



GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

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City of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

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Public Representative

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**SPECIAL MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, June 2, 2016

TIME: 9:30 a.m.

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

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

A G E N D A

PAGE NUMBER

- I. Call to Order/Roll Call/Pledge of Allegiance**
- II. CLOSED SESSION: Conference With Labor Negotiator**
Pursuant to Government Code Section 54957.6
Agency Negotiator: Dee Contreras
Employee Organization: AFSCME Local 146
- III. Consent Items**
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 - C. Appointment of Youth Committee Members 9
 - D. Approval to Use Fund Balance for Additional Sales Tax Allocations (Loretta Su) 10
 - E. Approval of the Workforce Innovation and Opportunity Act Memorandum of Understanding and Authorize staff to Negotiate Changes Subject to Legal Counsel Approval (Roy Kim) 11-22

- F. Approval to Extend Janitorial Services Agreements for Fiscal Year Ending June 30, 2016 and Authorize the Executive Director to Sign the Agreements (Denise Lee) 23

IV. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Sacramento Employment and Training Agency Recommended Budget for Fiscal Year 2016-2017 (Loretta Su) 24-26
2. Approval of Succession Plan for the Executive Director (Kathy Kossick) 27-28

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services:

1. Agree with the Sacramento Works, Inc. Board to Approve the Operating Agreement for the Implementation of the Workforce Innovation and Opportunity Act between Sacramento Works, Inc. and the SETA Governing Board (Roy Kim) 29-35
2. Agree with the Sacramento Works, Inc. Board to Approve Funding Recommendations for the Workforce Innovation and Opportunity Act (WIOA), Title I, Youth Program, for Program Year 2016-2017 36-42
3. Agree with the Sacramento Works, Inc. Board to Approve the Workforce Innovation and Opportunity Act (WIOA), Sacramento Works, Inc., Resource Allocation Plan for 2016-2017 (Roy Kim) 43-46
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C.	CHILDREN AND FAMILY SERVICES (Denise Lee):	
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	✓ Slavic Assistance Center	
	✓ Twin Rivers Unified School District (2 reports)	
	✓ Visions Unlimited, Inc.	
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VII. Adjournment

DISTRIBUTION DATE: THURSDAY, MAY 26, 2016

ITEM III-A - CONSENT

APPROVAL OF APRIL 28, 2016 SPECIAL BOARD MEETING

BACKGROUND:

Attached are the minutes of the April 28, 2016 Governing Board meeting for your review.

RECOMMENDATION:

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

STAFF PRESENTER: Kathy Kossick

**SPECIAL MEETING OF THE
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
GOVERNING BOARD**

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, April 28, 2016
10:30 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:30 a.m. Mr. Nottoli led the board in the Pledge of Allegiance.

Members Present:

Sophia Scherman, Chair, Governing Board; Public Representative
Jay Schenirer, Vice Chair, Governing Board; Councilmember, City of Sacramento
Patrick Kennedy, Member, Board of Supervisors
Allen Warren, Councilmember, City of Sacramento (arrived at 10:50 a.m.)
Don Nottoli, Member, Board of Supervisors

II. Consent Items

- A. Minutes of the April 7, 2016 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Submit an Application to the California Workforce Development Board for Workforce Innovation and Opportunity Act Regional Implementation, Innovation, Technical Assistance, Training and Evaluation Funds and Authorize the Executive Director to Execute the Agreement and any other Documents Required by the Funding Source
- D. Approval to Submit an Application in Response to the California Employment Development Department (EDD) Disability Employment Accelerator (DEA) Grant Opportunity and Authorize the Executive Director to Execute the Agreement and any Other Documents Required by the Funding Source
- E. Ratification of the Submission of the Workforce Accelerator Application to the California Workforce Development Board and Authorize the Executive Director to Execute the Agreement and any other Documents Required by the Funding Source
- F. Approval to Accept Funds from the California Workforce Development Board to Continue the Supervised Population Workforce Training Program and Authorize the Executive Director to sign the Agreement and any Other Documents Required by the Funding Source

The consent items were reviewed; no questions or corrections.

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

- A. Approve the minutes of the April 7, 2016 meeting.
- B. Approve claims and warrants for the period 4/1/16 through 4/21/16.
- C. Approve the submission of a proposal to the CWDB for WIOA Regional Implementation, Innovation, Technical Assistance, Training and Evaluation funds in the amount of \$250,000 and authorize the SETA Executive Director to execute the agreement and any other documents required by the funding source.
- D. Approve the submission of a proposal to EDD for Disability Employment Accelerator (DEA) funding in the amount of \$150,000 for an 18-month project period and authorize the SETA Executive Director to execute the agreement and any other documents required by the funding source.
- E. Ratify the submission of the Workforce Accelerator Fund 3.0 grant application requesting \$150,000 to the California Workforce Development Board and authorize the Executive Director to execute the agreement and any other documents required by the funding source.
- F. Approve the acceptance of \$235,000 from the California Workforce Development Board and the Employment Development Department (EDD) for the Supervised Population Workforce Training Grant Program, and authorize the Executive Director to sign this agreement, and any other documents required by the funding source.

Roll call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Warren)

III. Action Items

A. GENERAL ADMINISTRATION/SETA: None.

B. WORKFORCE DEVELOPMENT DEPARTMENT

One Stop Services: None.

Community Services Block Grant: None.

Refugee Services:

1. Termination of Hmong Women's Heritage Association's Delegate Refugee Social Services (RSS) Agreement and Approval of Augmentation Recommendations for the Refugee Social Services (RSS) Program, Program Year (PY) 2015-2016 and Reallocation of RSS Funds made Available by the Termination

Ms. Michelle O'Camb requests approval to terminate the Hmong Women's Heritage Association's delegate agreement. This program is no longer operational and their doors are closed. If this item is approved \$20,000 will be made available for reallocation to other service providers. Ms. O'Camb reviewed the recommended funding amounts. The service providers provide services to different numbers of people with varying costs per participant.

Moved/ Schenirer, second/Kennedy, to terminate the Hmong Women's Heritage Association's Delegate Refugee Social Services agreement and approve the augmentation recommendations for the RSS program, Program Year 2015-2016, as outlined in the board packet.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent 1 (Warren)

C. CHILDREN AND FAMILY SERVICES

Ms. Denise Lee reviewed all Head Start items together. Ms. Robyn Caruso and Ms. D'et Saurbourne were commended for their work on the grant documents for Head Start and Early Head Start.

1. Approval of Annual Self Assessment for 2015-2016 and Resulting Program Improvement Plan SETA-Operated Program

This is the document that assists staff in planning programs for the coming school year. The PIP will continue the support of teaching staff as well as board members. The Health/Nutrition and Safe Environment systems will be enhanced. Staff will work throughout the year to ensure full enrollment.

2. Approval of Program Year 2016-2017 Head Start/Early Head Start Budget

The budget presented in the amount of \$51,057,991 will provide services to 4,660 Head Start children and 681 children in full and part-day classes. The program offers home base services to families and pregnant women.

3. Approval of Program Year 2016-2017 Head Start/Early Head Start Refunding Application

4. Approval of 2016-2017 Sacramento County Program Options/Grantee and Delegate Agencies

There are 118 centers county-wide with 253 classrooms. The grant is operated in partnership with five delegate agencies. There are three changes in the SETA Operated Program. The Walnut Grove center will move to the Walnut Grove elementary school campus into a newer facility previously operated by First Five Sacramento. There are currently 20 slots provided and this will be increased to 40 slots in the new location.

The Parker Avenue center renovations have been completed and a new playground installed. This center will serve 20 children beginning May 21.

In addition, the North Avenue Early Learning Center is located in the Del Paso Heights area. There are no slots in the area for infants/toddlers. Staff is requesting approval to change 40 part-day preschool slots at North Avenue into eight infant/toddler slots. The conversion of slots is not equal since infant/toddler slots require substantially more funds to run.

5. Approval of Program Year 2016-2017 Head Start/Early Head Start Training/Technical Assistance Grant Application to be in Alignment with Established Five-Year Goals

Ms. Lee stated that this grant supports parents and staff in the provision of state-of-the-art training opportunities. Staff receives coaching to improve their teaching skills.

6. Approval of Program Year 2016-2017 Early Head Start-Child Care Partnership and Expansion Refunding Application

Staff was notified of a 1.8% COLA increase which will equate to an increase of \$950,000 for HS/EHS and the Child Care Partnership grant. This increase is county-wide and will be earmarked for staff salaries/fringe benefits and other operating costs. Staff will present a plan for the use of the COLA funds at the June 2 Governing Board meeting.

Mr. Warren arrived at 10:50 a.m.

There has been a lot of discussion of expanding the school day to six hours. ACF release \$294 million nationwide to expand the day or year to equal 1,020 hours of academic time for children. The proposal is due in June and staff will present this for approval on June 2 as well.

Moved/Schenirer, second/Kennedy, to approve Items III-C 1-6 as follows:

1. Approve Program Year 2015-2016 Self-Assessment and resulting Program Improvement Plan for the Head Start/Early Head Start program and the EHS-Child Care Partnership program.
2. Approve the Program Year 2016-2017 Head Start/Early Head Start Budget in the amount of \$51,057,991 for Basic and Training/Technical Assistance.
3. Approve the Program Year 2016-2017 Head Start/Early Head Start Refunding Application.
4. Approve 2016-2017 Sacramento County Program Options for the Grantee and Delegate Agencies.
5. Approve the Program Year 2016-2017 Head Start/Early Head Start Training/Technical grant application as aligned with established five-year goals and objectives.
6. Approve the Program Year 2016-2017 Early Head Start-Child Care Partnership and Expansion refunding application in the amount of \$1,506,725 for Basic and Training/Technical Assistance.

Roll call vote:

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

Nay: 0

Abstentions: 0

IV. Information Items

- A. Fiscal Monitoring Reports: No questions.
- B. Employer Success Stories and Activity Report: No additional report.
- C. Dislocated Worker Update: Mr. Nottoli asked about the WARN notice received from Intel; Mr. Walker stated that SETA staff has reached out to Intel. Intel works with an out-placement organization to assist their dislocated staff. Their goal is to get people back into employment so Intel does not share information on their unemployed people.
- D. Unemployment Update/Press Release from the Employment Development Department: Mr. Warren asked if there were any particular community that is lagging behind in the region. Mr. Roy Kim reviewed the LMI report that shows the breakdown of the local communities. Many of the unemployment rates that were double digits are going down. Mr. Warren requested supplemental information to help him identify the stubborn areas throughout the city that are chronic for unemployment issues. Mr. Kim will make the request to EDD. This information will be utilized to identify problem areas so resources can be redirected.
- E. Head Start Reports: No additional report.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick thanked board members for adjusting their schedules. The June 2 agenda will be extremely busy and may go over the two hours. It was agreed that the June 2 meeting will begin at 9:30 a.m.; staff will confirm this with board members' administrative staff.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No comments.

VI. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9:

One potential case

The board went into closed session at 11:01 a.m. The board went back into open session at 11:07 a.m.; Mr. Larry Larsen stated that there was no report out of closed session

VII. Adjournment: The meeting was adjourned at 11:07 a.m.

ITEM III-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 4/22/16 through 5/25/16, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 4/22/16 through 5/25/16.

PRESENTER: Kathy Kossick

ITEM III-C - CONSENT

APPOINTMENT OF YOUTH COMMITTEE MEMBERS

BACKGROUND:

The Sacramento Works board's Youth Committee is responsible for the planning and procurement of the Workforce Innovation and Opportunity Act (WIOA) youth services. The Sacramento Works Youth Committee seeks to develop a continuum of services to engage youth in the workforce system; works with community partners to coordinate youth initiatives; and is responsible for the oversight of youth providers. WIOA requires no minimum or maximum number of representatives on the Youth Committee. The WIOA and the State of California has identified the following categories of membership on the Youth Committee:

- Members of the local board with special interest or expertise in youth services or policy;
- Representatives of youth service organizations, including juvenile justice and local law enforcement agencies;
- Representatives of local public housing organizations;
- Education representatives;
- Parents of local youth seeking assistance under WIOA;
- Youth, including former participants and representatives of organizations that have experience relating to youth activities; and
- Representatives of the Job Corps.

Mr. Paul Castro has been an active member of the Youth Committee during his tenure as a Sacramento Works, Inc. board member. While no longer serving on the board, he would like to continue participating on the Youth Committee. Mr. Castro is employed by the California Human Development Corporation. Ms. Lorenda Sanchez completed her service as a Sacramento Works board member as of March 31, 2016. Ms. Sanchez has also expressed interest in serving on the Youth Committee; she is the Executive Director of the California Indian Manpower Consortium.

Applications submitted for membership on the WDB earlier in the year will be sent under separate cover.

RECOMMENDATION:

Approve the appointment of Mr. Paul Castro and Ms. Lorenda Sanchez to the Sacramento Works Youth Committee.

PRESENTER: Terri Carpenter

ITEM III-D – CONSENT

APPROVAL TO USE FUND BALANCE FOR
ADDITIONAL SALES TAX ALLOCATIONS

BACKGROUND:

On April 13, 2016, the County of Sacramento Department of Finance (The County) informed SETA and other County departments that they had posted two journal entries 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 January 1, 2009 to December 31, 2011. The audit was completed in March 2013, but the final payments to the State Board of Equalization and the allocations to County departments and postings were not completed until March 2016. The total amount of additional sales tax liability and interest totaled \$215,469 and SETA's calculated share is \$3,889.56. 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 \$3,889.56 resulting from the State Board of Equalization Sales Tax Audit from January 1, 2009 to December 31, 2011.

STAFF PRESENTER: Loretta Su

ITEM III- E – CONSENT

APPROVAL OF THE WORKFORCE INNOVATION AND OPPORTUNITY ACT MEMORANDUM OF UNDERSTANDING AND AUTHORIZE STAFF TO NEGOTIATE CHANGES SUBJECT TO LEGAL COUNSEL APPROVAL

BACKGROUND:

Under the Workforce Innovation and Opportunity Act (WIOA), Local Workforce Development Boards (LWDB), with the agreement of the Chief Local Elected Official (CEO) are responsible for entering into a Memorandum of Understanding (MOU) with specified One-Stop Required Partners that provide programs or activities within the local area.

In January, the California Employment Development Department (EDD) released Directive WSD15-12, WIOA Memorandums of Understanding, providing guidance on the development of MOUs and a sample MOU Template that local areas could adapt for their purposes. The Directive separated the MOU development process into the following two (2) phases:

Phase I: Service Coordination: Local Board is to work with all of the required and optional partners in the Local Area to develop an agreement regarding the operation of the local one-stop system as it relates to **shared services and customers**. Phase I is to be completed no later than **June 30, 2016**.

Phase II: Shared Resources and Costs: Local Board should build upon Phase I agreements and determine how to best support their established service delivery model through the **sharing of resources and costs**. Separately negotiated cost sharing agreements are to be completed no later than **December 31, 2017**.

Staff, with the approval of the respective legal counsels for the Sacramento Works, Inc. (SWI), Sacramento's LWDB, and the SETA Governing Board, have prepared the attached draft WIOA MOU for the Sacramento Workforce Development Area based on the sample MOU Template provided by EDD. In addition, in March, April and May, staff convened meetings with all One-Stop Required Partners, and are in the process of compiling a system-wide matrix of services and service locations for all One-Stop Required Partners.

It is anticipated that the overwhelming majority of One-Stop Required Partners will execute the attached draft MOU; however, to ensure that the SWI is able to comply with the requirement of executing MOUs with all One-Stop Required Partners, staff is

PRESENTER: Roy Kim

ITEM III-E – CONSENT (continued)
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recommending that the Board authorize staff to negotiate changes to the MOUs with One-Stop Required Partners, subject to approval by the SWI's and the SETA Governing Board's legal counsels.

The Sacramento Works, In. Board met on May 25, 2016 and took action on this MOU; an oral report will be provided.

RECOMMENDATION:

Review and approve the WIOA Memorandum of Understanding for the Sacramento Workforce Development Area. Authorize staff to negotiate changes to the MOUs with One-Stop Required Partners, subject to approval by the SWI's and the SETA Governing Board's legal counsels.

PRESENTER: Roy Kim

I. Preamble/Purpose of MOU

Under the Workforce Innovation and Opportunity Act (WIOA), Sacramento County, including the incorporated cities within its boundaries, has been designated as the Sacramento Workforce Development Area (SWDA). The Sacramento Employment and Training Agency Governing Board (Governing Board) has been designated as the Chief Elected Official (CEO) of the SWDA. Sacramento Works, Inc. (SWI) has been certified as the Local Workforce Development Board (Local Board) for the SWDA. The WIOA requires that each Local Board, with the agreement of the CEO, develop and enter into a Memorandum of Understanding (MOU) with specified One Stop Partners (Partner or Partners) – entities that operate the following programs or activities within the SWDA:

- WIOA Title I Adult, Dislocated Worker, and Youth
- WIOA Title II Adult Education and Literacy
- WIOA Title III Wagner-Peyser
- WIOA Title IV Vocational Rehabilitation
- Carl Perkins Career Technical Education
- Title V Older Americans Act
- Job Corps
- Native American Programs (Section 166)
- Migrant Seasonal Farmworkers (Section 167)
- Veterans
- Youth Build
- Trade Adjustment Assistance Act
- Community Services Block Grant
- Housing & Urban Development
- Unemployment Insurance
- Second Chance
- Temporary Assistance for Needy Families/CalWORKs

The name of each Partner entity, name of representative(s) and contact information are included in Attachment A, which is incorporated herein by reference.

The State of California Employment Development Department has established the “America’s Job Center of California” (AJCC) system as the mechanism for delivering WIOA services within local areas, including the SWDA. The State of California has developed a Workforce

Development Strategic Plan (State Plan) to provide for a locally-driven one stop system to develop partnerships that will provide programs and services to achieve the following three main policy objectives set forth in the State Plan:

1. Foster demand-driven skills attainment
2. Enable upward mobility for all Californians
3. Align, coordinate, and integrate programs and services

In turn, SWI has adopted a Local Plan that further refines the objectives for the SWDA to implement the AJCC system within the SWDA to meet the following local area policy objectives:

1. **Goal 1: Meet the workforce needs of high demand sectors of the state and regional economy and diversify the economy through growth and support of occupational sectors/clusters with high growth potential.**
2. **Goal 2: Build and maintain a world-class talent pool by increasing the attainment of industry recognized credential, with an emphasis on individuals with barriers to employment, and by increasing the number of high-school students who are prepared for post-secondary education, apprenticeships and/or a career.**
3. **Goal 3: Support system alignment, service integration and continuous improvement.**

With the agreement of the Governing Board, this MOU outlines the understanding between SWI and the WIOA Partners concerning the operation of the AJCC in the SWDA. This MOU is intended to establish a cooperative working relationship between SWI and the Partners and define their respective roles and responsibilities in achieving the policy objectives set forth in the State Plan and the Local Plan as they are implemented under WIOA. This MOU will also establish the framework to be used in the SWDA to provide services to employers, employees, job seekers and others seeking workforce services under the newly-implemented WIOA and the AJCC system.

These State and local policy objectives will be met by ensuring access to a high-quality AJCC that provides a full range of services available in the SWDA for all customers seeking the following:

- *Looking to find a job.*
- *Building basic educational or occupational skills.*
- *Earning a postsecondary certificate or degree.*

- *Obtaining guidance on how to make career choices.*
- *Seeking to identify and hire skilled workers.*

I. **Parties to the MOU.** This MOU is entered into by SWI (subject to the agreement of the Governing Board) and each Partner whose signature appears on a signature page of this MOU. Faxed signatures or signatures provided in electronic, portable document format (pdf) are binding and may be treated as original signatures for all purposes. This MOU may be executed by any Partner in any number of counterparts, but all counterparts shall be considered one MOU, and any signature pages, including facsimile or electronic copies thereof, may be assembled to form a single original document. Upon execution of any counterpart by a Partner, SWI shall provide an executed copy of the counterpart to every Partner who is or becomes a party to this MOU. By executing a counterpart, each Partner to the MOU acknowledges that this MOU accurately reflects such Partner’s understanding and authorization to distribute a copy of such executed counterpart to the Governing Board, SWI and any other Partner signatory to this MOU.

II. **One-Stop System, Services.** The SWDA’s One-Stop System is a network of One-Stop Partners and Service Providers who coordinate and connect education, training, workforce development and related services to job seekers and businesses throughout the region.

The specific services provided by each One-Stop Partner will be identified on Attachment B, which reflects each Partner’s service location(s), services provided, contact person and contact method (i.e., co-location, electronic, etc.) to ensure “direct access” to services. Attachment B includes a map showing all Partners’ service locations and a chart showing all Partners’ career services with contact person/information for “direct access” purposes. As new Partners execute the MOU, Attachment B will be updated by SWI and circulated to the Governing Board and the other signatory Partners, along with the signature page of the new Partner.

III. **Responsibility of AJCC Partners.** Each Partner signatory to this MOU agrees to:

- Participate in joint planning, plan development, and modification of activities to accomplish the following:
 - Continuous Partnership building.
 - Continuous planning in response to state and federal requirements.
 - Responsiveness to local and economic conditions, including employer needs.
 - Adherence to common data collection and reporting needs.

- Make the service(s) applicable to the Partner program available to customers through the one-stop delivery system.
- Participate in the operation of the one-stop system, consistent with the terms of the MOU and requirements of authorized laws.
- Participate in capacity building and staff development activities in order to ensure that all Partners and staff are adequately cross-trained.

IV. **Funding of Services and Operating Costs.** Each Partner signatory to this MOU agrees to negotiate with SWI and implement a cost/resource sharing plan by December 31, 2017. Upon execution, the Cost/Resource Sharing Agreement shall be appended to this MOU as Attachment C and incorporated herein. All relevant parties to this MOU agree to share in the operating costs of the AJCC **system**, either in cash or through in-kind services/resources. The cost of services, operating costs, and infrastructure costs of the AJCC will be funded by all AJCC Partners through a separately negotiated cost/resource sharing agreement based on an equitable and agreed upon formula or plan. All Partners will ensure that the shared costs are supported by accurate data, the shared costs are consistently applied over time, and the methodology used in determining the shared costs is reflected in the Cost/Resource Sharing Agreement set forth in Attachment C to this MOU.

Except as provided in Attachment C, this MOU is neither a fiscal nor funds obligation document. Any activities involving reimbursement or contribution of funds between the Parties of this MOU will be handled in accordance with applicable laws, regulation, and procedures. Such activities will be documented in separate agreements, with specific projects between the parties spelled out. The separate agreements will reference this MOU.

This MOU defines in general terms the basis on which the Parties will cooperate, and as such, does not constitute a financial obligation to serve as a basis for expenditures. Expenditures of funds, human resources, equipment, supplies, facilities, training, public information, and expertise will be provided by each signatory to the extent that their participation is required and resources are available.

This MOU in no way restricts the Parties from participating in similar activities or arrangements with other public or private agencies, organizations, or individuals.

This MOU does not obligate the Parties to enter into any agreements, contracts, or other obligations.

Nothing in this MOU may be construed to obligate the Parties, the State of California, or the United States to any current or future expenditure of resources in advance of the availability of appropriations from Congress. Nor does this agreement obligate the Parties, the State of California, or the United States to spend funds on any particular project or purpose, even if funds are available.

V. **Methods for Referring Customers.** Each Partner agrees to mutually implement processes for the referral/connection of customers to services not provided on-site.

The referral/connection process will:

- Ensure that intake and referral/connection processes are customer-centered and provided by staff trained in customer service.
- Ensure that general information regarding AJCC programs, services, activities and resources shall be made available to all customers as appropriate.
- Describe how customer referrals/connections are made electronically, through traditional correspondence, verbally or through other means determined in cooperation with Partners and operators.
- Describe how each AJCC Partner will provide access to other AJCC Partner staff and career services that can provide meaningful information or service, through the use of co-location, cross training of AJCC staff, or real-time technology (two way communication and interaction with AJCC Partners which results in services needed by the customer).

VI. **Access to Services for Workers, Youth and Individuals with Barriers to Employment.**

The AJCC system will ensure access for workers, youth and individuals with barriers to employment by:

- Offering priority for services to recipients of public assistance, other low-income individuals, individuals who are basic skills deficient, and (consistent with SWI's policy on priority of service) other individuals with barriers to employment, when providing individualized career services and training services with WIOA adult funds.

Each Partner agrees to ensure that the policies and procedures as well as the programs and services provided at the AJCC are operated in compliance with the Americans with Disabilities Act of 1990 and its amendments. Additionally, Partners agree to fully comply with the provisions of WIOA, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, 29 CFR Part 37 and all other regulations implementing the aforementioned laws.

VII. **Shared Technology and System Security.** To the extent allowed by federal and state laws and regulations, the parties agree to share data and technology as well to ensure that all data and systems are secure.

WIOA emphasizes technology as a critical tool for making all aspects of information exchange possible, including client tracking, common case management, reporting, and data collection. To support the use of technology, and to the extent allowable, each Partner agrees to:

- *Comply with the applicable provisions of WIOA, the California Welfare and Institutions Code, California Education Code, Federal Rehabilitation Act, and any other appropriate statutes or requirements.*
- *The principles of common reporting and shared information through electronic mechanisms, including shared technology.*
- *Commit to share information to the greatest extent allowable under their governing legislation and confidentiality requirements.*
- *Maintain all records of the AJCC customers or Partners (e.g. applications, eligibility and referral records, or any other individual records related to services provided under this MOU) in the strictest confidence, and use them solely for purposes directly related to such services.*
- *Develop technological enhancements that allow interfaces of common information needs, as appropriate.*
- *Understand that system security provisions shall be agreed upon by all Partners.*

VIII. **Confidentiality.** Each Partner agrees to comply with the provisions of WIOA as well as the applicable sections of the California Welfare and Institutions Code, the California Education Code, the Federal Rehabilitation Act, and any other appropriate statute or requirement to assure the following:

- *All applications and individual records related to services provided under this MOU, including eligibility for services and enrollment and referral, shall be confidential and shall not be open to examination for any purpose not directly connected with the delivery of such services.*
- *No person will publish, disclose use, or permit, cause to be published, disclosed or used, any confidential information pertaining to AJCC applicants, participants, or customers overall unless a specific release is voluntarily signed by the participant or customer.*
- *Each Partner agrees to abide by the current confidentiality provisions of the respective statutes to which AJCC operators and other Partners must adhere, and shall share information necessary for the administration of the program as allowed under law and regulation. Each Partner, therefore, agrees to share client information necessary for the provision of services such as assessment, universal intake, program or training referral, job development or placement activities, and other services as needed for employment or program support purposes.*
- *Client information shall be shared solely for the purpose of enrollment, referral or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.*

IX. **Non-Discrimination and Equal Opportunity.** No Partner shall unlawfully discriminate, harass or allow harassment against any employee, applicant for employment or AJCC applicant for service due to gender, race, color, ancestry, religion, national origin, veteran status, physical disability, mental disability, medical condition(s), age, sexual orientation or marital status. Each Partner agrees to comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12990, et. seq.) and related applicable regulations.

Each Partner will assure compliance with the Americans with Disabilities Act of 1990 and its amendments, which prohibits discrimination on the basis of disability, as well as other applicable regulations and guidelines issued pursuant to the Americans with Disabilities Act.

X. **Grievances and Complaints Procedure.** Each Partner agrees to establish and maintain a procedure for grievances and complaints as outlined in WIOA. The process for handling grievances and complaints is applicable to customers and Partners. These procedures will allow the customer or entity filing the complaint to exhaust every administrative level in receiving a fair and complete hearing and resolution of their grievance. The Partner further agrees to communicate openly and directly to resolve any problems or disputes related to the provision of services in a cooperative manner and at the lowest level of intervention possible.

The parties agree to try to resolve policy or practice disputes at the lowest level, starting with the site supervisor(s) and staff. If issues cannot be resolved at this level, they shall be referred to the management staff of the respective staff employer and the operator, for discussion and

resolution. Conflicts that may arise regarding the interpretation of the clauses of this MOU will be resolved by the Governing Board, and that decision will be considered final and not subject to further appeal or to review by any outside court or other tribunal.

XI. **Effective Dates and Term of MOU.** This MOU shall be binding upon each party hereto upon execution by such party. The term of this MOU shall be three years, commencing on the date of execution by the first three parties (Effective Date). The MOU will be reviewed not less than once every year to identify any substantial changes that have occurred or should occur.

XII. **Modifications and Revisions.** This MOU constitutes the entire agreement between the parties and no oral understanding not incorporated herein shall be binding on any of the parties hereto. This MOU may be renegotiated, amended, or modified at any time by mutual agreement of all the Parties. Any such amendment or modification shall be in writing and agreed to by all Parties.

XIII. **Term and Termination.** The parties understand that implementation of the AJCC system is dependent on the good faith effort of every Partner to work together to improve services to the community. The parties also agree that this is a project where different ways of working together and providing services are being tried. This MOU shall remain in effect for a period of

three (3) years from the Effective Date. This MOU may be terminated by any Party by providing written notice and explanation to the other Parties at least 30 calendar days in advance of the effective date of termination. The termination of this MOU shall not affect the validity or duration of activities or agreements under this MOU that are initiated prior to such termination or that are continued by the remaining Parties.

XIX. **Renewal.** This MOU may be renewed for additional periods of 3 years, by mutual written consent of the Parties.

XX. **License for Use.** During the term of this MOU, all Partners to this MOU shall have a license to use space of the AJCCs for the sole purpose of conducting acceptable AJCC services as outlined herein.

XXI. **Supervision/Day to Day Operations.** The day-to-day supervision of staff assigned to the AJCCs will be the responsibility of the site supervisor(s). The original employer of staff assigned to the AJCCs will continue to set the priorities of its staff. Any change in work assignments or any problems at the worksite will be handled by the site supervisor(s) and the management of the original employer.

The office hours for the staff at the AJCCs will be established by the site supervisor(s) and the primary employer. All staff will comply with the holiday schedule of their primary employer and will provide a copy of their holiday schedule to the operator and host agency at the beginning of each fiscal year.

Disciplinary actions may result in removal of co-located staff from the AJCCs and each party will take appropriate action.

Each party shall be solely liable and responsible for providing to, or on behalf of, its employee(s), all legally-required employee benefits. In addition, each party shall be solely responsive and save all other parties harmless from all matters relating to payment of each party's employee(s), including compliance with social security withholding, workers' compensation, and all other regulations governing such matters.

XXII. **Press Releases and Communications.** All parties shall be included when communicating with the press, television, radio or any other form of media regarding its duties or performance under this MOU. Participation of each party in press/media presentations will be determined by each party's public relations policies. Unless otherwise directed by the other parties, in all communications, each party shall make specific reference to all other parties.

The parties agree to utilize the AJCC logo developed by the State of California and the Local Board on buildings identified for AJCC usage and on letterhead, envelopes, business cards, any written correspondence and fax transmittals.

XXIII. **Personal Property.** Title to any personal property, such as computers, computer equipment, office supplies, and office equipment furnished by a Party to the AJCC under this MOU shall remain with the Party furnishing the property. All parties agree to exercise due care in handling such property. However, each party agrees to be responsible for any damage to its property which occurs in the performance of its duties under this MOU, and to waive any claim against any other Party for such damage, whether arising through negligence or otherwise.

XXIV. **Liability and Risk of Loss.**

a. To the extent permitted by law, with regard to activities undertaken pursuant to this MOU, none of the parties to this MOU shall make any claim against one another or their respective instrumentalities, agents or employees for any injury to or death of its own employees, or for damage to or loss of its own property, whether such injury, death, damage or loss arises through negligence or otherwise.

b. To the extent permitted by law, if a risk of damage or loss is not dealt with expressly in this MOU, such party's liability to another party, whether or not arising as the result of alleged breach of the MOU, shall be limited to direct damages only and shall not include loss of revenue or profits or other indirect or consequential damages.

XXV. **Hold Harmless/Indemnification/Liability.** In accordance with provisions of Section 895.4 of the California Government Code, each party hereby agrees to indemnify, defend and hold harmless all other parties identified in this MOU from and against any and all claims, demands, damages and costs arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. In addition, except for Departments of the State of California which cannot provide for indemnification of court costs and attorney's fees under the indemnification policy of the State of California, all other parties to this MOU agree to indemnify, defend and hold harmless each other from and against all court costs and attorney's fees arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. It is understood and agreed that all indemnity provided herein shall survive the termination of this MOU.

Signatories

**SACRAMENTO EMPLOYMENT & TRAINING AGENCY
GOVERNING BOARD**

By: _____
Its: Chairperson

Dated: _____

SACRAMENTO WORKS, INC.

By: _____
Its: Chairperson

Dated: _____

ONE-STOP PARTNER

Signature (Authorized Representative)

Dated: _____

Title

ITEM III-F - CONSENT

APPROVAL TO EXTEND JANITORIAL SERVICES AGREEMENTS FOR
FISCAL YEAR ENDING JUNE 30, 2017 AND AUTHORIZE THE
EXECUTIVE DIRECTOR TO SIGN THE AGREEMENTS

BACKGROUND:

On January 5, 2012 the Governing Board released a Request for Proposals to provide janitorial services for Early Learning Centers operated by the Agency. On April 5, 2012 the Governing Board authorized the Executive Director and staff to enter into negotiations with seven janitorial service providers (RFP proposers) and execute signed contracts.

On July 1, 2012 SETA entered into contracts with five vendors to provide janitorial services for three years with the option of extending the agreement for three additional one-year terms. Since contract execution, one contract has been terminated.

On June 4, 2015, the Governing Board approved the extension of janitorial services agreements for fiscal year ending June 30, 2016, and authorized the Executive Director to sign the agreements. The contracts are up for renewal with an additional one year extension through June 30, 2017.

The four current contractors include:

Contractor	Amount
Custom Hi Tech Maintenance	\$14,975
MCH Janitorial Services	\$68,800
New Generation Building Services	\$127,161
TEE Janitorial & Maintenance	\$68,980
TOTAL	\$279,916

Based on the janitorial services provided in the past year, staff is recommending the extension of each agreement for an additional year. Staff is available to answer questions.

RECOMMENDATION:

Approve the extension of the agreement with Custom Hi Tech Maintenance, MCH Janitorial Services, New Generation Building Services, and TEE Janitorial and Maintenance for janitorial services for an additional year, ending on June 30, 2017, and authorize the Executive Director to sign the agreements.

ITEM IV-A –1 - ACTION

APPROVAL OF SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
RECOMMENDED BUDGET FOR FISCAL YEAR 2016-2017

BACKGROUND:

Under applicable procedures set forth in the California Government Code, the SETA Governing Board is required to approve a Recommended Budget prior to June 30th of each year, with the adoption of the Final Agency Budget occurring no later than October 2nd of each Fiscal Year. The Recommended Budget, as approved by the Governing Board, provides authority to operate in the new fiscal year until adoption of a Final Budget for that fiscal year.

As funding becomes more definite in several programs, the Final Budget presented at the August Governing Board meeting will reflect actual available funding. A public hearing on the Final Budget should commence on August 4, 2016 at 10:00 a.m. or as soon thereafter as is practicable in the Governing Board meeting room at 925 Del Paso Boulevard, Sacramento, California and staff should cause to be posted and published notice of that meeting. The final budget will be submitted to the County and City after SETA Governing Board approval.

A copy of the Recommended Budget will be sent under separate cover.

RECOMMENDATION:

Approve the Recommended Budget and direct staff to print the Recommended Budget and make it available to the public. Schedule a Public Hearing on the Final Budget and direct staff to post and publish notice of that Public Hearing on the Final Budget to commence on August 4, 2016 at 10:00 a.m. or as soon thereafter as is practicable in the Governing Board meeting room at 925 Del Paso Boulevard, Sacramento, California.

PRESENTER: Loretta Su

RESOLUTION NUMBER: 16-01

BUDGET ADOPTION RESOLUTION
BEFORE THE GOVERNING BOARD OF

Sacramento Employment & Training Agency
Joint Powers Agency of the City & County of Sacramento
State of California

RESOLUTION ADOPTING RECOMMENDED BUDGET

WHEREAS, hearings have been terminated during which time all additions and deletions to the recommended budget for 2016-17 were made, and

THEREFORE, IT IS HEREBY RESOLVED in accordance with Chapter 1 of Division 3, Title 2 of the Government Code (Section 29000, et. seq.), the recommended budget for the Fiscal Year 2016-17 be and is hereby adopted in accordance with the followings:

(1) Salaries and employees benefits	\$ 38,144,187
(2) Services and Supplies	9,053,979
(3) Other charges	37,784,176
(4) Fixed Assets	
(A) Land	0
(B) Structures and improvements	0
(C) Equipment	192,000
(5) Expenditure transfers	0
(6) Contingencies	0
(7) Provision for reserve increases	0
TOTAL BUDGET REQUIREMENTS	<u>\$85,174,342</u>

BE IT FURTHER RESOLVED that means of financing the expenditures program will be by monies derived from Current Financing and Fund Balance.

BE IT FURTHER RESOLVED that the recommended budget be and is hereby adopted in accordance with the listed attachments which show in detail the approved appropriations, revenues and methods of financing, appropriations limit, total annual appropriations subject to limitations attached hereto and by reference made a part hereof.

On a motion by _____, seconded by _____,
the foregoing resolution is passed and adopted by the Sacramento Employment and
Training Agency Governing Board of the County of Sacramento, State of California, this
second day of June, 2016, by the following vote, to wit:

Ayes:

Noes:

Absent:

Abstain:

Sophia Scherman, Chair
SETA Governing Board
Sacramento County, California

ATTEST: _____
Nancy L. Hogan, Clerk of the Boards

ATTACHMENTS:
Financing Requirements Summary Schedule
Fixed Asset Schedule
Expenditure Detail Schedule
Revenue Detail Schedule

ITEM IV-A – 2 - ACTION

APPROVAL OF SUCCESSION PLAN FOR THE EXECUTIVE DIRECTOR

BACKGROUND:

On January 26, 2015, the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Community Services issued Information Memorandum 138, establishing 58 Organizational Standards for adoption by all Community Action Agencies (CAA) in receipt of Community Services Block Grant (CSBG) funding, including SETA. The Standards are designed to ensure that each CAA has maximum feasible consumer and community participation in the design and planning of local CSBG services, the vision, direction and organizational leadership to develop and implement strategic plans, and a high standard of operational effectiveness, data analysis and financial oversight.

The Standards were developed to “protect and enhance the structural integrity of this national network by assuring that all entities that annually receive CSBG funds have the capacity to organize and support a comprehensive community response to the complex social problems that contribute to poverty” (*Jeannie L. Chaffin, Director, Office of Community Services*). Although awaiting final approval by the Federal Office of Management and Budget, implementation of the 58 Organizational Standards began on January 1, 2016, with a state review of SETA’s adherence to the Standards due in the Summer of 2016.

While SETA operations have long been in compliance with most of the newly established Standards, Governing Board approval will be required to meet unmet standards, including Organizational Standard 4.5, which states: “The organization has a written succession plan in place for the CEO/ED, approved by the governing board, which contains procedures for covering an emergency/unplanned, short-term absence of three months or less, as well as outlines the process for filling a permanent vacancy.”

As the governing agent of the Community Action Agency and under Organizational Standard 4.5, it is the board’s responsibility to ensure that procedures are in place that guaranty a continuity of leadership during a planned or unplanned, temporary or permanent absence of the agency’s Chief Executive, as well as a policy for the management of a transition to interim or new agency leadership.

Attached please find a draft Succession Plan for the position of Executive Director.

RECOMMENDATION:

Review and approve the attached succession plan for the Executive Director.

PRESENTER: Kathy Kossick

SUCCESSION PLAN FOR THE SETA EXECUTIVE DIRECTOR

It is the policy of the SETA Governing Board to have a succession plan in place in the event of an interim or permanent change in executive leadership that ensures the agency's continuity and accountability in performing the SETA mission.

In the instance of a planned absence by the Executive Director for a period of 30 days or less:

- A. The Executive Director shall appoint an agency Deputy Director to perform oversight of the agency's daily operations and essential duties of the Executive Director during the term of the absence.

In the instance of a planned or unplanned, permanent or indeterminate absence by the Executive Director:

- A. The City Manager of the City of Sacramento and the County Executive of the County of Sacramento shall appoint an interim Executive Director or acting Executive Director until the return of the Executive Director, or during any process they designate as appropriate when appointing an Executive Director replacement.
- B. Any permanent appointment of a SETA Executive Director jointly by the City Manager and the County Executive under the SETA Joint Powers Agreement must be confirmed by both the Sacramento City Council and the Sacramento County Board of Supervisors.
- C. The SETA Governing Board shall provide the City Manager and Sacramento County Executive with all supports and resources necessary to implement a leadership transition plan to include, but not limited to, the following:
 - 1. Advise the City Manager and County Executive regarding priority issues to be addressed during the transition process and any leadership attributes or characteristics that they deem vital during the consideration of Executive Director candidates.
 - 2. Inform key stakeholders regarding the leadership transition and its impact on usual agency operations

ITEM IV-B - 1 - ACTION

AGREE WITH THE SACRAMENTO WORKS, INC. BOARD TO APPROVE THE OPERATING AGREEMENT FOR THE IMPLEMENTATION OF THE WORKFORCE INNOVATION AND OPPORTUNITY ACT BETWEEN SACRAMENTO WORKS, INC. AND THE SETA GOVERNING BOARD

BACKGROUND:

On July 22, 2014, the Workforce Innovation and Opportunity Act (WIOA) was enacted and became Public Law 113-128. On April 16, 2015, the U.S. Department of Labor issued a Notice of Proposed Rulemaking (NPRM) under WIOA as a precursor to final regulations to govern activities to be funded under WIOA.

On April 2, 2015, the Sacramento Employment and Training Agency (SETA) submitted an application to the California Workforce Development Board to designate the County of Sacramento, including the incorporated cities lying within its boundaries, as the local Sacramento Workforce Development Area (SWDA) and to certify Sacramento Works, Inc. as the initial local workforce development board for SWDA. This application, which included designation and initial certification, was approved on June 23, 2015. The State of California has designated the Sacramento Employment and Training Agency Governing Board (referred to as the Chief Elected Official (CEO)) as both the Grant Recipient and Fiscal Agent of the SWDA under WIOA.

Pursuant to the WIOA the Governing Board, as CEO, has appointed the members of the Board of Directors of Sacramento Works, Inc. as the initial members of the Workforce Development Board for the SWDA effective April 1, 2016. The NPRM authorizes local workforce development boards and elected officials to enter into an agreement that describes the respective roles and responsibilities of each. While the NPRM has not yet resulted in final regulations, it does serve as a guide to implementation of WIOA. Accordingly, staff and legal counsel for both Sacramento Works, Inc. and SETA have developed the attached Operating Agreement, which was patterned after the prior operating agreement between the Governing Board and Sacramento Works, Inc. as the local workforce investment board under the prior Workforce Investment Act (WIA).

The Operation Agreement formulates and adopts certain policies and procedures to govern the manner in which the WDB and the CEO will perform their respective roles and responsibilities in the implementation of WIOA.

⇒ Sections 1 through 6 address the Purpose and Term of the Agreement.

PRESENTER: Roy Kim

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

- ⇒ Sections 7 through 10 address the Duties and Obligations of the Parties, including procedures for: taking Joint Actions; implementing related actions; appointing and removing members of the WDB; and keeping the other party informed regarding specified other matters.
- ⇒ Section 11 provides for Resolution of Disputes between the parties through the mechanism of a joint conference committee that will recommend actions to the two boards, similar to the procedures previously utilized under WIA.

The Sacramento Works, Inc. Board reviewed and approved this Operating Agreement at their May 25 meeting. Staff will be available to answer questions.

RECOMMENDATION:

Agree with the Sacramento Works, Inc. Board to approve the attached Operating Agreement for the Implementation of the Workforce Innovation and Opportunity Act between Sacramento Works, Inc. and the SETA Governing Board.

PRESENTER: Roy Kim

**OPERATING AGREEMENT FOR THE IMPLEMENTATION OF
THE WORKFORCE INNOVATION AND OPPORTUNITY ACT**

BETWEEN

**SACRAMENTO WORKS, INC., ACTING AS
THE SACRAMENTO LOCAL WORKFORCE DEVELOPMENT BOARD**

AND

**THE GOVERNING BOARD OF THE
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY,
ACTING AS THE CHIEF ELECTED OFFICIAL FOR THE
SACRAMENTO LOCAL WORKFORCE DEVELOPMENT AREA**

THIS AGREEMENT, dated for convenience June 2, 2016, is made and entered into by and between Sacramento Works, Inc., which has been certified by the State of California as the local workforce development board under the Workforce Innovation and Opportunity Act (“WIOA”) for the Sacramento Workforce Development Area (SWDA) and is hereinafter referred to as WDB, and the Sacramento Employment and Training Agency Governing Board, which has been designated as the Chief Elected Official under WIOA for the SWDA and is hereinafter referred to as CEO.

WHEREAS, on July 22, 2014 the WIOA was enacted as Public Law Number 113-128 and became effective; and

WHEREAS, on April 16, 2015 the United States Department of Labor issued a Notice of Proposed Rulemaking (NPRM) under WIOA as a precursor to final regulations to govern activities to be funded under WIOA; and

WHEREAS, on or about April 2, 2015, the Sacramento Employment and Training Agency (SETA), a joint-powers agency of the County of Sacramento and the City of Sacramento, submitted an application to the California Workforce Development Board to designate the County of Sacramento, including the incorporated cities lying within its boundaries, as the local SWDA and to certify the WDB as the initial workforce development board for SWDA, which applications were approved on June 23, 2015; and

WHEREAS, the State of California has designated CEO as both the Grant Recipient and Fiscal Agent of the SWDA under WIOA;

WHEREAS, pursuant to the WIOA and Directives issued thereunder by the State of California, SETA has appointed the members of the Board of Directors of Sacramento

Works, Inc. as the initial members of the WDB for the SWDA effective April 1, 2016; and

WHEREAS, Sacramento Works, Inc. is a duly formed and registered California Not For Profit 501(c)(3) Corporation, having its principal place of business in Sacramento, California; and

WHEREAS, the WIOA contains a number of separate provisions that specify the responsibilities of the WDB and the CEO under the WIOA; and

WHEREAS, several provisions of the WIOA require the WDB to take certain actions in “partnership” with, or subject to the “agreement” or “approval” of the CEO (collectively referred to herein as Joint Actions); and

WHEREAS, the NPRM, authorizes local workforce development boards such as WDB and the Elected Officials such as CEO to enter into an agreement that describes the respective roles and responsibilities of the parties; and

WHEREAS, WDB and CEO desire to enter into an agreement to formulate and adopt certain policies and procedures to govern the manner in which they will perform their respective roles and responsibilities in the implementation of Joint Actions under WIOA, including procedures to be followed in the case of disagreement with an agreed upon mechanism for resolution of any dispute between the parties.

NOW THEREFORE, the parties hereto agree as follows:

Purpose And Term

1. The sole purpose of this Operating Agreement is to define the methods by which the parties hereto shall work together to administer, supervise, and direct the operation of local workforce development activities within the SWDA as required by WIOA and related federal regulations and state directives.

2. This document is not intended to and shall not create a joint venture, partnership, corporation, association, limited partnership, limited liability company or any other business entity, and no party hereto, as a result of this agreement, shall have any authority to bind the other party or to subject it to liability to third persons in matters that are within the scope of this enterprise. Each party hereto retains its status as an independent entity with absolute discretion and control over its assets and liabilities, independent of this agreement.

3. Each party hereto shall be entitled to adopt its own internal procedures, operating rules and policies with regard to meetings of its board and to conduct its meetings independent of the other. Each party hereto shall be free to employ its own independent staff, employees, advisors, consultants or agents without the advice or

consent of the other, provided, however, that SETA shall provide administrative staff and employees to support the activities of the WDB, unless and until WDB decides to retain its own independent staff or employees for such purposes. Salary and benefits for SETA staff and employees so provided to the WDB shall be paid by SETA with WIOA funds allocated for that purpose. Except as provided above, neither party shall be accountable to, nor responsible for, nor bound by the acts of the other party's board, agents, employees, advisors, consultants, or independent contractors.

4. Each party hereto shall be free to maintain its own separate principal place of business or office, however, unless and until WDB decides to retain its own independent staff and/or employees, or otherwise be in need of separate facilities, WDB shall be permitted to utilize SETA's facilities to perform activities required under WIOA.

5. The terms of this agreement shall commence on June 2, 2016 and shall remain in full force and effect until modified in writing by the mutual agreement of both parties hereto, dissolved by mutual agreement of both parties hereto, dissolved by a court of competent jurisdiction, dissolved by operation of law, or dissolved by the unilateral written withdrawal of either party hereto after thirty (30) days written notice to the other.

6. The parties hereto agree that this Operating Agreement is supported by valid consideration, including but not limited to, the respective commitments of each party to perform its duties and obligations under WIOA as set forth herein.

Duties and Obligations of the Parties Pursuant to this Agreement

7. To the extent required under the WIOA, the parties hereto shall make every reasonable effort to reach agreement with regard to any Joint Actions, including, but not necessarily limited to, the following:

- A. Development of a local plan.
- B. Oversight of local programs.
- C. Oversight of the one stop delivery system in the SWDA.
- D. Negotiation of Local Performance Accountability Measures.
- E. Selection of One-Stop Operators.
- F. Appointment of youth committee members.
- G. Development of a local WDB budget

8. The parties to this Agreement also agree, although the WIOA does not require such agreement, that they will endeavor to reach agreement on:

- A. Any recommendations made to the State of California concerning designation of local workforce development areas.
- B. Selection of youth providers.
- C. Identification of providers of training services.
- D. Coordination with Education Providers.

9. The responsibility for appointment and removal of WDB members rests solely with the CEO. Nevertheless, the parties recognize that an active, qualified WDB is an important component for success of the local WIOA plan. Accordingly, the WDB shall participate in the appointment process by recruiting qualified individuals and encouraging such individuals to apply for appointment. The CEO agrees to actively seek WDB participation in the recruitment process and to consult with the WDB regarding the recruitment efforts of WDB members. The CEO may remove any member of the WDB, with or without cause, at any time. In addition, the WDB may, at any time, submit a recommendation to the CEO for the removal of any WDB member. Prior to removal of any member of the WDB, the CEO shall notify the WDB of the time and place of the meeting at which such action will be considered. The WDB may submit any advice or recommendations regarding such removal to the CEO at or before such meeting.

10. As to other matters that either party is required to carry out pursuant to the WIOA, the parties hereto agree to keep each other informed and at all times to endeavor to carry out such assignments, tasks, duties or responsibilities with the advice of the other party, including but not necessarily limited to the following:

- A. Workforce Research and Regional Labor Market Analysis
- B. Convening, Brokering and Leveraging
- C. Employer Engagement
- D. Career Pathways Development
- E. Proven and Promising Practices
- F. Technology
- G. Consumer Choice Requirements
- H. Accessibility for Individuals with Disabilities

This applies to all matters except fiscal responsibility for misused funds. The parties hereto agree and recognize that the CEO is solely responsible as the fiscal agent in the local SWDA and, as such, has the sole authority and discretion to enter into, amend, modify, or terminate any contracts for which it shall bear such fiscal responsibility and accountability.

Resolution of disputes

11. In the event in the ordinary course of business the parties are unable to reach agreement on a particular Joint Action, then the matter shall first be returned to the originating board for consideration, together with a statement explaining the rationale of the board that did not agree. Promptly upon reconsideration by the original board, the matter shall be returned to the remaining board for reconsideration. If agreement is still not obtained, then in such an event, each board shall appoint two members to an ad hoc, conference committee that shall meet and confer together with such staff, professional advisors and other persons, as each member of the conference committee deems necessary, and attempt to resolve the issues separating the boards and preventing

agreement. The referral of any item to the conference committee shall be undertaken as rapidly as permissible under the law. The chairperson of each board shall have the authority to appoint the members of the conference committee for their respective board, and the committee may meet as soon as possible, subject to such public notices, if any, as may be required by law regarding such meeting.

The conference committee shall report back to each respective board at the next regular board meeting after the appointment of the conference committee. If after a report back by the conference committee to each respective board, the boards still cannot reach agreement, then the matter shall be deemed withdrawn and a new and different proposal shall be introduced to the respective boards for agreement and the process shall begin anew.

Rights and Independent Activities of Parties

12. The parties hereto shall take no part in the management or control of the other party’s business or operation and shall have no right or authority to act for the other party. The parties shall have no right to be consulted with respect to any decisions or other affairs of the other party to or to vote on matters other than the matters on which both parties may vote as set forth in this agreement.

Executed this _____ day of _____, 2016.

“WDB”
SACRAMENTO WORKS, INC.

“CEO”
**GOVERNING BOARD OF THE
SACRAMENTO OF EMPLOYMENT
AND TRAINING AGENCY**

By: _____

By: _____

Its: Chairperson

Its: Chairperson

ITEM IV-B - 2 - ACTION

AGREE WITH THE SACRAMENTO WORKS, INC. BOARD TO APPROVE FUNDING RECOMMENDATIONS FOR THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA), TITLE I, YOUTH PROGRAM, FOR PROGRAM YEAR 2016-2017

BACKGROUND:

The Sacramento Works Youth Committee began the public planning process for the procurement of the Workforce Innovation and Opportunity Act (WIOA) Youth Program Services in the fall of 2015. Two Public Input Meetings were held on September 9, 2015 and October 14, 2015 to gain input from the community on the types of services needed to better serve the economically disadvantaged and disconnected youth in Sacramento County. Based on the community input and several discussions on the new requirements of the WIOA of 2014, the SETA Governing Board approved the release of the WIOA Youth Funded Program Services Request for Proposals (RFP) on December 4, 2015.

The WIOA Youth RFP focus included:

- Significantly increased services to out-of-school youth 16-24 (a minimum of 75% of WIOA youth funds must be expended on providing intensive services for out-of-school youth)
- Paid or unpaid work based learning activities that include both an academic and occupational education component for both in-school and out-of-school youth (at least 20% of WIOA youth funds must be expended on work experience activities)
- The incorporation of specific WIOA Required Youth Elements into program services and training provided to youth
- Individualized services focusing on career pathways and work-based learning tied to a systematic approach that offers youth a comprehensive set of service strategies to help identify personal and vocational interests and begin to clarify long-term employment goals
- Innovative youth program service strategies which provide support for high-school dropout recovery, child care, housing, comprehensive guidance/counseling and mentoring
- Demonstrated linkages with the public schools, alternative schools, and various training providers to extend and enhance learning opportunities as part of a year-round strategy to improve academic achievement and build connections between work and learning
- Achievement of recognized post-secondary credentials
- Required connection between WIOA-funded youth programs and the One-stop Center System providing information on the full array of appropriate services that are available to youth

PRESENTER: Terri Carpenter

Selection/Evaluation Procedure/Criteria

A proposal evaluation committee comprised of staff, partners and Youth Committee members evaluated each proposal and provided the results of their evaluation. Youth program funding recommendations are based upon an evaluation of each proposal submitted and each applicant agency's past program performance.

Proposal evaluation criteria included program summary, target area, target group, program design, performance benchmarks, statement of capabilities/references, financial management and budget. Total points possible were 105.

All applicants who are either current or recent SETA-funded program operators were evaluated based upon their ability to meet contractual performance standards. Other organizations not currently or previously funded by SETA and service providers who received SETA funds prior to 2013 were evaluated based on information obtained from references submitted in their proposal. Total points possible were 40.

Performance Criteria

Demonstrated ability to attain WIOA Common Measures, enrollment, training completion and placement goals as outlined below:

Program Enrollment Numbers 85%

Defined as the number of participants to be served in the program year.

Placement in Employment or Education 65%

Defined as employment, military service, enrolled in post-secondary education and/or advanced training or occupational skills training.

Attainment of Degree or Certificate 64%

Defined as attaining a diploma, GED or certificate.

Literacy or Numeracy Gains 60%

Defined as advancing one or more Adult Basic Education (ABE) or English as a Second Language (ESL) functioning levels.

FUNDING ALLOCATIONS

SETA has received the Program Year (PY) 2016-17 youth funding allocation of \$3,763,899 a decrease of \$121,488 from the PY 2015-2016 youth allocation. Youth funding recommendations for PY 2016-2017 is \$2,764,323. The remaining funds are allocated to administration, program support, leverage for the Career Pathways Trust grant, MIS, monitoring and fiscal management.

The Sacramento WIOA youth funds are allocated in two categories: Individualized Services for In-School Youth and Individualized Services for Out-of-School Youth.

Individualized Services:

The Workforce Innovation and Opportunity Act identified specific program elements to be incorporated into the delivery of youth services.

1. Secondary School Completion Services
2. Alternative Secondary School Services
3. Paid or unpaid work experience that have academic and occupation education as a component of the work experience
4. Occupational Skills Training that lead to recognized post-secondary credentials that align with in-demand industry occupations
5. Education offered concurrently with and in the same context as workforce activities and training for a specific occupation
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive and civic behaviors
7. Supportive Services
8. Adult Mentoring
9. Comprehensive Guidance and Counseling
10. Follow-up Services for not less than 12 months after program completion
11. Financial literacy education
12. Entrepreneurial skills training
13. Career awareness, career counseling and career exploration services about in-demand industry sectors/occupations
14. Activities that help youth prepare for and transition to post-secondary education and training.

The WIOA Youth Program requires that these elements be part of a comprehensive and community-focused program design providing an age continuum of services to the target population. Program services will address the barriers of the targeted youth and prepare them to obtain employment in a high wage/high growth industry or in an occupation with future career advancement opportunity, enter an education or training program, attain a degree/certificate, achieve measureable skill gains or return to/remain in secondary/alternative secondary school.

FUNDING RECOMMENDATIONS BASED ON AVAILABLE FUNDING AND WIOA PROGRAM REQUIREMENTS

Individualized Services: Attachments: (1) Program summary for each applicant proposal; (2) Funding recommendation chart for In-School and Out-of-School WIOA youth services.

In School Youth Total	\$ 491,240
Out of School Youth Total	\$2,096,671

Youth Committee Initiatives: The Youth Committee reserves funding for other Youth Initiatives including: youth event sponsorships, youth job fair sponsorships, community outreach, community college support of Sacramento Works for Youth initiatives, supporting youth workforce readiness events and youth leadership training.

Youth Committee Initiatives	\$25,000
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Vendor Services: These funds are set aside to ensure that specialized services are available to fill any service delivery gaps, and that the Youth Program complies with the requirement to provide all of the WIOA Program elements, including Secondary school completion (GED prep, ABE, etc.), Counseling, Financial Literacy and Entrepreneurial Skills Training. SETA will be soliciting applications from prospective vendors to provide these services:

Vendor Services	\$50,000
------------------------	-----------------

Youth Initiatives	\$100,000
Wages/Supportive Services	

Wages for Youth in Sacramento Works programs: WIOA emphasis is on Work-Experience / On-the-Job Training. These funds will support paid work experience programs such as summer and year-round employment.

Career Pathways: SETA/Sacramento Works is a partner in the California Career Pathways Trust funded Capital Academies and Pathways program with the Elk Grove Unified School District and Sacramento City Unified School District. In leveraging WIOA funding, SETA Career Specialist staff support both school district efforts by developing work-based learning activities, assisting with academy pathway development of industry-led advisory committees and delivering work readiness workshops to students in the classroom. SETA leverages two full time staff to support this effort.

The Sacramento Works, Inc. Board reviewed and approved this item at their May 25 meeting. Staff will be available to answer questions.

RECOMMENDATION:

Agree with the Sacramento Works, Inc. Board to approve the funding recommendations for the WIOA Title I, Youth Program, PY 2016-2017. Approve with the stipulation that all funding recommendations are contingent upon satisfactory year-end program performance reviews.

**WIOA OSY YOUTH FUNDING
PY 2016-2017**

Rank	Total Points	Out of School Youth Provider	Amount Requested	Proposed Number to be Served	2015-2016 Funding/ Numbers to Serve	2016-2017 Funding	Cost Per Participant	# of Youth	Area/Location
1	119	Elk Grove Unified School District	\$439,740	84	\$190,000 50	\$277,455	\$5,235	53	South Sacramento, Elk Grove/Franklin and Galt AJCCs
1	118	Asian Resources, Inc.	373,366	50	245,728 56	283,746	7,467	38	Downtown, Midtown, South Sacramento, Rancho Cordova, North Highlands, Arden-Arcade, South Natomas, Del Paso Heights/Franklin and Mark Sanders AJCCs
1	116	Sacramento Chinese Community Service Center	519,689	50	N/A	188,384	6,496	29	South Sacramento, Midtown, Del Paso Heights, Foothill Farms/Franklin and Hillsdale AJCCs
1	116	Folsom Cordova Community Partnership	352,424	50	N/A	204,392	7,048	29	Rancho Cordova, Rosemont, Folsom/Rancho Cordova AJCC
1	113	La Familia Counseling Center	431,444	65	293,940 60	292,072	6,638	44	Downtown, Midtown, South Sacramento/Franklin, Rancho Cordova, Mark Sanders AJCCs
2	110	North State Building Industry Foundation	252,205	35	160,380 35	165,738	7,206	23	Foothill Farms, North Highlands, Rancho Cordova, Arden Arcade, South Sacramento, Rosemont, Antelope, Carmichael/Hillsdale, Rancho Cordova AJCCs
2	107	Sacramento City USD	266,500	50	150,800 40	165,230	5,330	31	South Sacramento/Franklin, Galt, Hillsdale, Mark Sanders, Rancho Cordova AJCCs
2	105	Crossroads Diversified	422,056	60	180,000 50	161,782	7,034	23	Citrus Heights, Carmichael, Fair Oaks, Orangevale, Arden-Arcade, Foothill Farms, Antelope, Elverta, Rancho Cordova, Mather, Folsom/Rancho Cordova AJCC
2	101	Goodwill Industries	189,173	25	N/A	151,340	7,567	20	Downtown, Midtown, South Sacramento/Franklin and Mark Sanders AJCCs
3	97	Arbor E&T, LLC, DBA ResCare Workforce Services	585,138	113	N/A	N/A	N/A	N/A	Declined Staff Recommended Funding of \$103,560. Funding reallocated to Rank 1 Providers
4	85	Greater Sacramento Urban League	317,771	65	N/A	79,004	3,950	20	Del Paso Heights, Rio Linda, North Highlands, Foothill Farms, Arden-Arcade, North Sacramento/Hillsdale AJCC
4	82	Meristem, Inc.	74,905	45	N/A	33,300	1,665	20	Downtown, Citrus Heights, Fair Oaks, North Highlands, Rio Linda, Elverta, Rancho Cordova, Folsom/Rancho Cordova AJCC
4	81	Galt Joint Union High School District	143,475	30	N/A	95,640	4,782	20	Galt, Arcohe, Thornton, Acampo, Walnut Grove, Wilton, River Delta/Galt AJCC
Subtotal Out of School Youth			\$4,367,885	722	\$1,220,848 291	\$2,098,083	\$5,995	350	

At least 20% of funds must be expended on paid work experience.

**WIOA ISY YOUTH FUNDING
PY 2016-2017**

Rank	Total Points	In School Youth Provider	Amount Requested	Proposed Number to be Served	2015-2016 Funding/ Numbers to Serve	2016-2017 Funding	2016-2017		
							Cost Per Participant	# of Youth	Area/Location
1	119	City of Sacramento Dept of Parks and Rec	\$291,995	65	\$228,000 60	\$269,520	\$4,492	60	South Natomas, North Sacramento, Del Paso Heights, Midtown, South Sacramento/SCUSD Sacramento Works Training Center
1	118	Sacramento Chinese Community Service Center	443,487	80	362,880 80	221,720	5,543	40	South Sacramento, Del Paso Heights, North Highlands, Foothill Farms, McClellan/Franklin and Hillsdale AJCCs
1	117	Folsom Cordova Community Partnership	160,005	25	N/A	OSY	6,400	OSY	Rancho Cordova, Rosemont, Folsom/Rancho Cordova AJCC
1	115	La Familia Counseling Center, Inc.	239,284	40	N/A	OSY	5,982	OSY	Downtown, Midtown, South Sacramento/Franklin, Rancho Cordova, Mark Sanders AJCCs
2	107	Crossroads Diversified Services	421,356	60	20,000 Carryover ISY	OSY	7,022	OSY	Citrus Heights, Carmichael, Fair Oaks, Orangevale, Arden-Arcade, Foothill Farms, Antelope, Elverta, Rancho Cordova, Mather, Folsom/Rancho Cordova AJCC
4	85	Galt Joint Union High School District	143,475	30	N/A	OSY	4,782	OSY	Galt, Arcohe, Thornton, Acampo, Walnut Grove, Wilton, River Delta/Galt AJCC
4	81	Arbor E&T, LLC, dba ResCare Workforce Services	194,811	37	N/A	OSY	5,265	OSY	Rancho Cordova, Arden Arcade, North Highlands, Foothill Farms/Hillsdale and Rancho Cordova AJCCs
4	80	Gateway Community Charters	197,885	200	N/A	Not funded	989	Not funded	Downtown, Midtown, South Sacramento, South Natomas, North Sacramento, Del Paso Heights, Mather, Rancho Cordova/Hillsdale AJCC
Subtotal In School Youth			\$2,092,298	537	\$610,880 140	\$491,240	\$4,912	100	

At least 20% of funds must be expended on paid work experience.

WIOA YOUTH FUNDING SUMMARY PY 2016-2017			
Out of School Youth Total		\$2,098,083	
In School Youth Total		\$491,240	
Youth Committee Initiatives		\$25,000	
Vendor Services		\$50,000	
Secondary school completion (GED prep, ABE, etc.), counseling, mentoring, financial literacy, entrepreneurial			
Wages/Supportive Services		\$100,000	
In-house Youth Initiatives			
TOTAL WIOA YOUTH FUNDING		\$2,764,323	

ITEM IV-B - 3 - ACTION

AGREE WITH THE SACRAMENTO WORKS, INC. BOARD TO APPROVE
THE WORKFORCE INNOVATION AND OPPORTUNITY
ACT (WIOA), SACRAMENTO WORKS, INC., RESOURCE ALLOCATION
PLAN FOR 2016-2017

BACKGROUND:

The Resource Allocation Plan (RAP) establishes how the funding, allocated to Sacramento County through the Workforce Innovation and Opportunity Act (WIOA), Adult and Dislocated Worker programs, and the CalWORKs funds allocated to SETA by the Sacramento County Department of Human Assistance (DHA), will support services, activities and functions within the Job Center System. Funds that are allocated provide activities and services that assist unemployed and underemployed individuals gain the skills necessary to enter high demand careers in the region and offer employers the services they need to hire qualified candidates. On an annual basis, Sacramento Works, Inc. (SWI) reviews the plan and approves the percentage of funds that will be allocated to each activity for the next fiscal year.

The allocation for Fiscal Year 2016-2017 for the WIOA Adult, Dislocated Worker, and CalWORKs programs is projected to be \$10,215,917, representing a 15 percent decrease (\$1,843,158) from 2015-2016 funding levels. If final allocations are different from projections, then the RAP allocations will be adjusted proportionately. The decrease is attributable to reductions in WIOA Title I, Adult and Dislocated Worker allocations (\$392,531), and anticipated reductions in the CalWORKs GED Preparation/Vocational ESL (\$660,000) and On-the-Job Training/Subsidized Employment (\$790,627) programs.

In 2014, new state legislation required that a larger percentage of funds be expended on training services and adopted a rigid definition of "training" cost. In order to comply with this change in controlling law, the Sacramento Works Job Centers (SWJCs) were bifurcated into a system of Job Centers and Training Centers, where SETA-hosted Job Centers provide core and intensive career services, support services, and access to training scholarships, and Training Centers provide a mix of training services including On-the-Job Training, Occupational Skills Training, Job Readiness Training and GED Preparation/ Vocational English-as-a-Second Language.

This bifurcated approach was compliant with the new 2014 state requirements and provided an effective means of providing training services. However, it was not as efficient as the previous system, which provided customers with more training choices, the ability to respond quickly to changes in labor market demands, and overall better satisfaction from customers and service providers.

PRESENTER: Roy Kim

ITEM IV-B - 3 – ACTION (continued)

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The recent WIOA legislation provides an opportunity to redesign the Sacramento Works Job Center (SWJC) system to ensure that it is aligned with WIOA's goals of improving employment, training and education programs and promoting individual and national economic growth. WIOA allows for increased flexibility in the definition of training costs by recognizing that personnel and related operating costs are included in the delivery of training services; and with the inclusion of the Temporary Assistance for Needy Families (TANF) program, WIOA provides the ability to count leveraged TANF-funded services toward the training expenditure requirement. In addition, the State is currently reviewing its State-level training expenditure requirements to allow greater flexibility and alignment with WIOA.

The Planning/Oversight Committee of Sacramento Works, Inc., held two public input meetings to solicit input from employers, job seekers, community stakeholders, education and training providers, community-based organizations and other interested parties regarding the workforce needs of the system. Input received from stakeholders and the public clearly expressed the following:

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

In response to the input received at the public input meetings and the input received over the past three years, and to implement the requirements of WIOA, staff prepared a Request for Proposals (RFP) that was approved by the SETA Governing Board on March 3, 2016. The RFP allows for the provision of services through neighborhood-based Job Centers that provide access to the menu of career and training services as has been historically provided by SETA through its SWJC system prior to implementation of the bifurcated approach in 2014. The RFP is available for review at www.seta.net/public-notice-rfps/. Eighteen (18) proposals were received by the April 12, 2016, deadline and are currently in the evaluation process.

PRESENTER: Roy Kim

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The RAP reflects the changes necessitated by the RFP. For 2016-17, and the continuing program implementation of the WIOA, staff is recommending the following RAP categories and percentages:

41.9%	Job Center Career Services
44.3%	Training Services
6.7%	Job Center Support
5.6%	Administration
<u>1.5%</u>	<u>Board Initiatives</u>
100%	Total

The proposed RAP chart and definitions are attached for your review.

The Sacramento Works, Inc. Board reviewed and approve this item at their May 25 meeting. Staff will be available to answer questions.

RECOMMENDATION:

Agree with the Sacramento Works, Inc. Board to approve the Resource Allocation Plan for 2016-17.

PRESENTER: Roy Kim

**Attachment 1
Recommended Resource Allocation Plan for FY 2016-2017**

Job Center Services Activities and Functions	Allocation % for Fiscal Year 2015-2016	Proposed Allocation % for Fiscal Year 2016-2017	WIOA/ CalWORKS Funding 2015-2016	Proposed WIOA/ CalWORKS Funding 2016-2017	Increase/ Decrease from last year
Career Services: Costs associated with welcoming customers, outreach, intake, orientation, registration and eligibility determination, skill review, initial/vocational assessments, career planning and coaching, counseling, short-term pre-vocational services, workforce preparation activities, financial literacy, English language acquisition, other services referral/coordination, information workshops, labor market information, and technology resources. This activity also includes ongoing comprehensive casemanagement services for customers enrolled in training activities and business services.	24.5%	41.9%	\$ 2,954,473	\$ 4,276,620	\$ 1,322,147
Training Services: Costs associated with customers enrolled in training activities, including Scholarships/Individual Training Accounts for occupational skills training, On-the-Job Training/Subsidized Employment (OJT/SE), pre-apprenticeship and apprenticeship, customized training, incumbent worker training and entrepreneurial training.	61.7%	44.3%	\$ 7,440,450	\$ 4,529,500	\$ (2,910,950)
Job Center Support: Program Monitoring and Quality Control, SacWorks support, Client tracking, reporting and follow-up.	6.7%	6.7%	\$ 807,958	\$ 684,466	\$ (123,492)
Administration: General Administration, Personnel, Payroll, Information Systems, Fiscal and Contracts staff.	5.6%	5.6%	\$ 675,308	\$ 572,091	\$ (103,217)
Board Initiatives: Funds are approved for Sacramento Works, Inc., Board initiatives, including employer outreach, labor market research, participating in regional workforce plans and initiatives.	1.5%	1.5%	\$ 180,886	\$ 153,239	\$ (27,647)
Total	100.00%	100.00%	\$ 12,059,075	\$ 10,215,917	\$ (1,843,158)

ITEM IV-B – 4 – ACTION

APPROVAL OF FUNDING RECOMMENDATIONS FOR THE WORKFORCE
INNOVATION AND OPPORTUNITY ACT, TITLE I, ADULT/DISLOCATED WORKER
AND CALWORKS PROGRAMS, PY2016-2017

BACKGROUND:

At the March 3, 2016 meeting, the SETA Governing Board approved the release of the Request for Proposals (RFP) for the WIOA, Title I, Adult/Dislocated Worker and CalWORKs services. The RFP was released on March 4, 2016 and SETA received 18 proposals requesting \$7,438,882.

As established in the Resource Allocation Plan approved by the Sacramento Works, Inc. (SWI) Board, the allocation for WIOA Adult, Dislocated Worker and CalWORKs is projected to be \$10,215,917, a reduction of \$1,843,158 or 15% from 2015-16 funding levels. After setting aside the allocations for SWI Board Initiatives (\$153,239), Administration (\$572,091) and Job Center Support (\$684,466), the funds available for direct services to customers are as follows:

Job Center Services: \$4,276,620
Training Services: \$4,529,500

Of the amounts allocated for direct services to customers, staff is recommending setting aside a total of \$3,813,842 (42%) to provide the following direct services to customers via SETA-hosted Centers:

SETA-hosted Job Center Career Services:	\$2,414,371
CalWORKs wage reimbursements to employers:	\$ 700,000
Individual Training Accounts/ Support Services:	\$ 350,000
SETA training-related staff:	\$ 349,471

The remaining amounts allocated for direct services to customers, \$5,092,278 (58%), are covered in this funding recommendation.

System-wide Performance:

Through the end of the third quarter, March 31, 2016, the system served approximately 28,000 job seekers with career-basic services and approximately 3,000 customers with career-individualized services. WIOA core performance measure outcomes/(plan) through the third quarter are calculated based on a 12-month time period and were as follows:

	<u>Adult</u>	<u>Dislocated Worker</u>
Entered Employment Rate:	63.02%/(55%)	76.73%/(63%)
Retention Rate:	79.05%/(79%)	86.50%/(83%)
Average Earnings (6 mo.):	\$12,966/(\$13,450)	\$18,825/(\$17,800)

Vocational English-as-a-Second Language/ GED Preparation:

The RFP originally solicited Vocational English-as-a-Second Language (VESL) and GED Preparation, based on a classroom cohort training model for CalWORKs customers. However, in late March, the County Department of Human Assistance (DHA) notified SETA that its agreement with SETA for VESL/ GED Preparation services would not be extended, whereupon SETA advised all prospective applicants, who had attended the March 10, 2016 Offeror's Conference, to modify their proposals accordingly. VESL/ GED Preparation services will continue to be available on an individualized basis under the Career Services component.

America's Job Centers – Career Services:

The RFP solicited services designed to implement the career and training services requirements of WIOA and to continue the On-the-Job Training/Subsidized Employment (OJT/SE) program targeting CalWORKs customers. In addition, it departed from the bifurcated system of Job Centers and Training Centers and returned to a system of neighborhood-based America's Job Centers (Career Centers) that provide access to the full menu of career, training and support services available.

Each proposal was reviewed and scored by an evaluation team made up of representatives of partner agencies and SETA program and fiscal staff. Based on the results of the evaluation, proposals were ranked by score and staff prepared the funding recommendations consistent with the Resource Allocation Plan approved by the SWI Board. The evaluation criteria included:

- Responsiveness to the criteria requested in the RFP
- Demonstrated need for the proposed service
- Demonstrated ability to provide the services requested in the RFP
- Demonstrated ability to train customers for jobs in critical occupational clusters
- Demonstrated partnerships and collaboration with required partners and employers
- Reasonable cost
- Demonstrated performance
- Demonstrated organizational and financial capacity
- Demonstrated ability to serve customers with multiple barriers to employment
- Demonstrated ability to provide leveraged funds for the proposed activities

If approved, the staff recommendations will result in a system which includes:

- Thirteen Sacramento Works America's Job Centers (Career Centers)
- Six Sacramento Works OJT/SE Providers

ITEM IV-B - 4 - ACTION (continued)

Page 3

- Fifty-one Education and Training Providers (accessed via Individual Training Accounts/Scholarships)
- Seventeen Workforce Services Vendors

The following two proposals are not being recommended for funding:

- **California Human Development Corporation (CHDC)**, formerly a Training Center, proposed to provide individualized career services only within close proximity to the SETA-hosted Galt Career Center. Staff is recommending accessing CHDC's training service via Individual Training Accounts and the Eligible Training Provider List.
- **Goodwill Industries**, proposed to provide Job Readiness and Financial Literacy services only. Staff is recommending accessing Goodwill's services via the approved Vendor List.

On-the-Job Training/ Subsidized Employment (OJT/SE):

The OJT/SE activity is intended to engage prospective employers in providing appropriate and meaningful training opportunities to eligible CalWORKs recipients. It is designed to place customers into full-time jobs in high skill, high growth occupations. OJT/SE is a "hire first" activity that provides up to 100% reimbursement of the wages paid by an employer to an employee during the training period. The percentage of the wage reimbursement and the length of training are based on the occupation, the elements of training, the experience and work readiness of the trainee, and the difficulty of the job.

The OJT/SE program integrates WIOA Adult funds with two funding sources from the County Department of Human Assistance (DHA) that serve eligible CalWORKs customers: AB98 and AB74. The AB98 funds cover the employer wage reimbursements and some operating costs, and are matched with the WIOA funds which cover the personnel and other operating costs; the AB74 funds are separate and can cover all OJT/SE program costs. In May 2016, DHA notified SETA that its AB74 allocation was being reduced by \$790,627, and as indicated earlier, the amount of WIOA funds available to use as match has been significantly reduced. The funding recommendations for OJT/SE reflect these decreases.

Due to the limited funding available, staff is recommending allocating WIOA funds to serve up to 40 AB98 customers with OJT/SE; those providers who are recommended for less than 40 AB98 slots are being funded for 100% of the amount requested. There are insufficient WIOA funds available to use as match to fund additional AB98 slots; however, the additional CalWORKs funds available have been set aside for direct

ITEM IV-B - 4 - ACTION (continued)
Page 4

OJT/SE wage reimbursements to employers either through in-house OJT/SE activities or through future augmentations to OJT/SE providers who have fully expended wage reimbursement allocations.

In addition, due to the limited AB74 funding available, staff is recommending allocating an equivalent number of AB74 slots to each OJT/SE provider except the Lao Family Community Development which has a direct contract with DHA to provide OJT/SE services and is restricted by DHA from receiving AB74 funds from SETA.

Proposal summaries will be sent under separate cover.

RECOMMENDATIONS:

Approve funding recommendations for the WIOA Title I, Adult/Dislocated Worker and CalWORKs Programs as listed on the attached charts with the following stipulations:

- A. PY 2016-17 funding will be subject to satisfactory year-end program performance. Providers that do not meet year-end performance goals and benchmarks may face a reduction in funding.
- B. In anticipation of future minimum wage increases, OJT/SE providers must budget an average minimum OJT/SE wage reimbursement rate of \$11.00 per hour.

PRESENTER: Roy Kim

Sacramento Employment and Training Agency
Workforce Innovation and Opportunity Act (WIOA) Title I, Adult/Dislocated Worker
Sacramento Works America's Job Center System Career Services
Staff Funding Recommendation
FY 2016 - 2017

Proposal Ranking	Total Score (130 pts.)	Applicant Agency	CURRENT WIOA FUNDING 2015-16		WIOA FUNDING REQUESTS 2016-17			WIOA FUNDING RECOMMENDATIONS 2016-17			
			Funding Amount (Sacramento Works Training Center Services)	Numbers to be Served (Sacramento Works Training Center)	Amount Requested (Basic and Individualized Career Services)	Proposed Number to be Served	Proposed Cost Per Customer	Funding Amounts (Basic and Individualized Career Services)	Scholarship Funding*	Cost Per Customer	Number to be Served** (Basic Career Services)
Subcontracted Sacramento Works America's Job Center System Services											
1	110	Folsom Cordova Community Partnership	\$138,900	100	\$442,292	2,400	\$184	\$300,000	\$50,000	\$184	1,628
1	101	La Familia Counseling Center, Inc.	151,341	61	272,249	1,500	181	272,249	50,000	181	1,500
2	97	Crossroads Diversified Services, Inc.	191,250	150	301,356	3,000	100	270,000	50,000	100	2,688
2	92	Elk Grove USD	363,900	107	408,000	3,000	136	270,000	50,000	136	1,985
2	92	Sacramento City USD	781,280	397	575,000	3,250	177	270,000	50,000	177	1,526
3	89	Greater Sacramento Urban League	431,120	160	444,189	2,500	178	240,000	50,000	178	1,351
3	84	Asian Resources, Inc.	107,500	100	392,010	3,000	131	240,000	50,000	131	1,837
3	83	California Human Development Corporation	164,080	59	200,000	50	4,000	0		N/A	
4	77	Goodwill Industries of Sacramento Valley & Northern Nevada	0	0	149,572	100	1,496	0		1,496	
Total Subcontracted			\$2,329,371	1,134	\$3,184,668	18,800	\$731	\$1,862,249	\$350,000	\$323	12,515

* Includes vendor and supportive services

**A minimum of 15% of Total Customers must be served under Individualized Career Services.

Sacramento Employment and Training Agency
Workforce Innovation and Opportunity Act, Title I, Adult and CalWORKs
ON-THE-JOB TRAINING/SUBSIDIZED EMPLOYMENT
Funding Recommendations
FY2016-2017

Proposal Ranking	Total Score (130 pts.)	Applicant Agency	CURRENT WIOA AND CalWORKs FUNDING 2015-16		WIOA AND CalWORKs FUNDING REQUESTS 2016-17			WIOA and CalWORKs Funding Recommendations, 2016-2017					
			Funding Amount WIOA Adult and CalWORKs	Numbers to be Served	Amount Requested	Proposed Total Number to Serve	Proposed Cost per Customer	WIOA Adult/DW	CalWORKs	Funding Amount	Numbers to Served		
											WIOA/ CalWORKs/ AB98	CalWORKs/ AB74	Total To Serve
1	116	Lao Family Community Development	\$333,673	70	\$694,265	80	\$8,678	\$154,194	\$192,939	\$347,133	40	0	40
2	106	Bach Viet Association	835,031	110	525,000	70	7,500	107,231	407,626	514,857	40	28	68
2	105	La Familia Counseling Center	628,550	87	454,457	50	9,089	93,385	361,072	454,457	22	28	50
2	103	North State Building Industry Foundation	564,083	97	687,035	100	6,870	108,412	358,772	467,184	40	28	68
2	102	Folsom Cordova Community Partnership	641,889	80	533,849	60	8,897	105,867	427,982	533,849	32	28	60
2	100	Asian Resources, Inc.	771,798	101	872,278	100	8,723	120,776	441,773	562,549	40	28	68
Totals			\$3,775,024	545	\$3,766,884	460	\$8,293	689,865	2,190,164	2,880,029	214	140	354

ITEM IV-B - 5 – ACTION

APPROVAL OF THE EXTENSION OF THE ONE-STOP SHARE OF COST AGREEMENT WITH THE COUNTY DEPARTMENT OF HUMAN ASSISTANCE, PY 2015-2016, EXTEND SUBGRANT AGREEMENTS WITH THE DEPARTMENT OF HUMAN ASSISTANCE AND THE SOUTH COUNTY SERVICES, AND AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN THE AGREEMENT AND ANY REQUIRED DOCUMENTS PERTAINING TO THE AGREEMENT

BACKGROUND:

The Workforce Innovation and Opportunity Act (WIOA) requires that One-Stop Required Partners contribute a share of the costs of the One-Stop System proportionate to the use of the system by individuals attributable to the partner program. Since 2003, SETA has entered into an agreement with the County of Sacramento, Department of Human Assistance (DHA) to provide One-Stop Career and Training Services to CalWORKs customers.

On May 9, 2016, SETA received an agreement from DHA extending the One-Stop Share of Cost contract in the amount of \$4,000,000, and continuing services to CalWORKs recipients through PY2016-2017. The agreement will cover Sacramento County's share of cost for the operation of the Sacramento Works One-Stop Center System. Under the agreement, SETA is required to: 1) provide employment and self-sufficiency services to residents of the Mather Community Campus and reimburse DHA up to \$354,810 for the costs of providing services through the Campus for PY2016-17; and 2) fund South County Services (SCS) to provide services in the rural South Sacramento County area to ensure the continuation of basic emergency services for the underserved Galt and River Delta communities and reimburse SCS up to \$119,314 for the costs of providing services through PY2016-17.

RECOMMENDATION:

Approve the extension of the One-Stop Share of Cost agreement with the Department of Human Assistance for \$4,000,000, and authorize the Executive Director to execute the agreement. Extend the Subgrant Agreement with the Department of Human Assistance for PY2016-17 for up to \$354,810 to continue the provision of employment and self-sufficiency services to Mather Community Campus residents, and extend the Subgrant Agreement with the South County Services for PY2016-17 for up to \$119,314 to continue the provision of safety-net services in South Sacramento County.

PRESENTER: Roy Kim

ITEM IV- C – 1 - ACTION

APPROVAL OF THE SUBMISSION OF THE HEAD START/EARLY HEAD
START COST OF LIVING ADJUSTMENT (COLA) APPLICATION
2016-2017

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the Head Start/Early Head Start Cost of Living Adjustment (COLA) application for Fiscal Year 2016-2017 in the amount of \$935,164. Funds include \$908,704 for the Head Start/Early Head Start base grant and \$26,460 for Early Head Start-Child Care Partnership/Expansion grant as follows:

Head Start/Early Head Start (base grant):

Head Start Basic	\$771,050
Early Head Start (EHS) Basic	<u>\$137,654</u>
TOTAL	\$908,704

Early Head Start-Child Care Partnership and Expansion:

EHS-CCP/Expansion Basic	\$ 26,460
Grant TOTAL	\$ 935,164

On April 27, 2016, the Office of Head Start released funding appropriations for Federal Fiscal Year (FY) 2016, making additional funds available to existing Head Start and Early Head Start programs. Each grantee may apply for a COLA increase of 1.8 percent of the FY 2015 base funding level. COLA funds are to be used to increase staff salaries and fringe benefits and to pay for higher operating costs.

The Agency and AFSCME are finalizing details on the use of the funds.

Ms. Denise Lee will be available to answer questions.

RECOMMENDATION:

Approve the submission of the Cost of Living Adjustment application for the Head Start/Early Head Start base grant in the amount of \$908,704 and the Early Head Start-Child Care Partnership and Expansion grant in the amount of \$26,460 for Fiscal Year 2016-2017. Total COLA funds will be \$935,164.

PRESENTER: Denise Lee

ITEM IV-C- 2 - ACTION

APPROVAL OF THE SUBMISSION OF THE HEAD START
EXTENDED DURATION OF SERVICES APPLICATION TO THE
OFFICE OF HEAD START

BACKGROUND:

This agenda item provides an opportunity for the Governing Board approve the submission of an application to the Office of Head Start to extend the duration of services for Head Start preschool children in Sacramento County. Extended duration means children will receive longer hours per day, more days per year and/or a combination of both.

On April 25, 2016, the Office of Head Start/Administration for Children and Families released a supplemental funding opportunity announcement making funds available for existing grantees that do not provide services equivalent to a full school day and full school year. Grantees that serve less than 40% of their center-based enrollment slots in full day, full year are eligible to apply for the supplemental funds. Full day, full year is defined as a minimum of 1,020 hours of planned class operations for preschoolers and 1,380 hours for infant/toddlers per year. A year is defined as no less than 8 months.

Current Head Start standards require a minimum of 448 annual hours in achieving meaningful child outcomes. Research documents that children need more learning time in high quality programs than is provided by the Head Start minimum duration standards in order to prepare them for success later in school and in life. It is difficult for the half-day preschool programs to provide sufficient time for teachers to conduct learning activities and intentional instruction in small group and one-on-one interactions.

Currently Sacramento County serves 1,355 Head Start preschoolers in full day, full year center-based programs, representing 29.59% of the total center-based enrollment slots. Since Sacramento County serves 93% of the Early Head Start (EHS) enrollment slots in full day, full year, SETA will not be applying for supplemental funds for Early Head Start. The 16 EHS enrollment slots that are not currently full day, full year are services offered to teen mothers attending high school independent study one day per week. Home base services are combined with center-based services to ensure the highest quality of services for this unique population.

The grantee is proposing to submit an application on behalf of the SETA Operated Program and three of its delegate agencies, San Juan Unified School District, Twin Rivers Unified School District and Women's Civic Improvement Club. Details are as follows:

PRESENTER: Denise Lee

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

Program: Center Locations	# of Slots Requested	# of Centers	# of Classrooms
SETA Operated Program: <ul style="list-style-type: none"> - Nedra (20 @ 6 hours) - Marina Vista (20 @ 6 hours) - Parker (13 @ 6 hours) - North Avenue (20 @ 8 hours) - Solid Foundation (20 @ 6 hours) - Walnut Grove (40 @ 6 hours) - Vineland (40 @ 6 hours) - New location/TBD (40 @ 6 hours) 	213	7	9
San Juan USD: (6 hours M-Th and 3.5 hours on F) <ul style="list-style-type: none"> - Pasadena (16 @ 6.5/3.5 hours) - Dyer Kelly (34 @ 6.5/3.5 hours) - Cottage (17 @ 6.5/3.5 hours) - Choices (17 @ 6.5/3.5 hours) 	84	4	5
Twin Rivers USD: (6 hours during school year/ 8 hours during summer) <ul style="list-style-type: none"> - Morey Avenue (29 @ 6/8 hours) - Smythe (12 @ 6/8 hours) - Joyce (16 @ 6/8 hours) - Rio Linda (38 @ 6/8 hours) - Woodlake (20 @ 6/8 hours) - New locations (16 @ 6/8 hours) 	131	6	8
Women’s Civic Improvement Club/WCIC <ul style="list-style-type: none"> - Playmate (20 @ 8 hours) - WCIC Main (20 @ 8 hours) 	40	2	2
TOTAL	468	19	24

A proposed budget summary is attached outlining Head Start Basic and Start-up funds being requested. The application amount will not exceed \$4,261,754 which is subject to change pending final review of delegate applications.

Programs must be fully operational no later than the beginning of the 2017-2018 program year, if not sooner. Implementation may vary depending on facility renovation/repair and staffing.

The application is due to the Office of Head Start by June 24, 2016. Staff will be available to answer questions.

RECOMMENDATION:

Approve the submission of the Head Start Extended Duration of Services application to the Office of Head Start to extend the duration of services to Head Start children in Sacramento County.

HEAD START - DURATION *(Initial Proposal)*

Agreement #

09CH010182

Fiscal Year: 2016-2017

Budget Period: 8/1/16-7/31/17

Agency: Sacramento Employment and Training Agency

City: Sacramento

Zip Code: 95815

Program contact: Denise Lee

Chair: Kenneth Tate

# of children to extend duration:	468	# of class sites:	19
	(SOP 213)	# of classes:	24

Cost Categories	Basic	Start Up	NFS	Total Federal Funds
Personnel	\$ 591,412	\$ -	\$ -	\$ 591,412
see attached Schedule A. Personnel				
Fringe Benefits	\$ 351,417	\$ -	\$ -	\$ 351,417
See attached Schedule B - @ approx. 59.4%				
Travel	\$ -	\$ -	\$ -	\$ -
None				
Equipment	\$ -	\$ 150,000	\$ -	\$ 150,000
None				
Supplies	\$ 22,000	\$ 80,000	\$ -	\$ 102,000
see attached Schedule E. Supplies				
Contractual	\$ 2,050,402	\$ 780,000	\$ 707,601	\$ 2,830,402
Twin Rivers USD (131) 678,707 320,000 249,677				
San Juan USD (84) 1,218,501 110,000 332,125				
WCIC (40) 153,194 350,000 125,799				
Construction None	\$ -			
Other	\$ 186,523	\$ 50,000	\$ 357,838	\$ 236,523
see attached Schedule H. Other				
TOTAL DIRECT CHARGES	\$ 3,201,754	\$ 1,060,000	\$ 1,065,439	\$ 4,261,754
Indirect Charges				
TOTAL	\$ 3,201,754	\$ 1,060,000	\$ 1,065,439	\$ 4,261,754

ITEM V-A - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Loretta Su

MEMORANDUM

TO: Mr. Derrell Roberts **DATE:** April 21, 2016
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Roberts Family Development Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	FSS	\$20,000	1/1/15-12/31/15	1/1/15-12/31/15

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 2/24/16

AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
	YES	NO	YES	NO
1 Accounting Systems/Records	X		X	
2 Internal Control	X		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	N/A			
12 Equipment Records	N/A			

Program Operator: Roberts Family Development Center

Findings and General Observations:

- 1) The total costs as reported to SETA from January 1, 2015 to December 31, 2015 have been traced to the delegate agency records. The records were verified and appear to be in order.
- 2) We have noted issues with approval of time sheets. Out of 16 time sheets reviewed, 6 time sheets had no supervisor signature and 1 time sheet had no employee or supervisor signature. While these issues do not have any material effect on the program expenses, proper procedures to insure internal control were not consistently followed.

Recommendations for Corrective Action:

- 1) The RFDC should develop and implement written policies and procedures to strengthen its internal controls. This includes written procedures to ensure time sheets are reviewed and approved by an authorized person.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Roman Romaso **DATE:** April 28, 2016
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Slavic Assistance Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RESS	SA & CO	\$ 20,000	10.1.14-9.30.15	3.1.15-9.30.15
ORD	SA & CO	\$ 15,223	9.30.14-9.29.15	3.1.15-9.29.15
RESS	SA & CO	\$ 20,000	10.1.15-9.30.16	10.1.15-12.31.15

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: April 12, 2016 desk audit

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

Memorandum
Fiscal Monitoring Findings
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Program Operator: Slavic Assistance Center

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Vasseliki Vervilos **DATE:** January 26, 2016
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Twin Rivers Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
TAD	VESL/ES	\$ 12,825	10/1/15-4/30/16	10/1/15-10/31/15
RESS	VESL/ES	\$ 177,723	10/1/15-9/30/16	10/1/15-10/31/15
TA	ES	\$ 48,218	10/1/15-4/30/16	10/1/15-10/31/15

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: Dec 7-8, 2015

	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 Contract/Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

MEMORANDUM

TO: Vasseliki Vervilos **DATE:** January 26, 2016
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Twin Rivers Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
TAD	VESL/ES	\$ 10,331	9/30/14-9/30/15	3/1/15-9/30/15
RESS	VESL/ES	\$ 103,385	10/1/14-9/30/15	3/1/15-9/30/15
TA	ES	\$ 71,649	10/1/14-9/30/15	3/1/15-9/30/15

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X
Date of review: Dec 7-8, 2015

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

Memorandum
Fiscal Monitoring Findings
Page 2

Program Operator: Twin Rivers Unified School District

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Roleda Bates **DATE: April 27, 2016**
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Visions Unlimited, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Family Self-Sufficiency	\$50,000	1/1/15-12/31/15	6/1/15-12/31/15
Monitoring Purpose: Initial Follow-up Special Final <u>X</u>				
Date of review: 4/1/16				

	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		N/A		
12	Equipment Records		N/A		

Program Operator: Visions Unlimited, Inc.

Findings and General Observations:

- 3) The total costs as reported to SETA from June 1, 2015 to December 31, 2015 for the CSBG program has been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

ITEM V-B – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

STAFF PRESENTER: William Walker

EMPLOYER	CRITICAL CLUSTERS	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			
A1 Heating & Air	3	HVAC Technician	1
	3	Journeyman Plumber	1
ABC Landscaping & Excavation, Inc.	3	Construction Supervisor	1
Accugov Inc.	1	Administrative Assistant	1
Ace Cash Express	1	Customer Service	7
	1	Service Associate	7
Adecco Employment Services	1	Customer Service Representative, Bi-lingual Spanish	10
Advanced Call Center Technologies	1	Customer Service Representatives	50
	1	Human Resources - Recruiting Admin	1
Aggressive Legal Services, Inc.	1	Intake Specialist I	1
Alhambra	9	Production Operator	5
All For You Home Care	4	Caregiver	1
All Seasons Burial & Cremation	9	Mortuary Transport Driver	1
All State Insurance-Alain Ionescu Office	1	Insurance Sales Representative	1
Allied Barton	1	Security Officer	15
Always Affordable Plumbing	7	Experienced Service Plumber	1
Amazon	10	Part -Time Seasonal Associate	1
American Guard Services	1	Security Officer	5
AmeriGas	1	Customer Care Agent	24
Amware Pallet Services	3	Pallet Repairman	4
Andy Nguyen's	8	Kitchen Helper	1
Anton Building Company	3	Construction Laborer/Project Administrator	1
	1	Leasing Consultant	1
	1	Property Manager	1
Arby's GH Restaurants	10	Team Member	7
Avis Budget Group	9	Car Cleaner Detailer (Vehicle Service Attendant)	1
	9	Driver	1
	1	Operations Manager Trainee	1
	1	Rental Sales Associate	1
	7	Truck Technician I - Mobile	1
	1	Vehicle Return Associate	1
Badger Daylighting Corporation	7	Hydrovac CDL Operator	1
Barnes & Noble	1	Assistant Store Manager	2
	1	Barista/Cafe Server	2
	1	Bookseller	3
	1	Community Business Development Manager	1
	1	Head Cashier	1
	1	Merchandise Manager	4
BBC Services, Inc.	3	Carpenter	10
Behavioral Education for Children with Autism	4	Behavior Technician	1
Bell Brothers Plumbing Heating and Air	1	Accounting Supervisor/Sr. Accountant	1
	1	Customer Service Representative	4
	7	HVAC Lead Installer	1
	1	Payroll/Accounting Clerk	1
Big Brothers Big Sisters of Greater Sacramento	1	Match Support Specialist	1
BioPhase Solutions Inc.	9	Chemical Operators	7
	9	Material Handlers	7
Bluegreen Vacations	1	Sales Representatives	3
Boys & Girls Clubs of Greater Sacramento	1	Program Assistant	10
Bozzuto Insurance Agency	1	Insurance Sales Agent	1
Brasher's Sacramento Auto Auction	9	Auction Driver	1
	1	Auto Body Condition Report Writer	1
		Auto Lot Worker - Fleet & Lease	1
	7	Auto Mechanic	1
	1	Dealer Registration Clerk-Front Counter Customer Service	1
	7	Lot Access Agent/Shift Lead	1
	1	Transportation Billing/Data Entry Clerk	1
California Energy Commission	1	Deputy Director, Fuels and Transportation Division	1
California Human Development	1	Education Coordinator	1

EMPLOYER	CRITICAL CLUSTERS	JOB	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			
California State Lands Commission	1	Public Land Management Specialist I	1
California Workforce Association	1	Administrative Assistant	1
Calli Tire & Wheel LLC	7	Custom Whitewall Tire Manufacturer	1
Carnahan Electric Ltd	3	Journeyman Electrician	2
Castle House Distributors	1	Driver/Service Tech	1
CBS 13/CW31	1	Administrative Assistant	1
Central Wireless	1	Store Manager	1
CEPS	1	Account Manager/Assistant Manager	2
Chesapeake Commons Apartments	7	Maintenance Painter	1
	7	Maintenance Technician	1
Child Action	5	Assessment Unit Clerk	1
	1	Human Resources Analyst	1
Children's Law Center of California	1	Scanning Clerk	1
	1	Secretary	1
Clarke & Rush	7	Commercial HVAC Lead Installer	1
	1	Construction Office Coordinator Assistant	1
	1	Customer Service Representative	2
	7	HVAC - Home Performance Technician	1
	7	HVAC Lead Installers/Apprentices	1
	7	HVAC Service Technicians Residential & Commercial	4
	7	Insulation/Window Installers	4
	7	Plumber Service Technician	2
	9	Warehouse/Driver/HVAC Trainee	1
	1	Window & Insulation Salesperson	1
	Cintas Corporation	10	Route Service Sales Representative
Citizen Corporation	3	Journeyman Electrician	1
City of Sacramento	1	Out of School Time Leader	29
Cokeva, Inc.	9	Logistic Operator	5
	10	Sales Executive	1
	3	Technician II	1
College of Continuing Education, Sacramento State	1	Facilities and Logistics Management Specialist	1
Comcast	10	Individual Direct Sales	1
	1	Xfinity Sales Associates	9
Comfort Systems Construction	7	Apartment Renovator	2
Common Ground Business Brokers	1	Business Broker	4
Community Resource Project	7	Energy Audit Home Inspector	1
	1	Receptionist	1
	7	Weatherization Technician	1
Cooper & Associates Realty	1	Inside Sales Agent	3
Core Commercial	1	Marketing/Graphic Design/Office	1
Comerstone Staffing Solutions, Inc.	1	Cashier or Checker Stock Clerk	2
	9	Warehouse Clerk	20
Corporate Care	1	Technician	2
Craig Cares	4	Caregiver/Home Health Aide/CNA	1
Creative Living Options	1	Personal Attendant	50
Crossroads Facility Services	10	Event Workers - Sacramento Convention Center	1
	1	Program Manager	1
	1	Senior Accountant	1
	1	Youth Specialist	1
Culinary Staffing America	1	Food Service Workers	40
Davis Food Co-Op	1	Night Manager	1
Dayles Diesel & Generator Repair	7	Generator Mechanic	1
Denio's Farmers Market and Swap Meet	1	Cashier	5
	1	Janitor Caretaker	1
Denton's Custom Woodworks, Inc.	3	Cabinet Maker & Apprentice/Entry Level	2

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			
Diamond Foods Inc.	9	Engineering Intern	1
	7	Engineering Manager	1
	2	Maintenance Engineer/Supervisor	2
	2	Maintenance Mechanic I	1
	1	Operations Manager	1
	1	Production Supervisor	1
	7	Safety Manager	1
Dollar General	1	Assistant Store Manager	20
	1	DG Market Sales Associate	20
	1	Sales Associate	20
Dr. Pepper Snapple Group	9	Warehouse Loader	1
E3 CA INC	1	Administrative Assistant	1
	1	Bookkeeper	1
	1	Sales and Marketing Manager	1
Efficient Energy Solutions Inc.	10	Experienced Telemarketer	1
Electrofreeze of Northern California	1	Office Administrator	1
Elevate Learning	1	English and/or Math Tutors	50
Elite HR Logistics	9	Class A CDL Truck Driver with Hazmat!	2
Empower Efficiency, LLC	1	Local Community Outreach Specialist, Energy Efficiency	1
Environmental Quality Management, Inc.	1	Clean-up Technician Nevada	1
	9	Equipment Operator - Nevada	1
	9	Truck Driver - Nevada	1
Ephraim Williams Family Life Center	1	Receptionist	1
Evergreen Industries Cleaning Services, LLC	1	Cleaning Laborer	2
eVerlife	1	Team Manger	4
Exact Staff Inc.	9	Assembly Line Worker	50
	9	Packaging Associate	25
	9	Warehouse Worker	50
Express Employment Professionals	1	Accounting / Administrative Manager	1
	1	Accounts Payable Clerk	2
	1	Accounts Receivable Assistant	1
	1	Accounts Receivable Specialist	1
	1	Activities Assistant	1
	1	Administrative Assistant	3
	1	Apartment Leasing Agent	1
	10	Car Wash Technicians	5
	8	Cook	1
	1	Customer Service Representative	4
	9	Delivery Driver	2
	1	Dispatcher	5
	10	Dishwasher	1
	1	Executive Administrative Assistant, Academics/Higher Education	2
	1	Executive Administrative Assistant, Fundraising	1
	1	Front Office & Marketing Administrative Assistant	1
	3	General Laborer	15
	7	HVAC Maintenance Technician	5
	1	Inside Sales Representative	2
	7	Maintenance Technician	2
	7	Maintenance Technicians and Repair Workers, General (Property)	1
	1	Medical Records Administrative Assistant	1
	1	Medical Scheduler	1
	1	Office Manager	1
	1	Outside Sales Representative	1
	1	Payroll Accounting Clerk	1
	1	Receptionist	1
	10	Retail Pricing Collector	5
	1	Sales & Marketing Manager (Salesforce)	1
	1	Service Coordinator / Office Manager	1

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			
Express Employment Professionals	1	Staff Accountant	1
	10	Telemarketer	1
	1	Trust Assistant	1
Fair Oaks Recreation & Park District	1	Recreation Leader I-Camp Counselor	10
	1	Recreation Leader II	1
	1	Recreation Leader III-Lead Camp Counselor	2
	1	Senior Recreation Leader (Camp Director)	1
Faneuil/InSync Consulting Services LLC	1	Customer Service Representative	500
Farmers Insurance - Stacy Cronican Insurance Agency	1	Customer Service Representative	2
	1	Sales Representative	4
Finished Floors Inc.	7	Floor Technician	2
Fish Window Cleaning	10	Window Cleaner	2
First Security Services	1	Security Officer	10
Florin Hearing Aid	4	Hearing Aid Specialist	2
Fowler Enterprise LLC	9	Medical Driver	1
Frito-Lay	9	Carton Handler	5
	10	Detailer	1
	10	Merchandiser	1
	9	Route Sales Representative - General	3
Girl Scouts Heart of Central California	10	Summer Camp Positions	8
Golden Moments Care Home Inc.	1	Caregiver	1
Grand Construction	3	Construction Laborers	1
Greater Sacramento Urban League	1	Youth Specialist	1
GRID Alternatives North Valley	1	Outreach Coordinator	1
	3	SolarCorps Construction Fellows	2
	1	SolarCorps Outreach Fellow	1
Grindco, Inc.	3	Concrete Grinding Specialist	1
H&R Block	1	Office Manager/Lead	20
	1	Tax Professional	20
Headway Workforce Solutions	1	Seasonal Assistant Manager	1
Horizon Personnel Services	9	Order Puller	10
Hunter Douglas Fabrication	7	Production Associate/Assembler	9
Infinity Energy	1	Appointment Scheduler	5
	1	Solar Sales Representative	10
Integrus Management Group	3	Equipment Planner	1
J's Communications	1	Outside Sales Representative, B2B	1
J. Powers Recruiting Inc.	1	Account Executive	1
Jani-King of California	1	Account Executive	1
Jerico	3	Lighting Installer	1
J&L Teamworks Staffing	4	On-Call Hygienist Assistant	1
	1	Receptionist	1
John Jackson Masonry	9	Fleet Mechanic	1
Kair In-Home Social Svc	1	Foster Family Agency Administrator	1
Kan Heritage Inc.	10	Car Cleaner	1
	1	Car Wash Manager	1
	1	Cashier and Salesperson	1
	1	Manager	1
	8	Mexican Food Cook	1
Kelly Services	7	Machine Operator/Mail Handler	40
Ken's Bike-Ski-Board, Inc.	1	Bicycle, Ski & Snowboard Sales	1
Kustum Steel Fabricators Inc.	3	Install Laborer/Maintenance Laborer	3
	3	Layout Fitter/Foreman	1
Lamonica's Pizza Dough	9	Packaging Associate	10
Landscapes by Cochran	7	Install Laborer/Maintenance Laborer	3
Leukemia & Lymphoma Society	1	Part Time Outreach Assistant	15
LG Electronics	7	Field Service Technician-Appliances and HVAC	1
Liberty Tax Service #8097	1	Tax Preparer	1
Liqui-Box Corporation	9	Inspector/Packers	20
Lodging Goods LLC	9	Warehouse Shipper	1
Lofings Lighting Inc.	9	Warehouse and Delivery	1

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Los Rios Community College District	1	Account Clerk I	1
	1	Account Clerk II	2
	1	Account Clerk III	1
	1	Accountant	1
	1	Accounting Adjunct Assistant Professor	1
	1	Accounting Assistant Professor	1
	1	Accounting Specialist	1
	1	Administrative Assistant I	3
	1	Administrative Assistant II	5
	1	Administrative Secretary I	1
	1	Admissions/Record Clerk II	1
	1	Admissions/Records Clerk III	2
	1	Admissions/Records Evaluator I	1
	1	Aeronautics Assistant Professor	1
	1	American Apprenticeship Initiative Grant Project Director	1
	1	Architecture Assistant Professor	1
	1	Art Assistant Professor (Studio Art)	1
	1	Art History/Humanities Assistant Professor	1
	1	Assistant Financial Aid Officer	1
	1	Associate Vice President of Student Services	1
	7	Audio/Visual Production Maintenance Technician	1
	1	Business Assistant Professor	1
	1	Campus Operations Director - Sutter County Center	1
	1	Chemistry Assistant Professor	2
	1	Child Development Center Teacher	1
	1	Clerical Assistant	1
	1	Clerk II	1
	1	Clerk III	3
	1	Commercial Music & Sound Recording Technology Assistant Professor	1
	1	Computer Information Science Assistant Professor (Programming)	4
	1	Confidential Executive Assistant	1
	1	Control Center Technician	1
	1	Counseling Clerk II	1
	1	Counseling Supervisor	1
	1	Counselor	2
	1	Counselor Articulation Officer	1
	1	Counselor/Coordinator-Workability III Program	1
	1	Custodial Supervisor	1
	1	Custodian	2
	1	Deaf Culture and American Sign Language (ASL) Studies Assistant Professor	1
	1	Dean of College Planning and Research	1
	1	Dean of Communication Visual Performing Arts	1
	1	Dean of Distance Education, Virtual Education Center	1
	1	Dean of Fine and Applied Arts	1
	1	Dean of Kinesiology and Athletics	1
	1	Diagnostic Medical Sonography (DMS) Assistant Professor / Program Coordinator	1
	1	Director, Administrative Services	1
	1	Director of Nursing Programs	1
	1	Distance Education Coordinator Adjunct Pool	1
	1	Early Childhood Education Assistant Professor	1
1	Educational Media Design Specialist	1	
1	Engineering Assistant Professor	1	
1	English Assistant Professor	4	
1	Extended Opportunity Programs and Services Coordinator	1	

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Los Rios Community College District	1	Facilities Planning and Engineering Specialist	1
	1	Faculty Diversity Internship Program Pool	1
	1	Fashion Assistant Professor	1
	1	Financial Aide Clerk I	1
	1	Financial Aid Clerk II	1
	1	Financial Aid Officer	1
	1	Gerontology Assistant Professor	1
	7	Head Grounds Maintenance Technician	1
	1	Healthcare Interpreting Assistant Professor	1
	1	Horticulture Assistant Professor	1
	1	Hospitality Management/Culinary Arts Assistant Professor	1
	1	Human Resources Assistant III	1
	6	Information Technology Application Systems Supervisor(Student Administration Systems)	1
	6	Information Technology Systems/Database Administrator Analyst II	1
	1	Instructional Assistant - Learning Resources	1
	1	Instructional Assistant - Mathematics	1
	1	Instructional Assistant - Phlebotomy Laboratory	1
	1	Instructional Assistant - Photography	1
	1	Instructional Assistant - Sign Language Studies	1
	1	Instructional Assistant - Writing/English/Reading	1
	1	Instructional Assistant -Foreign Language	1
	1	Instructional Assistant-Campus Computer Laboratory	2
	1	Instructional Assistant-Costuming and Makeup	1
	1	Instructional Assistant-Medical Laboratory Technician	1
	1	Instructional Science Laboratory Supervisor	1
	1	Instructional Services Assistant I	1
	6	IT Business/Technical Analyst I	1
	6	IT Specialist II - Microcomputer Support	1
	6	IT Systems/Database Analyst II	1
	1	Kinesiology and Athletics Assistant Professor/Women's Head Volleyball Coach	1
	1	Laboratory Technician - Science	1
	1	Lead Custodian	1
	3	Lead HVAC Mechanic	1
	1	Lead Library Media Technical Assistant	1
	1	Library/Media Technical Assistant	1
	7	Locksmith/Glazier	1
	7	Maintenance Painter-Special Projects	1
	1	Mathematics Assistant Professor	5
	1	Mechanical Electrical Technology Professor	1
	1	Music (Vocal) Assistant Professor	1
	1	Nursing Assistant Professor	1
7	Operations Technician	1	
1	Outreach Clerk	1	
1	Outreach Specialist	2	
1	Philosophy Instructor	1	
1	Physical Education/Athletic Attendant	1	
1	Police Captain	1	
1	Police Communication Dispatcher	1	
1	Police Officer	1	
1	Printing Services Operator II	1	
1	Printing Services Operator III	1	
1	Psychology Assistant Professor	1	
1	Public Relations Technician	1	
1	Public Services Librarian	1	
1	Real Estate Assistant Professor	1	
1	Recruit Training Officer	1	

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Los Rios Community College District	4	Registered Nurse	1
	1	Research Analyst	1
	6	Senior Information Technology Systems/Database Administrator Analyst	1
	6	Senior Information Technology Network Administrator Analyst	1
	6	Senior IT Technician - Lab/Area Microcomputer Support	1
	1	Sociology Assistant Professor	1
	1	Special Project - Student Personnel Assistant - Health and Wellness Services	1
	1	Special Projects- Inmate Education Specialist	1
	1	Special Projects- Laboratory Technical Support Assistant - Health and Education Labs	1
	1	Special Projects- Work-based Learning Specialist	1
	1	Speech Communication Assistant Professor	1
	1	Speech Language Pathology Program Assistant Professor	1
	1	Student Affairs Specialist	1
	1	Student Personnel Assistant - Assessment/Testing	1
	1	Student Personnel Assistant - Career & Job Opportunity Services	1
	1	Student Personnel Assistant Disabled Student Programs and Services (DSP&S)	1
	1	Student Personnel Assistant - Outreach Services	1
	1	Student Personnel Assistant - Student Life	1
	1	Student Personnel Assistant - Student Services	3
	1	Student Personnel Assistant - Student Services - Athletic Program & Transfer Services Program	1
	1	Student Personnel Assistant - TANF	1
	1	Student Success and Support Program Faculty Coordinator	3
	1	Student Success and Support Program Specialist	3
	1	Studio Art Assistant Professor (Sculpture/3-Dimensional Art)	1
	7	Utility Worker	1
	4	Telecommunications Systems Designer	1
	1	Vice President of Student Services	1
Loss Prevention Specialist LLC	1	Agricultural Loss Control Consultant	1
	1	Construction Loss Control Consultant	1
Marathon Health	4	Family Nurse Practitioner/Physician Assistant	1
	4	Medical Assistant	1
Markstein Beverage Co.	9	Class A Commercial Delivery Driver	1
	1	Merchandiser	1
	9	Night Warehouse Associate	1
	10	Retail Service Representative Merchandiser	1
Matriscope Engineering Laboratories, Inc.	1	Assistant Business Development Manager	1
Maximus	1	Enrollment Service Representative	1
Merryhill School	1	Preschool Teacher	2
Metropolitan Van and Storage, Inc.	1	Administrative Assistant/Move Coordinator	1
MGA Healthcare Inc.	1	Recruiter	2
MGO Strategic Staffing	1	Accountant	2
	1	Bookkeeper	1
MJM Facility Support Services	1	Custodian	3
Mobile Management LLC (True Connect)	1	Sales Agent/CCR	15
Modis IT Staffing	6	Group Level Processor	20
ModSquad, Inc.	6	Technical Support Specialist	1
Motivational Systems Inc.	1	Sign Wavers - El Dorado Hills	4
MSUH, Inc.	1	Customer Service Representative	2
	7	Vehicle Service Attendant	2

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Mutual Assistance Network	1	AmeriCorps Parent Educator	1
	1	Team Leader	1
MV Transportation	9	Driver	1
National Audubon Society	1	Contracts and Government Grants Manager	1
Norcal Janitorial	1	Janitor	2
Northcentral Pizza, LLC. dba Domino's Pizza	1	Assistant Manager	1
Northern Sheets LLC	9	Production Workers	3
	9	Stacker Operator	4
Oakwood Village	1	Caregiver	10
	4	Medication Tech	10
Orepac Building Products	9	Driver	4
Pacific Health & Home	3	Masonry Installer	2
	3	Skilled Tradesman/Craftsman	2
Pacific Protection INC	1	Unarmed Security Officer	10
Pacific Staffing	1	Call Center Manager - Bilingual Spanish	1
	1	Technical Support Agent	1
Package One	9	Class A Truck Driver	1
Payroll on the Web	1	Administrative Assistant	1
	1	Payroll Specialist	1
	1	Payroll Tax Specialist	1
Paradise Oaks Youth Services	4	Residential Counselor	1
Pep Boys	7	Technicians and Mechanics	10
Pilkington North America Inc.	1	Service Center Administrator	1
Pirtek Power Inn	7	Field Service Technician	1
Powerhouse Science Center	1	Director of Finance & Operations	1
PowerSchool Group LLC	1	Accountant	1
	2	Associate Performance Test Engineer	1
	2	Associate QA Test Engineer	1
	6	Associate Software Engineer	1
	1	Associate Systems Administrator	1
	1	Billing Associate	1
	1	Collections Associate	1
	6	Compliance Application Software Engineer	1
	6	Compliance Database Software Engineer	1
	1	Contracts Administrator	1
	1	Corporate Trainer	1
	1	Customer Support Representative (Tier 1)	1
	6	Desktop Technician	1
	1	Entry Level Accounts Payable Specialist	1
	1	Entry Level Corporate Development Analyst	1
	1	Entry Level Pricing Analyst	1
	1	Entry-Level Project Manager	1
	1	Financial Analyst	1
	1	Inside Sales Account Representative	1
	1	Marketing Campaign Coordinator	1
	1	Product Manager-Consumer	1
	1	Product Marketing and Competitive Intelligence Manager	1
	1	Product Marketing Manager	1
	1	Recruiting Manager	1
	1	Renewals Associate	1
	1	Salesforce Administrator	1
	1	Senior Corporate Recruiter	1
	1	Senior Manager of Human Resources	1
	6	Senior Network Engineer	1
	1	Senior Project Manager	1
	6	Senior Systems Engineer	1
	6	Senior UI Interface Designer	1
	6	Systems Engineer II	1
	1	Vice President of Customer Operations- School Systems Group	1

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PrideStaff	3	Machine Operator and Woodworking Craftsman	10
	9	Production and Manufacturing Technician	10
Progressive Insurance	1	Customer Service Call Center Representative- Bilingual Spanish	4
Puroclean Sacramento	3	General Laborers- Restoration Industry	2
	7	Technician/Project Manager	4
Quality Driver Solutions	9	Class A Driver	15
	9	Commercial Truck Drivers	20
Rancho Murieta Country Club	1	Greens-Keepers and Bunker Workers	2
Ready-Set-Go Children's Center	1	Preschool Teacher	3
Restoration Hardware	1	Client Service Center Supervisor	2
Ready4Change	1	AOD Certified Counselor or Intern	4
Red Lion Inn & Suites	7	Handyman	1
	1	Housekeeper/Custodian/Laundry Worker	4
	7	Night Auditor	1
Ridge Electric Telecommunications, Inc.	3	Journeyman Electrician/Apprentice	10
RPM Automotive	7	Auto Mechanic	1
Rudy's Hideaway Lobster House	8	Line Cook	1
S&G Carpet and More	1	Flooring Retail Sales Representative	6
Sacramento County Office of Education	1	Coordinator, Adult Re-entry Programs	1
Sacramento Employment and Training Agency	1	Associate Teacher Infant Toddler	1
	1	Associate Teacher- Tier I	1
	1	Associate Teacher Tier III	1
	1	CFS Education Program Officer	1
	1	CFS Program Specialist	1
	1	CFS--Quality Assurance Analyst	1
	1	Early Head Start Educator	1
	1	Family Services Worker Range I	1
	1	Family Services Worker Range III	1
	9	Head Start Courier/Maintenance	1
	1	Head Start Education Coordinator	1
	5	Head Start Home Visitor	1
	1	Head Start On-Call Cook/Driver	1
	1	Head Start Substitute Child Care Teacher	1
	1	Head Start Substitute Teacher Assistant	1
1	Site Supervisor	1	
1	Workforce Development Professional Range 2	1	
Sacramento Home Care	4	Care Giver	6
Sacramento Metro Chamber-Commerce	1	Accounting Clerk	1
Sacramento Regional Transit District	1	Assistant General Manager - Administration	1
	1	Clerk II	1
	1	Community Bus Services (CBS) Dispatcher/Supervisor	1
	1	Customer Service Representative	1
	1	Director, Bus Maintenance	1
	1	Director, Labor Relations	1
	1	Director, Office Management and Budget	1
	7	Facilities Maintenance Mechanic	1
	1	Legal Secretary	1
	7	Light Rail Vehicle Technician	1
	7	Lineworker	1
	7	Maintenance Supervisor - Wayside	1
	1	Marketing and Communications Specialist	1
	7	Mechanic A	2
	3	Network Operations Engineer	1
	1	Revenue Clerk	1
	1	Safety Specialist II	1
	1	Senior Human Resources Analyst	1
	6	Senior Information Technology Business Systems Analyst	3
	1	Service Worker - Bus and/or Light Rail	1
1	Transit Agent Fare Checker	30	

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Safari Kid	1	Toddler Teacher	1
Safety Center Incorporated	1	Workplace Safety Program Instructor	1
SANA Accounting & Tax Services	1	Accounting Assistant	1
Santa Cruz County Bank	1	SBA Business Development Officer	1
SBS BEAUTY SALON	1	Hair Stylist	1
Security Tech Protective Services	1	Armed Security Officer	10
Serenity Respite	4	Respite Care Provider	10
Serve All Contracting	3	Construction / Maintenance Technician	1
	1	Receptionist / Office Assistant	1
Showmasters Entertainment Company	10	Disc Jockey / Master Em Cee	1
	1	Landscape / Nursery / Gardner / Personnel	1
	1	Sales and Marketing Manager	1
	10	Special Event Staff Member	1
Sierra Vista Hospital	4	Assessment and Referral Clinician	4
	1	Case Manager	4
	4	Mental Health Technician (MHT)	4
	4	Registered Nurse	5
Silgan Containers	7	Mechanic	5
Slingshot Connections	1	Outside Sales	5
Smartguard	1	Security Officer/Patrol Officer	6
Softsol Technologies Inc.	1	Business Analyst	1
	1	Document Prep/Scan Technician	8
SolarCity	1	Call Center Concierge	20
	3	Electrician	20
	1	Energy Consultant (Inside Sales)	15
	7	PV Installer	20
South Beach Grill	8	Cook/Prep	2
Southeast Asian Assistance Center	1	Executive Director	1
South Side Art Center	1	Ceramic Lead Artist Instructor	1
Stanford Youth Solutions	1	Therapist	4
Staff Management	1	Area Manager	30
STAR, Inc.	10	Armed Private Security	5
Starbucks Corporation	1	Barista	7
Stations	9	Installer	4
Stay Safe Mechanical	7	HVAC Mechanic (Heating, Ventilation, Air Conditioning Mechanic)	1
STC Netcom	2	Civil Hand	2
	7	RF Technician	2
Stericycle	1	Customer Service Representative	6
Strategies To Empower People (STEP)	1	American Sign Language Interpreter (ASL Interpreter)	1
	1	Case Supervisor/Facilitator for Supported Living Services	2
	1	Direct Support Professionals	20
	1	Instructor for Supported Living Services	1
	1	Staffing and Scheduling Coordinator for Human Resources Department	1
Sub Sea Systems Inc.	9	Product Manager--Marine Recreation	1
Sun City Roseville Community Association	1	Custodial Worker	1
	1	Line Cook	2
	10	PT Personal Trainer	1
Sunfinity Solar	7	Solar Energy Specialist	50
SVS Group, Inc.	1	Event Staff & Security Guards	30
	9	Warehouse Worker	25
Swing Cushion Covers & More	1	General Office Assistant	1

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Teledyne Microwave Solutions	9	Assembler 1	3
	9	Assembler Collector Line	1
	9	Assembler Electronic Amplifier	1
	7	Calibration Lab Technician	1
	1	Contracts Administrator	1
	1	Contracts/Pricing Manager 4	1
	1	Data Analyst	1
	3	Electrical Engineer 4	1
	7	Electrical Mechanical Calibrations Technician	1
	7	Electronic Bench Technician	1
	3	Electronic Engineer 2	1
	7	Electronic Technician	1
	7	Machinist 4	1
	9	Product Finisher	1
	9	Product Quality Inspector	1
	1	Senior Contracts Administrator	1
	7	Technical Support 2	1
7	Technician 1	1	
1	Trade Compliance Support Administrator 1	1	
The Firehouse Restaurant	1	Fine Dining Line Cook	1
The Paver Company	3	Construction Foreman	2
The Wheeler Company	1	Office Assistant	1
Therapeutic Pathways	4	Behavior Technician	20
Thoughtful Food Inc.	10	Dishwasher	2
Tidwell Enterprises, Inc.	3	Mason	4
Timco Construction Inc.	3	General Construction Estimator	1
Titan Tree Service Inc.	1	Groundsman	2
Total Clerical Services	1	Bilingual Customer Service Representative	15
	1	Member Service Representative	10
Trinity Fresh	9	Class B Truck Driver	4
	9	Warehouse Loader	2
	9	Warehouse Loader/Selector	4
True Transport Inc.	9	CDL A Truck Driver	4
UC Davis Health System	1	Administrative Support Assistant	10
	1	Care Coordinator/ ED Analyst	1
	1	Custodian/Senior Custodian	11
	3	Electrician	1
United Cerebral Palsy	1	Direct Support Professional	5
Universal Chiropractic Spine & Sport	10	Certified Massage Therapist (CMT)	2
Utiliquist LLC	3	Utility Line Locator	5
Villara Building Systems	9	Class A and Class C Driver	1
	9	Driver	1
	7	Duct Blaster	1
	7	Fire Sprinkler Installer	1
	1	Human Resources Bilingual Receptionist	1
	7	HVAC Apartments Installer	1
	7	HVAC Commercial Installer	1
	7	HVAC Retro-Fit Lead	1
	7	HVAC Sheet Metal Installer	1
	7	HVAC Start-Up Technician	1
	7	HVAC Warranty and Paid Service Technician	1
	3	Installers (Solar, Plumbing, HVAC, Sheet Metal)	1
	9	Inventory Control Clerk	1
	1	Manufacturing Administrative Assistant	1
	7	Plumbing Finish/Service	1
	7	Plumbing Installer	1
7	Quality Control Load Master/Inspector	2	
Vision Service Plan	1	Customer Care Representative (CCR)	1
Visiting Angels Senior Home Care	4	Caregiver	10

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Weidmann Electrical Technology Inc.	7	Laboratory Technician	2
Western States Fire Protection	7	Alarm & Detection Technician	1
	1	Division Administrative Assistant	1
	7	Fire Alarm/Fire Sprinkler Inspector	1
	7	Fire Sprinkler Designer	3
	1	Service Administrator	
	9	Shop Foreman	1
Westlake Charter School	1	Instructional Aide - Substitute	5
Wholesale Outlet, Inc.	9	Delivery Driver	1
	1	Front Counter/Will Call	1
	9	Receiving	1
Woodmack Products, Inc.	9	Entry-Level Production Machine Operator	1
	9	Entry Level Production Welder	1
	9	Janitor & Machine Operator	1
	1	Manufacturing Industrial Janitor	1
	9	Machine Operator	3
Yellow Cab of Sacramento	1	Call Center Representative	4
Yuba Community College District	1	Accounting Assistant	1
	1	Adjunct Instructors	1
	1	Cashier	1
	1	Custodial Maintenance Worker	1
	1	Custodian	1
	1	Director of Financial Aid	1
	1	Director of TRiO Programs	1
	1	Financial Aid Technician	1
	1	Human Resources Analyst/Academic	1
	1	Interim Chief of Police	1
	1	Library Technical Assistant	1
	1	Nursing Instructor	1
	1	Philosophy Instructor	1
	1	Site Supervisor - Child Development Center	1
	1	Testing Technician	1
1	X-Ray Technology Instructor	1	
Zebra Restoration Services	7	Property Damage Restoration Technician	3
Total			2,608

Entry Level Positions
July , 2015 - May 14, 2016

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Ace Cash Express	1	Customer Service	7
	1	Service Associate	7
Advanced Call Center Technologies	1	Customer Service Representatives	50
Allied Barton	1	Security Officer	8
Aggressive Legal Services, Inc.	1	Intake Specialist I	1
Amerigas	1	Customer Care Agent	24
Avis Budget Group	1	Car Cleaner Detailer (Vehicle Service Attendant)	1
Avis Budget Group	1	Rental Sales Associate	1
Avis Budget Group	1	Vehicle Return Associate	1
Barnes & Noble	1	Barista/Cafe Server	2
	1	Bookseller	2
Bell Brothers Plumbing Heating and Air	1	Customer Service Representative	4
Boys & Girls Clubs of Greater Sacramento	1	Program Assistant	10
Bozzuto Insurance Agency	1	Insurance Sales Agent	1
Brashers Sacramento Auto Auction	1	Dealer Registration Clerk-Front Counter Customer Service	1
	1	Transportation Billing/Data Entry Clerk	1
Castle House Distributors	1	Driver/Service Tech	1
Children's Law Center of California	1	Scanning Clerk	1
Comcast	1	Xfinity Sales Associates	9
Community Resource Project	1	Receptionist	1
Cornerstone Staffing Solutions, Inc.	1	Cashier or Checker Stock Clerk	2
Creative Living Options	1	Personal Attendant	50
Culinary Staffing America	1	Food Service Workers	40
Denio's Farmers Market and Swap Meet	1	Cashier	5
	1	Janitor Caretaker	1
Dollar General	1	Sales Associate	20
Elevate Learning	1	English and/or Math Tutors	50
Ephraim Williams Family Life Center	1	Receptionist	1
Evergreen Industries Cleaning Services, LLC	1	Cleaning Laborer	2
Express Employment Professionals	1	Customer Service Representative	1
	1	Receptionist	1
	1	Activities Assistant	1
	1	Sales & Marketing Manager (Salesforce)	1
	1	Inside Sales Representative	2
Fair Oaks Recreation & Park District	1	Recreation Leader I-Camp Counselor	10
Faneuil/InSync Consulting Services LLC	1	Customer Service Representative	500

Entry Level Positions
July , 2015 - May 14, 2016

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			
Farmers Insurance - Stacy Cronican Insurance Agency	1	Customer Service Representative	2
	1	Sales Representative	4
First Security Services	1	Security Officer	10
Greater Sacramento Urban League	1	Youth Specialist	1
H&R Block	1	Tax Professional	20
Infinity Energy	1	Appointment Scheduler	5
	1	Solar Sales Representative	10
Itsilog	1	Cook and Prep	3
J's Communications	1	Outside Sales Representative, B2B	1
Leukemia & Lymphoma Society	1	Part Time Outreach Assistant	15
Liberty Tax Service #8097	1	Tax Preparer	1
Los Rios Community College District	1	Account Clerk I	1
	1	Clerical Assistant	1
	1	Instructional Assistant - Foreign Language	1
	1	Instructional Assistant - Learning Resources	1
	1	Instructional Assistant - Phlebotomy Laboratory	1
	1	Instructional Assistant - Photography	1
	1	Instructional Assistant - Sign Language Studies	1
	1	Instructional Assistant-Writing/English/Reading	1
	1	Instructional Assistant- Costuming and Makeup	1
	1	Instructional Assistant-Medical Laboratory Technician	1
	1	Special Project - Student Personnel Assistant - Health and Wellness Services	1
	1	Student Personnel Assistant-Assessment/Testing	1
	1	Student Personnel Assistant - Career & Job Opportunity Services	1
	1	Student Personnel Assistant Disabled Student Programs and Services (DSP&S)	1
	1	Student Personnel Assistant - Outreach Services	1
	1	Student Personnel Assistant - Student Life	1
	1	Student Personnel Assistant - Student Services	1
	1	Student Personnel Assistant - Student Services - Athletic Program & Transfer Services Program	1
	1	Student Personnel Assistant - TANF	1
	1	Student Personnel Assistant- Student Services	1
	1	Custodian	2
Markstein Beverage Co.	1	Merchandiser	1
MAXIMUS	1	Enrollment Service Representative	1

Entry Level Positions
July , 2015 - May 14, 2016

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			
Mobile Management LLC (True Connect)	1	Sales Agent/CCR	15
Norcal Janitorial	1	Janitor	2
PowerSchool Group LLC	1	Customer Support Representative (Tier 1)	1
	1	Entry Level Accounts Payable Specialist	1
	1	Entry Level Corporate Development Analyst	1
	1	Entry Level Pricing Analyst	1
	1	Entry-Level Project Manager	1
	1	Inside Sales Account Representative	1
Progressive Insurance	1	Customer Service Call Center Representative-Bilingual Spanish	4
Ready4Change	1	AOD Certified Counselor or Intern	4
Red Lion Inn & Suites	1	Housekeeper/Custodian/Laundry Worker	4
Sacramento Employment and Training Agency	1	Associate Teacher- Tier I	1
	1	Workforce Development Professional Range 2	1
Sacramento Metro Chamber-Commerce	1	Accounting Clerk	1
SANA Accounting & Tax Services	1	Accounting Assistant	1
	1	Receptionist / Office Assistant	1
Security Tech Protective Services	1	Armed Security Officer	10
Smartguard	1	Security Officer/Patrol Officer	6
Softsol Technologies Inc.	1	Document Prep/Scan Technician	8
Starbucks Corporation	1	Barista	7
Stericycle	1	Customer Service Representative	6
Sun City Roseville Community Association	1	Custodial Worker	1
SVS Group, Inc.	1	Event Staff & Security Guards	30
Swing Cushion Covers & More	1	General Office Assistant	1
Strategies To Empower People STEP	1	Instructor for Supported Living Services	1
The Wheeler Company	1	Office Assistant	1
Villara Building Systems	1	Human Resources Bilingual Receptionist	1
Westlake Charter School	1	Instructional Aide - Substitute	5
Wholesale Outlet, Inc.	1	Will Call/Front Counter	1
Woodmack Products, Inc.	1	Manufacturing Industrial Janitor	1
Yuba Community College District	1	Accounting Assistant	1
	1	Cashier	1
	1	Custodial Maintenance Worker	1
	1	Custodian	1

Entry Level Positions
July , 2015 - May 14, 2016

EMPLOYER	CRITICAL CLUSTERS	JOB	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			
Amware Pallet Services	3	Pallet Repairman	4
Express Employment Professionals	3	General Laborer	15
Finished Floors Inc.	3	Floor Technician	2
Jerico	3	Lighting Installer	1
Villara Building Systems	3	Installers (Solar, Plumbing, HVAC, Sheet Metal)	1

All For You Home Care	4	Caregiver	1
Behavioral Education for Children with Autism (BECA)	4	Behavior Technician	1
Craig Cares	4	Caregiver/Home Health Aide/CNA	1
Fowler Enterprise LLC	4	Medical Driver	1
Golden Moments Care Home Inc.	4	Caregiver	1
Oakwood Village	4	Medication Tech	10
Sacramento Home Care	4	Care Giver	6
Serenity Respite	4	Respite Care Provider	10
Visiting Angels Senior Home Care	4	Caregiver	10

Calli Tire & Wheel LLC	7	Custom Whitewall Tire Manufacturer	1
Red Lion Inn & Suites	7	Handyman	1
RPM Automotive	7	Auto Mechanic	1
Villara Building Systems	7	Fire Sprinkler Installer	1
	7	HVAC Apartments Installer	1
	7	HVAC Commercial Installer	1
	7	HVAC Sheet Metal Installer	1
	7	Plumbing Installer	1

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

Alhambra	9	Production Operator	5
All Seasons Burial & Cremation	9	Mortuary Transport Driver	1
Avis Budget Group	9	Part-Time Driver	1
Brashers Sacramento Auto Auction	9	Auction Driver	1
Cornerstone Staffing Solutions, Inc.	9	Warehouse Clerk	20
Dr. Pepper Snapple Group	9	Warehouse Loader	1
Exact Staff Inc.	9	Assembly Line Worker	50
	9	Packaging Associate	25
	9	Warehouse Worker	50

Entry Level Positions
July , 2015 - May 14, 2016

EMPLOYER	CRITICAL CLUSTERS	JOB	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			
Express Employment Professionals	9	Delivery Driver	2
	9	Production Fabrication	1
Frito-Lay	9	Route Sales Representative - General	1
Horizon Personnel Services	9	Order Puller	10
John Jackson Masonry	9	Fleet Mechanic	1
Lamonica's Pizza Dough	9	Packaging Associate	10
Liqui-Box Corporation	9	Inspector/Packers	20
Lofings Lighting Inc.	9	Warehouse and Delivery	1
Markstein Beverage Co.	9	Night Warehouse Associate	1
MV Transportation	9	Driver	1
Northern Sheets LLC	9	Production Workers	3
Package One	9	Class A Truck Driver	1
Stations	9	Installer	4
Teledyne Microwave Solutions	9	Assembler 1	3
	9	Warehouse Loader	4
Trinity Fresh	9	Warehouse Loader	2
	9	Warehouse Loader/Selector	4
Villara Building Systems	9	Inventory Control Clerk	1
Wholesale Outlet, Inc.	9	Receiving	1
Woodmack Products, Inc.	9	Entry-Level Production Machine Operator	1
	9	Entry Level Production Welder	1
	9	Janitor & Machine Operator	1
Amazon	10	Part -Time Seasonal Associate	1
Arby's GH Restaurants	10	Team Member	7
Cintas Corporation	10	Route Service Sales Representative	5
Comcast	10	Individual Direct Sales	1
Crossroads Facility Services	10	Event Workers - Sacramento Convention Center	1
Express Employment Professionals	10	Telemarketer	1
Fish Window Cleaning	10	Window Cleaner	2
Frito-Lay	10	Detailer	1
	10	Merchandiser	1
Girl Scouts Heart of Central California	10	Summer Camp Positions	8
Slingshot Connections	10	Outside Sales	5
Sun City Roseville Community Association	10	Line Cook	2
Thoughtful Food Inc.	10	Dishwasher	2
Total			1,378

ITEM V-C – INFORMATION

DISLOCATED WORKER UPDATE

BACKGROUND:

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

STAFF PRESENTER: William Walker

Dislocated Worker Information PY 2015/2016

The following is an update of information as of May 14, 2016 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County.

	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Official	5/8/2015	Sutter Medical Foundation 8170 Laguna Blvd Elk Grove, CA 95758	7/1/2015	15	6/25/2015
Unofficial	6/4/2015	Bank of America 10850 White Rock Rd. Rancho Cordova, CA 95670	10/30/2015	35	9/30/2015
Official	6/11/2015	Intel 1900 Prairie City Rd. Folsom, CA 95630	7/15/2015	152	Declined
Official	6/26/2015	Raley's 4551 Mack Road Sacramento, CA 95823	9/12/2015	60	Declined
Official	6/15/2015	Insync 3712 Douglas Blvd. Roseville, CA 95661	9/30/2015	148	7/1/2015 8/14/15
Official	7/27/2015	Hank Fisher Properties, Inc. 610 Fulton Avenue Suite 100 Sacramento, CA 95825	9/30/2015	243	10/15/15
Official	10/27/2015	Isola USA Corporation 233 Dwight Rd. Elk Grove, CA 95758	12/28/2015	72	12/8 & 12/9/15
Unofficial	11/9/2015	L3 Narda 107 Woodmere Folsom, CA 95630	11/18/2015	20	11/18/2015
Unofficial	11/16/2015	Cegment 9738 Lincoln Village Dr Sacramento, CA 95827	12/31/2015	25	12/11/2015 2/16/16
Official	12/4/2015	Philips Electronics North America 2870 Kilgore Rd. Rancho Cordova, CA 95670	2/16/2016	60	4/4/2016
Official	12/11/2015	The Collective 13000 Folsom Blvd. Folsom, CA 95630	1/7/2016	20	Packets Delivered
Official	1/6/2016	Macy's (Country Club Mall) 3500 El Camino Avenue Sacramento, CA 95821	3/14/2016	111	3/2/16 & 3/4/16 3/9/16 & 3/11/16
Official	1/12/2016	Kmart 8501 Auburn Blvd Citrus Heights, CA 95610	4/3/2016	86	2/3/16 & 2/5/16 2/10/16 & 2/13/16
Official	1/25/2016	Cardinal Health 3238 Dwight Rd. Elk Grove, CA 95158	3/31/2016	58	3/15/16 & 3-16-16
Official	1/28/2016	BlueShield of California 3300 Zinfandel Dr. Rancho Cordova, CA 95670	4/28/2016	58	Declined
Unofficial	2/17/2016	Save Mart 2735 Marconi Ave Sacramento, CA 95821	3/3/2016	50	Declined
Unofficial	3/10/2016	Orchard Supply Hardware 905 E. Bidwell St. Folsom, CA 95630	8/1/2016	40	Pending
Official	3/22/2016	ZETA Communications 5321 Luce Avenue McClellan, CA 95652	3/22/2016	122	Declined
Official	4/8/2016	Kohl's Department Store #1375 11051 Olson Dr. Rancho Cordova, CA 95670	6/19/2016	85	Pending
Official	4/25/2016	Intel 1900 Prairie City Rd. Folsom, CA 95630	5/31/2016	249	Pending
Official	5/5/2016	Maggioano's 1689 Arden Way, Ste. 1148 Sacramento, CA 95815	7/1/2016	103	Pending
Unofficial	5/17/2016	Sport Chalet 2401 Butano Dr. Sacramento, CA 95821	5/30/2016	320	Pending
Unofficial	5/19/2016	Sports Authority 3350 Arden Way Sacramento, CA 95815	8/31/2016	150	Pending
			Total # of Affected Workers	2,282	

ITEM V-D – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of April was 5.1%.

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.

STAFF PRESENTER: Roy Kim

**SACRAMENTO—ROSEVILLE—ARDEN-ARCADE METROPOLITAN STATISTICAL AREA
(MSA)
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)
Other services and total farm led month-over job gains**

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 5.1 percent in April 2016, down from a revised 5.4 percent in March 2016, and below the year-ago estimate of 5.7 percent. This compares with an unadjusted unemployment rate of 5.2 percent for California and 4.7 percent for the nation during the same period. The unemployment rate was 5.0 percent in El Dorado County, 4.3 percent in Placer County, 5.2 percent in Sacramento County, and 5.6 percent in Yolo County.

Between March 2016 and April 2016, combined employment located in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 1,600 to total 940,000 jobs.

- Eight major industry sectors reported month-over growth. Other services increased by 1,200 jobs from March to April, and total farm advanced by 1,000 jobs.
- Construction added 700 jobs over the month. Specialty trade contractors (up 300 jobs) and construction of buildings (up 300 jobs) accounted for a majority of the increase.
- Professional and business services gained 700 jobs compared to last month. Professional, scientific, and technical services accounted for 57 percent of the gain, adding 400 jobs. Administrative and support and waste services was up 200 jobs. Management of companies and enterprises added 100 jobs.
- Two industries experienced month-over declines. Education and health services was down 1,800 jobs. The entire job loss was in health care and social assistance. Trade, transportation, and utilities decreased by 1,100 jobs.

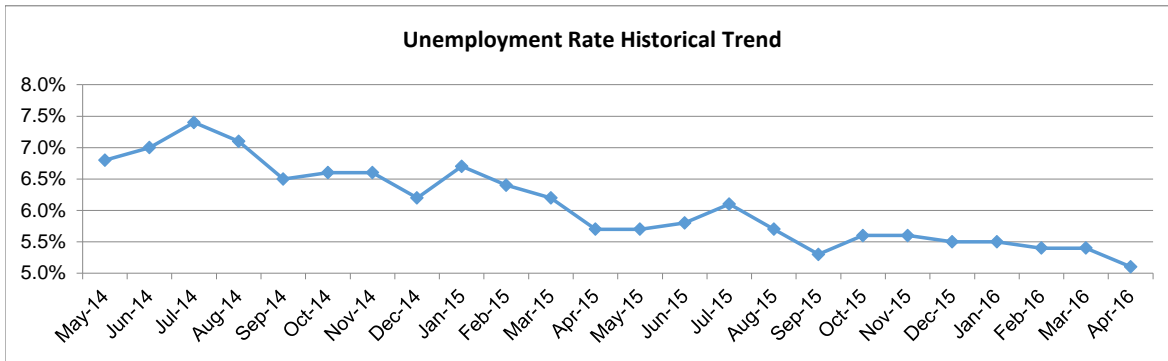
Between April 2015 and April 2016, total jobs in the region increased by 20,300 or 2.2 percent.

- Nine industries reported over-the-year jobs gains. Construction led year-over job growth, adding 4,500 jobs. Specialty trade contractors accounted for 71 percent of the increase, adding 3,200 jobs.
- Education and health services grew by 4,200 jobs from last year. Health care and social assistance increased by 4,500 jobs. This gain offset a decline in educational services (down 300 jobs).
- Government expanded by 3,300 jobs from last April. Local government grew by 1,900 jobs; state government added 1,200 jobs; and federal government was up 200 jobs.
- Two industries posted over-the-year decline. Information was down 200 jobs. Total farm decreased by 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 5.1 percent in April 2016, down from a revised 5.4 percent in March 2016, and below the year-ago estimate of 5.7 percent. This compares with an unadjusted unemployment rate of 5.2 percent for California and 4.7 percent for the nation during the same period. The unemployment rate was 5.0 percent in El Dorado County, 4.3 percent in Placer County, 5.2 percent in Sacramento County, and 5.6 percent in Yolo County.



Industry	Mar-2016	Apr-2016	Change		Apr-2015	Apr-2016	Change
	Revised	Prelim				Prelim	
Total, All Industries	938,400	940,000	1,600		919,700	940,000	20,300
Total Farm	8,700	9,700	1,000		9,800	9,700	(100)
Total Nonfarm	929,700	930,300	600		909,900	930,300	20,400
Mining, Logging, and Construction	51,600	52,300	700		47,800	52,300	4,500
Mining and Logging	500	500	0		500	500	0
Construction	51,100	51,800	700		47,300	51,800	4,500
Manufacturing	36,000	36,100	100		36,000	36,100	100
Trade, Transportation & Utilities	145,600	144,500	(1,100)		144,100	144,500	400
Information	13,900	14,000	100		14,200	14,000	(200)
Financial Activities	51,200	51,400	200		50,300	51,400	1,100
Professional & Business Services	119,600	120,300	700		118,500	120,300	1,800
Educational & Health Services	145,700	143,900	(1,800)		139,700	143,900	4,200
Leisure & Hospitality	98,500	99,000	500		94,200	99,000	4,800
Other Services	30,200	31,400	1,200		31,000	31,400	400
Government	237,400	237,400	0		234,100	237,400	3,300

Notes: Data not adjusted for seasonality. Data may not add due to rounding
 Labor force data are revised month to month
 Additional data are available on line at www.labormarketinfo.edd.ca.gov

Sacramento--Roseville--Arden-Arcade MSA
(El Dorado, Placer, Sacramento, and Yolo Counties)
Industry Employment & Labor Force
March 2015 Benchmark

Data Not Seasonally Adjusted

	Apr 15	Feb 16	Mar 16 Revised	Apr 16 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,056,700	1,061,600	1,063,600	1,055,900	-0.7%	-0.1%
Civilian Employment	996,400	1,004,700	1,006,100	1,002,000	-0.4%	0.6%
Civilian Unemployment	60,200	56,900	57,500	53,900	-6.3%	-10.5%
Civilian Unemployment Rate	5.7%	5.4%	5.4%	5.1%		
(CA Unemployment Rate)	6.2%	5.7%	5.6%	5.2%		
(U.S. Unemployment Rate)	5.1%	5.2%	5.1%	4.7%		
Total, All Industries (2)	919,700	931,200	938,400	940,000	0.2%	2.2%
Total Farm	9,800	7,900	8,700	9,700	11.5%	-1.0%
Total Nonfarm	909,900	923,300	929,700	930,300	0.1%	2.2%
Total Private	675,800	688,200	692,300	692,900	0.1%	2.5%
Goods Producing	83,800	87,000	87,600	88,400	0.9%	5.5%
Mining, Logging, and Construction	47,800	50,700	51,600	52,300	1.4%	9.4%
Mining and Logging	500	500	500	500	0.0%	0.0%
Construction	47,300	50,200	51,100	51,800	1.4%	9.5%
Construction of Buildings	10,300	10,400	10,600	10,900	2.8%	5.8%
Specialty Trade Contractors	31,400	33,900	34,300	34,600	0.9%	10.2%
Building Foundation & Exterior Contractors	8,400	9,400	9,600	9,800	2.1%	16.7%
Building Equipment Contractors	12,500	13,300	13,500	13,600	0.7%	8.8%
Building Finishing Contractors	7,000	7,300	7,300	7,500	2.7%	7.1%
Manufacturing	36,000	36,300	36,000	36,100	0.3%	0.3%
Durable Goods	24,700	25,300	25,000	25,100	0.4%	1.6%
Computer & Electronic Product Manufacturing	6,400	6,600	6,600	6,600	0.0%	3.1%
Nondurable Goods	11,300	11,000	11,000	11,000	0.0%	-2.7%
Food Manufacturing	3,900	3,300	3,300	3,300	0.0%	-15.4%
Service Providing	826,100	836,300	842,100	841,900	0.0%	1.9%
Private Service Providing	592,000	601,200	604,700	604,500	0.0%	2.1%
Trade, Transportation & Utilities	144,100	144,600	145,600	144,500	-0.8%	0.3%
Wholesale Trade	24,400	24,800	25,000	24,700	-1.2%	1.2%
Merchant Wholesalers, Durable Goods	13,000	13,500	13,400	13,200	-1.5%	1.5%
Merchant Wholesalers, Nondurable Goods	9,000	8,900	9,000	9,000	0.0%	0.0%
Retail Trade	95,700	95,600	96,300	95,800	-0.5%	0.1%
Motor Vehicle & Parts Dealer	13,300	13,600	13,700	13,700	0.0%	3.0%
Building Material & Garden Equipment Stores	8,300	7,600	7,900	8,100	2.5%	-2.4%
Grocery Stores	18,400	18,200	18,300	18,400	0.5%	0.0%
Health & Personal Care Stores	5,200	5,300	5,300	5,400	1.9%	3.8%
Clothing & Clothing Accessories Stores	7,000	6,800	6,600	6,500	-1.5%	-7.1%
Sporting Goods, Hobby, Book & Music Stores	3,900	4,400	4,400	4,300	-2.3%	10.3%
General Merchandise Stores	20,100	20,900	21,100	21,200	0.5%	5.5%
Transportation, Warehousing & Utilities	24,000	24,200	24,300	24,000	-1.2%	0.0%
Information	14,200	14,000	13,900	14,000	0.7%	-1.4%
Publishing Industries (except Internet)	2,400	2,400	2,300	2,300	0.0%	-4.2%
Telecommunications	6,300	6,100	6,200	6,100	-1.6%	-3.2%
Financial Activities	50,300	51,500	51,200	51,400	0.4%	2.2%
Finance & Insurance	36,700	37,400	37,300	37,200	-0.3%	1.4%
Credit Intermediation & Related Activities	11,900	12,000	12,000	12,000	0.0%	0.8%
Depository Credit Intermediation	6,900	6,400	6,400	6,400	0.0%	-7.2%
Nondepository Credit Intermediation	2,800	3,000	2,900	2,900	0.0%	3.6%
Insurance Carriers & Related	20,900	21,800	21,800	21,700	-0.5%	3.8%
Real Estate & Rental & Leasing	13,600	14,100	13,900	14,200	2.2%	4.4%
Real Estate	10,600	11,100	10,900	11,000	0.9%	3.8%
Professional & Business Services	118,500	119,000	119,600	120,300	0.6%	1.5%
Professional, Scientific & Technical Services	53,500	53,000	53,100	53,500	0.8%	0.0%
Architectural, Engineering & Related Services	8,600	8,900	8,900	9,000	1.1%	4.7%
Management of Companies & Enterprises	10,300	10,300	10,400	10,500	1.0%	1.9%
Administrative & Support & Waste Services	54,700	55,700	56,100	56,300	0.4%	2.9%
Administrative & Support Services	51,800	52,800	53,200	53,500	0.6%	3.3%
Employment Services	20,100	20,500	20,500	20,700	1.0%	3.0%

Data Not Seasonally Adjusted

	Apr 15	Feb 16	Mar 16 Revised	Apr 16 Prelim	Percent Change	
					Month	Year
Services to Buildings & Dwellings	11,100	11,300	11,500	11,700	1.7%	5.4%
Educational & Health Services	139,700	144,200	145,700	143,900	-1.2%	3.0%
Education Services	13,000	12,300	12,700	12,700	0.0%	-2.3%
Health Care & Social Assistance	126,700	131,900	133,000	131,200	-1.4%	3.6%
Ambulatory Health Care Services	43,500	46,500	46,900	46,200	-1.5%	6.2%
Hospitals	24,000	24,300	24,400	24,500	0.4%	2.1%
Nursing & Residential Care Facilities	16,500	16,800	16,900	16,800	-0.6%	1.8%
Leisure & Hospitality	94,200	97,200	98,500	99,000	0.5%	5.1%
Arts, Entertainment & Recreation	14,500	15,100	15,300	15,300	0.0%	5.5%
Accommodation & Food Services	79,700	82,100	83,200	83,700	0.6%	5.0%
Accommodation	8,600	8,700	8,700	8,900	2.3%	3.5%
Food Services & Drinking Places	71,100	73,400	74,500	74,800	0.4%	5.2%
Restaurants	66,600	67,500	69,000	68,800	-0.3%	3.3%
Full-Service Restaurants	31,700	32,700	33,300	33,000	-0.9%	4.1%
Limited-Service Eating Places	34,900	34,800	35,700	35,800	0.3%	2.6%
Other Services	31,000	30,700	30,200	31,400	4.0%	1.3%
Repair & Maintenance	8,900	8,700	8,700	8,800	1.1%	-1.1%
Government	234,100	235,100	237,400	237,400	0.0%	1.4%
Federal Government	13,700	13,800	13,800	13,900	0.7%	1.5%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	220,400	221,300	223,600	223,500	0.0%	1.4%
State Government	116,000	116,800	117,100	117,200	0.1%	1.0%
State Government Education	29,500	29,800	30,000	30,100	0.3%	2.0%
State Government Excluding Education	86,500	87,000	87,100	87,100	0.0%	0.7%
Local Government	104,400	104,500	106,500	106,300	-0.2%	1.8%
Local Government Education	59,700	59,200	61,000	60,600	-0.7%	1.5%
Local Government Excluding Education	44,700	45,300	45,500	45,700	0.4%	2.2%
County	18,200	18,700	18,700	18,600	-0.5%	2.2%
City	9,800	9,900	10,000	10,100	1.0%	3.1%
Special Districts plus Indian Tribes	16,700	16,700	16,800	17,000	1.2%	1.8%

Notes:

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

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

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

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

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

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Unemp
Sacramento County	686,000	650,100	35,900	5.2%	1.000000	1.000000
Arden Arcade CDP	44,000	41,400	2,600	6.0%	0.063708	0.073225
Carmichael CDP	29,700	27,900	1,800	6.0%	0.042896	0.049253
Citrus Heights city	43,100	40,700	2,400	5.5%	0.062606	0.066109
Elk Grove CDP	78,200	75,000	3,100	4.0%	0.115430	0.087482
Fair Oaks CDP	16,400	15,700	700	4.5%	0.024089	0.020444
Florin CDP	19,600	18,000	1,600	8.0%	0.027683	0.043810
Folsom city	35,600	34,400	1,200	3.4%	0.052870	0.033508
Foothill Farms CDP	15,800	15,000	900	5.4%	0.023006	0.023675
Galt city	10,900	10,200	700	6.2%	0.015735	0.018722
Gold River CDP	4,100	4,000	100	2.2%	0.006200	0.002541
Isleton city	300	300	0	9.2%	0.000473	0.000867
La Riviera CDP	5,700	5,400	300	5.6%	0.008235	0.008869
North Highlands CDP	17,500	16,700	800	4.7%	0.025707	0.022985
Orangevale CDP	17,100	16,200	900	5.3%	0.024970	0.025527
Rancho Cordova City	33,300	31,400	1,900	5.8%	0.048244	0.053744
Rancho Murieta CDP	2,800	2,700	100	3.3%	0.004112	0.002552
Rio Linda CDP	6,600	6,300	300	5.1%	0.009698	0.009363
Rosemont CDP	11,400	10,800	600	5.0%	0.016685	0.015989
Sacramento city	227,100	214,500	12,600	5.5%	0.330031	0.350305
Vineyard CDP	12,500	12,000	500	4.0%	0.018491	0.013869
Walnut Grove CDP	600	600	100	9.3%	0.000889	0.001656
Wilton CDP	1,700	1,700	0	2.5%	0.002610	0.001224

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

Notes:

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

Methodology:

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

Data Not Seasonally Adjusted

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

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

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

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

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,015,100	18,027,700	987,400	5.2%
ALAMEDA	9	824,800	790,800	34,000	4.1%
ALPINE	29	600	570	40	6.0%
AMADOR	28	14,510	13,650	860	5.9%
BUTTE	31	101,800	95,200	6,600	6.5%
CALAVERAS	27	20,530	19,350	1,180	5.8%
COLUSA	57	10,960	9,180	1,780	16.2%
CONTRA COSTA	10	549,300	525,600	23,700	4.3%
DEL NORTE	41	9,830	9,080	750	7.6%
EL DORADO	19	88,800	84,300	4,500	5.0%
FRESNO	49	448,700	405,300	43,500	9.7%
GLENN	44	13,250	12,170	1,080	8.2%
HUMBOLDT	17	62,330	59,350	2,990	4.8%
IMPERIAL	58	77,300	61,800	15,500	20.1%
INYO	20	9,030	8,570	470	5.2%
KERN	53	392,900	351,100	41,800	10.6%
KINGS	51	57,700	51,900	5,800	10.0%
LAKE	32	29,010	27,080	1,930	6.7%
LASSEN	33	10,570	9,840	730	6.9%
LOS ANGELES	15	5,011,500	4,777,900	233,600	4.7%
MADERA	49	61,100	55,200	5,900	9.7%
MARIN	2	142,100	137,800	4,400	3.1%
MARIPOSA	34	7,710	7,170	540	7.0%
MENDOCINO	20	39,740	37,680	2,050	5.2%
MERCED	56	114,400	101,500	12,800	11.2%
MODOC	42	3,290	3,030	260	7.8%
MONO	14	8,370	7,980	390	4.6%
MONTEREY	39	222,800	206,000	16,800	7.5%
NAPA	6	75,600	72,700	2,900	3.9%
NEVADA	15	48,180	45,930	2,260	4.7%
ORANGE	6	1,604,100	1,542,200	61,900	3.9%
PLACER	10	177,500	169,800	7,700	4.3%
PLUMAS	55	7,750	6,900	850	10.9%
RIVERSIDE	26	1,036,100	976,800	59,300	5.7%
SACRAMENTO	20	686,000	650,100	35,900	5.2%
SAN BENITO	34	30,000	27,900	2,100	7.0%
SAN BERNARDINO	24	928,000	877,000	50,900	5.5%
SAN DIEGO	12	1,562,600	1,491,900	70,800	4.5%
SAN FRANCISCO	2	552,800	535,500	17,300	3.1%
SAN JOAQUIN	43	318,200	292,300	25,900	8.1%
SAN LUIS OBISPO	6	144,200	138,500	5,700	3.9%
SAN MATEO	1	445,700	432,800	12,900	2.9%
SANTA BARBARA	12	223,600	213,500	10,100	4.5%
SANTA CLARA	4	1,029,700	992,300	37,400	3.6%
SANTA CRUZ	39	144,700	133,800	10,900	7.5%
SHASTA	34	74,100	68,900	5,200	7.0%
SIERRA	45	1,280	1,170	110	8.4%
SISKIYOU	46	17,670	16,160	1,510	8.5%
SOLANO	23	206,400	195,500	11,000	5.3%
SONOMA	5	260,200	250,300	9,900	3.8%
STANISLAUS	48	243,000	221,200	21,800	9.0%
SUTTER	52	44,700	40,100	4,600	10.4%
TEHAMA	37	24,490	22,690	1,800	7.4%
TRINITY	37	5,140	4,760	380	7.4%
TULARE	54	207,200	184,800	22,400	10.8%
TUOLUMNE	30	21,460	20,110	1,360	6.3%
VENTURA	17	429,900	409,500	20,500	4.8%
YOLO	25	103,600	97,800	5,800	5.6%
YUBA	47	28,100	25,700	2,400	8.6%

Notes

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

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

Area	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,015,100	18,027,700	987,400	5.2%
ANAHEIM-SANTA ANA-IRVINE MD (Orange Co.)	8	1,604,100	1,542,200	61,900	3.9%
BAKERSFIELD MSA (Kern Co.)	59	392,900	351,100	41,800	10.6%
CHICO MSA (Butte Co.)	36	101,800	95,200	6,600	6.5%
EL CENTRO MSA (Imperial Co.)	64	77,300	61,800	15,500	20.1%
FRESNO MSA (Fresno Co.)	54	448,700	405,300	43,500	9.7%
HANFORD CORCORAN MSA (Kings Co.)	57	57,700	51,900	5,800	10.0%
LOS ANGELES LONG BEACH GLENDALE MD (Los Angeles Co.)	18	5,011,500	4,777,900	233,600	4.7%
MADERA MSA (Madera Co.)	54	61,100	55,200	5,900	9.7%
MERCED MSA (Merced Co.)	62	114,400	101,500	12,800	11.2%
MODESTO MSA (Stanislaus Co.)	53	243,000	221,200	21,800	9.0%
NAPA MSA (Napa Co.)	8	75,600	72,700	2,900	3.9%
OAKLAND HAYWARD BERKELEY MD	12	1,374,100	1,316,400	57,700	4.2%
Alameda Co.	11	824,800	790,800	34,000	4.1%
Contra Costa Co.	13	549,300	525,600	23,700	4.3%
OXNARD THOUSAND OAKS VENTURA MSA (Ventura Co.)	20	429,900	409,500	20,500	4.8%
REDDING MSA (Shasta Co.)	39	74,100	68,900	5,200	7.0%
RIVERSIDE SAN BERNARDINO ONTARIO MSA	29	1,964,100	1,853,800	110,300	5.6%
Riverside Co.	31	1,036,100	976,800	59,300	5.7%
San Bernardino Co.	28	928,000	877,000	50,900	5.5%
SACRAMENTO--ROSEVILLE--ARDEN-ARCADE MSA	23	1,055,900	1,002,000	53,900	5.1%
El Dorado Co.	22	88,800	84,300	4,500	5.0%
Placer Co.	13	177,500	169,800	7,700	4.3%
Sacramento Co.	24	686,000	650,100	35,900	5.2%
Yolo Co.	29	103,600	97,800	5,800	5.6%
44	222,800	206,000	16,800	7.5%	
SALINAS MSA (Monterey Co.)	44	222,800	206,000	16,800	7.5%
SAN DIEGO CARLSBAD MSA (San Diego Co.)	15	1,562,600	1,491,900	70,800	4.5%
SAN FRANCISCO REDWOOD CITY SOUTH SAN FRANCISCO MD	2	998,500	968,300	30,200	3.0%
San Francisco Co.	3	552,800	535,500	17,300	3.1%
San Mateo Co.	1	445,700	432,800	12,900	2.9%
SAN JOSE SUNNYVALE SANTA CLARA MSA	6	1,059,700	1,020,200	39,500	3.7%
San Benito Co.	39	30,000	27,900	2,100	7.0%
Santa Clara Co.	5	1,029,700	992,300	37,400	3.6%
SAN LUIS OBISPO PASO ROBLES ARROYO GRANDE MSA (San Luis Obispo Co.)	8	144,200	138,500	5,700	3.9%
SAN RAFAEL MD (Marin Co.)	3	142,100	137,800	4,400	3.1%
SANTA CRUZ WATSONVILLE MSA (Santa Cruz Co.)	44	144,700	133,800	10,900	7.5%
SANTA MARIA SANTA BARBARA MSA (Santa Barbara Co.)	15	223,600	213,500	10,100	4.5%
SANTA ROSA MSA (Sonoma Co.)	7	260,200	250,300	9,900	3.8%
STOCKTON LODI MSA (San Joaquin Co.)	48	318,200	292,300	25,900	8.1%
VALLEJO FAIRFIELD MSA (Solano Co.)	27	206,400	195,500	11,000	5.3%
VISALIA PORTERVILLE MSA (Tulare Co.)	60	207,200	184,800	22,400	10.8%
YUBA CITY MSA	54	72,800	65,700	7,100	9.7%
Sutter Co.	58	44,700	40,100	4,600	10.4%
Yuba Co.	52	28,100	25,700	2,400	8.6%
Alpine Co.	34	600	570	40	6.0%
Amador Co.	33	14,510	13,650	860	5.9%
Calaveras Co.	32	20,530	19,350	1,180	5.8%
Colusa Co.	63	10,960	9,180	1,780	16.2%
Del Norte Co.	46	9,830	9,080	750	7.6%
Glenn Co.	49	13,250	12,170	1,080	8.2%
Humboldt Co.	20	62,330	59,350	2,990	4.8%
Inyo Co.	24	9,030	8,570	470	5.2%
Lake Co.	37	29,010	27,080	1,930	6.7%
Lassen Co.	38	10,570	9,840	730	6.9%
Mariposa Co.	39	7,710	7,170	540	7.0%
Mendocino Co.	24	39,740	37,680	2,050	5.2%
Modoc Co.	47	3,290	3,030	260	7.8%
Mono Co.	17	8,370	7,980	390	4.6%
Nevada Co.	18	48,180	45,930	2,260	4.7%
Plumas Co.	61	7,750	6,900	850	10.9%
Sierra Co.	50	1,280	1,170	110	8.4%
Siskiyou Co.	51	17,670	16,160	1,510	8.5%
Tehama Co.	42	24,490	22,690	1,800	7.4%
Trinity Co.	42	5,140	4,760	380	7.4%
Tuolumne Co.	35	21,460	20,110	1,360	6.3%

Notes

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

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

Area	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
ALAMEDA COUNTY *	614,000	590,800	23,200	3.8%
ANAHEIM CITY	171,200	162,800	8,400	4.9%
CONTRA COSTA COUNTY *	496,300	475,300	21,100	4.2%
FOOTHILL CONSORTIUM *	158,400	152,600	5,800	3.7%
FRESNO COUNTY	448,700	405,300	43,500	9.7%
GOLDEN SIERRA CONSORTIUM *	266,900	254,700	12,200	4.6%
HUMBOLDT COUNTY	62,300	59,350	2,990	4.8%
IMPERIAL COUNTY	77,300	61,800	15,500	20.1%
KERN-INYO-MONO COUNTIES	410,300	367,600	42,700	10.4%
KINGS COUNTY	57,700	51,900	5,800	10.0%
LOS ANGELES CITY	2,008,400	1,909,100	99,300	4.9%
LOS ANGELES COUNTY *	1,843,200	1,758,400	84,800	4.6%
MADERA COUNTY	61,100	55,200	5,900	9.7%
MARIN COUNTY	142,100	137,800	4,400	3.1%
MENDOCINO COUNTY	39,700	37,680	2,050	5.2%
MERCED COUNTY	114,400	101,500	12,800	11.2%
MONTEREY COUNTY	222,800	206,000	16,800	7.5%
MOTHER LODE CONSORTIUM *	64,200	60,300	3,900	6.1%
N. CENTRAL COUNTIES CONSORTIUM *	97,000	87,100	9,900	10.2%
N. SANTA CLARA VALLEY (NOVA) CONSORTIUM *	323,600	313,700	9,800	3.0%
NAPA-LAKE CONSORTIUM *	104,700	99,800	4,900	4.7%
NORTEC CONSORTIUM *	304,100	283,700	20,400	6.7%
OAKLAND CITY	210,800	200,000	10,800	5.1%
ORANGE COUNTY *	1,272,500	1,226,200	46,300	3.6%
PACIFIC GATEWAY WIN *	334,100	318,700	15,400	4.6%
RICHMOND CITY	53,000	50,300	2,600	5.0%
RIVERSIDE COUNTY	1,036,100	976,800	59,300	5.7%
SACRAMENTO COUNTY	686,000	650,100	35,900	5.2%
SAN BENITO COUNTY	30,000	27,900	2,100	7.0%
SAN BERNARDINO CITY	83,700	77,800	5,900	7.0%
SAN BERNARDINO COUNTY *	844,300	799,200	45,100	5.3%
SAN DIEGO COUNTY	1,562,600	1,491,900	70,800	4.5%
SAN FRANCISCO CITY AND COUNTY	552,800	535,500	17,300	3.1%
SAN JOAQUIN COUNTY	318,200	292,300	25,900	8.1%
SAN JOSE/SILICON VALLEY *	706,100	678,600	27,500	3.9%
SAN LUIS OBISPO COUNTY	144,200	138,500	5,700	3.9%
SAN MATEO COUNTY	445,700	432,800	12,900	2.9%
SANTA ANA CITY	160,400	153,200	7,100	4.4%
SANTA BARBARA COUNTY	223,600	213,500	10,100	4.5%
SANTA CRUZ COUNTY	144,700	133,800	10,900	7.5%
SOLANO COUNTY	206,400	195,500	11,000	5.3%
SONOMA COUNTY	260,200	250,300	9,900	3.8%
SOUTH BAY CONSORTIUM *	272,800	260,800	12,100	4.4%
SOUTHEAST L.A. COUNTY (SELACO) CONSORTIUM *	225,800	216,600	9,200	4.1%
STANISLAUS COUNTY	243,000	221,200	21,800	9.0%
TULARE COUNTY	207,200	184,800	22,400	10.8%
VENTURA COUNTY	429,900	409,500	20,500	4.8%
VERDUGO CONSORTIUM *	168,800	161,800	7,000	4.1%
YOLO COUNTY	103,600	97,800	5,800	5.6%

Notes:

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

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

*The areas included in the LWIA consortium are:

- Alameda County - County less Oakland City
- Contra Costa County - County less Richmond City
- Foothill Consortium - Arcadia, Duarte, Monrovia, Pasadena, Sierra Madre, and South Pasadena Cities
- Golden Sierra Consortium - Alpine, El Dorado, and Placer Counties
- Los Angeles County - County less Los Angeles City, and the Foothill, Pacific Gateway WIN, South Bay, SELACO, and Verdugo Consortiums.
- Mother Lode Consortium - Amador, Calaveras, Mariposa, and Tuolumne Counties
- Napa-Lake Consortium - Napa and Lake Counties
- NoRTEC Consortium - Butte, Del Norte, Lassen, Modoc, Nevada, Plumas, Shasta, Sierra, Siskiyou, Tehama, and Trinity Counties
- North Central Counties Consortium - Colusa, Glenn, Sutter, and Yuba Counties
- North Santa Clara Valley (NOVA) Consortium - Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale Cities
- Orange County - County less Anaheim and Santa Ana Cities
- Pacific Gateway WIN - Lomita, Long Beach, Signal Hill, and Torrance Cities.
- San Bernardino County - County less San Bernardino City
- San Jose/Silicon Valley - Santa Clara County less North Santa Clara Valley (NOVA) Consortium
- South Bay Consortium - Carson, El Segundo, Gardena, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Manhattan Beach, and Redondo Beach Cities
- Southeast L.A. County (SELACO) Consortium - Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, and Norwalk Cities
- Verdugo Consortium - Burbank, Glendale, and La Canada-Flintridge Cities

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

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
El Dorado County	88,800	84,300	4,500	5.0%	1.000000	1.000000
Cameron Park CDP	8,800	8,400	400	4.3%	0.099797	0.085585
Diamond Springs CDP	5,000	4,700	300	6.3%	0.055621	0.070626
El Dorado Hills CDP	21,400	20,700	800	3.5%	0.245026	0.169084
Georgetown CDP	1,000	900	100	8.8%	0.010742	0.019402
Placerville city	4,600	4,300	300	6.8%	0.050999	0.070532
Pollock Pines CDP	3,100	2,900	100	4.0%	0.034801	0.027652
Shingle Springs CDP	2,600	2,500	100	4.2%	0.029098	0.024025
South Lake Tahoe city	11,500	10,900	600	5.6%	0.129178	0.143933

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

Notes:

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

Methodology:

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

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

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

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

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Placer County	177,500	169,800	7,700	4.3%	1.000000	1.000000
Auburn city	6,800	6,400	300	5.1%	0.037945	0.044642
Colfax city	1,100	1,000	100	8.3%	0.005861	0.011639
Dollar Point CDP	500	500	0	0.9%	0.003152	0.000685
Foresthill CDP	900	900	0	3.7%	0.005264	0.004451
Granite Bay CDP	11,300	10,900	500	4.0%	0.064164	0.058659
Kings Beach CDP	2,500	2,400	100	5.7%	0.013845	0.018260
Lincoln city	18,400	17,500	900	4.8%	0.103334	0.113436
Loomis town	3,100	3,000	100	3.0%	0.017606	0.011748
Meadow Vista CDP	1,400	1,400	0	3.4%	0.008042	0.006163
North Auburn CDP	5,600	5,300	200	4.3%	0.031381	0.031155
Rocklin city	30,100	28,800	1,300	4.4%	0.169433	0.171575
Roseville city	64,000	61,400	2,600	4.1%	0.361434	0.339981
Sunnyside Tahoe City CDP	1,100	1,000	100	4.8%	0.006069	0.006676
Tahoe Vista CDP	1,000	1,000	0	4.0%	0.005670	0.005136

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

Notes:

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

Methodology:

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

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

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

Data Not Seasonally Adjusted

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

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

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Yolo County	103,600	97,800	5,800	5.6%	1.000000	1.000000
Davis city	34,900	33,400	1,500	4.3%	0.341537	0.258240
Esparto CDP	1,300	1,300	100	6.3%	0.012881	0.014454
West Sacramento city	25,400	23,700	1,700	6.5%	0.242575	0.284938
Winters city	3,800	3,600	200	5.0%	0.036565	0.032407
Woodland city	29,200	27,500	1,700	5.9%	0.280928	0.299300

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

Notes:

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

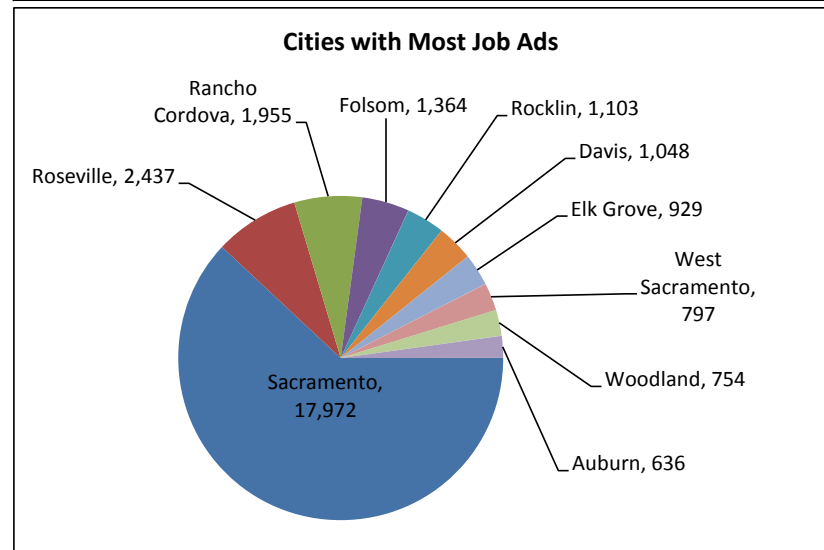
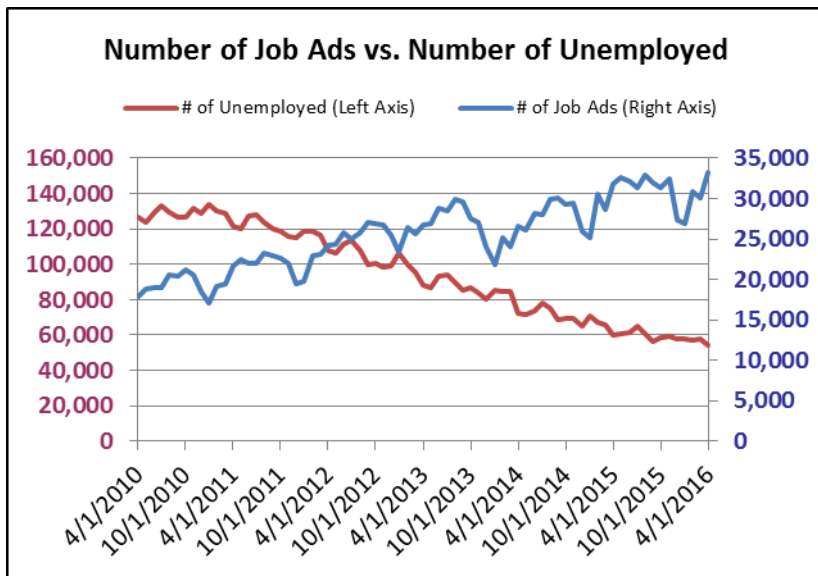
Methodology:

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

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

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

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



ITEM V-E – INFORMATION

HEAD START REPORTS

BACKGROUND:

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

- Fiscal Report (sent under separate cover)
- Policy Council Minutes
- Quality Assurance Report: Twin Rivers Unified School District

Staff will be available to answer questions.

PRESENTER: Denise Lee

**MINUTES OF THE REGULAR MEETING OF THE
HEAD STARTPOLICY COUNCIL**
(Minutes reflect the actual progress of the meeting.)

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

Tuesday, March 22, 2016
9:00 a.m.

I. Call to Order/Roll Call/Review of Board Member Attendance

Mr. Kenneth Tate called the meeting to order at 9:05 a.m. The Pledge of Allegiance was recited. Mr. Tate read the thought of the day. Ms. Robin Blanks was asked to serve as interim secretary; Ms. Blanks called the roll and a quorum was established.

PC Members Present:

Tyrone Broxton, Elk Grove Unified School District
Linda Litka, San Juan Unified School District (arrived at 9:10 a.m.)
Amanda Robinson, San Juan Unified School District
Reginald Castex, WCIC/Playmate Child Development Center
Brian Short, WCIC/Playmate Child Development Center
Penelope Scott, SETA-Operated Program
Stacey Webster, Home Base Option
Kenneth Tate, Past Parent Representative
Robin Blanks, Grandparent Representative
Nicole Chilton, Birth and Beyond

PC Members Absent:

Lydia Razo, Elk Grove Unified School District (excused)
Monica Reynoso, SETA-Operated Program (unexcused)
Natalie Craig, SETA-Operated Program (unexcused)
Phoua Lee, Sacramento City Unified School District (excused)

New Members Seated:

Andrea Scharnow, Sacramento City Unified School District
Erica Williams, Twin Rivers Unified School District
Megan Guerrero, SETA-Operated Program (seated at 9:13 a.m.)

New Members to be Seated but Absent:

Natalie Rossetti, Twin Rivers Unified School District (excused)
Fabian Gonzales, SETA-Operated Program (unexcused)

VI. Other Reports

A. Executive Director's Report

Ms. Kathy Kossick reported that the Sacramento Housing and Redevelopment Agency (SHRA) was recently awarded a \$2.7 million for a HUD grant; it is one of eight in the nation that was funded. This is an investment in programs to increase earnings and secure employment for residents of public housing. SETA is working with SHRA on this grant.

Under the new Workforce Innovation and Opportunity Act (WIOA) that will be implemented in July, solicitation for proposals for both the youth services and adult and dislocated worker services was released. Funding recommendations will be submitted to the SETA Governing Board June 2.

As an agency, staff is working to align our two departments to work with participants in early learning programs. In the months ahead Ms. Kossick will be presenting information on more services and programs available.

Ms. Megan Guerrero was seated at 9:13 a.m.

II. **Consent Item**

A. Approval of the Minutes of the February 23, 2016 Regular Meeting

Minutes were reviewed; no questions corrections.

Moved/Blanks, second/Litka, to approve the February 23, 2016 minutes.

Show of hands vote:

Aye: 12 (Blanks, Broxton, Castex, Chilton, Guerrero, Litka, Robinson, Scharnow, Scott, Short, Webster, Williams)

Nay: 0

Abstentions: 1 (Tate)

III. **Action Items**

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

The board went into closed session at 9:15 a.m. Mr. Tate called the meeting back into session at 9:25 a.m. and reported that the Policy Council approved the eligible list for: Head Start Courier Maintenance.

B. Approval of Budget Modification for Head Start Fiscal Year 2015-2016 and Early Head Start-Child Care Partnership Fiscal Year 2015-2016

Ms. D'et Saurbourne presented the budget modification for PY 15/16. The Agency experienced a lot of staff vacancies which resulted in excess funds which

can be repurposed at the end of the year. This is a budget modification request to move funds from “personnel” into the “equipment” and the “other” category. Painting and purchase of play equipment and vehicles will be some of the purchases. There will be a new infant/toddler play yard installed at North Avenue. Staff will secure competitive bids to hire contractors.

The EHS Child Care Partnership budget modification was reviewed. Part of the modification will include the expansion of an electrical panel which will support the new modular office space utilized by staff.

Moved/Braxton, second/Scharnow, to approve a Head Start budget modification in the amount of \$452,000 from Personnel to Equipment and Other for the SETA-Operated Program for the 2015-2016 Head Start program year and a budget modification in the amount of \$12,000 from Other to Contractual for the EHS-CCP Start-up grant for 2015-2016.

Show of hands vote:

Aye: 12 (Blanks, Broxton, Castex, Chilton, Guerrero, Litka, Robinson, Scharnow, Scott, Short, Webster, Williams)

Nay: 0

Abstentions: 1 (Tate)

C. Approval of SETA Head Start/Early Head Start Written Service Plans for 2015-2016

Ms. Denise Lee reviewed this item. Management Team reviewed the documents and suggested changes according to Best Practices. There was a move to an electronic system for work orders which streamlines the process; the only thing that has changed is the identification of the flow of the electronic system.

Ms. Lee reviewed the modifications to the Intervention Specialist job specification which will align with the Teaching Pyramid system. The entire document is included on the Head Start website.

Ms. Lee answered questions and provided additional information. Ms. Lee stated that depending upon the situation, the electronic work order system may not be used, especially in an emergency situation.

Ms. Blanks suggested a tour of the Facilities warehouse for board members; this will show how the work order system works. Ms. Lee agreed to organize the tour.

Moved/Robinson, second/Blanks, to approve the SETA Head Start/Early Head Start Written Service Plans for 2015-2016.

Show of hands vote:

Aye: 12 (Blanks, Broxton, Castex, Chilton, Guerrero, Litka, Robinson, Scharnow, Scott, Short, Webster, Williams)

Nay: 0
Abstentions: 1 (Tate)

D. Approval of the Parent Advisory Committee and Policy Council Joint Parent Activity

Mr. Tate reviewed the backup on this item; the parent activity must be educational in nature. There were no questions or comments.

Moved/Webster, second/Robinson, to approve a joint parent activity with the Parent Advisory Committee.

Show of hands vote:

Aye: 12 (Blanks, Broxton, Castex, Chilton, Guerrero, Litka, Robinson, Scharnow, Scott, Short, Webster, Williams)

Nay: 0

Abstentions: 1 (Tate)

E. Election of Parliamentarian for Program Year 2015-16

Mr. Tate reviewed the duties of the Parliamentarian. The only members eligible to be nominated for Parliamentarian: SOP representatives, Sacramento City, Elk Grove, or Twin Rivers representatives.

Mr. Castex offered to serve as Parliamentarian and would be willing to step down as Treasurer.

Moved/Blanks, second/Scharnow, to elect Regional Castex as Parliamentarian.

Show of hands vote:

Aye: 12 (Blanks, Broxton, Castex, Chilton, Guerrero, Litka, Robinson, Scharnow, Scott, Short, Webster, Williams)

Nay: 0

Abstentions: 1 (Tate)

F. Election of Representative and Alternate to serve on the Sacramento Medi-Cal Dental Advisory Committee

Mr. Tate reviewed this board item. Those interested in serving on the board: Robin Blanks and Penelope Scott. Nominees spoke of their interest in serving on this committee.

Votes:

Robin: 12

Penelope: 0 (will serve as alternate)

Moved/Scharnow, second/Castex, to ratify the election of Robin Blanks as Representative and Penelope Scott as Alternate to serve on the Sacramento Medi-Cal Dental Advisory Committee.

Show of hands vote:

Aye: 12 (Blanks, Broxton, Castex, Chilton, Guerrero, Litka, Robinson, Scharnow, Scott, Short, Webster, Williams)

Nay: 0

Abstentions: 1 (Tate)

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Mr. Tate reviewed the calendar of events.
- Parent/Staff Recognitions: None.
- Community Resources-Parents/Staff: Mr. Tate reviewed the handouts distributed to board members.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Saurbourne thanked board members that attended the budget meetings. The April meeting was canceled; the next meeting will be the second Tuesday of May. Ms. Saurbourne reported that the county-wide expenditures are a little under budget but we are meeting our in-kind numbers. The CCP report was reviewed with Sac City to determine how to spend the remaining funds. This program is still low with in-kind; there were some issues cleared up on what can be claimed for in-kind. We have a new workers compensation carrier that allows American Express payments; the American Express bill is paid in full every month. This is allocated proportionally across the funding sources.
- Toastmasters Training – No additional report.

B. Fiscal Monitoring Reports: No questions.

C. SETA Governing Board Minutes: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Robin Blanks reviewed the critique.
- Budget/Planning Committee: Mr. Tate reported that there were four members in attendance at the last meeting. Committee members reviewed center program changes, schedule “H” in the budget, and a number of other budget changes.
- Men’s Activities Affecting Children Committee (MAACC): Mr. Tate reported that the last meeting was held in February. Mr. Tate met with Mr. Bob Silva to discuss workshops and potential events for Father’s Day. MAACC is trying to organize some workshops regarding fatherhood and the needs of fathers. The MAACC will be electing a representative to the PC at an upcoming meeting. The next meeting is on Friday, March 25.
- Maternal, Child and Adolescent Health Advisory Board: Ms. Cisneros reported that there are four strategic roles for this board: access to dental services, prematurity health, safe sleep, and perinatal substance youth. There are health professionals in the room that provide services to the community. They are

looking for a non-specified person that works with mothers. There was a presentation from the Black Infant Mortality Committee.

- Parent Ambassadors Committee: Mr. Tate reported that there were three members present at the last meeting. Ms. Litka reported that members received new buttons and discussed what should go on the shirts, such as color and wordage. Ms. Blanks encouraged everyone to participate in this committee; it is a great way for people to learn about Head Start and the services available. Ms. Guerrero stated that she is a member of a car club and they have an event scheduled in June. Ms. Guerrero feels that her car club would be willing to have a free booth at the June event in which Head Start can participate.
- Sacramento Medi-Cal Dental Advisory Committee: Ms. Cisneros stated that there is a meeting on Friday, March 25.

Mr. Broxton excused at 10:45 a.m.

VI. **Other Reports** (continued)

- B. Head Start Deputy Director's Report: Ms. Denise Lee reviewed the semi-annual data report which is a snap-shot of services provided. The disability services provided report is always provided but this new report shows the types of disabilities of the children enrolled in Head Start. This is a cumulative report showing the children enrolled as of August , 2015.

The SOP and all agencies train staff on the expectations of adult/child interactions. The Adult Code of Conduct was created to make the process more formal. These are the expectations of adults in the classroom and aligns with the approach taken with children: Be kind and friendly, be respectful, and be safe and healthy. This will be posted in all classrooms. The school districts already have a code of conduct. This code affects all adults entering the classroom, volunteers, parents, relatives of parents, etc.

C. Head Start Managers' Reports

- Lisa Carr - Family Engagement, Home Base, and ERSEA Services: Ms. Carr distributed information on a six-week parenting workshop with dinner and child care available. The workshop is based on the teaching pyramid.
- Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services
 - Quality Assurance Report: Sacramento City USD
 - Unannounced Safety & Supervision Visits Conducted by Delegates & SOP
 - Unannounced Safety & Supervision Visits Conducted by QA Unit

Ms. Caruso reported that she is reviewing grantee grant information and working on the SOP program grant. This will be brought forward for approval at the April 26 meeting. Ms. Caruso reviewed the QA report for Sacramento City USD. There four different areas over compliance. In doing the review with the delegates, any content area that falls below 90% becomes part of the formal corrective action plan. Sacramento City has 90 days to come up with a

corrective action plan. The monitoring reports are provided to update the board members on the monitoring of delegates.

- Martha Cisneros - Health, Nutrition and Safe Environments Services

Ms. Cisneros spoke of utilization rates of Denti-Cal families. There are different Denti-Cal providers that use the funds at a higher rate. Dental providers have to be certified in order to provide the services. Ms. Cisneros stated that the County's Public Health Officer was very impressed at the number of children we serve that have dental access. To date, Head Start has 429 medical referrals and have successfully closed the care plans. Ms. Cisneros reviewed the food services report. Ms. Cisneros provided an update on lead exposure. As of July 1, persons with lead exposure get referred to the public health department. This will be reported back when more information is available. The Zika Virus information sheet was reviewed; this will be provided in the classrooms. Ms. Cisneros will be attending a collaborative meeting for oral screenings and dental services with providers; this meeting will include dental information and immunizations.

- Karen Gonzales - School Readiness, Special Education and Mental Health Services

Ms. Gonzales distributed the results of the Winter assessment which tells where kids are county-wide. The education team has been meeting with the delegates to develop coaching plans and participating in class observations studying the quality of teacher/child interactions.

D. Chair's Report: No report.

E. Open Discussion and Comments: Ms. Chilton reported that April is National Child Abuse Prevention Month. Birth and Beyond are sponsoring a field trip to Tricks Gym, April 27, 1-2 p.m.; a flyer and calendar will be sent out. Reservations are required. They are covering the cost of the event. In addition, a parent workshop is scheduled for April 13, 11-12:30 p.m.; play care will be provided for the parents that attend.

F. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 11: 34 a.m.



Quality Assurance Summary Report

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

Agency	Centers Visited	# of Classrooms	# of Files	Monitoring Purpose
Twin Rivers Unified School District	Morey Avenue Oakdale Rio Linda	8 3 facilities observations	24	<input type="checkbox"/> Initial <input checked="" type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- The record-keeping system for DRDP assessments is well-organized, with assessment information clearly linked with measures and individual goals.
- Parent meeting documentation was complete and available to parents.
- There is responsive system to address safety and maintenance of outdoor playgrounds and facilities improvement

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	90%	No significant noted findings
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	94%	No significant noted findings
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	93%	No significant noted findings

<p>Family, Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i></p>	<p>86%</p>	<p>1-Not all FPAs had clear strategies and timelines and/or documented follow-up on referrals made to internal or external agencies 2- Limited/no evidence of kindergarten registration information and/or transition information provided to families.</p>
<p>Adult Mental Health <i>(Parent/Guardian Mental Health)</i></p>	<p>88%</p>	<p>No significant noted findings</p>
<p>Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i></p>	<p>83%</p>	<p>1-Incorrect ASQ and ASQ:SE forms were utilized for required educational screenings and/or past the 45-day timeline</p>
<p>Written Individualization <i>(Assessments, Individual Development Plans, Home Visits/Parent Conferences)</i></p>	<p>95%</p>	<p>No significant noted findings</p>
<p>Curriculum/Implementation of Individualization <i>(Ratios, Supervision, Daily Schedule, Lesson Plans, Indoor/Outdoor Environments)</i></p>	<p>95%</p>	<p>No significant noted findings</p>
<p>ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i></p>	<p>84%</p>	<p>1-Not all funded enrollment slots were filled at the beginning of the program year 2-Not all files had complete and accurate California Child Care Licensing Parents' Rights, Personal Rights and Child Abuse Reporting forms (CCL forms) on file 3-Inaccuracies between information on application form and Child Plus</p>

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

Corrective Action Plans:

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

Special Note: The grantee provided intensive training and technical assistance during the 2015-2016 program year. As a result, Twin Rivers USD staff did a great job significantly increasing compliance.

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

The Special Education Report shows the percentage of enrolled preschool aged children with a diagnosed disability receiving services through an Individualized Education Plan (IEP). For Early Head Start, the Special Education Report shows the number of children ages 0-3 who are receiving early intervention services through an Individualized Family Services Plan (IFSP).

Head Start Program Performance Standards Reference: 1305.6 (c) states *that at least 10% of the total number of enrollment in each grantee and delegate agency must be made available to children with disabilities.*

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	2028	232	11%	369	104	28%
Twin Rivers USD	233	36	15%			
Elk Grove USD	440	52	12%			
Sac City USD	1211	151	12%	144	24	17%
San Juan USD	668	92	14%	160	24	15%
WCIC	120	14	12%			
EHS CCP				84	6	7%
COUNTY TOTAL	4700	577	12%	757	158	21%

AFE: Annual Funded Enrollment



SETA Head Start Food Service Operations Monthly Report *April 2016

April 1st - Minimum Day Preschool & EHS Full-Day Classes.

April 4th - New On-Call Cook/Driver Richard started.
North Avenue Class 1256C capped at 10 children due to lack of staff.

April 8th - Teacher Training - Closed classes Hopkins 2 AM & 2 PM and Fruitridge 2 AM & 2 PM.

April 12th - Mindy's Home Base Special Function, lunch and snack provided for 55 guests.

April 11th - Children limited at Strizek and Hopkins due to staff shortage.

April 11th to 15th - North Avenue afternoon Class A limited to 10 children.

April 13th - Helen's Home Base Special Function, lunch and snack provided for 55 guests.

April 14th - Monica's Special Home Base Special Function, lunch and snack provided for 55 guests.

April 15th - Closed for training Hillsdale Center and Northview Class C&D.

April 20th - Katherine's EHS Home Base Special Function, lunch and snack provided for 69 guests.
Illa Collin closed due to staff shortage.

April 21st - Kristine's EHS Home Base Special Function, lunch and snack provided for 80 guests.
Frank's EHS Home Base Special Function, lunch & snack provided for 92 guests.

April 26th - LaVerne Stewart capped at 10 children due to staffing.

Meetings & Trainings:

Connie attended the CACFP Health Institute on April 12th & 13th in Sacramento

Total Number of Meals and Snacks Prepared for All Kitchens:			
Lunch	PM Snack	Breakfast	Field Trips
39,520	24,250	26,670	520

Total Amount of Meals and Snacks Prepared 90,960

Purchases:

Food	\$75,258.71
Non - Food	\$22,886.46

Building Maintenance and Repair: \$617.96

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$5,492.40

Vehicle Maintenance and Repair : \$1,716.64

Vehicle Gas / Fuel: \$1,289.48
Normal Delivery Days 21

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 4/29/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	446	101	85
Sacramento City USD	1,211	1,212	100	86
SETA	2,028	2,053	101	79
San Juan USD	688	681	102	80
Twin Rivers USD	233	233	100	76
WCIC/Playmate	120	120	100	79
Total	4,700	4,745		

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 4/29/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	144	155	108	86
SETA	369	382	104	78
San Juan USD	160	169	106	81
Total	673	706		

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 4/29/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	36	100	85
Sacramento City USD	40	40	100	80
SETA/Job Corps.*	4	4	100	TBD
Total	80	80		

- (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

*This reflects the change of scope as approved by ACF on March 21, 2016



Head Start Monthly Report May 2016

SETA Operated Program

Family Engagement

Staff has been participating in outreach projects in the community. The family service workers have recently participated in a community event at the Louise Perez Community Center. This has given the community the opportunity to learn more about the Head Start and Early Head Start programs in the surrounding area. Staff have also recently worked with the Black Infant Health collaborative and spoke at their monthly meeting, informing them of all the services that SETA offers. Our goal this year is to continually increase the name recognition of the Head Start and Early Head Start programs.

In SETA's last grant cycle, SETA created parent intern positions which gave Head Start parents the opportunity to apply for a 600 hour intern position as either a data entry clerk, a health aide, working in the kitchen, working with facilities or as a secretary. Of the five positions we hired for, three parents were able to apply for and get permanent work, one is still working on her 600 hours, and one had to drop out due to a family situation. With the success of this project, SETA Head Start is now interviewing to fill three positions. Head Start not only realized that we have an obligation to prepare children for school, but we also have an obligation to help encourage parents to become job ready. We have collaborated with the Workforce Development, which is part of SETA, to ensure that each parent intern is set up with a workforce coach who will guide their career pathway. We look forward to seeing continued parent success with this project.

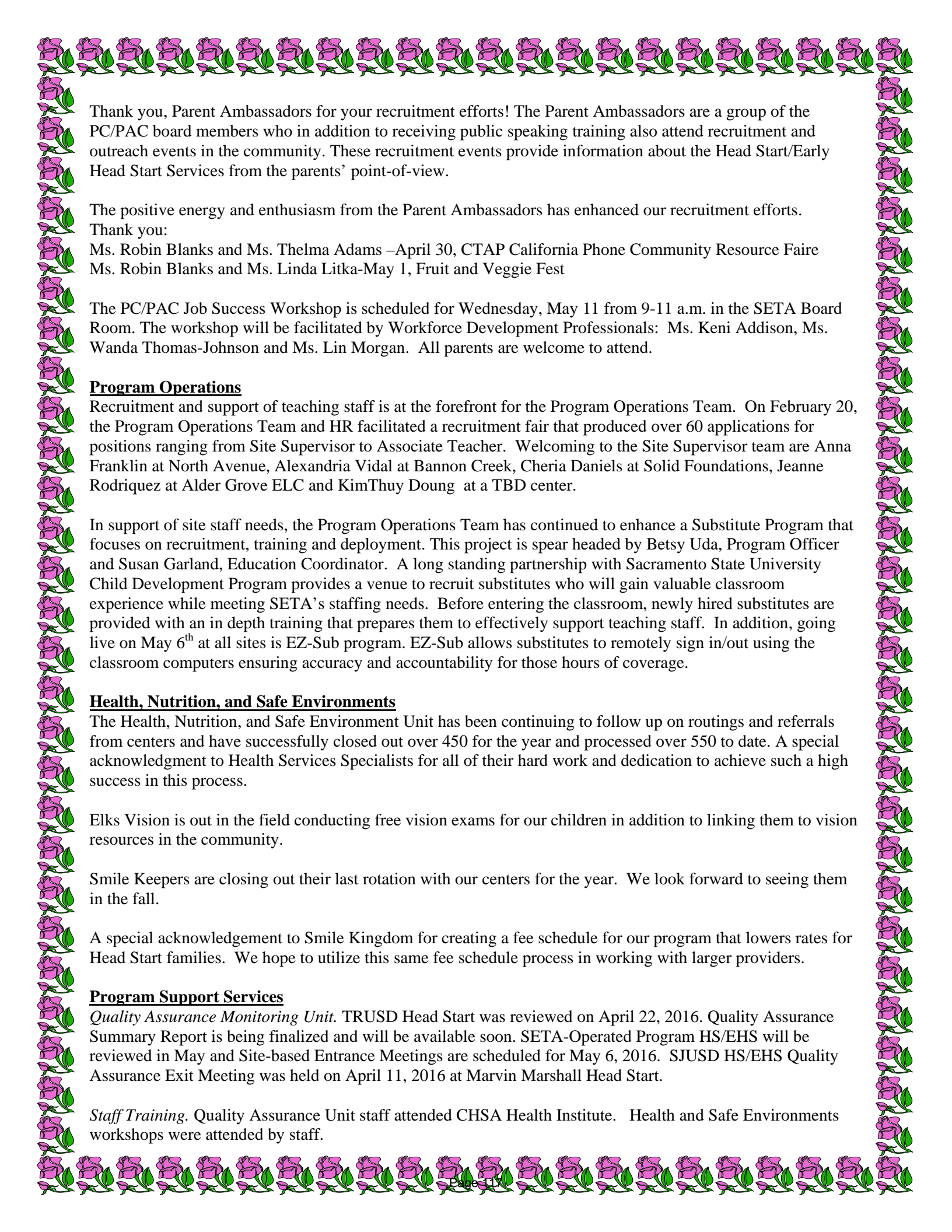
Governance

The first of a five (5) week *MAACC Overcoming Obstacles to Fatherhood Series* was held on Thursday, April 28 at SETA. The workshop training topic was "The Roles of Fathers in the 21st Century" and focused on exploring the roles of father's and men throughout the generations.

Topics of discussion included:

- Media portrayal of father's
- How fathers roles changed
- Building tradition and legacies
- How to communicate family values

Mr. Kenneth Tate, PC Chair, facilitated the workshop and led the discussion on various issues fathers face in the 21st Century. Mr. Tate did a fantastic job presenting research based information and providing personal stories from his own life that helped parents relate to the workshop material and to share their personal experiences. Mr. Tate and Mr. Calvin Sheppard, PC/PAC MAACC Representative, welcomed all parents (all genders, men and women) and all father-like figures to attend workshop trainings. The next training is "Employment & Training Services in Sacramento County," facilitated by Mr. John Allen, SETA Human Resource and Facilities Chief. Parents will learn about training services in Sacramento County and their rights as an employee.



Thank you, Parent Ambassadors for your recruitment efforts! The Parent Ambassadors are a group of the PC/PAC board members who in addition to receiving public speaking training also attend recruitment and outreach events in the community. These recruitment events provide information about the Head Start/Early Head Start Services from the parents' point-of-view.

The positive energy and enthusiasm from the Parent Ambassadors has enhanced our recruitment efforts. Thank you:

Ms. Robin Blanks and Ms. Thelma Adams –April 30, CTAP California Phone Community Resource Faire
Ms. Robin Blanks and Ms. Linda Litka-May 1, Fruit and Veggie Fest

The PC/PAC Job Success Workshop is scheduled for Wednesday, May 11 from 9-11 a.m. in the SETA Board Room. The workshop will be facilitated by Workforce Development Professionals: Ms. Keni Addison, Ms. Wanda Thomas-Johnson and Ms. Lin Morgan. All parents are welcome to attend.

Program Operations

Recruitment and support of teaching staff is at the forefront for the Program Operations Team. On February 20, the Program Operations Team and HR facilitated a recruitment fair that produced over 60 applications for positions ranging from Site Supervisor to Associate Teacher. Welcoming to the Site Supervisor team are Anna Franklin at North Avenue, Alexandria Vidal at Bannon Creek, Cheria Daniels at Solid Foundations, Jeanne Rodriquez at Alder Grove ELC and KimThuy Doung at a TBD center.

In support of site staff needs, the Program Operations Team has continued to enhance a Substitute Program that focuses on recruitment, training and deployment. This project is spear headed by Betsy Uda, Program Officer and Susan Garland, Education Coordinator. A long standing partnership with Sacramento State University Child Development Program provides a venue to recruit substitutes who will gain valuable classroom experience while meeting SETA's staffing needs. Before entering the classroom, newly hired substitutes are provided with an in depth training that prepares them to effectively support teaching staff. In addition, going live on May 6th at all sites is EZ-Sub program. EZ-Sub allows substitutes to remotely sign in/out using the classroom computers ensuring accuracy and accountability for those hours of coverage.

Health, Nutrition, and Safe Environments

The Health, Nutrition, and Safe Environment Unit has been continuing to follow up on routings and referrals from centers and have successfully closed out over 450 for the year and processed over 550 to date. A special acknowledgment to Health Services Specialists for all of their hard work and dedication to achieve such a high success in this process.

Elks Vision is out in the field conducting free vision exams for our children in addition to linking them to vision resources in the community.

Smile Keepers are closing out their last rotation with our centers for the year. We look forward to seeing them in the fall.

A special acknowledgement to Smile Kingdom for creating a fee schedule for our program that lowers rates for Head Start families. We hope to utilize this same fee schedule process in working with larger providers.

Program Support Services

Quality Assurance Monitoring Unit. TRUSD Head Start was reviewed on April 22, 2016. Quality Assurance Summary Report is being finalized and will be available soon. SETA-Operated Program HS/EHS will be reviewed in May and Site-based Entrance Meetings are scheduled for May 6, 2016. SJUSD HS/EHS Quality Assurance Exit Meeting was held on April 11, 2016 at Marvin Marshall Head Start.

Staff Training. Quality Assurance Unit staff attended CHSA Health Institute. Health and Safe Environments workshops were attended by staff.



Elk Grove Unified School District

Education Services Update

Joua Lee and Manuela Eichenhofer from Sacramento County Office of Education presented information and strategies to use with preschool Dual Language Learners and their families. Teachers watched several videos of these practices in action and had the opportunity to discuss what they saw and how they could apply them in their classrooms.

Enrollment

The Elk Grove Unified School District is funded to serve 480 students and is fully enrolled. The average daily attendance (ADA) was 85%.

Disabilities Services and Mental Health Services Update

Our program educators and OAIIs have worked closely with Kate Barbero, PreK social worker and with Dr. Teresa Gannon, PreK psychologist, to place students with an active IEP into the Head Start program. There are 52 students with active IEPs being served which is twelve percent (12%) of our Head Start student population.

Health Services Update

Program educators are monitoring files and providing additional support to ensure that children in need of further dental treatment receive those services.

USDA Meals/Snacks

Head Start students were served 11,874 meals during the month of April.

Family and Community Partnerships Update

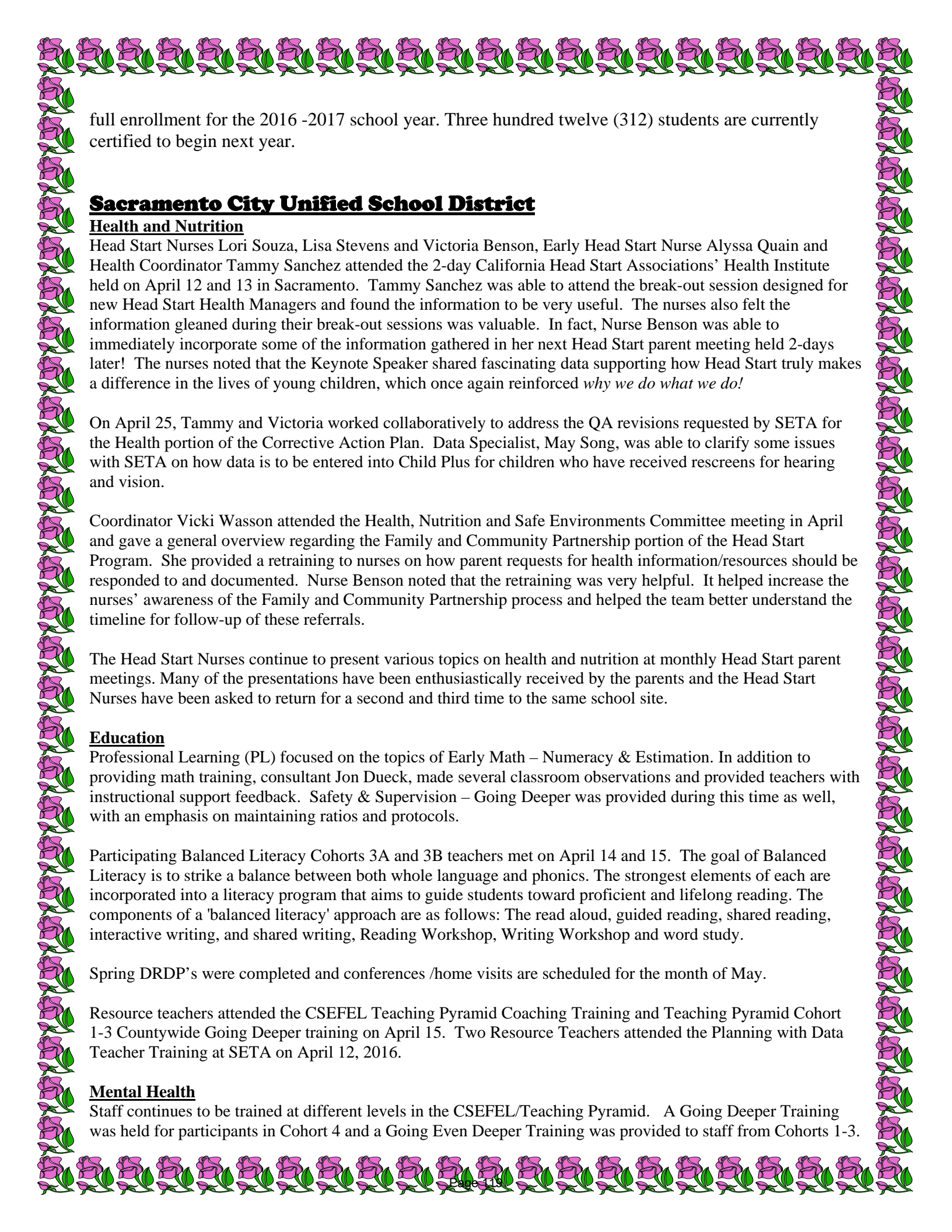
Family education opportunities are offered in conjunction with the School Readiness grant funded by First 5 California. Class offerings are dictated, in part, by the desires and needs of families expressed in a yearly survey and, in part, by the School Readiness grant. Every opportunity is utilized to inform parents of upcoming parent meetings and to encourage their attendance. Parents are informed of education opportunities during monthly classroom parent meetings, by publication of a monthly parent calendar, by their child's classroom teacher, and by the Academic Program Coordinator at their school site.

The following workshops were held in April:

"I Am Moving, I Am Learning" was held at David Reese Elementary on April 6, at William Daylor High on April 13, at Charles Mack Elementary on April 14, at Herman Leimbach Elementary on April 19, at Florin Elementary on April 27, and at Samuel Kennedy Elementary School on April 28. This workshop teaches families the importance of physical activity and how they can use simple materials found at home to create fun, physically active experiences. Twenty-two (22) families attended the workshop at David Reese Elementary, twenty-one (21) families attended the workshop at William Daylor High, forty-eight (48) families attended the workshop at Charles Mack Elementary, twenty-one (21) families attended the workshop at Herman Leimbach Elementary, forty-five (45) families attended the workshop at Florin Elementary, and fifty-eight (58) families attended the workshop at Samuel Kennedy Elementary School.

Recruitment

An internal office calendar with registration dates for January through June has been created to ensure



full enrollment for the 2016 -2017 school year. Three hundred twelve (312) students are currently certified to begin next year.

Sacramento City Unified School District

Health and Nutrition

Head Start Nurses Lori Souza, Lisa Stevens and Victoria Benson, Early Head Start Nurse Alyssa Quain and Health Coordinator Tammy Sanchez attended the 2-day California Head Start Associations' Health Institute held on April 12 and 13 in Sacramento. Tammy Sanchez was able to attend the break-out session designed for new Head Start Health Managers and found the information to be very useful. The nurses also felt the information gleaned during their break-out sessions was valuable. In fact, Nurse Benson was able to immediately incorporate some of the information gathered in her next Head Start parent meeting held 2-days later! The nurses noted that the Keynote Speaker shared fascinating data supporting how Head Start truly makes a difference in the lives of young children, which once again reinforced *why we do what we do!*

On April 25, Tammy and Victoria worked collaboratively to address the QA revisions requested by SETA for the Health portion of the Corrective Action Plan. Data Specialist, May Song, was able to clarify some issues with SETA on how data is to be entered into Child Plus for children who have received rescreens for hearing and vision.

Coordinator Vicki Wasson attended the Health, Nutrition and Safe Environments Committee meeting in April and gave a general overview regarding the Family and Community Partnership portion of the Head Start Program. She provided a retraining to nurses on how parent requests for health information/resources should be responded to and documented. Nurse Benson noted that the retraining was very helpful. It helped increase the nurses' awareness of the Family and Community Partnership process and helped the team better understand the timeline for follow-up of these referrals.

The Head Start Nurses continue to present various topics on health and nutrition at monthly Head Start parent meetings. Many of the presentations have been enthusiastically received by the parents and the Head Start Nurses have been asked to return for a second and third time to the same school site.

Education

Professional Learning (PL) focused on the topics of Early Math – Numeracy & Estimation. In addition to providing math training, consultant Jon Dueck, made several classroom observations and provided teachers with instructional support feedback. Safety & Supervision – Going Deeper was provided during this time as well, with an emphasis on maintaining ratios and protocols.

Participating Balanced Literacy Cohorts 3A and 3B teachers met on April 14 and 15. The goal of Balanced Literacy is to strike a balance between both whole language and phonics. The strongest elements of each are incorporated into a literacy program that aims to guide students toward proficient and lifelong reading. The components of a 'balanced literacy' approach are as follows: The read aloud, guided reading, shared reading, interactive writing, and shared writing, Reading Workshop, Writing Workshop and word study.

Spring DRDP's were completed and conferences /home visits are scheduled for the month of May.

Resource teachers attended the CSEFEL Teaching Pyramid Coaching Training and Teaching Pyramid Cohort 1-3 Countywide Going Deeper training on April 15. Two Resource Teachers attended the Planning with Data Teacher Training at SETA on April 12, 2016.

Mental Health

Staff continues to be trained at different levels in the CSEFEL/Teaching Pyramid. A Going Deeper Training was held for participants in Cohort 4 and a Going Even Deeper Training was provided to staff from Cohorts 1-3.



SCUSD Teaching Pyramid Leadership Team met to continue progress on achieving the benchmarks of quality provided by WestEd and the Countywide Teaching Pyramid Leadership Team.

Social Work staff continues to follow up with families and teaching staff to assist with individual needs of families.

Family and Community Engagement

Evening parent workshops and family engagement night series is beginning on March 31, 2016. A 1-hour positive discipline workshop will be followed by an activity time for parents and their children interact together.

Social workers and School Community Liaisons are in the process of following up on goals set by parents during the second goal setting for the year.

Extra support or individual training is being provided to teaching staff to ensure that all goal sheets are completed clearly and correctly.

Early Head Start and Home-Based

On April 8 Early Head Start and Home-Based had professional learning, with Sharron Krull. Sharron gave a presentation on gross motor and movement called, Little Busy Bodies: Active Learning for Infants and Toddlers. The workshop incorporated a lot of movement demonstrations to get the staff up and active. The staff left with many activity ideas to take back to the field.

EHS welcomed a new social worker, Myrha Ohayon. Myrha comes with many years of experience in the field and also with SCUSD. We are all very excited to have her on the team!

The EHS enrollment specialist position was also filled. Chao Xiong has moved from preschool enrollment to the EHS enrollment. Chao has been working with a couple of the EHS classrooms over the past couple of years and is going to be a great asset to our little team.

The resource team met to plan for the 2016-2017 school-year. It was a great meeting because we are now fully staffed with our new social worker and enrollment specialist. We are very excited to transition out of 2015-2016 in to the new school year with a full team.

The EHS Home-base socialization was a huge success. We had about 15 families attend. A guest librarian came to conduct circle-time for the socialization. She sang songs, read books, and brought her guitar. Home visitors also received helpful tips on conducting a successful circle-time.

Special Education

We have currently served 151 preschoolers with IEPs and 24 infants/toddlers with IFSPs. Although Special Education is no longer taking referrals for full team assessments, we still have 22 students in progress. We know of 14 children receiving early intervention services from their speech therapist without an IEP, and still have 9 pending speech referrals and 9 pending speech IEPs.

The Special Needs Coordinator attended the Social & Communications Workshop hosted by the SCUSD Community Advisory Committee and heard about more strategies on helping children who need more support with speech and communication, and even had the opportunity to create a sample of a social story.

The Special Needs team continues to work alongside with the district Special Education team in finding appropriate services and placements for students.



San Juan Unified School District

Education Services Update

All classrooms began to focus on a Flower study this month. During the course of this study, the letter focus is Gg, Ee, and Dd. The math focus is Addition/Subtraction with Objects in 2 Sets. There was also time in the last two weeks to review math concepts needed by individual classrooms. All programs completed their last DRDP assessment this month. Teachers began conducting parent conferences, which will continue into next month.

Disabilities Services Update

The Disabilities team has been looking at a better system to document Developmental, Behavioral, and Speech rescreens and rescreen results. A new documentation form, which will be housed in individual children's CUM files, has been developed and will be piloted for the next school year. The implementation of this new documentation form should make screening paperwork easier and more understandable for the classroom teaching staff, as well as any monitoring staff.

Mental Health Services Update

The Mental Health Therapist worked to lend extra support to those kindergarten-bound children's parents who have concern for their child's social/emotional readiness. He provided resources for the counseling cases that are preparing to close in order to continue future mental health services. The Mental Health Therapist also provided Self-Esteem workshops for parents.

Health & Nutrition Services Update

Health continued to review students' health, nutrition, and immunization status, completing and reviewing health files for children enrolling in the current 2015-16 school year. The School Nurse worked to complete and update Individualized Student Health Plans for those who have health concerns. She also wrote several reports for students with IEPs. Health screened children once per week throughout the month of April. There will not be screening in May. Smile Keepers visited school sites, and will continue to do so through May of 2016. The Health Team worked on data checking for PIR, as well as various forms, handbooks, and other documentation and information that will be needed for re-enrollment during the summer.

Family and Community Partnerships Update

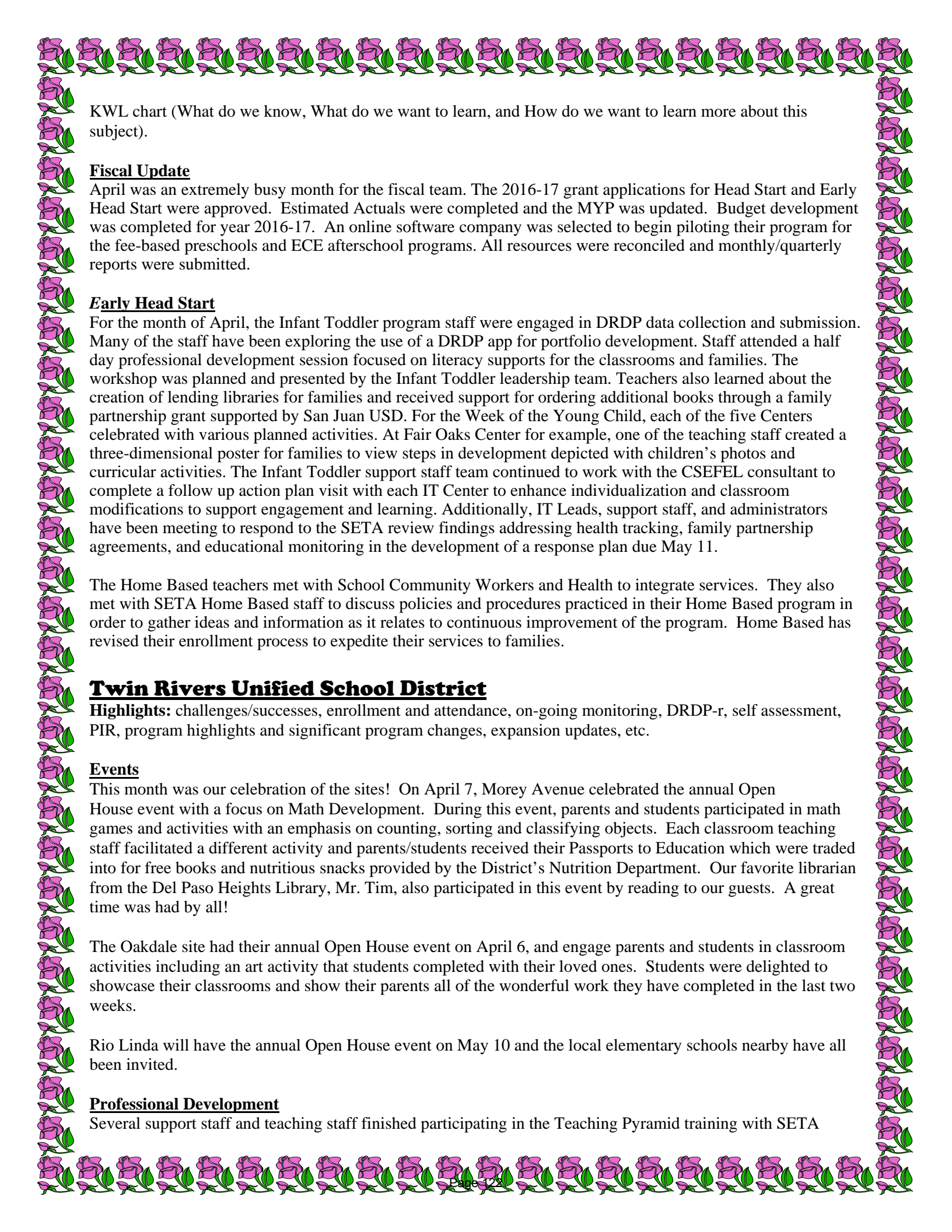
The SJUSD Head Start program, in collaboration with First 5, participated in the district's satellite Kindergarten enrollment day by hosting a table which allowed parents to enroll their preschoolers into Head Start and Preschool programs. School Readiness promoted the Head Start, State Preschool, and First 5 Preschool programs, as well as Summer Camp Academy and 0-3 playgroups. Parents also received a Kindergarten Transitional packet with tips and activities on how to better prepare for Kindergarten.

The Head Start Team has also worked with the School Readiness van visits, which continued at Howe, Dyer Kelly, Starr King, Encina, and General Davie Center. The van visit events provided an opportunity to focus on family topics and community needs. This has been a great resource for families to learn about community services, and it gives ECE an opportunity to build a close relationship with the parents. ECE has collaborated with the San Juan Unified Family and Community Engagement Department in the Latino Family Literacy Project at Edison Elementary School. The Latino Family Literacy Project teaches parents the importance of establishing a reading routine with their children, while building English vocabulary skills.

School Community Workers offered counseling referrals for parent and family support. They also worked with parents to give them information in regards to Denti-Cal and the California Dental Board, as well as directed parents to the on-going junior chef class for preschoolers held on Wednesdays at Davie Center in Room 12.

Program Support/Staff Training Update

The second in a series of two trainings on Guided Language Acquisition Design (GLAD) was presented to staff on April 1st. Teachers revisited the practice of the Morning Message. This was a focus of training in the last couple of years and was expanded upon in this training. Teachers also discussed the different types of T charts which can be used in the classroom. One example of a T chart often used in the preschool classrooms is the



KWL chart (What do we know, What do we want to learn, and How do we want to learn more about this subject).

Fiscal Update

April was an extremely busy month for the fiscal team. The 2016-17 grant applications for Head Start and Early Head Start were approved. Estimated Actuals were completed and the MYP was updated. Budget development was completed for year 2016-17. An online software company was selected to begin piloting their program for the fee-based preschools and ECE afterschool programs. All resources were reconciled and monthly/quarterly reports were submitted.

Early Head Start

For the month of April, the Infant Toddler program staff were engaged in DRDP data collection and submission. Many of the staff have been exploring the use of a DRDP app for portfolio development. Staff attended a half day professional development session focused on literacy supports for the classrooms and families. The workshop was planned and presented by the Infant Toddler leadership team. Teachers also learned about the creation of lending libraries for families and received support for ordering additional books through a family partnership grant supported by San Juan USD. For the Week of the Young Child, each of the five Centers celebrated with various planned activities. At Fair Oaks Center for example, one of the teaching staff created a three-dimensional poster for families to view steps in development depicted with children's photos and curricular activities. The Infant Toddler support staff team continued to work with the CSEFEL consultant to complete a follow up action plan visit with each IT Center to enhance individualization and classroom modifications to support engagement and learning. Additionally, IT Leads, support staff, and administrators have been meeting to respond to the SETA review findings addressing health tracking, family partnership agreements, and educational monitoring in the development of a response plan due May 11.

The Home Based teachers met with School Community Workers and Health to integrate services. They also met with SETA Home Based staff to discuss policies and procedures practiced in their Home Based program in order to gather ideas and information as it relates to continuous improvement of the program. Home Based has revised their enrollment process to expedite their services to families.

Twin Rivers Unified School District

Highlights: challenges/successes, enrollment and attendance, on-going monitoring, DRDP-r, self assessment, PIR, program highlights and significant program changes, expansion updates, etc.

Events

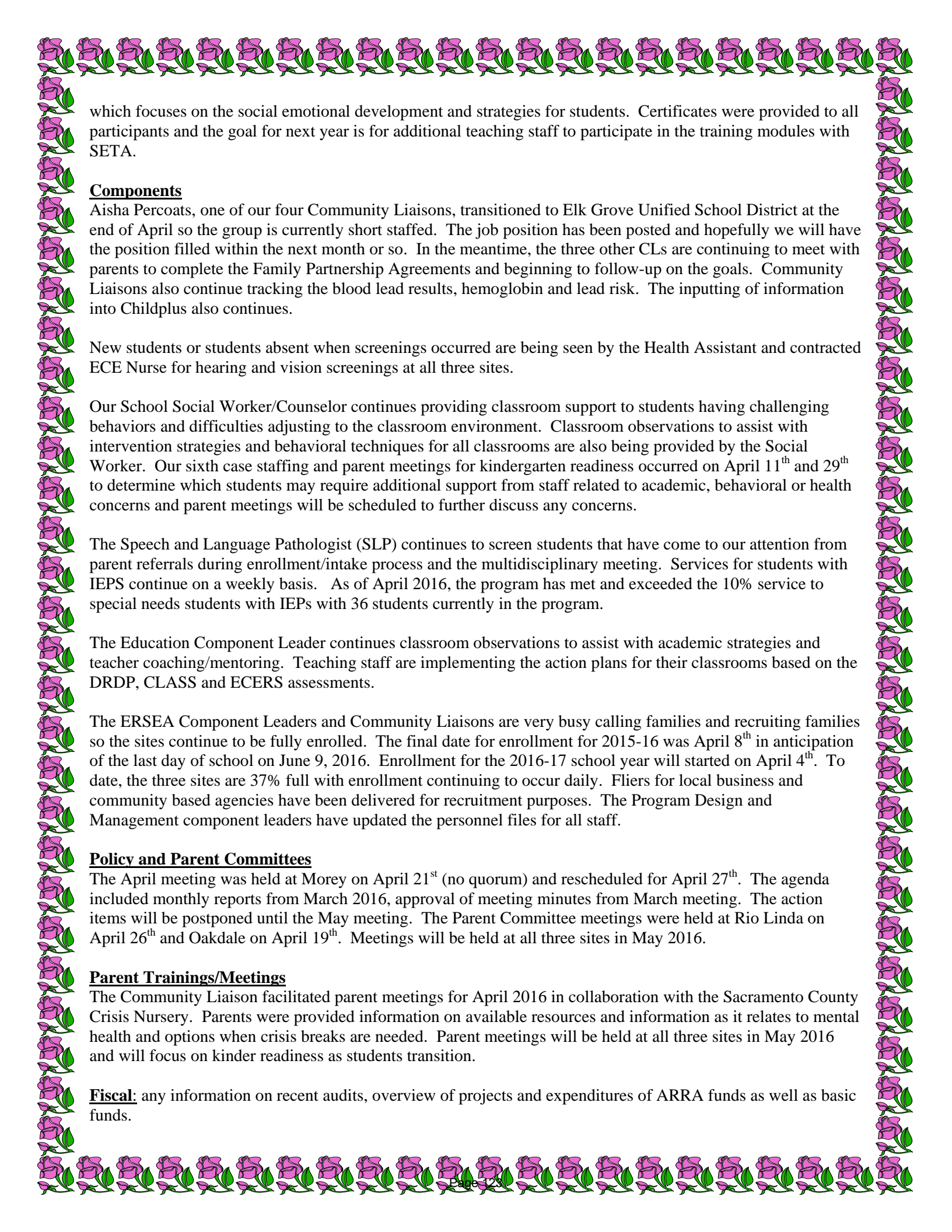
This month was our celebration of the sites! On April 7, Morey Avenue celebrated the annual Open House event with a focus on Math Development. During this event, parents and students participated in math games and activities with an emphasis on counting, sorting and classifying objects. Each classroom teaching staff facilitated a different activity and parents/students received their Passports to Education which were traded into for free books and nutritious snacks provided by the District's Nutrition Department. Our favorite librarian from the Del Paso Heights Library, Mr. Tim, also participated in this event by reading to our guests. A great time was had by all!

The Oakdale site had their annual Open House event on April 6, and engage parents and students in classroom activities including an art activity that students completed with their loved ones. Students were delighted to showcase their classrooms and show their parents all of the wonderful work they have completed in the last two weeks.

Rio Linda will have the annual Open House event on May 10 and the local elementary schools nearby have all been invited.

Professional Development

Several support staff and teaching staff finished participating in the Teaching Pyramid training with SETA



which focuses on the social emotional development and strategies for students. Certificates were provided to all participants and the goal for next year is for additional teaching staff to participate in the training modules with SETA.

Components

Aisha Percoats, one of our four Community Liaisons, transitioned to Elk Grove Unified School District at the end of April so the group is currently short staffed. The job position has been posted and hopefully we will have the position filled within the next month or so. In the meantime, the three other CLs are continuing to meet with parents to complete the Family Partnership Agreements and beginning to follow-up on the goals. Community Liaisons also continue tracking the blood lead results, hemoglobin and lead risk. The inputting of information into Childplus also continues.

New students or students absent when screenings occurred are being seen by the Health Assistant and contracted ECE Nurse for hearing and vision screenings at all three sites.

Our School Social Worker/Counselor continues providing classroom support to students having challenging behaviors and difficulties adjusting to the classroom environment. Classroom observations to assist with intervention strategies and behavioral techniques for all classrooms are also being provided by the Social Worker. Our sixth case staffing and parent meetings for kindergarten readiness occurred on April 11th and 29th to determine which students may require additional support from staff related to academic, behavioral or health concerns and parent meetings will be scheduled to further discuss any concerns.

The Speech and Language Pathologist (SLP) continues to screen students that have come to our attention from parent referrals during enrollment/intake process and the multidisciplinary meeting. Services for students with IEPS continue on a weekly basis. As of April 2016, the program has met and exceeded the 10% service to special needs students with IEPs with 36 students currently in the program.

The Education Component Leader continues classroom observations to assist with academic strategies and teacher coaching/mentoring. Teaching staff are implementing the action plans for their classrooms based on the DRDP, CLASS and ECERS assessments.

The ERSEA Component Leaders and Community Liaisons are very busy calling families and recruiting families so the sites continue to be fully enrolled. The final date for enrollment for 2015-16 was April 8th in anticipation of the last day of school on June 9, 2016. Enrollment for the 2016-17 school year will started on April 4th. To date, the three sites are 37% full with enrollment continuing to occur daily. Fliers for local business and community based agencies have been delivered for recruitment purposes. The Program Design and Management component leaders have updated the personnel files for all staff.

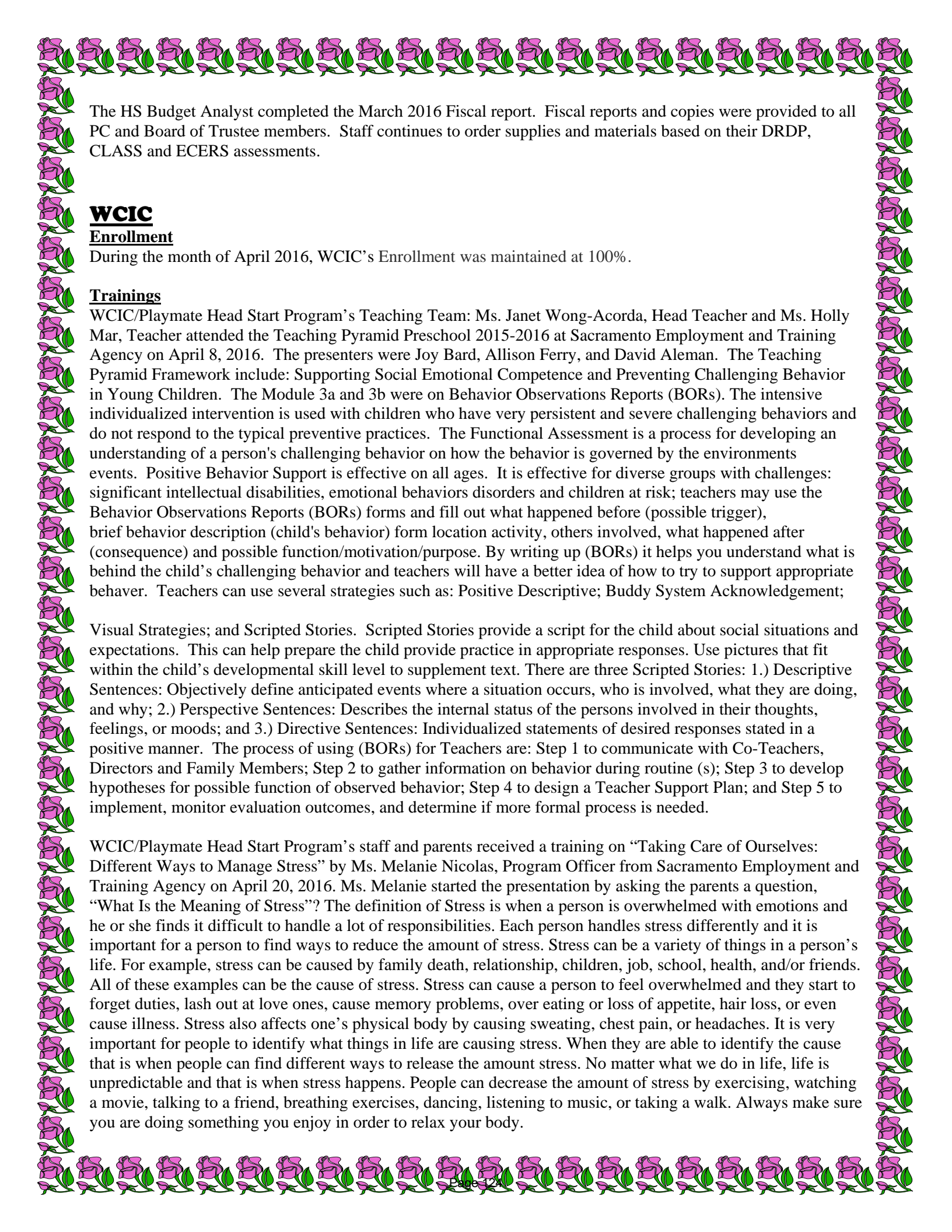
Policy and Parent Committees

The April meeting was held at Morey on April 21st (no quorum) and rescheduled for April 27th. The agenda included monthly reports from March 2016, approval of meeting minutes from March meeting. The action items will be postponed until the May meeting. The Parent Committee meetings were held at Rio Linda on April 26th and Oakdale on April 19th. Meetings will be held at all three sites in May 2016.

Parent Trainings/Meetings

The Community Liaison facilitated parent meetings for April 2016 in collaboration with the Sacramento County Crisis Nursery. Parents were provided information on available resources and information as it relates to mental health and options when crisis breaks are needed. Parent meetings will be held at all three sites in May 2016 and will focus on kinder readiness as students transition.

Fiscal: any information on recent audits, overview of projects and expenditures of ARRA funds as well as basic funds.



The HS Budget Analyst completed the March 2016 Fiscal report. Fiscal reports and copies were provided to all PC and Board of Trustee members. Staff continues to order supplies and materials based on their DRDP, CLASS and ECERS assessments.

WCIC

Enrollment

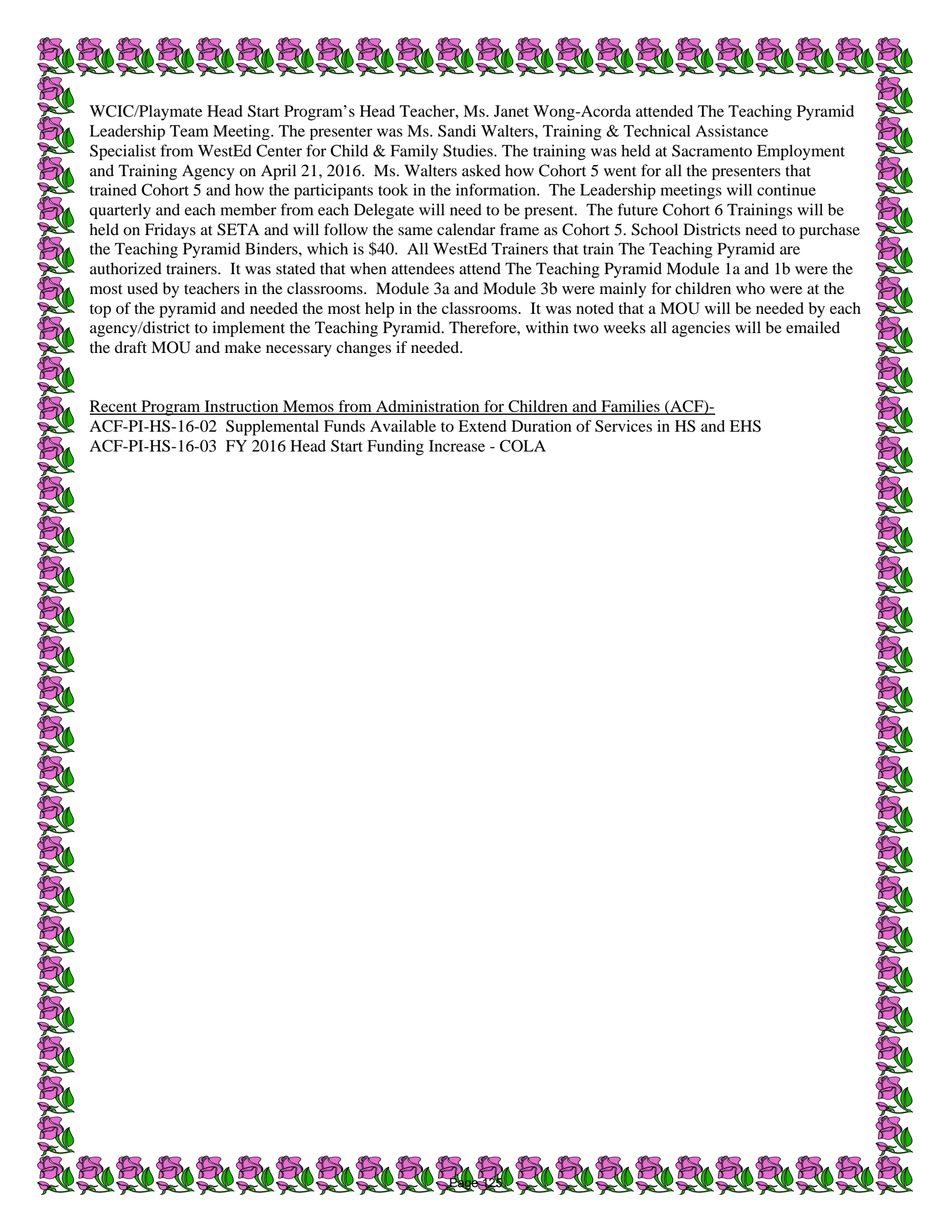
During the month of April 2016, WCIC's Enrollment was maintained at 100%.

Trainings

WCIC/Playmate Head Start Program's Teaching Team: Ms. Janet Wong-Acorda, Head Teacher and Ms. Holly Mar, Teacher attended the Teaching Pyramid Preschool 2015-2016 at Sacramento Employment and Training Agency on April 8, 2016. The presenters were Joy Bard, Allison Ferry, and David Aleman. The Teaching Pyramid Framework include: Supporting Social Emotional Competence and Preventing Challenging Behavior in Young Children. The Module 3a and 3b were on Behavior Observations Reports (BORs). The intensive individualized intervention is used with children who have very persistent and severe challenging behaviors and do not respond to the typical preventive practices. The Functional Assessment is a process for developing an understanding of a person's challenging behavior on how the behavior is governed by the environments events. Positive Behavior Support is effective on all ages. It is effective for diverse groups with challenges: significant intellectual disabilities, emotional behaviors disorders and children at risk; teachers may use the Behavior Observations Reports (BORs) forms and fill out what happened before (possible trigger), brief behavior description (child's behavior) form location activity, others involved, what happened after (consequence) and possible function/motivation/purpose. By writing up (BORs) it helps you understand what is behind the child's challenging behavior and teachers will have a better idea of how to try to support appropriate behavior. Teachers can use several strategies such as: Positive Descriptive; Buddy System Acknowledgement;

Visual Strategies; and Scripted Stories. Scripted Stories provide a script for the child about social situations and expectations. This can help prepare the child provide practice in appropriate responses. Use pictures that fit within the child's developmental skill level to supplement text. There are three Scripted Stories: 1.) Descriptive Sentences: Objectively define anticipated events where a situation occurs, who is involved, what they are doing, and why; 2.) Perspective Sentences: Describes the internal status of the persons involved in their thoughts, feelings, or moods; and 3.) Directive Sentences: Individualized statements of desired responses stated in a positive manner. The process of using (BORs) for Teachers are: Step 1 to communicate with Co-Teachers, Directors and Family Members; Step 2 to gather information on behavior during routine (s); Step 3 to develop hypotheses for possible function of observed behavior; Step 4 to design a Teacher Support Plan; and Step 5 to implement, monitor evaluation outcomes, and determine if more formal process is needed.

WCIC/Playmate Head Start Program's staff and parents received a training on "Taking Care of Ourselves: Different Ways to Manage Stress" by Ms. Melanie Nicolas, Program Officer from Sacramento Employment and Training Agency on April 20, 2016. Ms. Melanie started the presentation by asking the parents a question, "What Is the Meaning of Stress"? The definition of Stress is when a person is overwhelmed with emotions and he or she finds it difficult to handle a lot of responsibilities. Each person handles stress differently and it is important for a person to find ways to reduce the amount of stress. Stress can be a variety of things in a person's life. For example, stress can be caused by family death, relationship, children, job, school, health, and/or friends. All of these examples can be the cause of stress. Stress can cause a person to feel overwhelmed and they start to forget duties, lash out at love ones, cause memory problems, over eating or loss of appetite, hair loss, or even cause illness. Stress also affects one's physical body by causing sweating, chest pain, or headaches. It is very important for people to identify what things in life are causing stress. When they are able to identify the cause that is when people can find different ways to release the amount stress. No matter what we do in life, life is unpredictable and that is when stress happens. People can decrease the amount of stress by exercising, watching a movie, talking to a friend, breathing exercises, dancing, listening to music, or taking a walk. Always make sure you are doing something you enjoy in order to relax your body.



WCIC/Playmate Head Start Program's Head Teacher, Ms. Janet Wong-Acorda attended The Teaching Pyramid Leadership Team Meeting. The presenter was Ms. Sandi Walters, Training & Technical Assistance Specialist from WestEd Center for Child & Family Studies. The training was held at Sacramento Employment and Training Agency on April 21, 2016. Ms. Walters asked how Cohort 5 went for all the presenters that trained Cohort 5 and how the participants took in the information. The Leadership meetings will continue quarterly and each member from each Delegate will need to be present. The future Cohort 6 Trainings will be held on Fridays at SETA and will follow the same calendar frame as Cohort 5. School Districts need to purchase the Teaching Pyramid Binders, which is \$40. All WestEd Trainers that train The Teaching Pyramid are authorized trainers. It was stated that when attendees attend The Teaching Pyramid Module 1a and 1b were the most used by teachers in the classrooms. Module 3a and Module 3b were mainly for children who were at the top of the pyramid and needed the most help in the classrooms. It was noted that a MOU will be needed by each agency/district to implement the Teaching Pyramid. Therefore, within two weeks all agencies will be emailed the draft MOU and make necessary changes if needed.

Recent Program Instruction Memos from Administration for Children and Families (ACF)-
ACF-PI-HS-16-02 Supplemental Funds Available to Extend Duration of Services in HS and EHS
ACF-PI-HS-16-03 FY 2016 Head Start Funding Increase - COLA

ITEM VI - REPORTS TO THE BOARD

- A. CHAIR'S REPORT: The Chair of the SETA Governing Board, on a regular basis, receives numerous items of information concerning employment and training legislation, current programs, agency activities, and miscellaneous articles about human service programs throughout the nation, and attends meetings pertinent to SETA business.

The important information from the material received and meetings attended will be shared with the entire Board and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Board to provide input on items that may require future action.

- B. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director to report to the Board on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal SETA Governing Board Packet.

The Executive Director's Report also allows the opportunity for the SETA Executive Director to apprise the Board of upcoming events, significant agency activities, or conferences.

- C. DEPUTY DIRECTORS: This item is set aside to allow the Deputy Directors to report to the Board any items relative to the program operations.

- D. COUNSEL REPORT: The SETA Legal Counsel is the firm of Gregory D. Thatch, Attorney at Law. This item provides the opportunity for Agency Counsel to provide the SETA Governing Board with an oral or written report on legal activities

- E. MEMBERS OF THE BOARD: This item provides the opportunity for SETA Governing Board members to raise any items for consideration not covered under the formal agenda. It also provides the opportunity for Board members to request or to ask that certain items be placed on the next Governing Board agenda.

- F. PUBLIC PARTICIPATION: Participation of the general public at SETA Governing Board meetings is encouraged. The SETA Governing Board has decided to incorporate participants of the audience as part of its agenda for all meetings. Members of the audience are asked to address their requests to the Chairperson, if they wish to speak.