. Number 19298088 Company Code SAC1 Fiscal Year 2018
 Doc. Date 11/13/2017 Posting Date 11/13/2017 Period 05
 Calculate Tax
 Ref. Doc. BOE SALES & USE
 Doc. Currency USD
 Doc. Hdr Text BOE Sales & Use Tax

Item PK Account	Account short text	Amount	BusA	Fund	Funds Center	Cost Center	Text	WBS element	Order
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45 40 20281304	SALES TAX ADJ-BOE AD	27.86	001A	001A	5915910	5915910000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
46 40 20281304	SALES TAX ADJ-BOE AD	8.71	001A	001A	5970000	5970000000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
47 40 20281304	SALES TAX ADJ-BOE AD	273.41	001A	001A	6050001	6050001000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
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49 40 20281304	SALES TAX ADJ-BOE AD	712.90	001A	001A	6400000	6400000110	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
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51 40 20281304	SALES TAX ADJ-BOE AD	283.86	001A	001A	6916910	6916910000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
52 40 20281304	SALES TAX ADJ-BOE AD	50.03	001A	001A	7090000	7090000000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
53 40 20281304	SALES TAX ADJ-BOE AD	6,715.31	001A	001A	7200100	7200100000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
54 40 20281304	SALES TAX ADJ-BOE AD	113.99	001A	001A	7230100	7230100000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
55 40 20281304	SALES TAX ADJ-BOE AD	2,986.16	001A	001A	7407401	7407401000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
56 40 20281304	SALES TAX ADJ-BOE AD	733.00	001A	001A	7411000	7411000000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
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58 50 30345000	TAX/LIC/ASSRESS	85,360.83	001A	001A	3233231	3233230057	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
59 50 30345000	TAX/LIC/ASSRESS	21.17	212A	212A	2129212	2129212000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
60 40 20281304	SALES TAX ADJ-BOE AD	298.27	061A	061A	3933939	3933939000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
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62 40 20281304	SALES TAX ADJ-BOE AD	303.92	069A	069A	3933931	3933931000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
63 40 20281304	SALES TAX ADJ-BOE AD	8.13	069B	069B	3993999	3993999000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
64 40 20281304	SALES TAX ADJ-BOE AD	2.94	069D	069D	3994002	3994002000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
65 40 20281304	SALES TAX ADJ-BOE AD	142.02	094A	094A	9099094	9099094000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
66 40 20281304	SALES TAX ADJ-BOE AD	8.58	094B	094B	9099096	9099096000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
67 40 20281304	SALES TAX ADJ-BOE AD	2,647.41	095A	095A	4722213	4722213100	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
68 40 20281304	SALES TAX ADJ-BOE AD	1,252.47	095A	095A	4722213	4722213100	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
69 40 20281304	SALES TAX ADJ-BOE AD	37.03	102A	102A	9609600	9609600000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
70 40 20281304	SALES TAX ADJ-BOE AD	4.52	108A	108A	2840000	2840000000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
71 40 20281304	SALES TAX ADJ-BOE AD	33.42	109A	109A	3933933	3933933000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
72 40 20281304	SALES TAX ADJ-BOE AD	0.23	129A	129A	1292080	1292080000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
73 40 20281304	SALES TAX ADJ-BOE AD	2.71	139A	139A	1390002	1390002000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
74 40 20281304	SALES TAX ADJ-BOE AD	1.13	144A	144A	1440001	1440001000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
75 40 20281304	SALES TAX ADJ-BOE AD	0.23	144C	144C	1440003	1440003000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
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77 40 20281304	SALES TAX ADJ-BOE AD	191.47	202A	202A	2029202	2029202000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
78 40 20281304	SALES TAX ADJ-BOE AD	72.48	205A	205A	2059205	2059205000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
79 40 20281304	SALES TAX ADJ-BOE AD	110.64	206A	206A	2069206	2069206000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
80 40 20281304	SALES TAX ADJ-BOE AD	3,310.33	212A	212A	2129212	2129212000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
81 40 20281304	SALES TAX ADJ-BOE AD	42.00	212D	212D	2123000	2123000000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
82 40 20281304	SALES TAX ADJ-BOE AD	36.13	212G	212G	2126000	2126000000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
83 40 20281304	SALES TAX ADJ-BOE AD	95.28	212L	212L	2127000	2127000000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
84 40 20281304	SALES TAX ADJ-BOE AD	60.06	217A	217A	2179217	2179217000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		

Doc.Type : SA (G/L account document) Normal document
 Parked by 1036146 Posted by 1036261
 Doc. Number 109298088 Company Code SACL Fiscal Year 2018
 Doc. Date 11/13/2017 Posting Date 11/13/2017 Period 05
 Calculate Tax BOE SALES & USE
 Ref.Doc. USD
 Doc. Currency USD
 Doc. Hdr Text BOE Sales & Use Tax

Item	PK	Account	Account short text	Amount	BUSA	Fund	Funds Center	Cost Center	Text	WBS element	Order
85	40	20281304	SALES TAX ADU-BOE AD	7.68	219A	219A	2199219	2199219000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
86	40	20281304	SALES TAX ADU-BOE AD	206.60	227A	227A	2279227	2279227000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
87	40	20281304	SALES TAX ADU-BOE AD	105.90	228A	228A	2289228	2289228000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
88	40	20281304	SALES TAX ADU-BOE AD	13.10	231A	231A	2319231	2319231000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
89	40	20281304	SALES TAX ADU-BOE AD	95.51	235A	235A	2359235	2359235000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
90	40	20281304	SALES TAX ADU-BOE AD	216.99	236A	236A	2369236	2369236000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
91	40	20281304	SALES TAX ADU-BOE AD	174.99	237A	237A	2379237	2379237000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
92	40	20281304	SALES TAX ADU-BOE AD	199.15	331A	331A	9339360	9339360000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
93	40	20281304	SALES TAX ADU-BOE AD	363.75	332A	332A	9339332	9339332000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
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95	40	20281304	SALES TAX ADU-BOE AD	753.69	336A	336A	9336100	9336100000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
96	40	20281304	SALES TAX ADU-BOE AD	184.92	336B	336B	9336001	9336001000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
97	40	20281304	SALES TAX ADU-BOE AD	878.56	337A	337A	9337000	9337000000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
98	40	20281304	SALES TAX ADU-BOE AD	2,052.67	338A	338A	9338000	9338000000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
99	40	20281304	SALES TAX ADU-BOE AD	3.61	338B	338B	9338001	9338001000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
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103	40	20281304	SALES TAX ADU-BOE AD	354.04	345A	345A	9345000	9345000000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
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108	40	20281304	SALES TAX ADU-BOE AD	140.44	374A	374A	9379374	9379374000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
109	40	20281304	SALES TAX ADU-BOE AD	5.42	374B	374B	9379375	9379375000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
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113	40	20281304	SALES TAX ADU-BOE AD	16.26	396B	396B	9349396	9349396000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
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115	40	20281304	SALES TAX ADU-BOE AD	2.71	430A	430A	9439430	9439430000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
116	40	20281304	SALES TAX ADU-BOE AD	2.03	431A	431A	9439431	9439431000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
117	40	20281304	SALES TAX ADU-BOE AD	2.94	432A	432A	9439432	9439432000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
118	40	20281304	SALES TAX ADU-BOE AD	2.71	436A	436A	9439436	9439436000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
119	40	20281304	SALES TAX ADU-BOE AD	1.58	437A	437A	9439437	9439437000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
120	40	20281304	SALES TAX ADU-BOE AD	3.16	438A	438A	9439438	9439438000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
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124	40	20281304	SALES TAX ADU-BOE AD	1,003.87	570A	570A	6276270	6276270000	BOE Sales & Use Tax Audit 10/01/13-09/30/16		
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Doc.Type : SA (G/L account document) Normal document
 Parked by 1036146 Posted by 1036261
 Doc. Number 109298088 Company Code SAC1 Fiscal Year 2018
 Doc. Date 11/13/2017 Posting Date 11/13/2017 Period 05
 @ Calculate Tax
 Ref.Doc. BOE SALES & USE
 Doc. Currency USD
 Doc. Hdr Text BOE Sales & Use Tax

Item	PK Account	Account short text	Amount	BusA	Fund	Funds Center	Cost Center	Text	WBS element	Order
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ITEM II-D - CONSENT

RECEIVE, ADOPT AND FILE THE SACRAMENTO COUNTY ANNUAL INVESTMENT POLICY OF THE POOLED INVESTMENT FUND – CALENDAR YEAR 2018

BACKGROUND:

The County Director of Finance publishes the Investment Policy for the Pooled Investment Fund every calendar year and has the Policy approved by the County Board of Supervisors. SETA's funds are included in this Pool. The Calendar Year 2018 Sacramento County Annual Investment Policy is being sent under separate cover. There are no major changes to the investment policy. The investment policy was amended to reflect the current Fair Political Practices Commission dollar amount limit on gifts, honoraria, and gratuities that the County Director of Finance, investment staff, and Treasury Oversight Committee members may receive in a calendar year. The policy was also amended to authorize bank deposits with placement services to obtain FDIC coverage on deposits above \$250,000.

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

RECOMMENDATION:

Receive, adopt, and file the Sacramento County Annual Investment Policy of the Pooled Investment Fund for the Calendar Year 2018.

PRESENTER: Loretta Su

ITEM II- E – CONSENT

APPROVAL OF AMENDED SETA TRAVEL POLICIES AND PROCEDURES

BACKGROUND:

Starting January 1, 2018, the County has implemented new guidelines and procedures to ensure timely submission of travel and mileage reimbursement claims. Additionally, the County is strictly implementing the Accountable Expense Reimbursement Plan per the Internal Revenue Service for travel and mileage reimbursements. The Travel Policies and Procedures have been modified to conform with the County's current guidelines and procedures for SETA employees who travel on Agency business. Specifically, the following modifications were made:

- Adding the Accountable Expense Reimbursement Plan per the Internal Revenue Service, and
- Updating to include the timeline for the completion and submission of travel and mileage reimbursement claims.

Attached are the amended SETA Travel Policies and Procedures.

RECOMMENDATION:

Approve the attached amended Sacramento Employment and Training Agency Travel Policies and Procedures.

PRESENTER: Loretta Su

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

TRAVEL POLICIES AND PROCEDURES

TRAVEL ON OFFICIAL BUSINESS

INTRODUCTION

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Scope

These policies and procedures are applicable to all officers, employees, and persons in the service of the Sacramento Employment & Training Agency (SETA).

Purpose

The Travel Policies and Procedures are developed: (1) to provide an approved travel policy and travelers with information needed for preparation of travel requests and claims, (2) to provide guidance to travelers, travel arrangers, approvers, and auditors on cost-effective management of travel expenses, (3) to identify reimbursable versus non-reimbursable expenses, (4) to clarify employee responsibility for controlling and reporting travel expenses, and (5) to specify the types of travel reimbursable by SETA for members of SETA's legislative bodies. These policies and procedures are developed in accordance with the County, State and all government codes and follow the Internal Revenue Service (IRS) rules and regulations (Internal Revenue Code (IRC) Section 62(c); Reg. Section 1.62-2; Reg. Section 1.274-5).

It is impossible to anticipate every situation that may be encountered while traveling on business. Each employee is expected to exercise good judgment in incurring travel expenses and to obtain prior approval for all foreseeable travel-related expenditures.

Expenses which are not approved or which are not in compliance with this policy will be the traveler's personal responsibility.

POLICIESPolicies

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General

When the cost of travel shall be reimbursed to the employee by another agency, whether, state, federal, or private, such reimbursement and the intent for same shall be disclosed as a source of funding on the travel request. In advance of travel the employee must decide whether to accept the rates of SETA or other agency. If the travel costs are borne by SETA, reimbursement from the other agency shall be paid to SETA and deposited as an abatement of expense.

Approval to incur any travel expenses shall be obtained from the Executive Director or Fiscal Chief and Department Chief or the individual designated to act for same prior to making travel arrangements. The travel request is required for the protection of the employee while traveling as an agent of SETA.

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

TRAVEL POLICIES AND PROCEDURES

TRAVEL ON OFFICIAL BUSINESS

SETA reimburses employees for travel and job related expenses in accordance with the Accountable Expense Reimbursement Plan per the Internal Revenue Service. Under an accountable plan, allowances or reimbursements paid to employees are excluded from wages or taxable income and are not subject to withholding or reporting. Reimbursements of travel and other business expenses to SETA employees, contractors or volunteers will be considered to be made under the Internal Revenue Code definition of an "Accountable Expense Reimbursement Plan" if the following requirements are met:

1. The person substantiates his or her expenses by submitting an expense report with:
 - a. Amount of the expenditure,
 - b. Time and place of the travel or business entertainment,
 - c. Business purpose of the expenditure, and
 - d. Names and business relationship of any persons entertained.
- 1-2. The person documents the expenses with supporting receipts, paid bills, etc. within sixty (60) days the expense is paid or incurred, and
- 2-3. Excess advances, if any, are repaid to SETA within 60 days after expense is paid or incurred.

Policy Intent

Travel policies enunciated shall be construed so that no officer or employee shall suffer any undue loss while traveling on official SETA business. The Travel Policy is intended to facilitate business required travel, while managing costs and time in order to maintain efficient business processes.

Authorized Expenses by members of SETA's legislative bodies

In accordance with California Government Code §53232.2(b), "if a local agency reimburses members of a legislative body for actual and necessary expenses incurred in the performance of official duties, then the governing body shall adopt a written policy, in a public meeting, specifying the types of occurrences that qualify a member of that legislative body to receive reimbursement of expenses related to travel, meal, lodging, and other actual and necessary expenses."

SETA funds, equipment, supplies (including letterhead), titles, and staff time must only be used for authorized SETA business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, as long as the other requirements of this policy are met:

1. Official board, council, committee, commission meeting schedule subject to the Brown Act;

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TRAVEL POLICIES AND PROCEDURES

TRAVEL ON OFFICIAL BUSINESS

2. Attending conferences, seminars, workshops or educational events related to the business or operation of such group;
3. Attending legislative and educational seminars, workshops and training, including ethics training, designed to improve legislative body expertise and information levels;
4. Participating in regional, state and national organizations whose activities affect SETA's interests;
5. Opportunities to meet with city, county, special district, state, or federal officials to discuss legislative body interest and to implement SETA-approved strategy for attracting or retaining businesses to SETA, which typically involve at least one staff member. Expenditures not specifically covered by this list of occurrences will require prior approval by the SETA Governing Board, or other approved legislative body action, at a public meeting before the expense is incurred. Expenses will be reimbursed in accordance with the procedures in this Travel Policy. All documents related to reimbursable SETA expenditures are public records subject to disclosure under the California Public Records Act (Government Code section 6250-6270).

Reports to the Governing Board

At the following meeting of the SETA Governing Board or other applicable legislative body, each official shall briefly report on meetings attended at SETA expense. If multiple officials attended, a joint report may be made.

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Violations of this Policy

The use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: 1) loss of reimbursement privileges, 2) a demand for restitution to SETA, 3) SETA reporting the expense as income to the elected official to state and federal tax authorities, 4) civil penalties of up to \$1,000 per day and three times the value of the resources used, and 5) persecution for misuse of public resources.

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Approving Authority for Travel

All travel requests must be approved by the Department Chief and the Fiscal Chief or the individual designated to act for same prior to trip departure. The Executive Director's approval is required for out-of-state travel requests. The Fiscal Department is authorized to reimburse travelers whose expenses are justifiable and in compliance with this policy.

Travel Arrangements

The traveler is responsible for submitting a travel claim form to the SETA Travel Coordinator as soon as possible after approval for travel has been granted. The SETA Travel Coordinator will

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

TRAVEL POLICIES AND PROCEDURES

TRAVEL ON OFFICIAL BUSINESS

then complete airline and hotel reservations and process and send payment for conference registrations. The SETA Travel Coordinator will then send a confirmation email to the traveler with a listing of the travel reservation and conference details.

Travel Advances

-The Fiscal Department is authorized to pay 100 percent of registration or conference fees and advance up to 100 percent of the estimated meal allowance, and for Head Start parents, other expenses for official travel. In addition, travel advances may include up to 100 percent of the estimated personal private mileage reimbursement, when personal vehicles are approved for use for official travel. Request for advances shall be included on the submitted travel claim form. Advances shall not be made for amounts less than one hundred dollars (\$100) and will not be issued prior to two (2) days before expected travel unless adequate justification is submitted to show that undue hardship to the individual will result in the event the smaller advance is not made. Advances will not be made if a previous advance is unsettled.

Lodging

- A. Reimbursement for the cost of lodging is limited to the actual lodging cost incurred.
- B. When a companion travels with an employee on official business, reimbursement for lodging will be at the lowest available single-occupancy rate for the accommodations. It is the responsibility of the employee to obtain the lodging rate for both single- and double-occupancy and indicate them on the travel claim.
- C. The employee should ask for government rates (unless a group or conference rate is less) and provide a completed Transient-Occupancy Tax exempt form at the time of arrival. An identification or business card is generally sufficient identification. Upon return, original itemized hotel receipts must accompany completed claims. SETA is not responsible for reimbursement of luxury upgrades (ocean view, king-size beds, suites, etc.).
- D. Hotel reservations and cancellations are the responsibility of the traveler. Any cancellation charges incurred will be billed to the traveler unless reasonable justification is provided.
- E. When lodging must be pre-paid to ensure reservations (particularly with PC/PAC parents), the SETA Travel Coordinator may request Credit Card Authorization Form from the hotel and authorized only room and tax expenses charged to the SETA America Express SETA corporate credit card.

Meals

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

TRAVEL POLICIES AND PROCEDURES

TRAVEL ON OFFICIAL BUSINESS

- A. Reimbursement for meals shall be made only when travel extends for a minimum of six (6) hours during the normal working day. In addition, the travel must last for a minimum of six (6) hours, ending after 6:00 p.m. to qualify for dinner. For purposes of determining eligibility for reimbursement, travel shall be considered to begin when the traveler departs his or her residence if the trip begins before or after normal office hours. If the trip begins during normal office hours, travel shall be considered to begin when the traveler departs his or her office. In order to be reimbursed for cost of meals, travel must begin at or before the time shown on the following schedule.

MEAL	TRAVEL BEGINS BEFORE	TRIP ENDS AFTER
Breakfast	6:00 a.m.	7:00 a.m.
Lunch	11:00 a.m.	12:00 p.m.
Dinner	5:00 p.m.	6:00 p.m.

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- B. Meals which are supplied by common carrier or are included in conference fees or hotel rates will not be reimbursed (i.e., if a traveler is booked on a flight which serves lunch, no reimbursement will be provided for the lunch meal). A continental breakfast does not constitute a meal. Travelers should inform the Travel Coordinator of any special dietary requirement at the time reservations are made, and travelers should remind the flight attendant of the special request.
- C. Meal reimbursement will be for the actual amount up to the maximum allowed by Sacramento County based on the location of the travel. The employee must report on the SETA travel claims the actual amount expended for each meal for each day whether or not it exceeds the maximum reimbursement. Because of new Internal Revenue Services (IRS) requirements, employees should keep a record of these expenses for Federal Income Tax purposes. The record should include:
- The name and location of the establishment where the meal/event took place.
 - Exact amount and date of the expense.
 - Specific business discussed.

Transportation

Normally, travel will be by the most reasonable means available, taking into consideration requirements for reimbursement for meals and lodging and employee time devoted to travel at the expense of performance of other duties.

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When a private vehicle is used, it is required that the vehicle have appropriate insurance coverage and the driver have a valid driver's license.

A. AIR TRAVEL

1. The SETA Travel Coordinator will arrange for reservations and tickets for approved travel requests authorizing air transportation. The lowest available fare will be used for air travel unless otherwise specifically authorized by the approving authority. Reservations should be refundable whenever possible in the event the trip is changed or canceled. Many airlines offer reduced rates, but are nonrefundable, these may not be the best options for reservations due to the fact trips are subject to change due to various business reasons. As a general rule, employees will be expected to accept flights departing within two (2) hours of the desired departure time. Such a window may not be suitable for all situations.
2. The Travel Coordinator must carefully monitor flights with cancellation fees. If cancellation occurs due to a SETA-related change, SETA will cover the penalty cost. If, however, cancellation occurs due to a traveler's personal request, the traveler will be required to pay any cancellation fees. An exception may be made for cancellations related to a family death (for which the airlines may not impose penalties) or an illness, approved by the Fiscal Chief.
3. If an employee wishes to drive his/her personal vehicle in lieu of air travel and possibly a rental car, reimbursement will be authorized only up to the amount of the least expensive alternative. The request for reimbursement **must include a printed copy of the quoted airfare as justification for the cost of air travel** and the cost of the employee's mileage and attest to the least expensive alternative.

B. TRAIN TRAVEL

In some instances train travel may be a viable alternative to air travel or car travel. An example would be AMTRAK to San Francisco, in lieu of a car and paying for parking. The Agency should evaluate the cost and time involved, prior to approval. In most instances it would be expected that the traveler would incur additional taxi fares at his/her destination. This cost should be included in the analysis. In addition, the time involved with the trip must be considered as a factor. A two-hour train trip to San Francisco is reasonable, but a twelve-hour trip to San Diego would not be reasonable, unless the traveler is taking vacation time in route.

C. CAR RENTAL

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

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TRAVEL ON OFFICIAL BUSINESS

1. Employees on out-of-town trips should use public conveyances (taxis, airports, shuttles, buses, etc.) whenever such uses appear to be more economical than a rental car. Generally, a rental car should not be requested unless:
 - a. Multiple business meetings that require travel between points make use of public conveyance impractical.
 - b. Three or more SETA employees are attending the same meetings and one rental car for the group would be more economical, or
 - c. If it is less expensive to rent a car overall.
2. Auto sizes per number of people: one or two people, compact or subcompact; three or four people, mid-size permitted.
3. When traveling domestically the traveler shall waive all additional insurance offered when renting a car. However, there might be situations where additional insurance is needed, for example in inclement weather such as snow or ice. Such additional insurance should be authorized by the Fiscal Chief or designee.
4. The traveler should fill the gas tank before returning the car to avoid fuel surcharges. Fuel expenses will be reimbursed based upon the receipts provided. Exceptions to the use of self-service fueling will not be allowed unless the employee can demonstrate and justify the reasons for not using available self-service fuel dispensing facilities.
5. Where extended personal travel is involved, rental car expenses must be prorated to allow reimbursement for only those costs associated with SETA business.
6. When using a rental car and the mileage method is not used; actual purchase of fuel is acceptable with a receipt.

D. Travel by Private Vehicle

SETA reimburses employees for the use of their personal vehicle when used to conduct agency business as assigned. It is a requirement of SETA that employees who use their own vehicles to conduct business on the Agency's behalf maintain adequate vehicle liability insurance. The IRS standard mileage rate is used to calculate the cost of operating a vehicle for business purposes. Parking fees and tolls paid while conducting Agency business can also be claimed with receipts.

Authorized travel out of the county, including travel to the airport, will normally be reimbursed at the approved IRS rate. However, when air travel is the most appropriate and economical means of transportation, reimbursement will be in an amount equal to air coach

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fare unless the traveler clearly demonstrates to the satisfaction of the Department Chief in advance that travel by other means is more advantageous to SETA. Travel may begin/end from employee's residence when travel occurs outside normal working hours. Refer to the SETA Mileage Reimbursement Procedures.

Mile in one Calendar Month	Rate per mile
0 - 600	This will be the current IRS standard mileage rate for business miles driven.*
601 - Up	Current rate as prescribed above less 15¢ per mile.

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E. Accident Reporting

Reporting of vehicle accidents by SETA employees driving a SETA-owned vehicle or their own vehicle on SETA business is required; it must be prompt, accurate, and complete. Proper and timely reporting is mandatory because personal and SETA liability are involved.

General instructions in case of accidents are:

- Be calm.
- Be courteous.
- Call the Police.
- Notify your supervisor immediately.
- Do not engage in any conversation or controversy at the scene of the accident regarding damage or loss.
- Do not admit fault or discuss the accident with anyone except the police or the employee's supervisor.

Reimbursable Expenses with Receipts

While traveling on official SETA business, the following expenses are reimbursable at actual cost upon presentation of original receipts:

1. Necessary taxicabs, Uber or Lyft services, and airport transportation.
2. Conference registration fees and associates tapes, reports, etc. which can be shown to be of value to the participant in his/he work for SETA.
3. Parking fees greater than the nominal amount of \$10.00 per travel day.

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4. Other justifiable expenses will be approved based on a review of special circumstances.

Reimbursable Expenses without Receipts

While traveling on official Agency business, the following expenses are reimbursable at **actual cost, without receipts**:

1. Metered parking and parking in unattended lots (less than the nominal amount of \$10.00 per travel day).
2. Bay Area Rapid Transit (BART) fares (fee schedule must be attached to final travel reimbursement request).
3. Bus fares and bridge tolls.

Additional Allowances

- A. When included on the final travel claim, five dollars (\$5) per each night's stay will be allowed, without receipts, to cover baggage handling, and incidental expenses.
- B. While traveling on official SETA business, the following expenses are reimbursable at actual cost on presentation of original receipts:
 1. Personal cellular and FAX charges in connection with SETA business; hotel phone usage is strongly discouraged due to high cost;
 2. During extended travel (five [5] days or more), personal phone calls will be reimbursed on the following basis:
 - a. One (1) call per day, not to exceed three (3) minutes in length.
 - b. Request for reimbursement of longer or more frequent calls must be accompanied with a letter of explanation and will be considered on a case-by-case basis.
 3. Other justifiable expenses will be approved based on a review of special circumstances.
- C. Child care fees for Head Start parents on official Agency travel will be paid at the rate based on the approved Policy Council policy.

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

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D. Non-reimbursable Expenses.

1. Personal Toiletries and personal care expenses
2. Traffic fines or parking violations
3. Hotel luxury upgrades
4. Expenses associates with a non-employee who accompanies the employee on official business
5. Alcoholic beverages

Procedures

- A. Employees should consult with the Travel Coordinator. The coordinator is responsible for making travel arrangements and can guide the employee with the filing and completion of request and claims for reimbursement.
- B. All travel request and claims for reimbursement must be dated and include the signature and approval of the Executive Director or the Fiscal Chief and the Department Chief or- designee.
- C. **Travel** claims for reimbursement shall be submitted within five (5) days of returning from travel. If applicable, the seminar/training class evaluation form shall be attached to the final travel claim.
- D. **Mileage claims for reimbursement shall be signed and submitted to the employee's supervisor, or approving official, within ten (10) days after the end of the month during which mileage has accrued (refer to the SETA Mileage Reimbursement Procedures).**
- ~~D.E.~~ **Travel and mileage claims not submitted within 60 days after the last day of travel will become taxable income to the employee.**
- ~~E.F.~~ Outstanding cash advances shall be settled within seven (7) days of returning from travel. Advances unsettled for over sixty (60) days may be subject to payroll deduction.

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Conference, Meeting and Training

The Agency will pay for events included in a conference, meeting or training registration fee. Where such events include optional activities at an additional cost, the Traveler must justify the business relationship of the activity to be reimbursed. Networking with other attendees is not a valid business relationship. Where an optional event is not business-related and includes a meal, the Traveler can be reimbursed up to the maximum meal reimbursement rate. An additional charge for cancellation due to a SETA related business need is reimbursable to the Traveler with the approval from the Fiscal Chief or -designee.

Personal Travel

Under no circumstances will the SETA reimburse an employee for expenses incurred when the employee opts to extend his/her time at the destination for personal reasons. If on personal travel and the employee is required to return to the office, travel expenses related to the return trip are allowed upon approval from the Executive Director or designee.

INTRODUCTION

Scope

These policies and procedures are applicable to all officers, employees, and persons in the service of the Sacramento Employment & Training Agency (SETA).

Purpose

The Travel Policies and Procedures are developed: (1) to provide travelers with information needed for preparation of travel requests and claims, (2) to provide guidance to travelers, travel arrangers, approvers, and auditors on cost-effective management of travel expenses, (3) to identify reimbursable versus non-reimbursable expenses, (4) to clarify employee responsibility for controlling and reporting travel expenses, and (5) to specify the types of travel reimbursable by SETA for members of SETA's legislative bodies. These policies and procedures are developed in accordance with the County, State and all government codes and follow the Internal Revenue Service (IRS) rules and regulations (Internal Revenue Code (IRC) Section 62(c); Reg. Section 1.62-2; Reg. Section 1.274-5).

It is impossible to anticipate every situation that may be encountered while traveling on business. Each employee is expected to exercise good judgment in incurring travel expenses and to obtain prior approval for all foreseeable travel-related expenditures.

Expenses which are not approved or which are not in compliance with this policy will be the traveler's personal responsibility.

Policies

General

When the cost of travel shall be reimbursed to the employee by another agency, whether, state, federal, or private, such reimbursement and the intent for same shall be disclosed as a source of funding on the travel request. In advance of travel the employee must decide whether to accept the rates of SETA or other agency. If the travel costs are borne by SETA, reimbursement from the other agency shall be paid to SETA and deposited as an abatement of expense.

Approval to incur any travel expenses shall be obtained from the Executive Director or Fiscal Chief and Department Chief or the individual designated to act for same prior to making travel arrangements. The travel request is required for the protection of the employee while traveling as an agent of SETA.

SETA reimburses employees for travel and job related expenses in accordance with the Accountable Expense Reimbursement Plan per the Internal Revenue Service. Under an accountable plan, allowances or reimbursements paid to employees are excluded from wages or taxable income and are not subject to withholding or reporting. Reimbursements of travel and other business expenses to SETA employees, contractors or volunteers will be considered to be made under the Internal Revenue Code definition of an "Accountable Expense Reimbursement Plan" if the following requirements are met:

TRAVEL POLICIES AND PROCEDURES

- A. The person substantiates his or her expenses by submitting an expense report with:
 - a. Amount of the expenditure,
 - b. Time and place of the travel or business entertainment,
 - c. Business purpose of the expenditure, and
 - d. Names and business relationship of any persons entertained.
- B. The person documents the expenses with supporting receipts, paid bills, etc. within sixty (60) days the expense is paid or incurred, and
- C. Excess advances, if any, are repaid to SETA within 60 days after expense is paid or incurred.

Policy Intent

Travel policies enunciated shall be construed so that no officer or employee shall suffer any undue loss while traveling on official SETA business. The Travel Policy is intended to facilitate business required travel, while managing costs and time in order to maintain efficient business processes.

Authorized Expenses by members of SETA's legislative bodies

In accordance with California Government Code §53232.2(b), "if a local agency reimburses members of a legislative body for actual and necessary expenses incurred in the performance of official duties, then the governing body shall adopt a written policy, in a public meeting, specifying the types of occurrences that qualify a member of that legislative body to receive reimbursement of expenses related to travel, meal, lodging, and other actual and necessary expenses."

SETA funds, equipment, supplies (including letterhead), titles, and staff time must only be used for authorized SETA business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, as long as the other requirements of this policy are met:

- A. Official board, council, committee, commission meeting schedule subject to the Brown Act;
- B. Attending conferences, seminars, workshops or educational events related to the business or operation of such group;
- C. Attending legislative and educational seminars, workshops and training, including ethics training, designed to improve legislative body expertise and information levels;
- D. Participating in regional, state and national organizations whose activities affect SETA's interests;
- E. Opportunities to meet with city, county, special district, state, or federal officials to discuss legislative body interest and to implement SETA-approved strategy for attracting or retaining businesses to SETA, which typically involve at least one staff member. Expenditures not specifically covered by this list of occurrences will require prior approval by the SETA Governing Board, or other approved legislative body action, at a public meeting before the expense is incurred. Expenses will be reimbursed in accordance with the procedures in this Travel Policy. All documents related to reimbursable SETA expenditures are public records subject to disclosure under the California Public Records Act (Government Code section 6250-6270).

Reports to the Governing Board

At the following meeting of the SETA Governing Board or other applicable legislative body, each official shall briefly report on meetings attended at SETA expense. If multiple officials attended, a joint report may be made.

Violations of this Policy

The use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: 1) loss of reimbursement privileges, 2) a demand for restitution to SETA, 3) SETA reporting the expense as income to the elected official to state and federal tax authorities, 4) civil penalties of up to \$1,000 per day and three times the value of the resources used, and 5) persecution for misuse of public resources.

Approving Authority for Travel

All travel requests must be approved by the Department Chief and the Fiscal Chief or the individual designated to act for same prior to trip departure. The Executive Director's approval is required for out-of-state travel requests. The Fiscal Department is authorized to reimburse travelers whose expenses are justifiable and in compliance with this policy.

Travel Arrangements

The traveler is responsible for submitting a travel claim form to the SETA Travel Coordinator as soon as possible after approval for travel has been granted. The SETA Travel Coordinator will then complete airline and hotel reservations and process and send payment for conference registrations. The SETA Travel Coordinator will then send a confirmation email to the traveler with a listing of the travel reservation and conference details.

Travel Advances

The Fiscal Department is authorized to pay 100 percent of registration or conference fees and advance up to 100 percent of the estimated meal allowance, and for Head Start parents, other expenses for official travel. In addition, travel advances may include up to 100 percent of the estimated personal private mileage reimbursement, when personal vehicles are approved for use for official travel. Request for advances shall be included on the submitted travel claim form. Advances shall not be made for amounts less than one hundred dollars (\$100) and will not be issued prior to two (2) days before expected travel unless adequate justification is submitted to show that undue hardship to the individual will result in the event the smaller advance is not made. **Advances will not be made if a previous advance is unsettled.**

Lodging

- A. Reimbursement for the cost of lodging is limited to the actual lodging cost incurred.
- B. When a companion travels with an employee on official business, reimbursement for lodging will be at the lowest available single-occupancy rate for the accommodations. It is the responsibility

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of the employee to obtain the lodging rate for both single- and double-occupancy and indicate them on the travel claim.

- C. The employee should ask for government rates (unless a group or conference rate is less) and provide a completed Transient-Occupancy Tax exempt form at the time of arrival. An identification or business card is generally sufficient identification. Upon return, original itemized hotel receipts must accompany completed claims. SETA is not responsible for reimbursement of luxury upgrades (ocean view, king-size beds, suites, etc.).
- D. Hotel reservations and cancellations are the responsibility of the traveler. Any cancellation charges incurred will be billed to the traveler unless reasonable justification is provided.
- E. When lodging must be pre-paid to ensure reservations (particularly with PC/PAC parents), the SETA Travel Coordinator may request Credit Card Authorization Form from the hotel and authorized only room and tax expenses charged to the SETA America Express corporate credit card.

Meals

- A. Reimbursement for meals shall be made only when travel extends for a minimum of six (6) hours during the normal working day. In addition, the travel must last for a minimum of six (6) hours, ending after 6:00 p.m. to qualify for dinner. For purposes of determining eligibility for reimbursement, travel shall be considered to begin when the traveler departs his or her residence if the trip begins before or after normal office hours. If the trip begins during normal office hours, travel shall be considered to begin when the traveler departs his or her office. In order to be reimbursed for cost of meals, travel must begin at or before the time shown on the following schedule.

MEAL	TRAVEL BEGINS BEFORE	TRIP ENDS AFTER
Breakfast	6:00 a.m.	7:00 a.m.
Lunch	11:00 a.m.	12:00 p.m.
Dinner	5:00 p.m.	6:00 p.m.

- B. Meals which are supplied by common carrier or are included in conference fees or hotel rates will not be reimbursed (i.e., if a traveler is booked on a flight which serves lunch, no reimbursement will be provided for the lunch meal). A continental breakfast does not constitute a meal. Travelers should inform the Travel Coordinator of any special dietary requirement at the time reservations are made, and travelers should remind the flight attendant of the special request.
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- The name and location of the establishment where the meal/event took place.
- Exact amount and date of the expense.
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Transportation

Normally, travel will be by the most reasonable means available, taking into consideration requirements for reimbursement for meals and lodging and employee time devoted to travel at the expense of performance of other duties.

When a private vehicle is used, it is required that the vehicle have appropriate insurance coverage and the driver have a valid driver's license.

A. Air Travel

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2. The Travel Coordinator must carefully monitor flights with cancellation fees. If cancellation occurs due to a SETA-related change, SETA will cover the penalty cost. If, however, cancellation occurs due to a traveler's personal request, the traveler will be required to pay any cancellation fees. An exception may be made for cancellations related to a family death (for which the airlines may not impose penalties) or an illness, approved by the Fiscal Chief.
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TRAVEL POLICIES AND PROCEDURES

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Reporting of vehicle accidents by SETA employees driving a SETA-owned vehicle or their own vehicle on SETA business is required; it must be prompt, accurate, and complete. Proper and timely reporting is mandatory because personal and SETA liability are involved.

General instructions in case of accidents are:

- Be calm.
- Be courteous.
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TRAVEL POLICIES AND PROCEDURES

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 - b. Request for reimbursement of longer or more frequent calls must be accompanied with a letter of explanation and will be considered on a case-by-case basis.
 - 3. Other justifiable expenses will be approved based on a review of special circumstances.
- C. Child care fees for Head Start parents on official Agency travel will be paid at the rate based on the approved Policy Council policy.
- D. Non-reimbursable Expenses.
 - 1. Personal Toiletries and personal care expenses
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- D. Mileage claims for reimbursement shall be signed and submitted to the employee's supervisor, or approving official, within ten (10) days after the end of the month during which mileage has accrued (refer to the SETA Mileage Reimbursement Procedures).
- E. Travel and mileage claims not submitted within 60 days after the last day of travel will become taxable income to the employee.
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ITEM III-A- 1 – ACTION

APPROVAL TO UPGRADE SETA'S INFORMATION TECHNOLOGY INFRASTRUCTURE HARDWARE TO THE SIMPLIVITY PLATFORM

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 has been pieced together over the past 5+ years. This environment is difficult to manage and 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.

On November 2, 2017 the SETA Governing Board approved the November 3, 2017 release of a Request for Proposals (RFP) for a three or five-year operational lease of a SimpliVity Hyper-Converged solution to replace SETA's IT infrastructure. Six Hewlett Packard Enterprise (HPE) value added resellers authorized on the SimpliVity platform in the Sacramento region were invited to submit a proposal. SETA also posted the RFP on the SETA website. SETA received one response from DSA Technologies based in Elk Grove, CA. Their proposal was for a SimpliVity platform with 100% redundancy including all hardware, professional services to install, migration of all production systems to the new platform, assistance with testing, and 24x7 production support with a 4 hour turn time to rectify problems. Per the RFP request, DSA quoted a 5-year operational lease for \$214,895.73 or \$3,581.60 per month including tax. DSA also quoted a 3-year operational lease for \$183,964.38 or \$5,110.12 per month including tax. At lease-end SETA has the option to extend, replace, return or purchase the hardware at fair market value.

SETA's procurement policies authorize the agency to procure services without competition in certain circumstances, including when, after solicitation of a number of sources, competition is determined to be inadequate. Notwithstanding the release and circulation of the RFP, DSA Technologies submitted the only response. Staff is recommending proceeding with a non-competitive procurement and negotiating a five-year (60 months) operational lease with DSA Technologies for the operation of the SimpliVity platform.

RECOMMENDATION:

That the Governing Board: (1) make the following findings regarding non-competitive procurement- that, after solicitation of a number of sources, competition has been

ITEM III-A – 1 – ACTION (continued)
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deemed inadequate and, consistent with SETA's Procurement Policies and Federal Regulations, the Governing Board finds that non-competitive procurement is appropriate; and (2) authorize the staff to negotiate and execute a five-year (60 months) operational lease at \$3,581.60 per month.

PRESENTER: Edward Proctor

ITEM III B - 1 – ACTION

AGREE WITH THE SACRAMENTO WORKS, INC. BOARD IN APPROVAL OF
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA), TITLE I, YOUTH
PROGRAM FUNDING AUGMENTATIONS

BACKGROUND:

On June 1, 2017, the SETA Governing Board approved the WIOA, Title I, Youth Program provider subgrant agreements for Program Year (PY) 2017-2018 in the amount of \$2,450,927. The funding recommendations included funds to cover administration and program support functions, and are funding the augmentations below. A condition of SETA's Youth Program subgrant agreements is that all youth must be provided a paid work experience (WEX) opportunity during the Program Year. On January 1, 2018, California's minimum wage was increased from \$10.50 to \$11.00 per hour. As a result, Youth Program providers are requesting additional funding to cover the wage increase to support youth in paid work experience opportunities for the remainder of the program year. The augmentations are specific to each provider's program design and use of work experience. SETA is recommending an augmentation of WIOA, Title I, Youth funds to the WIOA Youth providers reflected below in the following amounts:

	PY 2017- 18 Allocations	Recommended Augmentation	Recommended Revised PY 2017- 18 Allocations
Out of School Youth			
California Human Development	\$95,640	\$1,255	\$96,895
Crossroads Diversified Services	154,793	1,388	156,181
Elk Grove Unified School District	265,915	2,103	268,018
Folsom Cordova Community Partnership	194,172	3,023	197,195
Goodwill Industries	143,773	877	144,650
Greater Sacramento Urban League	75,054	796	75,850
North State Building Industry Foundation	157,451	889	158,340
Sacramento Chinese Community Service Center, Inc.	181,983	6,838	188,821
Sacramento City Unified School District	158,994	1,737	160,731
In School Youth			
City of Sacramento Department of Parks and Recreation	261,189	5,476	266,665
Sacramento Chinese Community Service Center	213,203	3,777	216,980
	\$1,902,167	\$28,159	\$1,930,326

ITEM III-B – 1 – ACTION (continued)

Page 2

The following providers accounted for the wage increase in their budgets and have sufficient funds to cover the minimum wage increase to support youth in paid work experience opportunities for the remainder of the PY 2017-2018:

- Asian Resources, Inc.
- La Familia Counseling Center

The Sacramento Works board met and approved these augmentations at their January 25, 2018 meeting. Staff will be available to answer questions.

RECOMMENDATION:

Agree with the Sacramento Works, Inc. Board in approval of Workforce Innovation and Opportunity Act (WIOA), Title I, Youth Program funding augmentations for PY 2017-2018 Youth Program providers as reflected in the chart above.

PRESENTER: Terri Carpenter

ITEM III-B – 2 - ACTION

APPROVAL TO AUGMENT FUNDS TO REFUGEE PROGRAM SERVICE PROVIDERS UNDER THE REFUGEE SOCIAL SERVICE (RSS) AND TARGETED ASSISTANCE (TA) GRANTS, 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), which included an additional RSS allocation of \$247,310. Total funds available for allocation to employment service providers for PY 2017-18 at that time were:

RSS: \$1,600,768
TA: 617,681 (no change)
Total: \$2,218,449

As a result of the \$247,310 increase in SETA's final RSS allocation, on November 2, 2017, the Board approved augmentation of five refugee program providers to serve an additional 116 refugees under the Vocational English-as-a-Second Language combined with Employment Services (VESL/ES) component. All five providers recommended for augmentation are currently meeting or exceeding contractual service levels.

SETA has recently concluded the RSS and TA 2016-17 PY close out and staff has identified an additional \$479,000 in RSS (\$380,000) and TA (\$99,000) carry over funds available for allocation this PY. As a result, staff is recommending augmenting five

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

refugee program providers to serve an additional 244 refugees under the VESL/ES and ES Stand Alone components as indicated in the attached funding charts. If approved, the new total RSS and TA grant funds to be allocated this PY to serve 1,401 refugees will be:

RSS: \$1,980,768
TA: 716,681
Total: \$2,697,449

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 services to refugees prior to awarding additional funds. In addition, 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) and Targeted Assistance (TA) grants for PY 2017-2018 as indicated in the attached funding charts. 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

**Refugee Social Services (RSS)
Staff Funding Augmentation Recommendations - PY 2017-18
VESL/ES**

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.	\$259,799	111	\$76,000	32	143	\$335,799
Bach Viet Association, Inc.	264,121	106	76,000	30	136	340,121
International Rescue Committee, Inc.	309,659	124	76,000	30	154	385,659
Lao Family Community Development, Inc.	297,515	119	76,000	30	149	373,515
Twin Rivers USD	269,999	161	76,000	55	216	345,999
Folsom Cordova Community Partnership	99,915	40			40	99,915
World Relief - Sacramento	99,760	40			40	99,760
Totals	\$ 1,600,768	701	\$380,000	177	878	\$1,980,768

**Targeted Assistance (TA)
Staff Funding Augmentation Recommendations - PY 2017-18
ES**

AGENCY NAME	CURRENT FUNDING, PY 2017-18		TA AUGMENTATION RECOMMENDATIONS, PY 2017-18			
	TA AMOUNT	TA #s TO SERVE	AUGMENTED TA AMOUNT	AUGMENTED TA #s TO SERVE	NEW TOTAL TA #s TO SERVE	NEW TOTAL TA AMOUNT
Asian Resources, Inc.	\$92,580	60	\$19,800	13	73	\$112,380
Bach Viet Association, Inc.	87,000	58	19,800	13	71	106,800
International Rescue Committee, Inc.	103,500	69	19,800	13	82	123,300
Lao Family Community Development, Inc.	105,000	70	19,800	13	83	124,800
Twin Rivers USD	107,436	84	19,800	15	99	127,236
Folsom Cordova Community Partnership	62,165	40			40	62,165
World Relief - Sacramento	60,000	40			40	60,000
Totals	\$ 617,681	421	\$99,000	67	488	\$716,681

ITEM III-B – 3 - ACTION

RATIFICATION OF THE SUBMISSION OF A PROPOSAL FOR OFFICE OF REFUGEE RESETTLEMENT (ORR) DISCRETIONARY GRANT FUNDS FOR A REFUGEE YOUTH MENTORING PILOT PROJECT, AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT, INCLUDING MODIFICATIONS, AND ANY OTHER DOCUMENTS REQUIRED BY ORR

BACKGROUND

In December, 2017, the Administration for Children and Families, Office of Refugee Resettlement (ORR) made grant funds available to refugee impacted states to administer Refugee Youth Mentoring Pilot Projects. Pilot projects are intended to result in refugee youth between the ages of 15 and 24 in attaining educational and vocational achievement while promoting positive civic and social interaction, as well as ongoing integration in the communities in which they reside.

Because California is a refugee-impacted state, the California Department of Social Services, Refugee Programs Bureau (RPB) was asked by ORR to prepare and submit a proposal for the pilot, and was informed that the proposal would be funded through a noncompetitive process. Due to Sacramento County's standing as one of the most impacted counties for refugee arrivals in the nation, RPB informed ORR that it intended to contract with SETA for the pilot project. It is anticipated that ORR will fund the pilot over a two-year project period at an amount of \$120,000 per year.

As a result, and in partnership with RPB, SETA prepared and submitted its Sacramento Works Refugee Mentoring Pilot proposal in the amount of \$240,000 for the two-year project period. If funded, SETA's pilot program will provide opportunities for a minimum of 100 refugee youth in community engagement and work based learning, while assisting with acculturation needs and other wraparound services. Although refugee youth are eligible for services if in the U.S. less than five years, priority of service will be to those that have been in the country for one year or less, are on public assistance, and are requiring social, academic, vocational, and/or emotional support.

Services proposed will be delivered in a manner that meets the unique needs of refugee youth and that leverages all available resources within the Sacramento Works America's Job Centers of California (SWAJCC) system, including those offered through Workforce Innovation and Opportunity Act (WIOA), Title I, Adult and/or Youth services, WIOA Title II, Adult Education, the WIOA Title I ELL Navigator Pilot Program, ORR's Refugee Social Services and Targeted Assistance grants, the Community Services Block Grant services, as well as the County of Sacramento—Department of Human Assistance's Community Work Experience Program, when applicable.

Further, SETA's pilot will establish two Refugee Youth Navigators that will assist refugee youth in navigating and bridging services through enhanced coordination/integration with services available within the SWAJCC system. Services

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

will include, but are not limited to, adult mentorship, English language instruction, high school completion/equivalency, career exploration, labor market research, career pathways development, work based learning, vocational training, support services, and job placement and retention services. Proposed services will be delivered through the following two WIOA youth providers:

- Asian Resources, Inc. - \$100,000 (50 refugee youth)
- Sacramento City Unified School District - \$100,000 (50 refugee youth)

RECOMMENDATION:

Ratify the submission of SETA's proposal in the amount of \$240,000 to RPB for ORR's Refugee Youth Mentoring Pilot program, and authorize SETA's Executive Director to execute the agreement, including modifications, and any other documents required by ORR.

PRESENTER: Michelle O'Camb

ITEM IV-A - INFORMATION

REPORT ON AMERICAN EXPRESS CORPORATE ACCOUNT
REWARDS POINTS PROGRAM AS OF DECEMBER 31, 2017

BACKGROUND:

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

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

Attached for your information is the American Express Corporate Account Rewards Points Program for the period ending December 31, 2017.

Staff will be available to answer questions.

PRESENTER: Loretta Su

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

**REPORT ON AMERICAN EXPRESS CORPORATE ACCOUNT
REWARDS POINTS PROGRAM
FOR THE NINE MONTHS ENDING DECEMBER 31, 2017**

Total REWARDS points as of March 31, 2017		4,189,742
REWARDS points accumulated from April 2017 to December 2017		1,513,378
REWARDS points used for:		
Supplies, travel and miscellaneous expenses	(170,570)	
Customer supports and incentives	-	
Employee/Board recognition/wellness activities	-	
Total REWARDS points used since the last reporting period		<u>(170,570)</u>
Total REWARDS points available/remaining		<u><u>5,532,550</u></u>

ITEM IV-B – INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: Loretta Su

MEMORANDUM

TO: Monica Blanco **DATE:** Dec. 20, 2017
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: Fiscal Monitoring of City of Sacramento – Dept. of Parks and Recreation

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	In-School	\$ 274,935	7/1/16-6/30/17	4/1/17-6/30/17

Monitoring Purpose: Initial ____ Follow-Up ____ Special ____ Final X
Date of review: Dec. 1, 2017 desk audit

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

Program Operator: City of Sacramento – Dept. of Parks and Recreation

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Jenifer Avey **DATE:** January 12, 2018
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Elk Grove Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & COLA	\$3,181,570	08/1/16-7/31/17	2/1/17-7/31/17
Head Start	T & TA	\$9,000	08/1/16-7/31/17	2/1/17-7/31/17

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 9/25-9/27/17

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

Program Operator: Elk Grove Unified School District

Findings and General Observations:

The total costs as reported to SETA from February 1, 2017 to July 31, 2017 for the Head Start programs have been traced to the delegate agency records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Kathleen Steffanic **DATE:** December 7, 2017

FROM: Mayxay Xiong, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of
Goodwill Industries of Sacramento Valley and Northern Nevada, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Out-of-School Youth	\$151,340	7/1/16-6/30/17	1/1/17-6/30/17

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 10/23-10/24/17

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

Program Operator: Goodwill Industries of Sacramento Valley and Northern Nevada, Inc.

Findings and General Observations:

We have reviewed the WIOA program from January 1, 2017 to June 30, 2017. The costs reported for the program has been traced to the subrecipient's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Cassandra Jennings **DATE:** January 18, 2018
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Greater Sacramento Urban League

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Adult	\$ 171,000	7/1/17-6/30/18	7/1/17-10/31/17
WIOA	DW	\$ 57,000	7/1/17-6/30/18	7/1/17-10/31/17
WIOA	OS	\$ 75,054	7/1/17-6/30/18	7/1/17-10/31/17

Monitoring Purpose: Initial X Follow-Up Special Final
Date of review: Dec. 11-12, 2017, follow-up Jan. 2, 2017

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

Program Operator: Greater Sacramento Urban League

Findings and General Observations:

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

However, in September 2017, GSUL reported an issue regarding \$150 of scrip cards used for supportive services to customers. This resulted in an investigation of internal controls as they relate to *2CFR Part 200.62(c) Funds, property, and other assets are safeguarded against loss from unauthorized use or disposition*. An internal investigation was done by GSUL, as well as by SETA staff. It was determined that the scrip was inappropriately handled and used by an employee. GSUL has implemented new internal controls to ensure the safeguarding, issuing, tracking, and reconciling of scrip cards. The WIOA program was reimbursed \$150 by GSUL from non-federal funds.

During a follow-up review on November 29, 2017 the monitor confirmed that revised internal controls were in place to prevent a future occurrence of this type.

Recommendations for Corrective Action:

No additional corrective action is needed at this time. However, internal controls will continue to be closely monitored.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Rachel Rios **DATE:** November 30, 2017
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of La Familia Counseling Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	OSY	\$ 292,072	7/1/16-6/30/17	12/1/16-6/30/17
CW	OJT/ESS	\$ 254,496	7/1/16-6/30/17	12/1/16-6/30/17
CW	OJT/SE	\$ 106,576	7/1/16-6/30/17	12/1/16-6/30/17
WIOA	OJT/A	\$ 15,800	7/1/16-6/30/17	12/1/16-6/30/17
WIOA	OJT/A stand-alone	\$ 90,890	7/1/16-6/30/17	12/1/16-6/30/17
WIOA	AD/BIC	\$ 217,798	7/1/16-6/30/17	12/1/16-6/30/17
WIOA	DW/BIC	\$ 54,450	7/1/16-6/30/17	12/1/16-6/30/17
CSBG	YSS	\$ 55,000	1/1/17-12/31/17	1/1/17-7/31/17

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: Aug 21-24, 2017

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

Fiscal Monitoring Findings

Program Operator: La Familia Counseling Center

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Eileen Thomas **DATE:** January 16, 2018
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: Desk review of River City Food Bank

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$20,500	1/1/17-12/31/17	1/1/17-12/31/17

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 12/11/17

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

Program Operator: River City Food Bank

Findings and General Observations:

River City Food Bank claimed the entire amount of the grant by April 30, 2017. The total costs as reported to SETA for the CSBG program contract year of January 1, 2017 to December 31, 2017 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Kathleen Willard **DATE:** December 8, 2017
FROM: Tammi Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of River Oak Center for Children

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early Head Start	Basic	\$439,793	8/1/16-7/31/17	4/1/17-7/31/17

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: Oct. 3, 2017

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

Program Operator: River Oak Center for Children

Findings and General Observations:

The total costs as reported to SETA for the Early Head Start program from April 1, 2017 to July 31, 2017 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Jacquie Bonini **DATE:** November 24, 2017
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento City Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 8,770,877	8/1/16-7/31/17	2/1/17-7/31/17
Head Start	T & TA	\$ 20,000	8/1/16-7/31/17	2/1/17-7/31/17
Early HS	Basic	\$ 1,564,709	8/1/16-7/31/17	2/1/17-7/31/17
Early HS	T & TA	\$ 27,564	8/1/16-7/31/17	2/1/17-7/31/17

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: Sept. 25-27, 2017

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

Program Operator: Sacramento City Unified School District

Findings and General Observations:

The total costs as reported to SETA from February 1, 2017 to July 31, 2017 have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

There are no findings.

Recommendations for Corrective Action:

There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Jacquie Bonini **DATE: December 1, 2017**
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento City Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
EHS CCP	Basic	\$ 712,600	8/1/16-7/31/17	2/1/17-7/31/17
EHS CCP	T & TA	\$ 17,500	8/1/16-7/31/17	2/1/17-7/31/17

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

Date of review: September 27-28, 2017

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

Program Operator: Sacramento City Unified School District

Findings and General Observations:

The total costs as reported to SETA from February 1, 2017 to July 31, 2017 have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

There are no findings.

Recommendations for Corrective Action:

There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Johannesen DATE: December 19, 2017

FROM: Tammi Kerch, SETA Fiscal Monitor

**RE: On-Site Fiscal Monitoring of
Sacramento County Office of Education**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early Head Start	Basic	\$361,039	8.1.16-7.31.17	4.1.17-7.31.17
Early Head Start	CCP	\$200,546	8.1.16-7.31.17	4.1.17-7.31.17

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 10.12.17

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

Program Operator: Sacramento County Office of Education

Findings and General Observations:

The total costs as reported to SETA for the Early Head Start programs from April 1, 2017 to July 31, 2017 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Jim Walters **DATE:** December 13, 2017

FROM: Mayxay Xiong, SETA Fiscal Monitor

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

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & Cola	\$ 4,652,403	8/1/16-7/31/17	2/1/17-7/31/17
Head Start	T & TA	\$15,000	8/1/16-7/31/17	2/1/17-7/31/17
Early HS	Basic & Cola	\$1,741,924	8/1/16-7/31/17	2/1/17-7/31/17
Early HS	T & TA	\$30,912	8/1/16-7/31/17	2/1/17-7/31/17
Head Start	Duration	\$207,749	8/1/16-7/31/17	8/1/16-7/31/17

Monitoring Purpose: Initial Follow Up Special Final X

Date of Review: 10/2-10/4/17

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

Program Operator: San Juan Unified School District

Findings and General Observations:

The total costs as reported to SETA from February 1, 2017 to July 31, 2017 for the Head Start and Early Head Start programs have been traced to the delegate agency's records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

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 - January 8, 2018

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
Alsco, Inc.	1	Feeder/Folder	1
	1	Soil Counter Sorter	1
	1	Washroom-Tumbler Operator	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
CALPIA	1	Custodian	1
	1	Custodian Supervisor II	1
	1	Lead Custodian	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	Community Event Center Manager	1
	1	Dispatcher	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
	1	Police Equipment and Supply Technician	1
	5	Police Officer	1
	1	Police Recruit	1
	6	Senior Applications Developer	1
	1	Senior Planner	1
	2	Traffic Engineer	1
	City of Sacramento	1	311 Manager
1		Accounting Auditor	1
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		Budget Analyst	1
1		Building Inspector	1
1		Claims Collector	1
1		Code Enforcement Officer	1
1		Customer Service Specialist	2

ERA
July 1 - January 8, 2018

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	1	Deputy City Attorney I - Cannabis/Code	1
	1	Deputy City Attorney II	1
	1	Deputy City Clerk	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	Facilities Manager	1
	9	Fleet Service Coordinator	1
	1	Fire Prevention Officer I	1
	1	Financial Operations Manager	1
	1	Fingerprint Clerk	1
	7	Generator Technician	1
	1	Integrated Wastes General Manager	1
	7	Junior Plant Operator	1
	1	Operations and Maintenance Wastewater and Drainage Division	1
	1	Operations and Maintenance Water Division Manager	1
	3	Painter	1
	1	Paralegal	1
	7	Park Maintenance Worker III	1
	5	Park Safety Ranger	1
	5	Park Safety Ranger Assistant	1
	1	Parks Supervisor	1
	1	Payroll Technician	1
	1	Personnel Technician	1
	1	Personnel Transactions Coordinator	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	Security Officer	1
	1	Senior Accountant Auditor	1
	1	Senior Accounting Technician	1
6	Senior Applications Developer	1	
1	Senior Budget Analyst	1	

ERA
July 1 - January 8, 2018

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	6	Senior Department Systems Specialist	1
	10	Senior Deputy City Attorney	1
	2	Senior Engineer	1
	6	Senior Information Technology Support Specialist	1
	1	Senior Personnel Analyst	1
	1	Senior Personnel Transactions Coordinator	1
	1	Senior Planner	1
	1	Senior Police Records Supervisor	1
	10	Senior Recreation Aide	1
	1	Senior Staff Assistant	1
	10	Student Trainee Aquatics	1
	2	Supervising Engineer	1
	1	Supervising Financial Analyst	1
	1	Supervising Fire Service Worker	1
	1	Supervising Forensic Investigator	1
	1	Support Services Manager	1
	7	Survey Party Chief	1
	6	Systems Engineer	1
	1	Traffic Worker I	1
	7	Tree Maintenance Worker	1
	1	Typist Clerk II	1
	1	Typist Clerk III	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
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	Admissions/Records Evaluator/Degree Auditor	1
	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	Child Development Center Teacher	2
	1	Children's Center Clerk	1

ERA
July 1 - January 8, 2018

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	Clerk II	1
	1	Clerk III	1
	1	Confidential Administrative Assistant II	1
	1	Confidential Human Resources Specialist III	1
	1	Counseling Clerk I	1
	1	Counseling Clerk II	1
	1	Counseling Supervisor	1
	1	Custodian	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 Financial Aid and Student Success	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 Accounting Services	1
	1	Director of Donor Relations	1
	1	Director of General Services	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	Disabled Students Programs and Services Coordinator / Counselor	1
	1	District Financial Aid Specialist	1
	1	Educational Center Supervisor	1
	3	Facilities Planning and Engineering Specialist	1
	1	Financial Aid Clerk II	1
	1	Financial Aid Officer	1
	1	Financial Aid Supervisor	1
	1	Fire Technology Coordinator	1
	1	Fiscal Services Supervisor	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 - Costuming and Makeup	1
	1	Instructional Assistant - Food Service Management	2
	1	Instructional Assistant - Fundamentals of Nursing	1
	1	Instructional Assistant - Health & Education Simulation Lab	1
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	Police Officer	1	
1	Project Director of TRIO Upward Bound Programs	1	
1	Public Services Librarian	1	

ERA
July 1 - January 8, 2018

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	Research Analyst	1
	1	Special Projects - Makerspace Project Specialist	1
	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
	7	Utility Worker	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
	1	Recruitment Assistant	1
Mack Road Partnership	7	Maintenance Team Member	1
Mather Golf Course	1	Administrative Assistant	1
McLane Company	1	Independent Sales Representative	1
	10	Reset Specialist	1
Merry Maids	1	Teammate House Cleaner	6
Mobile Management LLC	10	Outside Sales Associate	20
Murieta Hospitality Group	1	Houseperson-Days Overnight Cleaners	6
OBO' Italian Table and Bar	8	Cook	2
	8	Counter Server	2
	8	Dishwasher	2
Official Pest Prevention	1	Customer Service Representative	1
	1	Pest Control Service Technician	1
Options In Supported Living, LLC.	1	Personal Support Staff	15
Pacific Protection Services, Inc.	1	Unarmed Security Officer	5
Pacific Rim Fall Protection	7	Installer	2
Pavilion Touchless Car Wash & Quick Lube	7	Auto Lube Sales and Technician	1
	1	Car Wash Crew/Driver	4
Pepsi Bottling Group	1	Delivery Supervisor	1
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 Children's Home	1	Cultural Broker Supervisor	1
Sacramento Employment & Training Agency	1	CFS Quality Assurance Analyst	1
	1	Head Start Cook/Driver	1
	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
Sacramento Job Corps Center	1	HVAC Instructor	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

ERA
July 1 - January 8, 2018

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			
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
	1	Construction Admin	1
	9	Delivery+D176 Driver	1
	3	Duct Blaster	1
	7	Entry-Level Heating & Air Installers	1
	1	Estimator	1
	7	HVAC Installer	1
	3	HVAC Mechanical Designer	1
	7	HVAC Retro Fit Installer	1
	7	HVAC Retro Fit Installers/Lead Installers	1
	3	HVAC Tradesman	1
	7	HVAC Warranty Technician	1
	6	IT Help Desk Support Specialist	1
	1	Junior Administrative Assistant	1
	3	Manufacturing Worker	1
	1	Marketing Lead	1
	2	Mechanical Designer	1
	3	Plumbing Designer	1
	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
	1	T24 Energy Analyst	1
	9	Warehouse Worker	2
	1	Warranty Technician	1
Visiting Angels	4	Caregiver/Home Care Aide	30
Wetsel Oviatt Recycling LLC	7	Equipment Operator	6
Wild Bill's Cheesesteaks	8	Cooks and Cashiers	2
You've Got Maids	10	House Cleaner	2
Total			804

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 January 16, 2018 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	Declined
Official	9/14/2017	Molina Medical Management 2180 Harvard St. Ste. 500 Sacramento, CA	11/15/2017	56	Services Not Needed
Official	11/30/2017	Delta Dental 11155 International Drive Rancho Cordova, CA 95670	1/29/2018	51	Pending
Unofficial	12/1/2017	Dorris Lumber & Molding 2601 Redding Ave. Sacramento, CA 95820	12/7/2017	20	12/7/2017
Unofficial	12/27/2017	EHS Medical 77 Cadillac Dr. Suite 180 Sacramento, CA 95825	1/31/2018	10	1/11/2018
Official	1/11/2018	Sam's Club 3360 El Camino Ave. Sacramento, CA 95821	3/16/2018	162	Pending
Official	1/11/2018	Walmart 3460 El Camino Ave. Sacramento, CA 95821	3/16/2018	359	Pending
			Total # of Affected Workers	880	

ITEM IV-E – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of December was 3.8%.

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

Staff will be available to answer questions.

PRESENTER: Roy Kim

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

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 3.8 percent in December 2017, up from a revised 3.7 percent in November 2017, and below the year-ago estimate of 4.8 percent. This compares with an unadjusted unemployment rate of 4.2 percent for California and 3.9 percent for the nation during the same period. The unemployment rate was 3.6 percent in El Dorado County, 3.1 percent in Placer County, 3.9 percent in Sacramento County, and 4.6 percent in Yolo County.

Between November 2017 and December 2017, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 1,200 to total 993,100 jobs.

- Leisure and hospitality (up 4,700 jobs) led the region in job gains from November to December. Accommodation and food services picked up 2,600 jobs. Arts, entertainment, and recreation added 2,100 jobs.
- Education and health services grew by 400 jobs over the month. Health care and social assistance (up 600 jobs) was responsible for the growth. This gain offset a slight loss in educational services, which shed 200 jobs.
- Other services expanded by 400 jobs, in contrast to its average 200-job decline from November to December over the prior 10 years.
- Meanwhile, four major industries reported month-over declines, led by government (down 3,500 jobs) and professional and business services (down 900 jobs).

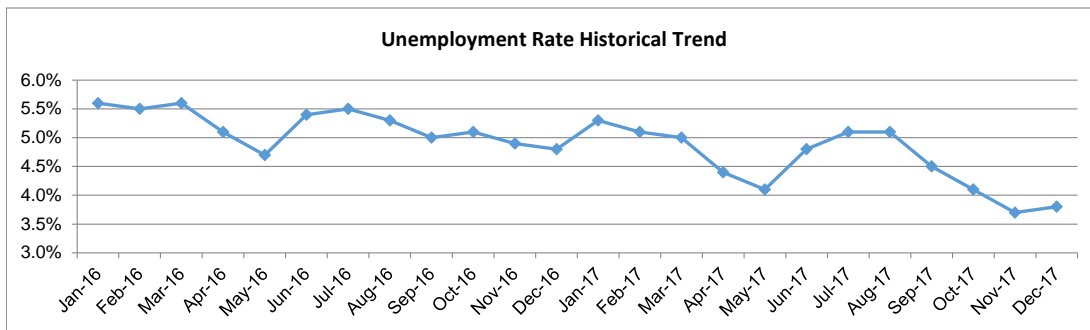
Between December 2016 and December 2017, total jobs in the region increased by 22,600, or 2.3 percent.

- Leisure and hospitality (up 7,900 jobs) continued to lead year-over growth for the fourth consecutive month. Accommodation and food services led the expansion with 6,800 jobs. Arts, entertainment, and recreation added 1,100 jobs.
- Government advanced by 4,900 jobs from last December. State government (up 2,700 jobs) accounted for a majority of the increase. Local government advanced by 1,900 jobs. Federal government picked up 300 jobs.
- Education and health services gained 4,100 jobs. Health care and social assistance (up 4,300 jobs) was responsible for the increase.
- Three major industries experienced job reductions from last December: manufacturing (down 1,300 jobs), information (down 500 jobs), and farm (down 100 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 3.8 percent in December 2017, up from a revised 3.7 percent in November 2017, and below the year-ago estimate of 4.8 percent. This compares with an unadjusted unemployment rate of 4.2 percent for California and 3.9 percent for the nation during the same period. The unemployment rate was 3.6 percent in El Dorado County, 3.1 percent in Placer County, 3.9 percent in Sacramento County, and 4.6 percent in Yolo County.



Industry	Nov-2017	Dec-2017	Change	Dec-2016	Dec-2017	Change
	Revised	Prelim			Prelim	

Total, All Industries	991,900	993,100	1,200	970,500	993,100	22,600
Total Farm	8,000	8,100	100	8,200	8,100	(100)
Total Nonfarm	983,900	985,000	1,100	962,300	985,000	22,700
Mining, Logging, and Construction	56,200	56,300	100	53,500	56,300	2,800
Mining and Logging	500	500	0	500	500	0
Construction	55,700	55,800	100	53,000	55,800	2,800
Manufacturing	34,200	34,200	0	35,500	34,200	(1,300)
Trade, Transportation & Utilities	161,000	160,900	(100)	158,400	160,900	2,500
Information	13,000	13,100	100	13,600	13,100	(500)
Financial Activities	53,500	53,400	(100)	52,600	53,400	800
Professional & Business Services	134,100	133,200	(900)	132,400	133,200	800
Educational & Health Services	154,400	154,800	400	150,700	154,800	4,100
Leisure & Hospitality	104,900	109,600	4,700	101,700	109,600	7,900
Other Services	29,900	30,300	400	29,600	30,300	700
Government	242,700	239,200	(3,500)	234,300	239,200	4,900

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)
 December 2017 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Sacramento County	704,500	677,100	27,400	3.9%	1.000000	1.000000
Arden Arcade CDP	44,900	42,700	2,200	4.9%	0.063006	0.080844
Carmichael CDP	31,000	29,700	1,300	4.3%	0.043831	0.048219
Citrus Heights city	44,100	42,300	1,800	4.1%	0.062455	0.065958
Elk Grove CDP	81,100	78,700	2,400	3.0%	0.116285	0.088137
Fair Oaks CDP	16,000	15,400	600	3.7%	0.022709	0.021471
Florin CDP	21,000	19,800	1,200	5.7%	0.029260	0.043767
Folsom city	36,700	35,800	900	2.5%	0.052893	0.033520
Foothill Farms CDP	15,600	15,000	600	3.7%	0.022136	0.020965
Galt city	11,200	10,700	500	4.6%	0.015836	0.018845
Gold River CDP	3,700	3,600	100	1.9%	0.005387	0.002556
Isleton city	300	300	0	6.7%	0.000470	0.000856
La Riviera CDP	5,900	5,700	200	3.4%	0.008404	0.007373
North Highlands CDP	18,400	17,600	700	4.0%	0.026044	0.026548
Orangevale CDP	17,700	17,000	600	3.6%	0.025146	0.022991
Rancho Cordova City	34,300	32,800	1,500	4.3%	0.048496	0.054027
Rancho Murieta CDP	2,500	2,500	0	1.5%	0.003676	0.001354
Rio Linda CDP	6,400	6,200	200	3.3%	0.009202	0.007703
Rosemont CDP	12,000	11,500	500	4.4%	0.016916	0.019069
Sacramento city	232,700	223,100	9,600	4.1%	0.329487	0.349736
Vineyard CDP	12,900	12,500	400	2.9%	0.018487	0.013533
Walnut Grove CDP	600	500	100	14.7%	0.000729	0.003121
Wilton CDP	2,500	2,500	0	1.7%	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	Unemployment 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.

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

Data Not Seasonally Adjusted

	Dec 16	Oct 17	Nov 17 Revised	Dec 17 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,071,800	1,082,900	1,084,000	1,084,000	0.0%	1.1%
Civilian Employment	1,020,200	1,038,900	1,044,100	1,042,700	-0.1%	2.2%
Civilian Unemployment	51,600	44,000	39,900	41,300	3.5%	-20.0%
Civilian Unemployment Rate	4.8%	4.1%	3.7%	3.8%		
(CA Unemployment Rate)	5.0%	4.3%	4.0%	4.2%		
(U.S. Unemployment Rate)	4.5%	3.9%	3.9%	3.9%		
Total, All Industries (2)	970,500	987,200	991,900	993,100	0.1%	2.3%
Total Farm	8,200	9,200	8,000	8,100	1.3%	-1.2%
Total Nonfarm	962,300	978,000	983,900	985,000	0.1%	2.4%
Total Private	728,000	736,600	741,200	745,800	0.6%	2.4%
Goods Producing	89,000	92,100	90,400	90,500	0.1%	1.7%
Mining, Logging, and Construction	53,500	57,400	56,200	56,300	0.2%	5.2%
Mining and Logging	500	500	500	500	0.0%	0.0%
Construction	53,000	56,900	55,700	55,800	0.2%	5.3%
Construction of Buildings	10,700	10,900	10,800	10,700	-0.9%	0.0%
Specialty Trade Contractors	38,600	42,100	41,400	41,400	0.0%	7.3%
Building Foundation & Exterior Contractors	10,600	11,500	11,300	11,200	-0.9%	5.7%
Building Equipment Contractors	16,500	17,200	17,200	17,200	0.0%	4.2%
Building Finishing Contractors	8,300	8,700	8,800	8,600	-2.3%	3.6%
Manufacturing	35,500	34,700	34,200	34,200	0.0%	-3.7%
Durable Goods	24,000	23,500	23,300	23,400	0.4%	-2.5%
Computer & Electronic Product Manufacturing	5,800	5,800	5,800	5,800	0.0%	0.0%
Nondurable Goods	11,500	11,200	10,900	10,800	-0.9%	-6.1%
Food Manufacturing	3,700	3,300	3,200	3,200	0.0%	-13.5%
Service Providing	873,300	885,900	893,500	894,500	0.1%	2.4%
Private Service Providing	639,000	644,500	650,800	655,300	0.7%	2.6%
Trade, Transportation & Utilities	158,400	155,600	161,000	160,900	-0.1%	1.6%
Wholesale Trade	25,500	25,900	25,600	25,600	0.0%	0.4%
Merchant Wholesalers, Durable Goods	14,000	14,000	13,700	13,700	0.0%	-2.1%
Merchant Wholesalers, Nondurable Goods	9,100	9,400	9,400	9,400	0.0%	3.3%
Retail Trade	105,800	101,900	106,200	106,000	-0.2%	0.2%
Motor Vehicle & Parts Dealer	14,500	14,500	14,500	14,500	0.0%	0.0%
Building Material & Garden Equipment Stores	8,100	8,300	8,400	8,400	0.0%	3.7%
Grocery Stores	19,200	19,200	19,400	19,300	-0.5%	0.5%
Health & Personal Care Stores	5,800	5,600	5,800	5,700	-1.7%	-1.7%
Clothing & Clothing Accessories Stores	8,300	7,200	8,300	8,300	0.0%	0.0%
Sporting Goods, Hobby, Book & Music Stores	4,400	3,800	4,100	4,200	2.4%	-4.5%
General Merchandise Stores	24,500	22,300	24,200	24,300	0.4%	-0.8%
Transportation, Warehousing & Utilities	27,100	27,800	29,200	29,300	0.3%	8.1%
Information	13,600	13,100	13,000	13,100	0.8%	-3.7%
Publishing Industries (except Internet)	2,600	2,600	2,600	2,600	0.0%	0.0%
Telecommunications	5,200	5,000	4,900	4,900	0.0%	-5.8%
Financial Activities	52,600	53,700	53,500	53,400	-0.2%	1.5%
Finance & Insurance	38,000	38,900	38,700	38,500	-0.5%	1.3%
Credit Intermediation & Related Activities	11,900	11,700	11,600	11,600	0.0%	-2.5%
Depository Credit Intermediation	6,500	6,400	6,400	6,400	0.0%	-1.5%
Nondepository Credit Intermediation	2,600	2,400	2,400	2,400	0.0%	-7.7%
Insurance Carriers & Related	21,700	22,400	22,600	22,700	0.4%	4.6%
Real Estate & Rental & Leasing	14,600	14,800	14,800	14,900	0.7%	2.1%
Real Estate	11,300	11,300	11,300	11,300	0.0%	0.0%
Professional & Business Services	132,400	133,400	134,100	133,200	-0.7%	0.6%
Professional, Scientific & Technical Services	56,400	57,400	56,900	56,900	0.0%	0.9%
Architectural, Engineering & Related Services	9,600	9,800	9,800	9,800	0.0%	2.1%
Management of Companies & Enterprises	10,400	10,900	10,700	10,900	1.9%	4.8%
Administrative & Support & Waste Services	65,600	65,100	66,500	65,400	-1.7%	-0.3%
Administrative & Support Services	62,200	62,400	63,800	62,400	-2.2%	0.3%
Employment Services	24,700	24,900	25,400	25,500	0.4%	3.2%

Data Not Seasonally Adjusted

	Dec 16	Oct 17	Nov 17 Revised	Dec 17 Prelim	Percent Change	
					Month	Year
Services to Buildings & Dwellings	12,400	13,000	12,900	12,900	0.0%	4.0%
Educational & Health Services	150,700	153,500	154,400	154,800	0.3%	2.7%
Education Services	11,700	11,600	11,700	11,500	-1.7%	-1.7%
Health Care & Social Assistance	139,000	141,900	142,700	143,300	0.4%	3.1%
Ambulatory Health Care Services	50,000	50,500	51,200	51,900	1.4%	3.8%
Hospitals	23,700	24,200	24,200	24,300	0.4%	2.5%
Nursing & Residential Care Facilities	17,400	17,700	17,800	17,900	0.6%	2.9%
Leisure & Hospitality	101,700	104,800	104,900	109,600	4.5%	7.8%
Arts, Entertainment & Recreation	16,800	15,600	15,800	17,900	13.3%	6.5%
Accommodation & Food Services	84,900	89,200	89,100	91,700	2.9%	8.0%
Accommodation	8,900	8,900	8,800	9,100	3.4%	2.2%
Food Services & Drinking Places	76,000	80,300	80,300	82,600	2.9%	8.7%
Restaurants	71,600	76,000	76,100	78,000	2.5%	8.9%
Full-Service Restaurants	34,200	35,900	36,100	36,800	1.9%	7.6%
Limited-Service Eating Places	37,400	40,100	40,000	41,200	3.0%	10.2%
Other Services	29,600	30,400	29,900	30,300	1.3%	2.4%
Repair & Maintenance	9,100	9,500	9,500	9,400	-1.1%	3.3%
Government	234,300	241,400	242,700	239,200	-1.4%	2.1%
Federal Government	14,400	14,500	14,500	14,700	1.4%	2.1%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	219,900	226,900	228,200	224,500	-1.6%	2.1%
State Government	117,700	121,100	121,100	120,400	-0.6%	2.3%
State Government Education	30,700	32,400	32,000	31,800	-0.6%	3.6%
State Government Excluding Education	87,000	88,700	89,100	88,600	-0.6%	1.8%
Local Government	102,200	105,800	107,100	104,100	-2.8%	1.9%
Local Government Education	56,000	58,600	59,900	57,100	-4.7%	2.0%
Local Government Excluding Education	46,200	47,200	47,200	47,000	-0.4%	1.7%
County	18,900	19,300	19,200	19,200	0.0%	1.6%
City	10,200	10,300	10,100	10,100	0.0%	-1.0%
Special Districts plus Indian Tribes	17,100	17,600	17,900	17,700	-1.1%	3.5%

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.

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

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,286,500	18,481,900	804,600	4.2%
ALAMEDA	7	847,800	822,600	25,200	3.0%
ALPINE	26	520	500	20	4.4%
AMADOR	26	14,660	14,010	650	4.4%
BUTTE	31	102,800	97,600	5,200	5.1%
CALAVERAS	21	21,150	20,300	850	4.0%
COLUSA	57	10,330	8,540	1,790	17.3%
CONTRA COSTA	8	562,600	544,900	17,700	3.1%
DEL NORTE	38	9,520	8,950	570	6.0%
EL DORADO	13	90,500	87,300	3,300	3.6%
FRESNO	47	446,300	410,200	36,200	8.1%
GLENN	43	13,050	12,170	880	6.8%
HUMBOLDT	13	62,380	60,150	2,230	3.6%
IMPERIAL	58	73,400	60,300	13,100	17.9%
INYO	16	8,870	8,530	340	3.8%
KERN	51	380,000	347,400	32,600	8.6%
KINGS	50	56,000	51,300	4,700	8.4%
LAKE	34	29,450	27,790	1,660	5.6%
LASSEN	37	10,490	9,870	620	5.9%
LOS ANGELES	23	5,126,200	4,912,100	214,000	4.2%
MADERA	46	62,100	57,400	4,700	7.5%
MARIN	2	142,700	139,500	3,300	2.3%
MARIPOSA	39	7,060	6,620	440	6.2%
MENDOCINO	23	39,340	37,690	1,650	4.2%
MERCED	55	113,300	102,800	10,500	9.2%
MODOC	47	3,220	2,960	260	8.1%
MONO	16	8,670	8,340	330	3.8%
MONTEREY	52	207,500	189,200	18,200	8.8%
NAPA	13	71,800	69,200	2,600	3.6%
NEVADA	12	48,330	46,650	1,680	3.5%
ORANGE	5	1,610,600	1,564,900	45,700	2.8%
PLACER	8	182,000	176,200	5,700	3.1%
PLUMAS	52	7,410	6,760	650	8.8%
RIVERSIDE	25	1,082,200	1,036,200	46,000	4.3%
SACRAMENTO	19	704,500	677,100	27,400	3.9%
SAN BENITO	34	29,900	28,300	1,700	5.6%
SAN BERNARDINO	19	964,700	926,800	37,900	3.9%
SAN DIEGO	11	1,576,900	1,525,400	51,500	3.3%
SAN FRANCISCO	3	570,300	556,900	13,400	2.4%
SAN JOAQUIN	42	317,900	296,900	21,000	6.6%
SAN LUIS OBISPO	8	138,200	134,000	4,200	3.1%
SAN MATEO	1	457,000	447,300	9,600	2.1%
SANTA BARBARA	26	215,400	205,900	9,500	4.4%
SANTA CLARA	4	1,045,100	1,017,700	27,300	2.6%
SANTA CRUZ	41	142,200	132,900	9,300	6.5%
SHASTA	31	75,700	71,800	3,900	5.1%
SIERRA	39	1,320	1,240	80	6.2%
SISKIYOU	49	17,630	16,190	1,440	8.2%
SOLANO	22	208,700	200,200	8,500	4.1%
SONOMA	5	259,300	251,900	7,400	2.8%
STANISLAUS	43	244,300	227,700	16,600	6.8%
SUTTER	52	44,400	40,500	3,900	8.8%
TEHAMA	33	25,580	24,230	1,350	5.3%
TRINITY	36	4,880	4,610	280	5.7%
TULARE	56	201,900	181,500	20,500	10.1%
TUOLUMNE	30	21,900	20,880	1,020	4.7%
VENTURA	16	431,400	414,800	16,600	3.8%
YOLO	29	107,100	102,100	5,000	4.6%
YUBA	45	28,200	26,200	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
December 2017 - Preliminary
 Data Not Seasonally Adjusted

Area	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,286,500	18,481,900	804,600	4.2%
ANAHEIM-SANTA ANA-IRVINE MD (Orange Co.)	7	1,610,600	1,564,900	45,700	2.8%
BAKERSFIELD MSA (Kern Co.)	57	380,000	347,400	32,600	8.6%
CHICO MSA (Butte Co.)	36	102,800	97,600	5,200	5.1%
EL CENTRO MSA (Imperial Co.)	64	73,400	60,300	13,100	17.9%
FRESNO MSA (Fresno Co.)	52	446,300	410,200	36,200	8.1%
HANFORD CORCORAN MSA (Kings Co.)	56	56,000	51,300	4,700	8.4%
LOS ANGELES LONG BEACH GLENDALE MD (Los Angeles Co.)	28	5,126,200	4,912,100	214,000	4.2%
MADERA MSA (Madera Co.)	51	62,100	57,400	4,700	7.5%
MERCED MSA (Merced Co.)	61	113,300	102,800	10,500	9.2%
MODESTO MSA (Stanislaus Co.)	48	244,300	227,700	16,600	6.8%
NAPA MSA (Napa Co.)	16	71,800	69,200	2,600	3.6%
OAKLAND HAYWARD BERKELEY MD	9	1,410,400	1,367,500	42,900	3.0%
Alameda Co.	9	847,800	822,600	25,200	3.0%
Contra Costa Co.	11	562,600	544,900	17,700	3.1%
OXNARD THOUSAND OAKS VENTURA MSA (Ventura Co.)	19	431,400	414,800	16,600	3.8%
REDDING MSA (Shasta Co.)	36	75,700	71,800	3,900	5.1%
RIVERSIDE SAN BERNARDINO ONTARIO MSA	26	2,046,900	1,962,900	84,000	4.1%
Riverside Co.	30	1,082,200	1,036,200	46,000	4.3%
San Bernardino Co.	23	964,700	926,800	37,900	3.9%
SACRAMENTO--ROSEVILLE--ARDEN-ARCADE MSA	19	1,084,000	1,042,700	41,300	3.8%
El Dorado Co.	16	90,500	87,300	3,300	3.6%
Placer Co.	11	182,000	176,200	5,700	3.1%
Sacramento Co.	23	704,500	677,100	27,400	3.9%
Yolo Co.	34	107,100	102,100	5,000	4.6%
SALINAS MSA (Monterey Co.)	58	207,500	189,200	18,200	8.8%
SAN DIEGO CARLSBAD MSA (San Diego Co.)	14	1,576,900	1,525,400	51,500	3.3%
SAN FRANCISCO REDWOOD CITY SOUTH SAN FRANCISCO MD	2	1,027,300	1,004,200	23,100	2.2%
San Francisco Co.	4	570,300	556,900	13,400	2.4%
San Mateo Co.	1	457,000	447,300	9,600	2.1%
SAN JOSE SUNNYVALE SANTA CLARA MSA	6	1,075,000	1,046,000	29,000	2.7%
San Benito Co.	39	29,900	28,300	1,700	5.6%
Santa Clara Co.	5	1,045,100	1,017,700	27,300	2.6%
SAN LUIS OBISPO PASO ROBLES ARROYO GRANDE MSA (San Luis Obispo Co.)	11	138,200	134,000	4,200	3.1%
SAN RAFAEL MD (Marin Co.)	3	142,700	139,500	3,300	2.3%
SANTA CRUZ WATSONVILLE MSA (Santa Cruz Co.)	46	142,200	132,900	9,300	6.5%
SANTA MARIA SANTA BARBARA MSA (Santa Barbara Co.)	31	215,400	205,900	9,500	4.4%
SANTA ROSA MSA (Sonoma Co.)	7	259,300	251,900	7,400	2.8%
STOCKTON LODI MSA (San Joaquin Co.)	47	317,900	296,900	21,000	6.6%
VALLEJO FAIRFIELD MSA (Solano Co.)	26	208,700	200,200	8,500	4.1%
VISALIA PORTERVILLE MSA (Tulare Co.)	62	201,900	181,500	20,500	10.1%
YUBA CITY MSA	52	72,600	66,800	5,900	8.1%
Sutter Co.	58	44,400	40,500	3,900	8.8%
Yuba Co.	50	28,200	26,200	2,000	6.9%
Alpine Co.	31	520	500	20	4.4%
Amador Co.	31	14,660	14,010	650	4.4%
Calaveras Co.	25	21,150	20,300	850	4.0%
Colusa Co.	63	10,330	8,540	1,790	17.3%
Del Norte Co.	43	9,520	8,950	570	6.0%
Glenn Co.	48	13,050	12,170	880	6.8%
Humboldt Co.	16	62,380	60,150	2,230	3.6%
Inyo Co.	19	8,870	8,530	340	3.8%
Lake Co.	39	29,450	27,790	1,660	5.6%
Lassen Co.	42	10,490	9,870	620	5.9%
Mariposa Co.	44	7,060	6,620	440	6.2%
Mendocino Co.	28	39,340	37,690	1,650	4.2%
Modoc Co.	52	3,220	2,960	260	8.1%
Mono Co.	19	8,670	8,340	330	3.8%
Nevada Co.	15	48,330	46,650	1,680	3.5%
Plumas Co.	58	7,410	6,760	650	8.8%
Sierra Co.	44	1,320	1,240	80	6.2%
Siskiyou Co.	55	17,630	16,190	1,440	8.2%
Tehama Co.	38	25,580	24,230	1,350	5.3%
Trinity Co.	41	4,880	4,610	280	5.7%
Tuolumne Co.	35	21,900	20,880	1,020	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 R
Monthly Labor Force Data for Regional Planning Units
December 2017 - Preliminary
 Data Not Seasonally Adjusted

REGION	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,286,500	18,481,900	804,600	4.2%
COASTAL REGION	13	703,300	662,100	41,200	5.9%
MONTEREY	---	207,500	189,200	18,200	8.8%
SAN LUIS OBISPO	---	138,200	134,000	4,200	3.1%
SANTA BARBARA	---	215,400	205,900	9,500	4.4%
SANTA CRUZ	---	142,200	132,900	9,300	6.5%
MIDDLE SIERRA	11	64,800	61,800	3,000	4.6%
AMADOR	---	14,660	14,010	650	4.4%
CALAVERAS	---	21,150	20,300	850	4.0%
MARIPOSA	---	7,060	6,620	440	6.2%
TUOLUMNE	---	21,900	20,880	1,020	4.7%
HUMBOLDT	5	62,400	60,200	2,200	3.6%
HUMBOLDT	---	62,380	60,150	2,230	3.6%
NORTH STATE	12	306,900	290,800	16,000	5.2%
BUTTE	---	102,800	97,600	5,200	5.1%
DEL NORTE	---	9,520	8,950	570	6.0%
LASSEN	---	10,490	9,870	620	5.9%
MODOC	---	3,220	2,960	260	8.1%
NEVADA	---	48,330	46,650	1,680	3.5%
PLUMAS	---	7,410	6,760	650	8.8%
SHASTA	---	75,700	71,800	3,900	5.1%
SIERRA	---	1,320	1,240	80	6.2%
SISKIYOU	---	17,630	16,190	1,440	8.2%
TEHAMA	---	25,580	24,230	1,350	5.3%
TRINITY	---	4,880	4,610	280	5.7%
CAPITOL REGION	10	1,180,500	1,130,600	49,900	4.2%
ALPINE	---	520	500	20	4.4%
COLUSA	---	10,330	8,540	1,790	17.3%
EL DORADO	---	90,500	87,300	3,300	3.6%
GLENN	---	13,050	12,170	880	6.8%
PLACER	---	182,000	176,200	5,700	3.1%
SACRAMENTO	---	704,500	677,100	27,400	3.9%
SUTTER	---	44,400	40,500	3,900	8.8%
YOLO	---	107,100	102,100	5,000	4.6%
YUBA	---	28,200	26,200	2,000	6.9%
EAST BAY	3	1,410,400	1,367,500	42,900	3.0%
ALAMEDA	---	847,800	822,600	25,200	3.0%
CONTRA COSTA	---	562,600	544,900	17,700	3.1%
NORTH BAY	4	751,300	726,300	25,000	3.3%
LAKE	---	29,450	27,790	1,660	5.6%
MARIN	---	142,700	139,500	3,300	2.3%
MENDOCINO	---	39,340	37,690	1,650	4.2%
NAPA	---	71,800	69,200	2,600	3.6%
SOLANO	---	208,700	200,200	8,500	4.1%
SONOMA	---	259,300	251,900	7,400	2.8%
BAY-PENINSULA	1	2,102,300	2,050,200	52,100	2.5%
SAN BENITO	---	29,900	28,300	1,700	5.6%
SAN FRANCISCO	---	570,300	556,900	13,400	2.4%
SAN MATEO	---	457,000	447,300	9,600	2.1%
SANTA CLARA	---	1,045,100	1,017,700	27,300	2.6%
SAN JOAQUIN VALLEY AND ASSOCIATED COUNTIES	14	1,839,400	1,692,000	147,400	8.0%
FRESNO	---	446,300	410,200	36,200	8.1%
INYO	---	8,870	8,530	340	3.8%
KERN	---	380,000	347,400	32,600	8.6%
KINGS	---	56,000	51,300	4,700	8.4%
MADERA	---	62,100	57,400	4,700	7.5%
MERCED	---	113,300	102,800	10,500	9.2%
MONO	---	8,670	8,340	330	3.8%
SAN JOAQUIN	---	317,900	296,900	21,000	6.6%
STANISLAUS	---	244,300	227,700	16,600	6.8%
TULARE	---	201,900	181,500	20,500	10.1%
SOUTHERN BORDER	7	1,650,300	1,585,700	64,600	3.9%
IMPERIAL	---	73,400	60,300	13,100	17.9%
SAN DIEGO	---	1,576,900	1,525,400	51,500	3.3%
LOS ANGELES BASIN	9	5,126,200	4,912,100	214,000	4.2%
LOS ANGELES	---	5,126,200	4,912,100	214,000	4.2%
ORANGE	2	1,610,600	1,564,900	45,700	2.8%
ORANGE	---	1,610,600	1,564,900	45,700	2.8%
INLAND EMPIRE	8	2,046,900	1,962,900	84,000	4.1%
RIVERSIDE	---	1,082,200	1,036,200	46,000	4.3%
SAN BERNARDINO	---	964,700	926,800	37,900	3.9%
VENTURA	6	431,400	414,800	16,600	3.8%
VENTURA	---	431,400	414,800	16,600	3.8%

Notes

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

REPORT 400 W
Monthly Labor Force Data for Local Workf
December 2017 - Prelin
 Data Not Seasonally Ad

REGION	RANK BY RATE
STATE TOTAL	---
ALAMEDA COUNTY Alameda County, except Oakland City	4
OAKLAND CITY Oakland City	18
CONTRA COSTA COUNTY Contra Costa County, except Richmond City	9
RICHMOND CITY Richmond City	16
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	25
LOS ANGELES CITY Los Angeles City	29
VERDUGO CONSORTIUM Burbank, Glendale, and La Cañada Flintridge Cities	20
FOOTHILL CONSORTIUM Arcadia, Duarte, Monrovia, Pasadena, Sierra Madre, and South Pasadena Cities	12
SOUTH BAY CONSORTIUM Carson, El Segundo, Gardena, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Manhattan Beach, Redondo Beach, Lomita, and Torrance Cities	19
SELACO (SOUTHEAST LOS ANGELES COUNTY CONSORTIUM) Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, and Norwalk Cities	17
PACIFIC GATEWAY WORKFORCE INVESTMENT NETWORK Long Beach and Signal Hill Cities	31
ORANGE COUNTY Orange County, except Anaheim and Santa Ana Cities	3
ANAHEIM CITY Anaheim City	15
SANTA ANA CITY Santa Ana City	11
SAN JOSE - SILICON VALLEY Santa Clara County, except Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale Cities	5
NOVA (NORTH VALLEY CONSORTIUM) Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale Cities; San Mateo County	1
GOLDEN SIERRA CONSORTIUM Alpine, El Dorado, and Placer Counties	13
KERN, INYO, MONO CONSORTIUM Kern, Inyo, and Mono Counties	40
MOTHER LODGE CONSORTIUM	30

Amador, Calaveras, Mariposa, and Tuolumne Counties	
NORTEC (NORTHERN RURAL TRAINING AND EMPLOYMENT CONSORTIUM) Butte, Del Norte, Lassen, Nevada, Modoc, Plumas, Shasta, Sierra, Siskiyou, Tehama, and Trinity Counties	33
NCCC (NORTH CENTRAL COUNTIES CONSORTIUM) Colusa, Glenn, Sutter, and Yuba Counties	43
WORKFORCE ALLIANCE OF THE NORTH BAY (NORTH BAY CONSORTIUM) Napa, Lake, and Marin Counties	8
FRESNO COUNTY Fresno County	39
HUMBOLDT COUNTY Humboldt County	14
IMPERIAL COUNTY Imperial County	46
KINGS COUNTY Kings County	41
MADERA COUNTY Madera County	38
MENDOCINO COUNTY Mendocino County	26
MERCED COUNTY Merced County	44
MONTEREY COUNTY Monterey County	42
RIVERSIDE COUNTY Riverside County	27
SACRAMENTO CITY/COUNTY Sacramento County	22
SAN BENITO COUNTY San Benito County	34
SAN BERNARDINO COUNTY San Bernardino County	23
SAN DIEGO CITY/COUNTY San Diego County	10
SAN FRANCISCO CITY/COUNTY San Francisco County	2
SAN JOAQUIN COUNTY San Joaquin County	36
SAN LUIS OBISPO COUNTY San Luis Obispo County	7
SANTA BARBARA COUNTY Santa Barbara County	28
SANTA CRUZ COUNTY Santa Cruz County	35
SOLANO COUNTY Solano County	24
SONOMA COUNTY Sonoma County	6
STANISLAUS COUNTY Stanislaus County	37
TULARE COUNTY Tulare County	45
VENTURA COUNTY Ventura County	21
YOLO COUNTY Yolo County	32

Force Development Areas
 Primary
 Adjusted

LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
19,286,500	18,481,900	804,600	4.2%
632,500	615,300	17,200	2.7%
215,200	207,300	8,000	3.7%
508,600	492,900	15,700	3.1%
54,000	52,000	2,000	3.6%
1,878,100	1,800,800	77,400	4.1%
2,065,200	1,973,800	91,500	4.4%
172,200	165,800	6,400	3.7%
162,200	156,900	5,300	3.3%
369,200	355,600	13,700	3.7%
230,100	221,700	8,400	3.7%
249,000	237,600	11,400	4.6%
1,279,000	1,244,700	34,300	2.7%
171,900	165,700	6,200	3.6%
159,800	154,500	5,200	3.3%
714,000	693,900	20,100	2.8%
788,000	771,100	16,900	2.1%
273,000	264,000	9,000	3.3%
397,600	364,300	33,300	8.4%
64,800	61,800	3,000	4.6%

306,900	290,800	16,000	5.2%
96,000	87,500	8,500	8.9%
244,000	236,400	7,500	3.1%
446,300	410,200	36,200	8.1%
62,380	60,150	2,230	3.6%
73,400	60,300	13,100	17.9%
56,000	51,300	4,700	8.4%
62,100	57,400	4,700	7.5%
39,340	37,690	1,650	4.2%
113,300	102,800	10,500	9.2%
207,500	189,200	18,200	8.8%
1,082,200	1,036,200	46,000	4.3%
704,500	677,100	27,400	3.9%
29,900	28,300	1,700	5.6%
964,700	926,800	37,900	3.9%
1,576,900	1,525,400	51,500	3.3%
570,300	556,900	13,400	2.4%
317,900	296,900	21,000	6.6%
138,200	134,000	4,200	3.1%
215,400	205,900	9,500	4.4%
142,200	132,900	9,300	6.5%
208,700	200,200	8,500	4.1%
259,300	251,900	7,400	2.8%
244,300	227,700	16,600	6.8%
201,900	181,500	20,500	10.1%
431,400	414,800	16,600	3.8%
107,100	102,100	5,000	4.6%

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

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
El Dorado County	90,500	87,300	3,300	3.6%	1.000000	1.000000
Cameron Park CDP	9,600	9,300	400	3.7%	0.106286	0.107910
Diamond Springs CDP	5,400	5,200	300	4.7%	0.059082	0.077780
El Dorado Hills CDP	21,300	20,700	600	2.7%	0.237734	0.173400
Georgetown CDP	900	800	0	4.9%	0.009501	0.013200
Placerville city	4,700	4,500	200	4.9%	0.051069	0.070634
Pollock Pines CDP	3,100	3,000	100	2.7%	0.034725	0.025790
Shingle Springs CDP	2,400	2,300	100	2.9%	0.026820	0.021660
South Lake Tahoe city	11,800	11,300	500	4.0%	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)
 December 2017 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Placer County	182,000	176,200	5,700	3.1%	1.000000	1.000000
Auburn city	6,900	6,600	300	3.7%	0.037553	0.044146
Colfax city	1,100	1,000	100	6.1%	0.005785	0.011469
Dollar Point CDP	700	700	0	1.5%	0.004151	0.001897
Foresthill CDP	500	500	0	4.4%	0.002976	0.004268
Granite Bay CDP	10,600	10,300	400	3.4%	0.058186	0.062254
Kings Beach CDP	2,500	2,300	100	5.2%	0.013246	0.022219
Lincoln city	18,900	18,300	700	3.4%	0.103591	0.113720
Loomis town	3,100	3,100	100	2.1%	0.017445	0.011632
Meadow Vista CDP	1,500	1,500	0	1.2%	0.008640	0.003387
North Auburn CDP	5,900	5,700	200	2.9%	0.032365	0.029535
Rocklin city	31,000	30,000	1,000	3.2%	0.170181	0.172311
Roseville city	65,800	63,900	2,000	3.0%	0.362474	0.340944
Sunnyside Tahoe City CDP	900	800	0	4.1%	0.004631	0.006029
Tahoe Vista CDP	900	900	0	3.7%	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)
 December 2017 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Yolo County	107,100	102,100	5,000	4.6%	1.000000	1.000000
Davis city	35,700	34,500	1,300	3.5%	0.337453	0.255159
Esparto CDP	1,600	1,600	100	4.8%	0.015258	0.015930
West Sacramento city	25,900	24,500	1,400	5.4%	0.240385	0.282433
Winters city	3,800	3,700	200	4.1%	0.036114	0.031940
Woodland city	30,000	28,500	1,500	4.9%	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.

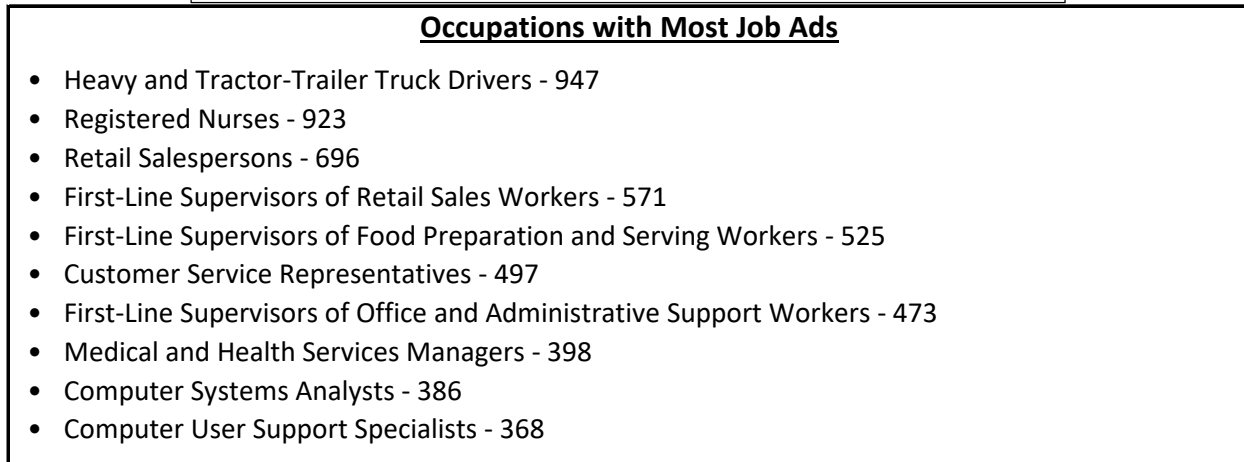
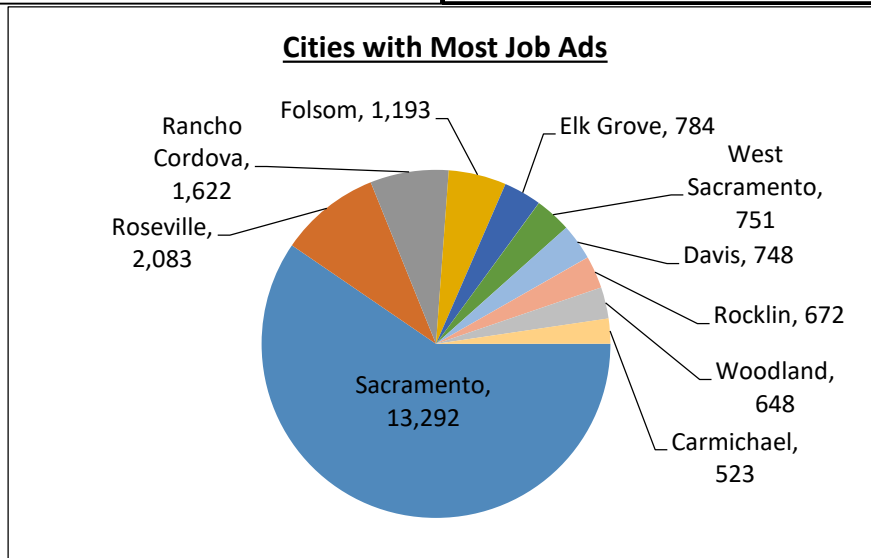
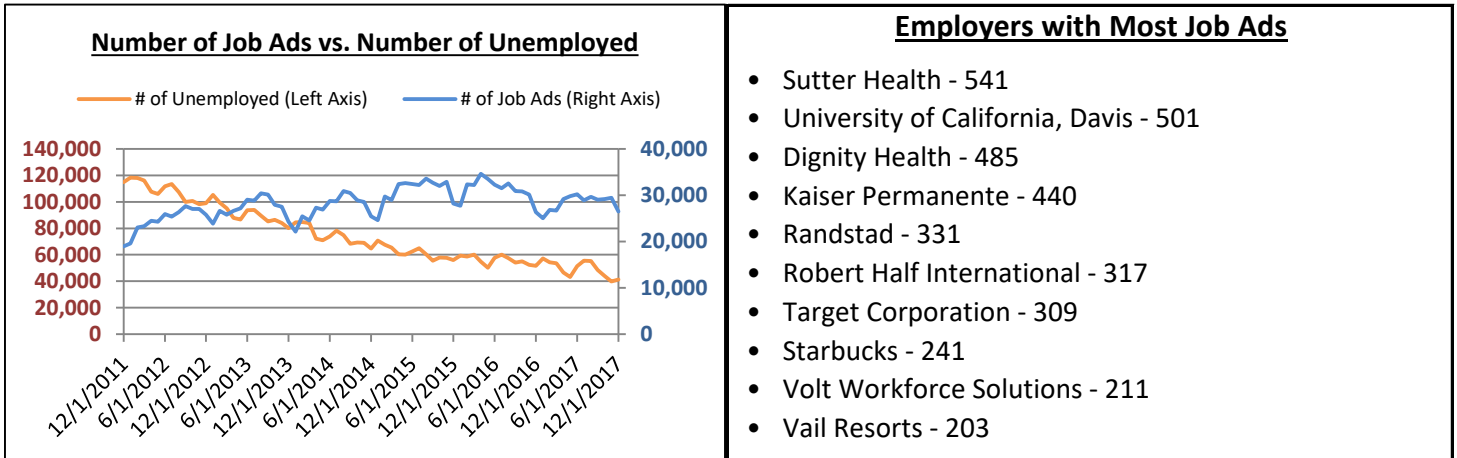
Monthly CDP's labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each CDP at the time of the 2011-2015 ACS survey. Ratios for CDPs' were developed from special tabulations based on ACS employment 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

Sacramento Roseville Arden Arcade MSA - December 2017

Not Seasonally Adjusted



Note: The data provided does not suggest that the occupations of the unemployed directly align with the occupations of the advertised vacancies.
Sources: Employment Development Department, Labor Market Information Division; Help Wanted Online from The Conference Board and WANTED Technologies

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



Quality Assurance Summary Report

TO: Policy Council and SETA Governing Board members
 RE: SETA Quality Assurance/Monitoring Results – November 2017

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
Sacramento City Unified School District	Early Head Start Center-based: -Hiram Johnson -Cap City Home-based	2 centers 2 classrooms 2 home visits 1 socialization	October 20 through November 9, 2017	Comprehensive Review <input checked="" type="checkbox"/> Initial (pilot) <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

This review was performed using the newly developed Monitoring for Compliance and Quality Improvement tool (MCQI). MCQI was designed in *ChildPlus* and is comprised of 21 monitoring checklists that align with the Head Start Program Performance Standards (HSPPS) November 2016, the Head Start Act, Community Care Licensing, and other local, state and federal regulations. During this pilot year, a smaller sample size was selected for review to ensure each agency/partner is exposed to each checklist in the new tool within the current program year. The pilot will help ensure each checklist represent all critical elements and that the processes meet the needs of stakeholders for continuous quality improvement.

Highlighted Program Strengths:

- Educational (developmental) screenings were completed on time.
- DRDP Assessments and IDP Plans were completed on schedule.
- Home visits exhibited elements of Early Head Start model: parent-child focused; comprehensive, and it was conducted in a manner that is warm, supportive and culturally-sensitive.
- All enrollment applications were accurately verified as income-eligible.
- There is evidence of community collaboration.
- Overall, classrooms provided a safe environment for children’s development and learning.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	73%	-Missing information on ERSEA application such as enrollment dates and family information -Parents’ Rights, Personal Rights and Child Abuse forms were not signed by parent and/or did not reflect correct facility and address. -Information in Child Plus did not match contents of file (88%) -Not all funded enrollment slots were filled at time of review.

Disabilities Services <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>	100%	No significant noted findings
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>	87%	No significant noted findings.
Family and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	72%	-No consistent follow-up documentation on requested services and progress on parent's goals
Home-Based Services <i>(Home Visits, Parent-Child Relationships, Screenings, Curriculum, Observations, and Socialization Activities)</i>	74%	-Tracking system/recordkeeping in child's file not consistent, lacking ongoing follow-up documentation
Mental Health <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	86%	No significant noted findings
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	59%	-Lead risk assessment not completed at time of enrollment -No documented follow up on nutrition concerns identified on health documents -Tracking system for nutrition (child files and Child Plus) is inconsistent and/or has missing information.
Program Design and Management Human Resources <i>(Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)</i>	77%	-No policy available to comply with annual Integrated Pest Management (IPM) Training -No evidence of ongoing staff training on SIDS and use of safe sleeping practices
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	84%	-No evidence on how program informs parents on agency policy regarding health emergencies that require rapid response of immediate medical attention. Current policy only addresses children with health care plans. -Incomplete, missing or no up-to-date immunization records in child's file -Dental health determination dates not entered in Child Plus and/or not in child's file -Tracking system for health (child files and Child Plus) is inconsistent and/or has missing information.
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	69%	-Bloodborne Pathogen Spill Kits not available and/or expired -Fire extinguishers missing evidence of monthly inspections -3-day supply of emergency food inadequate and/or inaccessible -Regular maintenance (debris, spider webs, etc.) not evident -Missing required postings:

		<ul style="list-style-type: none"> • New CACFP Meal Pattern • New Booster Law • CCL Form LIC 610 and LIC 9148 need updated staff names • On-site evacuation maps
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* Scores between 90-99% per section will be addressed by the program but do not require a formal Corrective Action Plan Monitoring. Scores less than 90% require a program-level Corrective Action Plan. Determination of a Comprehensive Review and/or Differentiated Review will be based on historic data.

Follow-up and Corrective Action Plans:

A program-level Corrective Action Plan (CAP) to address above areas of non-compliance is due to SETA within 30 days of receipt of this report. Governing Board/School Board notification of monitoring results is required within 60 days.

Programs have been provided a form to complete the CAP which serves as written response by the agency to resolve systems-level areas of non-compliance identified during the MCQI review. A program trend CAP does not supersede the individual CAP for non-compliant indicators using the Child Plus Internal Monitoring Module.



Quality Assurance Summary Report

TO: Policy Council and SETA Governing Board members
 RE: SETA Quality Assurance/Monitoring Results – December 2017

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
San Juan Unified School District	Head Start and Early Head Start Center-based: - Encina EHS - Dyer Kelly HS - Choices Charter HS	3 centers 4 classrooms 8 family files 9 staff files	November 17 through December 1, 2017	Comprehensive Review <input checked="" type="checkbox"/> Initial (pilot) <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

This review was performed using the newly developed Monitoring for Compliance and Quality Improvement tool (MCQI). MCQI was designed in *ChildPlus* and is comprised of 21 monitoring checklists representing 396 performance indicators. All indicators align with the Head Start Program Performance Standards (HSPPS) November 2016, the Head Start Act, Community Care Licensing, and other local, state and federal regulations. During this pilot year, a smaller sample size was selected for review to ensure each agency/partner is exposed to each checklist in the new tool within the current program year. The pilot will help ensure each checklist represent all critical elements and that the processes meet the needs of stakeholders for continuous quality improvement.

Highlighted Program Strengths:

- Teachers are nurturing and engaged with children; their interactions are rich with vocabulary words that facilitate discovery and learning.
- Low class staff/child ratio (1:8) allows for optimal supervision and individual attention of children. In EHS classrooms, primary caregivers are assigned to children that ensure continuity of care.
- Teaching staff work together as evidenced by good communication and seamless transitions.
- Positive communication and warm, supportive relationships between teachers and parents were observed.
- Community resources and parent materials (parent handbook and calendar, staff calendar, community resource booklets) are user-friendly, instructive and educational.
- Parent, Family and Community Engagement (PFCE) Outcomes objectives are well articulated in the design of Policy Meetings, center-based Parent Meetings and classrooms. Parents, leadership staff, support staff and teaching staff speak common language in supporting this content area. Policy Council parents were observed in the classrooms engaging site parents and communicating the same information received at Policy Meetings.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	83%	<ul style="list-style-type: none"> -Recordkeeping procedure for transfers was not consistently followed. -Procedure for following up on child's absence not consistently followed. -Inconsistencies in information in child files and Child Plus -Recruitment/outreach materials in the languages of community served was very limited. -Not all vacancies were filled within 30 days. -All funded enrollment slots were not filled at the beginning of the program year.
Disabilities Services <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>	90%	No significant noted findings
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>	84%	<ul style="list-style-type: none"> -Not all files had clear documentation of home visit dates. -Current lesson plans not posted. -English was primarily spoken in the classroom. No evidence of adequate program supports to promote home language of non-English-speaking children. -Duration class did not have adequate mats or accommodations should all children desire to nap or rest on a mat.
Family and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	84%	-Although program offers parenting workshops and referrals to community agencies, there is no established approach to offer research-based parenting curriculum/activities and practice parenting skills.
Mental Health <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	97%	No significant noted findings
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	82%	<ul style="list-style-type: none"> -No clear evidence that all parents/guardians received a copy Body Mass Index (BMI) percentile graph. -Inconsistencies in information in child files and Child Plus -Serving size of food substitution not adequate and information not posted. -Serving size of meals not appropriate or adequate for children -Not all adults who supervised children at the table modeled behavior by eating served food or participating in the meal.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
<p>Program Design and Management Human Resources <i>(Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)</i></p>	86%	<ul style="list-style-type: none"> -Required staff training on Sudden Infant Death Syndrome (SIDS) or safe sleep practices was not met. -Not all teaching staff's licensing records had required documentation.
<p>Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i></p>	85%	<ul style="list-style-type: none"> -Although there is a written procedure for health emergencies that require rapid response on the part of staff or require immediate medical attention, information on the parent handbook did not include all required elements. -Not all child emergency cards were completely or accurately filled and/or available for each enrolled child. -Not all files contained date of determination of physical exams and/or dental exams. -Not all health concerns had documentation of on-going follow up. -Not all documentation of immunizations was up-to-date or accurate. -Inconsistencies in information in tracking systems used (child files and Child Plus).
<p>Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i></p>	83%	<ul style="list-style-type: none"> -Not all Emergency Disaster Plans (LIC 610) were posted prominently and/or up-to-date, with an Earthquake Preparedness Checklist (LIC 9148) attached. Some missing emergency food supply. -Not all classes had documentation of monthly fire drills and earthquake drills based on established schedule. -Not all on-site evacuation maps were clear and contained secondary route. -Not all classrooms had current lesson plans posted in the classroom. -Diapering procedure posted did not include use of pull-up pants. -Spray bottles for cleaning tables were stored in unsafe location or areas potentially accessible to children. -Not all classrooms had Bloodborne Pathogen spill kits available. -Not all classrooms had working smoke and carbon monoxide detectors, fire alarm and/or a sprinkler system in the classroom, properly located and tested regularly.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
		-Playgrounds inspected needed regular maintenance and contained potential Hazards.

* Scores between 90-99% per section will be addressed by the program but do not require a formal Corrective Action Plan Monitoring. Scores less than 90% require a program-level Corrective Action Plan. Determination of a Comprehensive Review and/or Differentiated Review will be based on historic data.

Follow-up and Corrective Action Plans:

A program-level Corrective Action Plan (CAP) to address above areas of non-compliance is due to SETA within 30 days of receipt of this report. Governing Board/School Board notification of monitoring results is required within 60 days.

Programs have been provided a form to complete the CAP which serves as written response by the agency to resolve systems-level areas of non-compliance identified during the MCQI review. A program trend CAP does not supersede the individual CAP for non-compliant indicators using the Child Plus Internal Monitoring Module.

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

December 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	206	10%	377	93	25%
Twin Rivers USD	180	19	11%	16	0	0%
Elk Grove USD	440	35	8%			
Sac City USD	1211	102	8%	144	23	16%
San Juan USD	668	82	12%	160	12	8%
WCIC	120	9	8%			
EHS CCP				80	5	6%
COUNTY TOTAL	4607	453	10%	777	133	17%

AFE: Annual Funded Enrollment



SETA Head Start Food Service Operations Monthly Report *December 2017

December 8th - Teacher Training closed classes: Norma Johnson B, Galt F and Walnut Grove V.

December 11th - Crossroad PM B Class stopped at 10 children due to staff shortage.

December 12th - Kennedy Estates 1249 B Class closed due to apartment maintenance.

December 13th - Kennedy Estates 1240 A Class closed due to apartment maintenance.

December 18th - Elkhorn 1255 B Class stopped at 10 children due to lack of substitute teachers.

December 18th to 21st - Walnut Grove classes went on field trips due to the Elementary School was closed.

December 22nd at noon to January 2, 2018 - Winter Break SETA closed.

Meetings & Trainings:

CPR Training at Plaza Del Paso attended by Cook/Drivers Juan, Joyce and Raven on December 1st.
Serve Safe Training attended by Cook/Driver Raven on December 6th at SYSCO in Pleasant Grove.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
26,880	14,720	18,431	280

Total Amount of Meals and Snacks Prepared **60,311**

Purchases:

Food	\$47,683.96
Non - Food	\$10,459.18

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

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

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

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

Vehicle Gas / Fuel:	\$855.01
Normal Delivery Days	15

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 12/21/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	469	107	85
Sacramento City USD	1,139	1,110	97	82
SETA	1,868	1,823	98	74
San Juan USD	668	683	102	78
Twin Rivers USD	180	167	93	88
WCIC/Playmate	100	100	100	68
Total	4,395	4,352	99	

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 12/21/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	152	152	100	77
SETA	431	418	97	74
San Juan USD	160	169	106	93
TRUSD	16	16	100	75
Total	759	755	99	

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 12/21/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	36	100	73
Sacramento City USD	40	40	100	64
SETA/Job Corps.	4	4	100	TBD
Total	80	80	100	

- (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

Head Start Enrollment Challenges and Corrective Action:

SETA Operated Program:

Challenges:

- 3 classrooms capped due to majority of 3-year olds enrolled. This affects 8 enrollment slots at any given time.
- 2 centers capped at 20 due to class-size waiver denial. This affects 4 enrollment slots at any given time.
- Other minor enrollment issues at select locations (i.e. other preschool services/TK available in the immediate service area, not filling vacancies in a timely manner, delayed start dates due to routing/referrals for serious medical/nutritional needs, etc.)

Action Steps:

- SETA has hired additional Home Visitors to serve up to 33 enrollment slots in Home Base to help with the under-enrollment that may occur at any given time due to capped enrollment in classrooms where a majority of 3-year olds have been enrolled and/or due to class-size waiver denial.
- Additional support is provided to staff where targeted enrollment challenges exist.

Sacramento City USD:

Challenges:

- 3 centers capped at 20 due to class-size waiver denial. This affects 12 enrollment slots at any given time.
- Other minor enrollment issues at select locations (i.e. other preschool services/TK available in the immediate service area, not filling vacancies in a timely manner, delayed start dates due to routing/referrals for serious medical/nutritional needs, etc.)

Action Steps:

- SCUSD has hired two additional Home Visitors to serve up to 20 enrollment slots in Home Base to help with the under-enrollment that may occur at any given time due to capped enrollment in classrooms where a majority of 3-year olds have been enrolled and/or due to class-size waiver denial.
- Additional support is provided to staff where targeted enrollment challenges exist.

Twin Rivers USD:

Challenge:

- 2 duration classes not yet started due to facilities construction. This affects 40 enrollment slots at any given time.

Action Steps:

- TRUSD anticipates the modular building to be completed by April 1, 2018. In the meantime, 16 slots have layered funding to offer Head Start services to State preschool enrollees and 11 Twilight slots have started. The director continues to explore other opportunities.

Early Head Start Enrollment Challenges and Corrective Action:

SETA Operated Program:

Challenges:

- 2 EHS classrooms have not yet opened due to delays in licensing/fire clearances and/or lease negotiations. This affects 16 enrollment slots at any given time.

Action Steps:

- SETA has hired two additional Lead Infant/Toddler Teachers to serve up to 16 enrollment slots in EHS Home Base.

Monthly Program Information Report

January 2018

Federal Review Important Dates:

Feb 5th

- 9:00 - Entrance Meeting
- 10:00 - Data Tours/Content Interviews

Feb 6th

- 9:00 - PC/PAC Interview
- 10:00 - Disabilities/Mental Health Interview
- 10:00 - Family Support Services Interview

Feb 7th through 9th

- Classroom Exploration
- Child's File Review
- Staff Qualifications/Clearances

Daily Debrief with the Team Leader

Sacramento County launches the Early Learning Roadmap

Excerpts published by: SCOE

On December 13th, a coalition of local educators, community-based organizations, and civic leaders unveiled the "Sacramento County Early Learning Roadmap: Prenatal Through Age Eight." The plan is the result of a 15-month planning process involving 60 community partners that represent a broad range of stakeholders. The unveiling took place at the Morey Avenue Early Childhood Development School (Twin Rivers U.S.D.).

The goal of the plan is to create a community where all children have the opportunity to get a strong, early start that sets

the foundation for future success in school and in life. It focuses on five priority areas:

- Comprehensive Services and Support for Children and Families
- Early Learning and Development for ALL Children
- Family and Community Outreach and Engagement
- Program Structures and Environment
- Early Learning Workforce Recruitment, Retention, and Professionalism

A full copy of the plan can be viewed and download from:

sacramentocountyearlylearning.org



A.P.P.L.E Bag Extends Learning At Home for Sac City Preschoolers

Parent engagement is the heart of each child's success from birth and beyond. Not all parents have the opportunity to volunteer in the classroom environment. The APPLE (All Parents Participating in Literacy & Education) Bag was created by Sacramento City USD Child Development staff to bring the classroom into the family home. Titles that combine the Literacy and Social Emotional framework encourage families to engage in their child's development and education within the context of family and home. Every week children receive an APPLE Bag complete with 2 to 3 books and activities for the family to share. At the end of each week, children have the opportunity to check out a different APPLE Bag with different books and activities.



“Children should feel safe, secure and loved every moment while in staff's care.”

Special Message from Office of Head Start

On January 3rd, grantees and delegate agency directors received an email from the Acting Director/Office of Head Start, Ann Linehan, regarding expectations and performance standards for reporting any significant incidents affecting the health and safety of program participants and Standards of Conduct describing the posi-

tive strategies adults must implement when interacting with children, a list of prohibited actions endangering the health and safety of children, and ensuring no child is left alone or unsupervised. The email clarifies that programs shall work with various stakeholders to develop guidelines that differentiate between staff, consultant or volunteer practices, and/

or behaviors that need improvement but do not harm or endanger children, versus reportable practices or behaviors that harm or endanger children. The email also reiterates that personnel policies and procedures must include appropriate penalties for staff, consultants and volunteers who violate the Standards of Conduct.

Other Updates from Office of Head Start

CLASS Condition of the Head Start Designation Renewal System (email notice): OHS invites public comment on changes being considered for using CLASS scores as a condition of the Designation Renewal System (DRS). Changes being considered include:

- Removal of the "lowest 10 percent" provision of the CLASS condition,
- Increase the minimum thresholds for the Emotional Support and Classroom Organization domains to a score of 5
- Removal of the minimum threshold for the Instructional Support domain

- Establishment of authority for the Secretary to set an absolute minimum threshold for the Instructional Support domain prior to the start of each fiscal year to be applied for DRS CLASS reviews in the same fiscal year.

OHS requests feedback on these proposed changes as well as alternative changes to the CLASS condition.. Comments must be submitted by **February 6, 2018**.

Food Crediting in Child Nutrition Programs: Request for Information (email notice): On behalf of the USDA/ Food and Nutrition Services, the Office of Head Start is requesting information regarding feedback from a wide variety of stakeholders on how FNS' crediting system can best address today's evolving food and nutrition environment, as well as to offer first-rate customer service to those operating and benefitting from the Child Nutrition Programs. FNS welcomes comments from all interested stakeholders by **February 12, 2018**.

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.