



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

ALLEN WARREN
Councilmember
City of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

JIMMIE YEE
Board of Supervisors
County of Sacramento

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Executive Director

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**SPECIAL MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, July 17, 2014

TIME: 10:00 a.m.

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

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

**- Revised -
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“Preparing People for Success: in School, in Work, in Life”

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DISTRIBUTION DATE: THURSDAY, JULY 10, 2014

REVISED AGENDA DISTRIBUTION DATE: MONDAY, JULY 14, 2014

ITEM II-A - CONSENT

MINUTES OF THE JUNE 5, 2014 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the June 5, 2014 Governing Board meeting for your review.

RECOMMENDATION:

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

STAFF PRESENTER: Kathy Kossick

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, June 5, 2014
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Councilmember Allen Warren called the meeting to order at 10:03 a.m.

Members Present:

Allen Warren, Chair, Governing Board; Councilmember, City of Sacramento
Jimmie Yee, Member, Board of Supervisors
Sophia Scherman, Public Representative
Don Nottoli, Vice Chair, Governing Board; Member, Board of Supervisors
Jay Schenirer, Councilmember, City of Sacramento

- **Recognition of Retiring Employee:** Ms. Robin Purdy announced that Ms. Christine Welsch has decided to retire after 24 years; she will be moving to Oregon. Ms. Welsch was instrumental in the development of the career center system and the outstanding youth program.

II. **CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

The board went into closed session at 10:21 a.m.; the board came back into open session at 10:28 a.m. There was no report out of closed session.

III. **Consent Items**

- A. Minutes of the April 24, 2014 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Augment South County Services, Inc. with Community Services Block Grant (CSBG) Funding and to Extend the Mather Community Campus Subgrant Agreement with the Department of Human Assistance
- D. Ratification of the Submission of the Proposal to the AARP Foundation for the "Back To Work 50+ Network Workforce Investment Board (WIB) Expansion" Grant and Authorize the Executive Director to Execute the Funding Agreement and any Modifications or other Documents Required by the Funding Source

- E. Approval of One-Stop Share of Cost Agreement with the County Department of Human Assistance, PY 2014-2015 and Authorize the Executive Director to Sign the Agreement and any Required Documents Pertaining to the Agreement

The consent items were reviewed; no questions or corrections.

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

- A. Approve the April 24, 2014 minutes.
- B. Approve the claims and warrants for the period 4/18/14 through 5/29/14.
- C. Approve the augmentation of \$119,314 in Community Services Block Grant funding for South County Services Inc. to continue the provision of safety-net services in South Sacramento County from July 1, 2014 through December 31, 2014, and extend the Mather Community Campus Subgrant Agreement with the Department of Human Assistance for PY 2014-15 in the amount of \$222,600 to continue the provision of employment and self-sufficiency services to Mather Community Campus residents.
- D. Ratify the submission of the proposal to the AARP Foundation in response to the requesting BTW 50+ Network WIB Expansion Grant opportunity in the amount of \$100,000 for a two-year (24 month) project period, and authorize SETA's Executive Director to execute the funding agreement, modifications and any other documents required by the funding source.
- E. Approve the One Stop Share of Cost agreement for \$4,000,000 with the Department of Human Assistance and authorize SETA's Executive Director to negotiate and execute the agreement.

Roll Call Vote:

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

Nay: 0

Abstention: 0

IV. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval of Tentative Agreement to the Labor Contract

Mr. Roy Kim stated that the Agency received a 1.3% COLA adjustment in the new year Head Start funding. The Agency and AFSCME have agreed on a 1% cost of living increase to be effective July 1, 2014. The additional .3% will be absorbed by the increase in retirement rates for the employer which exceeds 2%.

Moved/Yee, second/Scherman, to approve the tentative agreement.

Roll Call Vote:

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

Nay: 0

Abstention: 0

2. Approval of 2014-15 Compensation Recommendations for Unrepresented Confidential and Management Personnel and the Personnel Resolution Covering Unrepresented Employees

Mr. Roy Kim reviewed the unrepresented personnel resolution. There were no questions or comments.

Moved/Schenirer, second/Nottoli, to approve the report on 2014-2015 compensation recommendations for unrepresented confidential and exempt management employees on the effective days given in the report and approve the personnel resolution covering unrepresented employees.

Roll Call Vote:

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

Nay: 0

Abstention: 0

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** First Reading of the Proposed Sacramento Employment and Training Agency Budget for Fiscal Year 2014-2015

Ms. Loretta Su reviewed this item. The final budget will be offered for final approval on August 7; this budget which will include all funding sources.

Mr. Warren opened a public hearing; there was no testimony.

Moved/Scherman, second/Schenirer, to continue this item to August 7, 2014, where the public hearing will be closed and the Agency budget adopted.

Roll Call Vote:

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

Nay: 0

Abstention: 0

4. Approval to Authorize Lease Negotiations for South Sacramento Job Center Office and Classroom Space

Mr. Thatch stated that only one proposal has been submitted and that proposal is from the current landlord. Mr. Thatch recommends extending the deadline until July 31 and during that time period staff can work with the brokerage firm, Cornish and Carrey to seek additional proposals.

Moved/Nottoli, second/Schenirer, to authorize staff to extend the deadline to July 31.

Roll Call Vote:

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

Nay: 0

Abstention: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None

One Stop Services

1. Concurrence with the Sacramento Works, Inc. Board to Approve the Workforce Investment Act Sacramento Works Resource Allocation Plan for 2014-2015

Ms. Robin Purdy stated that this is a concurrence item with the Sacramento Works board; this was approved on May 28. The Resource Allocation Plan is a planning document for how WIA funds are spent for the year. The WIA and CalWORKs allocations is \$11 million, which decreased by \$781,782 for the next fiscal year.

Moved/Yee, second/Schenirer, to concur with the Sacramento Works, Inc. Board to approve the Resource Allocation Plan for 2014-15.

Roll Call Vote:

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

Nay: 0

Abstention: 0

2. Approval of Funding Recommendations and Funding Extensions for Workforce Investment Act Adult/Dislocated Worker, Dislocated Worker 25 Percent Additional Assistance and CalWORKs Programs

Ms. Purdy reviewed this board item which requests approval to extend contracts for the Sacramento Works Training Centers and the OJT/subsidized employment providers. Ms. Purdy stated that while there were challenges over the past year, staff and DHA staff is working diligently to develop a better referral system. In addition, staff worked with providers to eliminate activities that were not successful and augment those activities that were successful.

Ms. Purdy reviewed the monitoring and evaluation that is done throughout the year to ensure contract compliance.

Moved/Yee, second/Scherman, to approve the following:

Sacramento Works Training Centers (SWTCs) Extensions –

Approve funding recommendations in the amount of \$3,054,016 for the Workforce Investment Act Adult/Dislocated Worker SWTCs as listed on the attached charts with the following stipulation:

The provision of Work Preparedness and Functional Training services is contingent upon required course and State ETPL approvals, as well as the required credentialing of staff.

On-the-job Training/Subsidized Employment (OJT/SE) Extensions -

Approve the OJT/SE staff funding extension recommendations in the amount of \$4,011,493 for PY 2014-15 as reflected in the attached chart with the following stipulations:

- ⇒ **Provider operating costs must not exceed 40% of participant wages.**
- ⇒ **PY 2014-15 funding will be subject to satisfactory year-end program performance. OJT providers that do not meet year-end performance goals and benchmarks may face a reduction in funding.**

Expanded Subsidized Employment (ESE) Extension -

Approve augmenting CalWORKs ESE funds to existing WIA/CalWORKs funded Training Center and OJT providers in the chart below and approve the use of the State's ETPL for customized training providers:

Agency	Activity/Service	Amount	# of Participants
FCCP*	Job Retention and OJT	\$102,600	30
GSUL	Job Retention and Development	\$76,550	50
NSBIF*	Job Retention and OJT	\$30,870	10

*Allocations for wages for OJTs included in OJT funding chart (FCCP - \$126,390 and NSBIF - \$27,000)

Roll Call Vote:

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

Nay: 0

Abstention: 0

3. Concurrence with the Sacramento Works, Inc. Board to Approve Funding Extension Recommendations for the WIA Youth Program for 2014-15

Ms. Christine Welsch reviewed the funding extension recommendations for the youth program for program year 2014-15. The Sacramento Works Youth Council met and approved these funding recommendations at their May 21 meeting.

The Youth Council has been closely monitoring the performance of California Indian Manpower Consortium, and has recommended no funding due to on-going performance failures. CIMC has, however, been recommended for funding in the amount of \$20,000 to phase out services by September 30, 2014.

Moved/Nottoli, second/Scherman, to approve the Youth Council's funding extension recommendation for the WIA, Title I, Youth Program, PY 2014-2015 with the program year beginning July 1, 2014. In addition, approve with the stipulation that all funding recommendations are subject to satisfactory year-end program performance reviews. Subgrantees that do not meet performance goals and benchmarks will be evaluated in fall 2014 and may face deobligation of funds.

Roll Call Vote:

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

Nay: 0

Abstention: 0

C. CHILDREN AND FAMILY SERVICES: None

V. Information Items

A. Update on Implementation of Workforce Investment Act Eligible Training Provider List Policy Directive

Ms. Purdy reported that the state is implementing new policies regarding eligibility on the training provider list. SETA staff has volunteered to be on the state committee. This new policy is affecting SETA program implementation.

B. Update on Creating a Workforce Pipeline for the Sacramento Downtown Entertainment and Sports Complex

Mr. William Walker reported that to date, 2,281 phone calls have been received, staff has assessed 800 individuals, and 338 people have been entered into the system to be career apprentices. Mr. Warren requested a breakdown by impacted ZIP code in all three categories. Mr. Walker stated that staff is working on all three areas and all of this has been done by ZIP code. The ZIP code with the highest response is 95832 because that is the Job Corps location. The next highest is 95838 ZIP code with 30 people enrolled, and 95823 is the third highest. One ZIP code, 95652, has zero enrolled. Mr. Warren requested a written report.

C. Fiscal Monitoring Reports: Mr. Nottoli asked whether Crossroads needs to have more oversight and perhaps modify their internal procedures. Ms. Su stated that Crossroads has submitted a corrective action plan. Additional internal controls have been put in place according to their corrective action plan.

D. Employer Success Stories and Activity Report: Mr. William Walker stated that the most active employers have been Volt and Almond Growers via Nelson Staffing.

E. Dislocated Worker Update: Mr. Walker stated that staff is working with IBM and there may be more impacts.

- F. Head Start Reports: Ms. Denise Lee stated that at the last meeting, Mr. Nottoli recommended staff make presentations before local city councils; she is scheduled to make presentations for three of the six councils. Staff will also make a presentation at Kaiser South and at Kaiser North on the Head Start/Early Head Start program.

VI. Reports to the Board

- A. Chair: Mr. Warren stated that he is the co-chair of a new advisory council created to support the partners for the new arena. This council will assist with the things the partnership has agreed to do relative to employment. It is important that we set a high mark for our region and to take advantage of every opportunity so this project hits the highest potential.
- B. Executive Director: Ms. Kossick wished an early Happy Birthday to Mr. Warren. Ms. Kossick also reminded the board that the next meeting will be on July 17, if there are enough agenda items to have the meeting. Mr. Schenirer and Mr. Nottoli were congratulated for the election results.
- C. Deputy Directors: Ms. Kossick stated that Congress is looking at a new legislation to replace WIA: the Workforce Innovation and Opportunities Act. There may be action coming out this summer.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No report.

- VII. Adjournment**: The meeting was adjourned at 11:20 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 5/30/14 through 7/10/14, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 5/30/14 through 7/10/14.

STAFF PRESENTER: Kathy Kossick

ITEM II-C - CONSENT

APPROVAL TO FUND THE COMMUNITY LINK CAPITAL REGION 2-1-1 SACRAMENTO HUMAN SERVICES DATABASE

BACKGROUND:

SETA partners with the County of Sacramento Departments of Human Assistance and Health and Human Services to fund the 2-1-1 Sacramento Human Services Database, the central resources database administered by Community Link Capital Region. Each department or agency pays a portion of the Community Link cost for the database through a master contract held by the County of Sacramento, which expired on June 30, 2014. SETA has shared the cost of maintaining the database with the County for over 20 years.

The 2-1-1 Sacramento Human Services Database is an important information resource for Sacramento County, service providers, and residents. Community Link maintains a searchable, comprehensive, human services database of more than 2,400 non-profit and public health and human services organizations. It is the information resource used extensively by SETA for developing the required plans for the Community Services Block Grant, Workforce Investment Act and Head Start programs, and provides needs assessment data for grant applications. The information also helps to:

- Connect residents with community resources
- Highlight gaps in services
- Plan emergency services
- Assist with outreach efforts
- Develop neighborhood profiles

Community Link estimates its costs for the database in the 2014-2015 fiscal year to be \$133,807, \$137,822 in the 2015-2016 fiscal year, and \$141,956 in the 2016-2017 fiscal year, for a total of \$413,585. These amounts are shared among the three benefiting agencies or departments at an allocation of 25% from SETA, 25% from the County Department of Health and Human Services, and 50% from the County Department of Human Assistance. SETA's share would be \$33,451 for the 2014-2015 fiscal year, \$34,456 for the 2015-2016 fiscal year, and \$35,489 for the 2016-2017 fiscal year, for a total of \$103,396.

Your approval is requested to provide Community Link \$103,396, through the County of Sacramento Master Contract, as SETA's share of the cost of maintaining the 2-1-1 Sacramento Human Services Database for the 2014-2015, 2015-2016, and 2016-2017 fiscal years.

RECOMMENDATION:

Approve \$103,396 for Community Link to update and maintain the 2-1-1 Sacramento Human Services Database for a three year period. The funding would be administered through a County of Sacramento Master Contract.

ITEM II-D – CONSENT

RATIFICATION OF THE SUBMISSION OF THE REGIONAL INDUSTRY
CLUSTER OF OPPORTUNITY (RICO) APPLICATIONS TO THE CALIFORNIA
WORKFORCE INVESTMENT BOARD

BACKGROUND:

The California Workforce Investment Board (CWIB) and California Energy Commission have released a solicitation for grant applications for the Regional Industry Cluster of Opportunity. The CWIB has allocated Alternative and Renewable Fuel and Vehicle Technology Program (AB118) funds to implement and support projects that develop the talent pipeline and support sustainability.

SETA, on behalf of the RICO partners, submitted two proposals in response to the RICO solicitation focusing on planning and implementing initiatives related to Plug-In Electric Vehicle (PEV) adoption and expanded production and use of Renewable Natural Gas (RNG) using waste-to-fuel technologies.

SETA requested funding for:

Talent Pipeline: \$225,000

Sustainability: \$175,000

The partnership includes Valley Vision, Sacramento Area Council of Governments (SACOG), Greenwise Joint Venture, Sacramento Clean Cities Coalition, Los Rios Community College District, Sacramento Regional Technology Alliance and the Sacramento Area Electrical Training Center.

RECOMMENDATION:

Ratify the submission of the RICO grant applications requesting \$400,000 to the California Workforce Investment Board and authorize the Executive Director to accept the funds, negotiate the agreements, execute the contracts and make any necessary modification to the agreements.

STAFF PRESENTER: Robin Purdy

ITEM II-E - CONSENT

APPOINTMENT OF THREE REQUIRED PARTNER MEMBERS AND ONE ECONOMIC DEVELOPMENT MEMBER TO THE SACRAMENTO WORKS, INC. BOARD

BACKGROUND:

The Sacramento Works, Inc. Board is a 41-member board comprised of representatives from the private sector, education, economic development, labor, and required partners. The required partners represent public employment service, rehabilitation agency, and public assistance agency. Three required partner seats were recently vacated and applications have been received.

- Dr. Jenni Murphy, Associate Dean, College of Continuing Education, CSUS will be replacing Jonathan Raymond on the WIB.
- Ms. Joycelynn Brown, Assistant Site Director, Sacramento Veterans Resource Center will be replacing Noah Harris on the WIB.
- Dr. William Karns, Interim Associate Vice Chancellor, Los Rios Community College District will be replacing Dr. Daniel Throgmorton on the WIB.
- Ms. Ann Edwards, Director, County Department of Human Assistance, will be replacing Paul Lake on the WIB.

Applications have been reviewed by legal counsel and are being sent under separate cover.

Staff will be available to answer questions.

RECOMMENDATION:

Appoint Dr. Jenni Murphy, Ms. Joycelynn Brown, and Ms. Ann Edwards to three vacant Required Partner seats and Dr. William Karns to the vacant Economic Development seat on the Sacramento Works, Inc. Board of Directors.

STAFF PRESENTER: Kathy Kossick

ITEM II-F – CONSENT

RATIFICATION OF THE SUBMISSION OF THE WORKFORCE ACCELERATOR APPLICATION TO THE CALIFORNIA WORKFORCE INVESTMENT BOARD

BACKGROUND:

The California Workforce Investment Board (CWIB) and the Employment Development Department (EDD) have released \$2.5 million in Workforce Investment Act funds to design, develop and implement projects that accelerate employment and re-employment strategies for California Job Seekers. The State Board and EDD will fund projects and partnerships to create and prototype innovative strategies that bridge education and workforce gaps for targeted populations.

SETA, on behalf of the Regional Workforce Investment Boards, submitted a proposal in response to the Workforce Accelerator solicitation focusing on utilizing Human-Centered Design techniques to bring together staff, customers, and partners of the regional workforce investment system to create innovative approaches and service systems to assist long-term unemployed individuals to re-enter employment. SETA requested \$150,000 for this effort.

RECOMMENDATION:

Ratify the submission of the Workforce Accelerator grant application requesting \$150,000 to the California Workforce Investment Board and authorize the Executive Director to accept the funds, negotiate the agreement, execute the contract and make any necessary modification to the agreement.

STAFF PRESENTER: Robin Purdy

ITEM II-G – CONSENT

APPROVAL OF STAFF RECOMMENDATION FOR THE ADULT
VENDOR SERVICES (VS) LIST

BACKGROUND:

In November, 2013 the SETA Governing Board approved release of the *Revised Vendor Services (VS) Request for Qualifications (RFQ)*. Vendor services are off-the-shelf, vendorized activities that provide additional options for adults and youth who face a myriad of challenges to academic success and/or gainful employment.

All vendors recommended for inclusion on SETA's VS Lists have demonstrated that the services proposed are justified and will integrate with one-stop services, adult, and/or youth programs.

Staff is seeking approval of the attached recommendation.

RECOMMENDATION:

Approve the attached recommendation for the Adult VS List.

STAFF PRESENTER: Marianne Sphar

Adult Vendor Services (VS) List

Staff Recommendation

Applicant: On My Own Community Services (OMOCS)

**Location: 6939 Sunrise Blvd., Suite 215
Citrus Heights, CA 95610**

Applicant's Background:

OMOCS is a non-profit corporation established in 2007 to serve the developmentally disabled community, as well as the general public. Their stated purpose is to provide training, consulting, and social and educational programs to assist individuals with disabilities in planning and achieving the goals and skills that lead to employment and an independent life.

As an approved Vendor, OMOCS will provide Job Readiness/Pre-Employment Skills Training, Job Retention Skills, and Life Skills/Success Skills to meet the needs of Sacramento Works Job Center and Training Center system customers who are seeking to increase their employability.

Activity	Group Rate Per Activity
Job Readiness/Pre-Employment Skills Training	1 – 3 participants @ \$45 per hour (12 hour max or \$540)
	4 – 8 participants @ \$50 per hour (12 hour max or \$600)
Job Retention Skills	9 – 15 participants @ \$55 per hour (12 hour max or \$660)
	16 – 25 participants @ \$70 per hour (12 hour max or \$840)
Life Skills/Success Skills	25+ – participants @ \$95 per hour (12 hour max or \$1,140)

ITEM II-H - CONSENT

RATIFICATION OF PARTICIPATION IN THE CALIFORNIA EMPLOYMENT DEVELOPMENT DEPARTMENT'S APPLICATION TO THE U.S. DEPARTMENT OF LABOR FOR DISABILITY EMPLOYMENT INITIATIVE GRANT FUNDING AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE FUNDING AGREEMENT AND ANY MODIFICATIONS OR DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND

The U.S. Department of Labor (DOL) released a solicitation for applications for its Disability Employment Initiative (DEI) Grant Program. The DOL has allocated \$15 million in grant funds to expand the capacity of America's Job Centers (AJCs) to improve employment outcomes of people with disabilities. DOL seeks to increase the participation of job seekers with disabilities in existing career pathways programs that are being successfully implemented in the public workforce system.

SETA was one of three Local Workforce Investment Areas (LWIAs) asked to join the California Employment Development Department (EDD) application to support job-driven approaches in career pathway programs that equip adults with disabilities with the skills, competencies, and credentials necessary to obtain in-demand jobs, increase earnings, and advance their careers. SETA staff prepared and submitted a proposal by the deadline of June 18, 2014 in the amount of \$600,000 to the EDD to provide participants with coaching services, development of career pathway plans, supported education and employment, supportive services, and job placement and retention services. The project period will cover a 42-month period.

The Sacramento DEI project goal is to significantly impact the workforce system, expand service delivery, facilitate systems change and provide meaningful career pathway education, training and employment opportunities to adults with disabilities

RECOMMENDATION

Ratify the submission of SETA's proposal in the amount of \$600,000 to the EDD for inclusion in its application to the DOL for the new Disability Employment Initiative Grant opportunity, and authorize SETA's Executive Director to execute the funding agreement, modifications and any other documents required by the funding source.

STAFF PRESENTER: Mary Jennings

ITEM II-I - CONSENT

APPROVAL OF OUT-OF-STATE TRAVEL TO ATTEND THE AARP FOUNDATION
BACK TO WORK 50+ GRANT TRAINING WORKSHOP

BACKGROUND:

On July 1, 2014, SETA entered into an agreement with the AARP Foundation for a grant of up to \$50,000 through the program year ending June 30, 2015, to address the issues of unemployment and underemployment for 50+ workers by establishing a BACK TO WORK 50+ project within the Sacramento Works America's Job Centers (SWJC) of California system. The project provides coaching, short term training, supportive services, and job placement and retention services designed to increase the employability and competitiveness of 50+ job seekers in high demand occupations.

The AARP Foundation requires, as a condition of the grant, a SETA staff member to travel to Washington D.C. to attend a two-day training, August 4-5, 2014. The estimated cost of attending the training is \$1,800.

RECOMMENDATION:

Approve out-of-state travel to the AARP Foundation BACK TO WORK 50+ Training Workshop in Washington D.C. at an approximate cost of \$1,800.

STAFF PRESENTER: Mary Jennings

ITEM III-A – 1 – ACTION

APPROVAL OF COMPENSATION PACKAGE FOR EXECUTIVE DIRECTOR

BACKGROUND:

The Board will consider the Compensation Package of the SETA Executive Director.

RECOMMENDATION:

Take appropriate action regarding the compensation package for the Executive Director.

ITEM III-B – 1 - ACTION

APPROVAL TO AUGMENT SUPPORTIVE SERVICES FUNDING TO REFUGEE SOCIAL SERVICES (RSS), TARGETED ASSISTANCE (TA) AND DISCRETIONARY-FUNDED SERVICE PROVIDERS

BACKGROUND:

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

Since October, 2011, five organizations have provided employment services to eligible refugees residing in Sacramento County under delegate agreements awarded and extended by the SETA Governing Board, with priority given to the newest refugees arriving in the United States. Total allocations cover employment services for approximately 700 refugees annually, including the supportive services needed to ensure program participation and successful placement into unsubsidized employment. Current 2013-2014 program year (PY), refugee program enrollments have reached 700 through May 31, 2014 with four months still remaining in this PY. Total enrollments could reach a level of 900 to 1,000 refugees by the end of the PY; this as a result of an unexpected spike in refugee arrivals in Sacramento due to the U.S. State Department's priority on processing refugees from Afghanistan and Iraq. Sacramento has a large refugee community from these countries, which facilitates new arrivals to the area.

Due to the unexpected spike in refugee program enrollments, Bach Viet Association, Inc., one of the five funded refugee program provider, has exhausted its annual allocation of funding for supportive services with four months remaining in the PY. Supportive services include transportation and ancillary costs and are necessary in ensuring refugee job seekers have the resources and supports needed to attend English language training and to obtain and maintain a job. As a result SETA staff is recommending augmenting Bach Viet Association, Inc. \$5,000 in supportive services funding utilizing identified RSS and TA funds to ensure supportive services are available to enrolled refugees.

RECOMMENDATION:

Approve augmenting Bach Viet Association, Inc. \$5,000 in supportive services funding utilizing RSS and TA funds to ensure the provision of supportive services to enrolled refugees enrolled in its program.

STAFF PRESENTER: Mary Jennings

ITEM III-B – 2 - ACTION

APPROVAL TO AUGMENT SACRAMENTO WORKS TRAINING CENTERS
TO TRANSFER RESPONSIBILITY FOR INFORMATION TECHNOLOGY
INFRASTRUCTURE COSTS

BACKGROUND:

In 2013-2014, the SETA Governing Board approved transitioning six Sacramento Works One-Stop Career Centers to Sacramento Works Training Centers (SWTC). The transition plan included transferring responsibility for the information technology infrastructure from SETA to each of the funded Training Centers. Since the Center for Employment Training and California Human Development were new to the Sacramento Works system, they each utilized their own information technology infrastructure and will not receive an augmentation. Over the past year, SETA IT staff has been working with each of the SWTCs to migrate the equipment from SETA's network to their networks. SETA transferred responsibility for the currently installed equipment (PCs, printers, servers, network equipment, etc.) which was connected to the SETA network and installed native versions of Windows 7 and Office 2010. Sacramento City Unified School District and Elk Grove Unified School District utilized SETA equipment on the school district information technology infrastructure, and were able to transition to the school districts infrastructure without cost to SETA.

The remaining four SWTCs incurred additional costs for equipment, staffing, and internet connectivity associated with the transition. Since connectivity and information technology infrastructure are essential components to the Sacramento Works Job and Training Center system, staff is recommending an augmentation for the following SWTCs in order to ensure a seamless transition. The augmentation amount will be a one-time reimbursement based on actual costs incurred and will not exceed \$15,000 per Training Center.

Staff is also working with Mather Community Campus to transfer responsibility for the information technology to the Sacramento County Department of Human Assistance. Costs for this transition have not been finalized and staff will return to the board in September with an augmentation recommendation.

RECOMMENDATION:

Approve a one-time reimbursement based on actual costs for each training center for up to the following amounts:

SWTC	Description	Augmentation
Crossroads Diversified Services	Licenses and software,	\$15,000
Asian Resources, Inc.	Routers	\$15,000
La Familia Counseling Center	T1 Internet Connectivity	\$15,000
Greater Sacramento Urban League	IT contractor and staff Computers	\$15,000
Total		\$60,000

ITEM IV-A – INFORMATION

2013-14 COMMUNITY SERVICES BLOCK GRANT DISCRETIONARY PROJECT SUMMARY

BACKGROUND:

In June, 2013, SETA was awarded \$100,000 in Community Services Block Grant Discretionary Targeted Initiatives and Innovative Project funding to implement a youth employment program in partnership with Waking the Village. With this funding, a new work experience project was implemented within Waking the Village's ArtBeast Children's Studio. Art Beast is an existing, innovative arts center for children aged seven and younger that was created to help fund Tubman House, a free 18-month housing and support program for formerly homeless and parenting youths aged 18-22.

The new program expanded the employment component at Art Beast by providing opportunities for 25 current and former residents of Tubman House to participate in a 240 hour work experience training. Duties included cleaning and re-stocking supplies in the arts rooms, registering participants, providing customer service, and training to teach workshops onsite and at elementary school classes.

SETA subcontracted with Waking the Village in the amount of \$80,000 to fund staffing, work experience wages, and support services for the 25 participants. Experienced SETA case management staff worked with participants in creating an individualized employment plan, capitalized on the strengths and interests of participants in the work experience and scheduled monthly meetings to review progress and address any challenges.

Attached for your information is a project summary that describes successes and outcomes that were accomplished during the project period, June 1, 2013 through May 31, 2014.

STAFF PRESENTER: Cindy Sherwood-Green

SETA 2013 CSBG DISCRETIONARY GRANT (ARTBEAST) SUMMARY

Project Details:

- 25 formerly homeless pregnant or parenting youth were enrolled in the program
- Youth were enrolled in work experience averaging 240 hours per participant at ArtBeast and Tubman Child Care Center
- Barriers to successful work for this population include: child care, transportation, work clothing; all were removed through use of supportive services.
- 47% of budgeted funding went to participant wages and benefits; an additional 10% went for supportive services to alleviate barriers to work.
- An employment case manager from SETA advised participants on creation or revision of resumes and cover letters (a first experience for several of the participants).

Successes:

- 25 youths gained work experience; 4 had no prior work experience.
- ArtBeast plans to hire 3 participants as regular employees and 4 participants for the WtV child care center.
- Participants gained work experience consistent with their field of interest which they were able to add to their resumes.
- What they said they learned: customer service, patience, getting to work on time, getting along with co-workers, balancing work/family/personal lives, knowing what it's like to work in a paid setting.
- Leadership roles: workshop leader, running the front desk operations at ArtBeast, writing and carrying out lesson plans with groups of children, arts outreach worker at local elementary school.
- Success Stories:
 - One participant, who started out as unreliable and had problems with other staff members, blossomed as a child care worker and Tubman House plans to hire her permanently for that position.
 - One youth traumatized by past events and suffering from depression, regarded the prospect of working as intimidating; she succeeded in working at ArtBeast and the child care center and took on a leadership role with the very young children.
 - Another youth struggles with a significant learning disability, but balanced caring for two children, work at ArtBeast, and a positive attitude. She sees that she will need a GED to continue working, and was referred to a local agency that specializes in educating people with disabilities (Crossroads).

Outcomes:

- 20 (80% of participants; 100% of goal) successfully completed a work experience by 5/31/14.
- 19 (76% of participants; 105% of goal) were trained as leaders.
- 25 (100% of participants; 113% of goal) expressed a better understanding of their career goals as a result of this experience.
- Even for participants who did not successfully complete the experience, participating in the project led to meaningful conversations about their goals and career interests.
- 23 (105% of goal) have a better understanding of how to balance work, personal, and family life.

ITEM IV-B - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Loretta Su

MEMORANDUM

TO: Monica Blanco **DATE: June 2, 2014**
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of City of Sacramento – Dept. of Parks and Recreation

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	In-School	\$ 228,000	7/1/13-6/30/14	7/1/13-12/31/13

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: March 19, 2014

WIA	In-School	\$ 228,000	7/1/12-6/30/13	7/1/12-6/30/13
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Monitoring Purpose: Initial Follow-Up Special Final
Date of review: March 18, 2014

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

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

Findings and General Observations:

The total costs as reported to SETA for WIA 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: Rachel Rios **DATE:** June 24, 2014
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of La Familia Counseling Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	US	\$ 71,500	7/1/13-6/30/14	7/1/13-12/31/13
WIA	OOS	\$ 293,940	7/1/13-6/30/14	7/1/13-12/31/13
WIA	CW/ABE	\$ 75,655	7/1/13-6/30/14	7/1/13-12/31/13
WIA	DW/TC	\$ 18,914	7/1/13-6/30/14	7/1/13-12/31/13
WIA	Ad /TC	\$ 56,741	7/1/13-6/30/14	7/1/13-12/31/13
DHHS	Covered CA	\$ 135,733	7/1/13-12/31/14	7/1/13-12/31/13
WIA	OJT/Adult	\$ 217,835	7/1/13-6/30/14	7/1/13-12/31/13
WIA	OJT/Adult	\$ 37,890	7/1/13-6/30/14	7/1/13-12/31/13
WIA	OJT/CW	\$ 329,247	7/1/13-6/30/14	7/1/13-12/31/13
WIA	Ad/carryover	\$ 54,000	7/1/13-6/30/14	7/1/13-12/31/13
WIA	DW/carryover	\$ 6,000	7/1/13-6/30/14	7/1/13-12/31/13

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: April 14 – 18, 2014

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

MEMORANDUM

TO: Rachel Rios **DATE:** June 24, 2014
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of La Familia Counseling Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	US	\$ 71,500	7/1/12-6/30/13	1/1/13-6/30/13
WIA	OOS	\$ 293,940	7/1/12-6/30/13	1/1/13-6/30/13
WIA	OSS/Adult	\$ 255,791	7/1/12-6/30/13	1/1/13-6/30/13
WIA	OSS/DW	\$ 85,264	7/1/12-6/30/13	1/1/13-6/30/13
WIA/25%	OSS/DW	\$ 30,000	3/1/13-6/30/13	3/1/13-6/30/13
WIA	OJT/Adult	\$ 217,835	7/1/12-6/30/13	1/1/13-6/30/13
WIA	OJT/CW	\$ 329,247	7/1/12-6/30/13	1/1/13-6/30/13
CSBG	FSS	\$ 55,000	1/1/13-12/31/13	2/1/13-12/31/13

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X ___
Date of review: April 14 – 18, 2014

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

Program Operator: La Familia Counseling Center

Findings and General Observations:

The total costs as reported to SETA for WIA and CSBG 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: Mr. Rick Larkey **DATE: June 12, 2014**
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of North State Building Industry Foundation

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	OJT/DW	\$125,902	7/1/13-6/30/14	7/1/13-3/31/14
WIA	OJT/DW Carryover	\$14,215	7/1/13-10/31/13	7/1/13-10/31/13
WIA	NEG 338	\$377,708	7/1/13-6/30/14	7/1/13-3/31/14
WIA	OSY	\$160,380	7/1/13-6/30/14	7/1/13-3/31/14

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 5/22-5/23/14

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

Program Operator: North State Building Industry Foundation

Findings and General Observations:

- 1) The total costs as reported to SETA for the contract year of July 1, 2013 to March 31, 2014 have 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

MEMORANDUM

TO: Ms. Laurie Clothier **DATE:** June 17, 2014
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of River Oak Center for Children

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early Head Start	Basic	\$255,905	8/1/13-7/31/14	8/1/13-3/31/14

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 6/2-6/3/14

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

Program Operator: River Oak Center for Children

Findings and General Observations:

1. The total costs as reported to SETA from August 1, 2013 to March 31, 2014 have 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

MEMORANDUM

TO: Ms. Carolyn Brodt **DATE:** May 6, 2014
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento Area Emergency Housing Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Family Self-Sufficiency	\$58,000	1/1/13-12/31/13	7/1/13-12/31/13
CSBG	Family Self-Sufficiency	\$58,000	1/1/14-12/31/14	1/1/14-2/28/14

Monitoring Purpose: Initial Follow-up Special Final
Date of review: May 5, 2014

	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: Sacramento Area Emergency Housing Center

Findings and General Observations:

1. We have reviewed the CSBG programs from July 1, 2013 to February 28, 2014. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Jessica Johannesen **DATE:** June 6, 2014
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento County Office of Education

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early Head Start	Basic	\$271,352	8/1/13-7/31/14	8/1/13-3/31/14

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 5/27/14

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

Program Operator: Sacramento County Office of Education

Findings and General Observations:

1. The total costs as reported to SETA from August 1, 2013 to March 31, 2014 have 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

MEMORANDUM

TO: Dr. Amy Slavensky **DATE:** May 28, 2014

FROM: Mayxay Xiong, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of San Juan Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic , COLA	\$ 4,511,491	8/01/12-07/31/13	8/01/12-7/31/13
Head Start	T & TA	\$15,000	8/01/12-07/31/13	8/01/12-7/31/13
Early HS	Basic, COLA	\$1,689,165	8/01/12-07/31/13	8/01/12-7/31/13
Early HS	T & TA	\$30,912	8/01/12-07/31/13	8/01/12-7/31/13
Head Start	Basic , COLA	\$ 4,273,735	8/01/13-07/31/14	8/01/13-12/31/13
Head Start	T & TA	\$15,000	8/01/13-07/31/14	8/01/13-12/31/13
Early HS	Basic, COLA	\$1,600,146	8/01/13-07/31/14	8/01/13-12/31/13
Early HS	T & TA	\$30,912	8/01/13-07/31/14	8/01/13-12/31/13

Monitoring Purpose: Initial X Follow Up Special Final X
Date of Review: 3/17-3/20/14

	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	Program Improvement		N/A		
9	Indirect Cost Allocation	X			
10	Adherence to Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records	X			

Program Operator: San Juan Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2012 to December 31, 2013 for the Head Start and Early Head Start programs have been traced to the delegate agency's records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Beth Hassett **DATE:** July 3, 2014
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of W.E.A.V.E., Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Rescue & Restore	Victims of Human Trafficking	\$60,000	7/1/12-6/30/13	1/1/13-6/30/13
Rescue & Restore	Victims of Human Trafficking	\$56,000	7/1/13-6/30/14	7/1/13-3/31/14

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 6/24-6/25/14

	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: W.E.A.V.E., Inc.

Findings and General Observations:

1. The total costs as reported to SETA from January 1, 2013 to March 31, 2014 have 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 IV-C - INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

STAFF PRESENTER: William Walker

Employer Activity Report
July 1, 2013 - June 30, 2014

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			
AAA Northern Ca Nevada & Utah	1	Tow Truck Driver	10
Above All Consulting, Inc.	1	Administrative Assistant	1
Aceit! Tutoring Powered by Sylvan Learning	1	Math & Language Arts Teachers	10
Act On Software	1	Customer Success Representative	20
	1	Sales Development Representative	10
ADT Security	1	High Volume Residential Installer	2
	1	Small Business Security System Installer	2
Advanced Call Center Technologies	1	Bilingual Customer Service Representatives	5
	10	Director of Staffing and Employment	1
Afforda Test	1	Landscape Maintenance	2
Ali Cooper For City Council	10	Phone Banker/ Paid Political Canvasser	15
Alien Transport LLC	9	Class A Driver	6
Allied Custom Upholsterers	10	Furniture Upholsterer	1
Alsco, Inc.	1	Account Sales Consultant (ASC)	1
	1	General Office Clerk	1
	10	Load Builder/Assembler	1
	7	Maintenance Technician	1
	9	Route Relief/Utility RSR	1
	10	Soil Counter/Sorter	1
	8	Utility Laundry Worker	10
Allstate Insurance- Alain Ione SCU Office	1	Insurance Sales Representative	1
Allstate Insurance- Carmichael Office	1	Insurance Broker	1
Alternatives Unlimited	1	Enrollment Team Member	5
American Council of Engineering Companies	1	Office Assistant	1
American Exposition Services, Inc.	10	Exhibitor Services Representative	1
American River Natural History Association	1	Administrative Manager	1
Asian Resources, Inc.	1	Universal Youth Specialist	1
Aspect Glass Inc.	7	Glazier	2
Atlas Disposal Industries	7	Diesel Mechanic	1
Autobahn Performance Inc	7	Automotive Technician	2
Babe's Famous for Ribs	8	Cashier Host/Hostess	2
Bath Fitter Northern California	10	Canvasser	3
Beck's Furniture	10	Furniture Delivery Drivers & Helpers	6
benefitsCONNECT	1	Account Manager - Employee Benefits	1
	1	Client Transition Specialist	1
	10	Sales Representative for Benefits Adminsitration	1
Bonney Plumbing, Heating, Air & Rooter Service	3	Plumbing Apprentice Trainee	2
Brewer Insurance Agency	1	Customer Service Representative	2
	10	Marketer	1
California Foundation for Independent Living	1	Program Coordinator - Digital Access	1
	6	Web Designer / Front-End Developer	1
California Association for Health Services at Home	1	Registration Assistant	1
California Association of School Business Officials	1	Bookkeeper	1
California Association of Winegrape Growers	1	Administrative Assistant	1
California Department of Fish & Wildlife	10	Fish and Wildlife Seasonal Aide	1
California Primary Care Association	1	Senior Administrative Assistant	1
California Prison Industry Authority	1	Custodian (CF)	10
	1	Custodian Supervisor II (CF)	10
	1	Custodian Supervisor III (Correctional Facility)	10
	1	Lead Custodian (Correctional Facility)	10
Capital Public Radio	1	Corporate Development Associate	1
Capitol City Management	1	Bookkeeper	1
CE Cabinet Installations	3	Cabinet Maker	
Center for Employment Training	1	Business Office Technology Instructor/Advisor	1
	1	Medical Assistant Instructor/Advisor	1
Cenveo	1	Adjuster	2
	1	Adjuster Trainee	2
	7	Machine Operator	1
Certified Employment Group	1	Customer Service Representative (CSR)	30
CES Premier Real Estate Services	1	Experienced Real Estate Agents	5
Child Action	5	Bi-lingual Case Manager (Vietnamese)	1
	1	Payment Clerk	1

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Child Care Careers	1	Assistant Teacher	20
	1	Teacher Aide	20
	1	Teacher	20
Ciche's Board and Care	4	Caregiver	2
City Barbering and Cosmetology Apprenticeship Committee	10	Secretary	1
City of Roseville	10	Meter Reader	1
City of Sacramento, Troops For Fitness	10	Fitness & Nutrition Instructor	7
Community Action Partnership of San Luis Obispo County, Inc.	1	Human Resources Director	1
Community Link Capital Region	1	Administrative Manager	1
	10	Chief Executive Officer (CEO)	
	10	Director, Finance & Administration	1
	10	Information and Referral Specialist	3
Convergence Marketing	10	Cosmetic Merchandiser	15
	10	Cosmetic Team Lead	3
CPC Logistics, Inc.	9	Class A Driver	10
Craig Cares	10	Caregiver/ Personal Attendant	10
Crocker Art Museum	1	Museum Store Manager	1
	1	Facility Use Manager	1
Crossroads Diversified Services	1	Adult Education Instructor	1
Crossroads Facility Services	1	Gardener CFS	1
	1	Gardener Lead	1
	1	Janitor/Custodian - Lincoln, CA	1
	1	Janitorial Supervisor - Sacramento Area	1
	1	Job Developer	1
	10	President/CEO	1
CVS Pharmacy	1	Assistant Store Manager	1
	1	Clerk/Cashier	8
	1	Pharmacy Technician Trainee / Pharmacy Service Associate	3
	1	Shift Supervisor Trainee	7
Daniel B. Dunleuy, M.D., Inc.	1	Receptionist	1
Developmental Disabilities Service Organization	1	Program Secretary	1
Diamond Bay Realty & Property	1	Payables Clerk	2
	1	Customer Service	10
	1	Leasing Coordinator	1
	1	Property Management Regional Manager	1
	1	Receptionist	1
Diamond Gold Vault	1	Office Assistant	1
Diamond Personnel Services	10	Political Phone Surveyor	10
	1	Spanish Bi-Lingual Outreach Members	10
Dickeys Barbecue	1	Cashier	20
	8	Food Service Counter Clerk	20
Direct Marketing Specialists (DMS)	1	Residential Account Executive	15
Dollar General Store	1	Assistant Store Manager	10
	1	Lead Sales Associate	10
	1	Sales Associate	10
	1	Store Manager	10
Donor Development Strategies	1	Grassroots Canvassing and Field Managers in Training	5
Dr. Pepper Snapple Group	1	Cashier	1
	9	Seasonal Night Warehouse Worker - Sacramento	5
DSV Inc.	9	Equipment Operator with Class A License	1
DuctTesters, Inc.	7	HERS II Rater	1
Dynamic Office & Acctg Sltns	10	Retail Greeters and Sales Representatives	4
Elica Health Center	9	Bus Driver / Event Outreach Assistant	1
	1	Community Relations Development Director	1
	1	Human Resources Director	1
	4	Medical Assistant	8
Elk Grove Food Bank Services	1	Administrative Assistant	1
Emed Technologies Corp	10	Telemarketer	2
Energuy	7	Permit Technician / HERS Rater Trainee	1
Eskaton Lodge Gold River	10	Activities Assistant	1
	4	Care Giver	1
	7	Maintenance Assistant	4
	4	Registered Nurse (RN)	4

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e-Ventex	10	Wait Staff	10
Excel Managed Care & Disability Services, Inc.	1	Intake Coordinator	1
Express Employment Professionals	1	Call Center Associate	1
	9	Production Workers	45
	9	Warehouse General Labor and Production	5
Extreme Makeover Janitorial	1	Janitor/Handyman/House Cleaner	6
Fair Oaks Recreation & Park District	1	Recreation Leader I	1
	1	Recreation Leader III	1
Fairytale Town	1	Cafe Coordinator	1
	1	Education & Program Assistant	1
	1	Guest Service Representative: Admissions Cashier	1
	1	Membership Assistant	1
	1	Part-Time Grounds Keeper	1
Focus Strategies	1	Recreation Leader	1
Fortune School of Education	1	Executive Assistant/Administrative Analyst	1
	1	Response To Intervention Aide	1
Francis House Center	1	Sub Teachers	25
	1	Job Development Center Manager	1
Fretty's Limousine Service	9	Chauffeur/Driver	2
Frito-Lay	10	Merchandiser	1
	10	Route Sales Representative - General	2
GAT Airline Ground Support	7	Ramp Agent	1
General Produce Company	1	Accounting Assistant	1
	1	Accounts Payable Clerk	1
	9	Commercial Driver	9
	9	Delivery Route Truck Driver	3
	9	Order Selector	6
Geremia Pools Inc	9	Warehouse Swing Shift Lead Supervisor	1
	3	Certified Shotcrete Nozzleman	1
Girl Scouts Heart of Central California	1	Volunteer Management Specialist Sacramento	1
Global Communications Center	1	Virtual Customer Service Professional	150
Global Touchpoints Inc.	1	HR Recruiting	4
Greater Sacramento Urban League	1	Case Manager for 25% Dislocated Worker Program	1
	1	Case Manager for Adult and Dislocated Worker Program	1
	1	Case Manager for Youth Program	1
	1	Employment Developer	1
	1	Intake Specialist	1
	1	GED Instructor	1
Gold Country Water	1	Youth Coordinator	1
	1	Customer Service/ Driver and Delivery	1
Golden State Overnight	1	Customer Service Representatives	5
Goodwill Industries	1	Clerk/Processor	1
	1	Collection Attendant	1
	9	Truck Driver	1
Hands4Hope	1	Office/Communication Manager	1
	1	Youth Development Program Assistant Part Time	1
Hansen's Home Services	1	Housekeeping Assistants	3
Hardware	1	First Line Supervisor-Retail	2
Harlow's Help At Home	4	Certified home Health Aide	25
	4	Certified Home Health Aide / CHHA / CNA / Caregiver	25
	4	Certified Home Health Aide, Certified Nursing Assistant and Experienced Caregiver	25
HealthMarkets	1	Sales Representative	1
Hobby Town USA Folsom	1	Retail Hobby Sales Clerk & Cashier	2
Hupp Draft Services, Inc.	7	Beer Line Cleaning Technician	1
Indecare in Home Care and Living Assistance	4	Caregivers, CNAs, & HHAs	6
	1	Personal Attendant	1
International Homestay America	10	Homestay Host Family	25
Inalliance	1	Employment Training Specialist	1
Iron Mountain	9	Driver	2
Island Angels	1	Book Keeper	1
J & C Custom Cabinets	1	Office Assistant	1
J Williams Staffing	1	Janitor/Porter	1
	1	Leasing Consultant	1
	7	Service Technician	1

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Kids Quest	10	Shift Leader	5
KVIE	1	Fundraising Events Specialist	1
Kyle's Rock & Redi-Mix, Inc.	10	Yard Laborer	1
L-3 Narda Microwave-West	1	Administrative Assistant	1
	1	Inspection Specialist	1
	9	Process Engineer	1
	7	Quality Inspector	1
	9	Senior General Accountant	1
La Familia Counseling Center, Inc.	1	Case Manager	1
	1	Clerical / Front Desk	1
	1	GED Instructor	1
	1	Out of School Youth Employment Training Specialist	1
	1	Universal Youth Specialist	1
Langan Engineering	2	Civil Engineer (Geotechnical Interest) - Entry to 2 Years Experience	1
LCA Services	1	Case Manager	1
	1	Employment Specialist	1
	5	Program Monitor	1
Leslie's Cleaning Service	1	Maid, Cleaning Technician	5
Lighthouse Counseling and Family Resource Center	1	Part-Time Bi-Lingual Office Manager/Administrative Assistant	1
	1	Development Associate	1
Lincoln Financial Advisors	1	Financial Practice Analyst	1
Lobel Financial	1	Loan Processor	3
Lord & Sons Inc.	9	Driver/Warehouse Associate	1
	9	Warehouse Associate	1
Los Rios Community College District	1	Account Clerk II	1
	1	Account Clerk III	1
	1	Accounting Assistant Professor	1
	1	Adjunct Head Volleyball Coach	1
	1	Administrative Assistant I	1
	1	Administrative Assistant II	3
	1	Admissions/Records Clerk II	1
	1	Admissions/Records Evaluator I	2
	1	Admissions/Records Evaluator/Degree Auditor	1
	1	Architectural Design Technology Professor	1
	1	Assistant Financial Aid Officer	1
	1	Assistant Technical Director - Visual and Performing Arts Center (VAPAC), Harris Center for the Arts	1
	1	Associate Vice Chancellor of Finance	1
	1	Associate Vice Chancellor of Information Technology	1
	1	Associate Vice President of Instruction & Learning Resources	1
	1	Associate Vice President of Instruction and Student Learning	1
	1	Athletic Trainer	1
	1	Automotive Collision Technology Adjunct Professor Pool	1
	1	Automotive Technology Assistant Professor	1
	1	Bookstore Stock Clerk	1
	1	Business (Real Estate Emphasis)/Management Assistant Professor	1
	1	Business Law/Business Assistant Professor	1
	1	Chemistry Assistant Professor	1
	1	Children's Center Clerk	1
	1	Clerk II	6
	1	Clerk III	4
	1	College Information Technology Systems Supervisor	1
	4	College Nurse	1
	1	College Police Sergeant	2
	1	College Relations Specialist	1
	1	Communications and Public Information Officer	1
	1	Computer Information Science Assistant Professor (Programming/Web Development/Applications)	1

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Los Rios Community College District	1	Confidential Administrative Assistant I	2
	1	Confidential Human Resources Specialist I	1
	1	Confidential Human Resources Specialist III	1
	1	Counseling Clerk I	1
	1	Counseling Clerk II	2
	1	Custodian	5
	1	Dean of Business and Family Science	1
	1	Dean of Humanities and Social Science	1
	1	Dean of Instruction - Workforce Development, Kinesiology,	1
	1	Dean of Student Services	1
	1	Dean, Elk Grove Center	1
	1	Dean, West Sacramento Center	1
	1	Director of Institutional Advancement	1
	1	Director, Administrative Services	1
	1	Educational Media Design Specialist	1
	1	Educational Center Supervisor - Rancho Cordova Center	1
	1	Electronics Technology Assistant Professor	1
	9	Equipment Mechanic II	1
	1	Facilities Management Operations Supervisor	1
	2	Facilities Planning & Engineering Specialist	1
	1	Facilities Planning Specialist	1
	10	Faculty Diversity Internship Program (FDIP) Pool	1
	1	Financial Aid Clerk II	3
	1	Financial Aid Officer	1
	1	Geography Assistant Professor	1
	1	Grant Coordination Clerk	1
	1	Groundskeeper	2
	1	Head Coach for Men's Tennis Adjunct Pool	1
	1	History Assistant Professor	1
	1	Information Technology Analyst I - Business Analyst	1
	1	Information Technology Assistant II - Institutional Research	1
	1	Information Technology Cable Plant Assistant II	1
	1	Instructional Assistant - Accounting	1
	1	Instructional Assistant - Biology	1
	1	Instructional Assistant - Campus Computer Laboratory	1
	1	Instructional Assistant - Chemistry	1
	1	Instructional Assistant - Learning Resources	1
	1	Instructional Assistant - Math	2
	1	Instructional Assistant - Mechanical Electrical Technology	1
	1	Instructional Assistant - Mechanical/Electrical Technology	1
	1	Instructional Assistant - Sign Language Studies	1
	1	Instructional Assistant - Writing/English/Reading	2
	1	Instructional Development Coordinator	3
	1	Instructional Services Assistant I	2
	1	Instructional Services Assistant II	2
1	Interpreter, American Sign Language (ASL)	1	
1	Lead Police Communication Dispatcher	1	
1	Lifeguard	1	
1	Maintenance Technician II	1	
1	Occupational Therapy Assistant (OTA) Assistant Professor	1	
7	Operations Technician	1	
1	Outreach Clerk	1	
1	Payroll Clerk I	1	
1	Persian Adjunct Assistant Professor Pool	1	
1	Physical Therapist Assistant, Assistant Professor	1	
1	Police Lieutenant	1	
1	President, American River College	1	
6	Programmer	1	
6	Programmer II	1	
1	Public Relations Technician	1	
1	Public Services Librarian	1	
1	Radio, Television, and Film Production Assistant Professor	1	
1	Research Analyst	1	

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Los Rios Community College District	1	Senior Buyer/Contract Specialist	1
	1	Senior Information Technology Technician - Lab/Area Microcomputer Support	1
	1	Special Projects - Education Coach, College to Career	1
	1	Special Projects - Human Resources Training	1
	1	Special Projects - Test Proctor	1
	1	Staff Resource Center Assistant	1
	1	Student Personnel Assistant - Assessment/Testing	1
	1	Student Personnel Assistant - Career & Job Opportunity Services	1
	1	Student Personnel Assistant - Counseling	1
	1	Student Personnel Assistant - Disabled Student Programs and Services	1
	1	Student Personnel Assistant - Extended Opportunity Programs and Services	11
	1	Student Personnel Assistant - Student Life	1
	1	Student Personnel Assistant - TANF	1
	1	Student Services Supervisor - CalWORKs/Career Center/Re-Entry & Veterans Information Center	1
	5	TANF/CalWORKs Specialist	1
	10	Theater Technician	1
	1	Ticket Office/Customer Relations Assistant - Harris Center For The Arts	1
	1	Tutorial Services Assistant	1
	1	Vice Chancellor of Finance and Administration	1
	1	Vice President of Instruction	1
	1	Vice President, Administrative Services and Student Support	1
Maita Toyota	1	Service Coordinator	1
Mathiot Group Homes	1	Youth Counselor	7
Matrix Absence Management	1	Clerical Assistant	1
	1	Workers' Compensation Claims Assistant	1
MDU Construction Services Group, Inc.	7	Mechanic	
MEDMARK	4	Counselor (Bilingual)	2
Meyer Associates	1	Office Manager/Bookkeeper	1
Mid Valley Funding	1	Mortgage Loan Processor	1
Midtown Grocery Outlet	1	Cashier	5
MRPE, Inc.	2	Engineer	1
	1	Executive Secretary	1
Mutual Housing California	1	Community Organizer Bilingual: Russian/English	1
MV Transportation	9	Driver	5
NAMI California	1	Accounting Technician	1
	1	Programs Administrative Assistant	1
	1	Program Coordinator	1
Neighbor Works Homeownership	1	Administrative Assistant	1
Nelson Staffing Solutions	9	General Laborers/Production Workers	70
	9	Warehouse Technician/Lift Truck Operator	70
New Life Christian Preschool And Learning Center	1	Preschool/After School Teacher	1
Nonprofit Resource Center	1	Administrative Assistant	1
Northern Sheets LLC	1	Customer Service Representative	1
	9	Production Workers	3
NW Elite	1	Outside Sales Consultants	10
Office of Somoan Affairs	1	Job Developer / Employment Specialist	1
Omega	10	Product Demonstrator	10
Opening Doors Inc.	1	Accounting Clerk	1
	1	Hispanic Prosperity Program Assistant	1
Pacific Crest Trail Association	1	Trail Permit Assistant	1
	1	Volunteer Programs Assistant	1
Pacific Gas and Electric Company	3	Entry to Electric Operations	30
Pacific Protection INC	1	Unarmed Security Officer	4
Package One	1	Customer Service Representative	1
	1	Production Supervisor	1

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Paramount Equity	1	Account Executives	15
PDQ Automatic Transmission Parts, Inc.	7	Lathe Operator	1
	7	Production Worker	1
Placer Appliance Repair	7	Appliance Service Technician	2
Posh Puppy Boutique	1	Customer Service/Retail Manager	1
Precision Repair Network	9	Technician/ Driver	2
Premier Healthcare Services	4	Licensed Vocational Nurse	1
Prime Flight Aviation Services	10	Cabin Service Cleaner	3
Pro Pacific Fresh	9	Class A or B Route Driver	2
Prompt Staffing	10	Stacker	8
Ray McCauley Insurance Agency Inc.	1	Customer Service Representative	2
Relationship Skills Center	1	Flourishing Families Program Instructor	6
	10	REact Coordinator	1
Resource Staffing Group	10	Convention Worker	20
Retail Business Development	1	Sales Representative - South Sacramento	3
Rim Hospitality	8	Bistro Server	1
	8	Housekeeping Inspector	1
Sacramento Children's Home	4	Case Manager	1
	4	Child Care Worker	3
	1	Crisis Nursery Supervisor	1
	1	Family Partner	1
	1	Family Resource Aide	2
	1	Home Visitor	1
	1	Infant Aide	1
	4	Lead Child Care Worker	1
	4	Mental Health Specialist	1
	1	Preschool Teacher	1
	4	Residential Counselor	1
	4	Residential Counselor - Medical Support Aide	1
	4	Therapist	1
4	Youth Peer Mentor	1	
Sacramento Covered	1	Community Outreach Workers	8
Sacramento Employment and Training Agency	1	Associate Teacher III	1
	1	CFS Administration Program Officer	1
	1	Family Services Worker	1
	1	Head Start Coordinator	1
	9	Head Start Courier/Maintenance	1
	1	Head Start Home Visitor	
	1	Head Start Quality Assurance Analyst	1
	6	Information Technology Engineering Analyst	1
	1	Site Supervisor	1
	1	Typist Clerk III	1
	1	Workforce Development Manager	1
1	Workforce Development Professional Range 2	1	
Sacramento Housing Alliance	1	Executive Director	1
Sacramento Loaves & Fishes	1	Maryhouse Intake Specialist	1
	1	Part-Time Student Resource Specialist	1
Sacramento Mutual Housing Association	10	Asset Management Affordable Housing Intern	1
Sacramento Native American Health Center, Inc.	1	Custodian	1
Sacramento Public Library	1	Custodian	3
Sacramento Regional Transit District	1	Bus Operator	1
	10	Chief Counsel	1
	1	Clerk II	1
	1	Customer Service Representative	1
	1	Customer Service Supervisor	1
	1	Equal Employment Opportunity Administrator	1
	4	Facilities Maintenance Mechanic	1
	7	Light Rail Vehicle Technician	1
	1	Maintenance Supervisor-Wayside	1
	7	Mechanic A (Bus Maintenance Department)	1
	1	Senior Human Resources Analyst	1
	7	Service Worker (Bus and/or Light Rail)	2
	9	Transportation Supervisor	1

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Sacramento Steps Forward	1	Contract Analyst	1
Safety Center Incorporated	1	Executive Assistant to the President/CEO	1
	1	Program Staff III Marketing Coordinator	1
	1	Safety Training Instructor	1
	10	Sales Coordinator / Training Instructor	1
Salvation Army Sac Metro	9	Driver (On-Call)	1
	1	Kitchen Aide	1
	10	On-Call Personal Care Attendant	1
	1	Family Services Supervisor	1
Sears Home Services	7	Sears Repair Technician	12
Seavers and Family	1	Lawn Care Helper/General Laborer	1
Sentinel Fire Equipment Company	1	Shop Helper	1
Serenity Respite	4	Respite Caregiver	25
Sheet Metal Workers Local 104	1	Executive Secretary	1
Smitty's Services	1	Office Assistant	1
Society for the Blind	1	Part-Time Administrative Assistant	1
SolarCity	1	Inside Solar Sales Specialist	25
Southgate Recreation & Park District	7	Maintenance Assistant (Seasonal)	1
Staffing Network LLC	9	Production Workers	10
Stroppini Enterprises	7	Machinists	3
Support For Home	4	Home Care Aide	1
SVS Group, Inc.	3	Construction Laborer in El Dorado Hills	2
	7	Electrical Technician	5
	10	General Laborer	50
	1	Landscape Laborer	2
Target	7	Maintenance Technician-Electromechanical	1
Taiga Building Products	9	Forklift Driver/Warehouse	1
	10	Inside Sales Representative	
Teledyne Microwave Solutions	9	Assembler	1
	7	Electronic Technician	1
	1	Payroll Specialist	1
Tetra Tech, Inc.	2	Environmental Engineer	1
The SG Center	4	Certified Nurse Assistant	30
Tony's Fine Foods, Inc.	1	Administrative Assistant	1
	10	Buyer	1
	1	Category Manager Coordinator	1
	9	Class A Feeder Driver - West Sacramento	1
	9	Class A Route Driver - West Sacramento	2
	9	Crane Operator	1
	1	Customer Service Representative	3
	7	Facilities Support Worker	1
	9	Forklift Operator - Graveyard Shift	1
	6	IT Support Specialist	1
	1	Key Accounts Customer Service Representatives	2
	9	Loader	
	10	Order Selector - Truckee	1
	10	Order Selector - West Sacramento	10
	10	Order Selector Trainee	2
	10	Pricing Specialist	2
	9	Regional Route Driver	3
	1	Sales Representative -Military Division	1
	1	Sales Support Assistant	1
	1	Staff Accountant	1
	1	Traffic Clerk	1
	10	Vehicle Washer	2
	1	Will Call Clerk	1
Transglobal Solutions, LLC.	9	Class A Commercial Truck Driver	20
Trillium Staffing	3	Laborer	5
TRUGREEN	10	Inside Sales Representative	8
	10	Outside Sales Representative	8
Two Star Personnel	1	Accounting Assistant	3
	9	Warehouse Pricing and Inventory	3

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Ultimate Staffing	10	Counter Parts Specialist	1
United Cerebral Palsy	9	Part Time Drivers	4
United Site Services	7	Seasonal Power Technician	1
	1	Yard Associate	1
Uppal Insurance & Financial	1	Customer Service Representative	1
	1	Sales Representative	2
Visions Unlimited Inc	1	Program Manager	1
Visiting Angels Senior Home Care	1	Appointment Scheduler/Office Assistant	1
	10	Caregiver	5
Volt Workforce Solutions	1	Data Entry Clerk	150
	7	Material Handler	100
	7	Rework Technician	150
Wabash National Trailer Center	1	Trailer Account Manager	1
Walt's Auto Service	7	Heavy Duty Mechanic	1
Waste Management, Inc. Fruitridge Road	1	HR Generalist II	1
Wendy's	7	Maintenance Technician	1
	1	Management & Crew Member Workers	20
Western Propane Gas Association	1	Part-Time Administrative Assistant	1
Western States Fire Protection	10	Fire Alarm Inspector	1
	7	Fire Alarm Installer (Entry-Level)	1
	7	Residential Fire Sprinkler Fitter	1
Wind Youth Services	5	Director of Development	1
Windwalker Security Patrol, Inc.	1	Security Guard	4
Winnie Bales Allstate Insurance	1	Customer Service/Office Assistant	1
Women's Empowerment	1	Childcare Coordinator	1
	10	Employment Specialist	1
	5	Social Worker	1
Yolo County Public Agency Risk Management Insurance Authority	1	Part-time Administrative Assistant	1
Youth Development Network	5	Youth Development Trainer Specialist	1
TOTAL			2259

ITEM IV-D – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

This report covers the fiscal year beginning July 1, 2013.

STAFF PRESENTER: William Walker

Dislocated Worker Information PY 2013/2014

The following is an update of information as of June 30, 2014 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	7/1/2013	AT&T 7405 Greenhaven Drive Sacramento, CA 95831	9/1/2013	97	8/26/2013
Official	7/9/2013	Point Walker, Inc. dba Lucky Derby Casino 7433 Greenback Lane Citrus Heights, CA 95610	7/29/2013	113	7/25/2013
Unofficial	8/5/2013	Orchard Supply Hardware 6124 San Juan Ave. Citrus Heights, CA 95610	8/31/2013	48	8/11/2013
Unofficial	8/9/2013	Sears 1200 Blumfeld Dr. Sacramento, CA 95815	8/30/2013	20	8/21/2013
Unofficial	9/6/2013	Fresh & Easy 2540 Watt Ave. Sacramento, CA 95821	9/6/2013	72	9/16 - 19/2013
Official	9/6/2013	Bimbo Bakery 7125 Governors Cir. Sacramento, CA 95823	9/6/2013	100	9/24/2013
Unofficial	10/1/2013	Cenveo 9950 Mills Station Rd. Sacramento, CA 95827	12/30/2013	46	11/5/2013
Unofficial	10/1/2013	Sutter Health 2600 L Street Sacramento, CA 95816	12/2/2013	135	11/20/2013 12/2/13
Unofficial	10/9/2013	Kmart 2344 Sunrise Blvd. Rancho Cordova, CA 95670	12/30/2013	97	11/21/2013
Unofficial	10/24/2013	Bank of America Rancho Cordova, CA 95670	11/29/2013	110	Declined Services
Official	10/25/2013	RAS Medical Group 500 University Avenue Ste. #200 Sacramento, CA 95825	12/31/2013	56	Declined Services
Official	1/9/2014	BCI Coca-Cola Bottling Company 4101 Gateway Park Blvd, Sacramento, CA 95834	3/7/2014	49	2/25/2014 3/4/14
Official	1/30/2014	LexisNexis 3831 North Freeway Blvd. Ste. 200 Sacramento, CA 95834	3/31/2014	65	3/19/2014
Official	1/30/2014	Aerojet Rocketdyne 2001 Aerojet Rd. Rancho Cordova, CA 95670	3/31/2014	61	3/27/2014
Official	2/12/2014	Servicelink 5039 Dudley Blvd. McClellan, CA 95652	4/13/2014	97	Delivered Packets
Official	3/4/2014	Folsom CJD, LLC 12545 Folsom Blvd. Folsom, CA 95630	5/4/2014	95	No Job Loss
Official	3/6/2014	The Fresh Market, Inc. 2339 Fair Oaks Blvd. Sacramento, CA 95825	5/6/2014	62	3/13/14 3/14/14
Official	3/18/2014	Sprint Customer Service Center 3068 Kilgore Rd. Rancho Cordova, CA 95670	5/17/2014	245	Declined Services

Dislocated Worker Information PY 2013/2014

The following is an update of information as of June 30, 2014 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County.

	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Unofficial	3/26/2014	ABM 7120 East Parkway Sacramento, CA 95823	6/30/2014	40	4/17/2014
Official	6/6/2014	North Sacramento CJD, LLC 3610 Fulton Blvd. Sacramento, CA 95821	8/3/2014	66	No Job Loss
			Total # of Affected Workers	1,674	

ITEM IV-E – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month May was 6.7%.

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: Robin Purdy

**SACRAMENTO-ARDEN-ARCADE-ROSEVILLE METROPOLITAN STATISTICAL AREA (MSA)
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)**

Educational and health services continued strong year-over growth, up 5,800 jobs

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 6.7 percent in May 2014, down from a revised 7.1 percent in April 2014, and below the year-ago estimate of 8.3 percent. This compares with an unadjusted unemployment rate of 7.1 percent for California and 6.1 percent for the nation during the same period. The unemployment rate was 7.0 percent in El Dorado County, 6.0 percent in Placer County, 6.8 percent in Sacramento County, and 6.8 percent in Yolo County.

Between April 2014 and May 2014, combined employment located in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 6,200 to total 894,700 jobs.

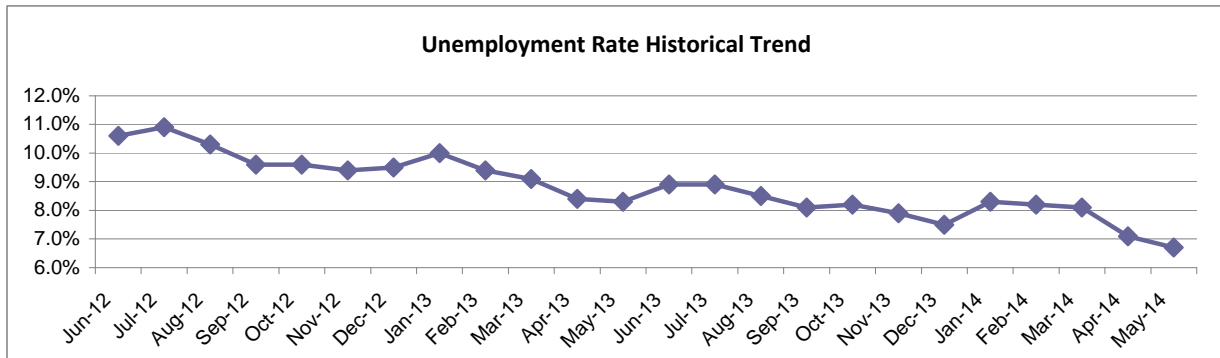
- Leisure and hospitality led the month-over gain with 1,800 jobs. This marked the largest April to May increase in this industry going back to 1990. Accommodation and food services contributed 1,900 jobs, the bulk of these jobs coming from food services and bars (up 1,800 jobs). Arts, entertainment, and recreation dipped by 100 jobs.
- Total Farm improved by 1,500 jobs, slightly outpacing its 10-year average 1,400-job gain from April to May.
- Educational and health services grew by 1,300 jobs, marking its largest April to May job gain since 2002. Health care and social assistance added 1,200 jobs. Private education edged up 100 jobs.
- Two industries saw job declines month over. Financial activities and professional and business services each dropped by 200 jobs.

Between May 2013 and May 2014, total jobs in the region increased by 20,000 or 2.3 percent.

- Educational and health services maintained its strong year-over growth with an increase of 5,800 jobs. Health care and social assistance continued to lead the industry adding 5,700 jobs. Private education advanced by 100 jobs.
- Professional and business services improved year over with 5,200 jobs. Administrative and support and waste services added 3,200 jobs, with employment services accounting for the majority of these gains (up 2,800 jobs). Professional, scientific, and technical services increased by 1,800 jobs from last year.
- Government advanced by 3,400 jobs over the year. State government accounted for all of the expansion, increasing by 3,600 jobs. Federal government and local government each cut back 100 jobs.
- Two industries registered job declines from this time last year. Total farm slipped by 700 jobs, and information decreased by 600 jobs.

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

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 6.7 percent in May 2014, down from a revised 7.1 percent in April 2014, and below the year-ago estimate of 8.3 percent. This compares with an unadjusted unemployment rate of 7.1 percent for California and 6.1 percent for the nation during the same period. The unemployment rate was 7.0 percent in El Dorado County, 6.0 percent in Placer County, 6.8 percent in Sacramento County, and 6.8 percent in Yolo County.



Industry	Apr-2014	May-2014	Change		May-2013	May-2014	Change
	Revised	Prelim				Prelim	
Total, All Industries	888,500	894,700	6,200		874,700	894,700	20,000
Total Farm	7,800	9,300	1,500		10,000	9,300	(700)
Total Nonfarm	880,700	885,400	4,700		864,700	885,400	20,700
Mining and Logging	500	500	0		400	500	100
Construction	44,700	45,800	1,100		42,900	45,800	2,900
Manufacturing	34,000	34,000	0		33,800	34,000	200
Trade, Transportation & Utilities	142,300	142,700	400		140,400	142,700	2,300
Information	14,600	14,600	0		15,200	14,600	(600)
Financial Activities	49,900	49,700	(200)		49,500	49,700	200
Professional & Business Services	118,200	118,000	(200)		112,800	118,000	5,200
Educational & Health Services	132,200	133,500	1,300		127,700	133,500	5,800
Leisure & Hospitality	86,600	88,400	1,800		87,800	88,400	600
Other Services	29,600	29,600	0		29,000	29,600	600
Government	228,100	228,600	500		225,200	228,600	3,400

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

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 May 2014 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Sacramento County	677,100	631,100	46,000	6.8%	1.000000	1.000000
Arden Arcade CDP	56,300	52,500	3,800	6.7%	0.083249	0.082638
Carmichael CDP	29,400	27,900	1,500	5.2%	0.044196	0.033389
Citrus Heights city	50,900	48,500	2,400	4.7%	0.076838	0.052031
Elk Grove CDP	35,400	33,400	1,900	5.5%	0.052995	0.042014
Fair Oaks CDP	17,500	16,800	600	3.6%	0.026690	0.013634
Florin CDP	12,300	11,000	1,300	10.9%	0.017414	0.029215
Folsom city	27,700	26,800	800	3.0%	0.042525	0.018086
Foothill Farms CDP	9,500	8,600	900	9.4%	0.013648	0.019477
Galt city	10,500	9,300	1,200	11.3%	0.014787	0.025876
Gold River CDP	5,000	4,900	100	1.3%	0.007807	0.001391
Isleton city	400	400	0	9.0%	0.000606	0.000835
La Riviera CDP	7,100	6,800	300	4.0%	0.010764	0.006121
Laguna CDP	20,800	20,100	800	3.6%	0.031834	0.016416
Laguna West Lakeside CDP	5,400	5,100	300	4.8%	0.008082	0.005565
North Highlands CDP	21,900	19,500	2,400	10.8%	0.030952	0.051475
Orangevale CDP	16,000	15,300	700	4.6%	0.024229	0.015860
Parkway South Sacramento CD	15,400	13,500	1,900	12.3%	0.021400	0.041180
Rancho Cordova City	30,600	28,200	2,400	7.8%	0.044619	0.052031
Rancho Murieta CDP	2,300	2,300	100	2.2%	0.003619	0.001113
Rio Linda CDP	5,600	5,000	600	10.9%	0.007917	0.013356
Rosemont CDP	14,000	13,200	800	5.7%	0.020867	0.017251
Sacramento city	213,200	196,100	17,100	8.0%	0.310678	0.371731
Vineyard CDP	6,000	5,800	200	3.4%	0.009185	0.004452
Walnut Grove CDP	400	400	100	17.7%	0.000569	0.001669
Wilton CDP	2,800	2,700	100	4.6%	0.004225	0.002782

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2000 Census.

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 and CDP labor force data are derived by multiplying current estimates of county employment and unemployment by the employment and unemployment shares (ratios) of

Data Not Seasonally Adjusted

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

each city and CDP at the time of the 2000 Census. Ratios for cities of 25,000 or more persons were developed from special tabulations based on household population only from the Bureau of Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

City and CDP unrounded employment and unemployment are summed to get the labor force. The unemployment rate is calculated by dividing unemployment by the labor force. Then the labor force, employment, and unemployment are rounded.

This method assumes that the rates of change in employment and unemployment, since 2000, are exactly the same in each city and CDP as at the county level (i.e., that the shares are still accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

REPORT 400 C
Monthly Labor Force Data for Counties
May 2014 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,586,200	17,269,300	1,316,900	7.1%
ALAMEDA	10	780,900	737,500	43,400	5.6%
ALPINE	55	380	330	50	13.0%
AMADOR	27	15,740	14,530	1,210	7.7%
BUTTE	29	103,500	95,300	8,200	7.9%
CALAVERAS	33	19,210	17,650	1,560	8.1%
COLUSA	57	11,130	9,400	1,740	15.6%
CONTRA COSTA	11	538,700	507,600	31,100	5.8%
DEL NORTE	40	10,850	9,860	1,000	9.2%
EL DORADO	23	89,500	83,200	6,300	7.0%
FRESNO	49	457,000	408,900	48,000	10.5%
GLENN	47	12,810	11,490	1,320	10.3%
HUMBOLDT	19	57,600	53,700	3,900	6.7%
IMPERIAL	58	79,400	62,700	16,700	21.1%
INYO	19	8,890	8,290	600	6.7%
KERN	46	390,900	351,300	39,600	10.1%
KINGS	51	59,900	53,200	6,700	11.2%
LAKE	36	26,900	24,490	2,420	9.0%
LASSEN	35	12,040	11,010	1,040	8.6%
LOS ANGELES	30	4,964,500	4,568,400	396,100	8.0%
MADERA	44	70,000	63,400	6,600	9.5%
MARIN	1	142,300	136,800	5,500	3.8%
MARIPOSA	17	9,310	8,700	610	6.5%
MENDOCINO	13	43,270	40,740	2,540	5.9%
MERCED	54	111,700	97,700	14,000	12.5%
MODOC	37	3,550	3,230	320	9.1%
MONO	28	7,460	6,880	580	7.8%
MONTEREY	25	224,700	208,000	16,700	7.4%
NAPA	4	79,400	75,800	3,600	4.5%
NEVADA	16	48,050	45,040	3,010	6.3%
ORANGE	5	1,604,000	1,525,500	78,500	4.9%
PLACER	15	179,200	168,500	10,700	6.0%
PLUMAS	40	9,440	8,570	870	9.2%
RIVERSIDE	30	945,100	869,600	75,500	8.0%
SACRAMENTO	21	677,100	631,100	46,000	6.8%
SAN BENITO	37	26,600	24,200	2,400	9.1%
SAN BERNARDINO	30	859,700	791,000	68,600	8.0%
SAN DIEGO	11	1,586,300	1,494,200	92,100	5.8%
SAN FRANCISCO	3	487,800	466,500	21,300	4.4%
SAN JOAQUIN	47	304,100	272,900	31,200	10.3%
SAN LUIS OBISPO	6	142,100	135,000	7,100	5.0%
SAN MATEO	2	404,300	387,700	16,500	4.1%
SANTA BARBARA	6	225,900	214,500	11,300	5.0%
SANTA CLARA	9	928,600	880,600	48,000	5.2%
SANTA CRUZ	24	151,500	140,800	10,700	7.1%
SHASTA	34	79,900	73,200	6,700	8.4%
SIERRA	43	1,440	1,300	140	9.4%
SISKIYOU	45	17,660	15,910	1,750	9.9%
SOLANO	18	216,100	201,900	14,200	6.6%
SONOMA	6	264,200	251,100	13,100	5.0%
STANISLAUS	50	236,500	210,300	26,300	11.1%
SUTTER	56	40,500	34,800	5,700	14.0%
TEHAMA	37	24,680	22,420	2,260	9.1%
TRINITY	42	4,810	4,370	450	9.3%
TULARE	53	207,600	183,500	24,100	11.6%
TUOLUMNE	26	23,910	22,090	1,820	7.6%
VENTURA	13	434,900	409,200	25,700	5.9%
YOLO	21	97,100	90,500	6,600	6.8%
YUBA	52	25,700	22,800	2,900	11.3%

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 2013 benchmark and Census 2010 population controls at the state level.

REPORT 400 M
Monthly Labor Force Data for California
Counties and Metropolitan Statistical Areas
May 2014 - Preliminary
 Data Not Seasonally Adjusted

Area	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,586,200	17,269,300	1,316,900	7.1%
BAKERSFIELD DELANO MSA (Kern Co.)	51	390,900	351,300	39,600	10.1%
CHICO MSA (Butte Co.)	33	103,500	95,300	8,200	7.9%
EL CENTRO MSA (Imperial Co.)	64	79,400	62,700	16,700	21.1%
FRESNO MSA (Fresno Co.)	54	457,000	408,900	48,000	10.5%
HANFORD CORCORAN MSA (Kings Co.)	56	59,900	53,200	6,700	11.2%
LOS ANGELES LONG BEACH GLENDALE MD (Los Angeles Co.)	34	4,964,500	4,568,400	396,100	8.0%
MADERA CHOWCHILLA MSA (Madera Co.)	49	70,000	63,400	6,600	9.5%
MERCED MSA (Merced Co.)	59	111,700	97,700	14,000	12.5%
MODESTO MSA (Stanislaus Co.)	55	236,500	210,300	26,300	11.1%
NAPA MSA (Napa Co.)	5	79,400	75,800	3,600	4.5%
OAKLAND FREMONT HAYWARD MD	12	1,319,600	1,245,100	74,500	5.6%
Alameda Co.	12	780,900	737,500	43,400	5.6%
Contra Costa Co.	14	538,700	507,600	31,100	5.8%
OXNARD THOUSAND OAKS VENTURA MSA (Ventura Co.)	16	434,900	409,200	25,700	5.9%
REDDING MSA (Shasta Co.)	39	79,900	73,200	6,700	8.4%
RIVERSIDE SAN BERNARDINO ONTARIO MSA	34	1,804,800	1,660,600	144,100	8.0%
Riverside Co.	34	945,100	869,600	75,500	8.0%
San Bernardino Co.	34	859,700	791,000	68,600	8.0%
SACRAMENTO ARDEN ARCADE ROSEVILLE MSA	22	1,042,900	973,300	69,600	6.7%
El Dorado Co.	27	89,500	83,200	6,300	7.0%
Placer Co.	18	179,200	168,500	10,700	6.0%
Sacramento Co.	25	677,100	631,100	46,000	6.8%
Yolo Co.	25	97,100	90,500	6,600	6.8%
SALINAS MSA (Monterey Co.)	29	224,700	208,000	16,700	7.4%
SAN DIEGO CARLSBAD SAN MARCOS MSA (San Diego Co.)	14	1,586,300	1,494,200	92,100	5.8%
SAN FRANCISCO SAN MATEO REDWOOD CITY MD	3	1,034,400	991,100	43,300	4.2%
Marin Co.	1	142,300	136,800	5,500	3.8%
San Francisco Co.	4	487,800	466,500	21,300	4.4%
San Mateo Co.	2	404,300	387,700	16,500	4.1%
SAN JOSE SUNNYVALE SANTA CLARA MSA	11	955,100	904,700	50,400	5.3%
San Benito Co.	42	26,600	24,200	2,400	9.1%
Santa Clara Co.	10	928,600	880,600	48,000	5.2%
SAN LUIS OBISPO PASO ROBLES MSA (San Luis Obispo Co.)	7	142,100	135,000	7,100	5.0%
SANTA ANA ANAHEIM IRVINE MD (Orange Co.)	6	1,604,000	1,525,500	78,500	4.9%
SANTA BARBARA SANTA MARIA GOLETA MSA (Santa Barbara Co.)	7	225,900	214,500	11,300	5.0%
SANTA CRUZ WATSONVILLE MSA (Santa Cruz Co.)	28	151,500	140,800	10,700	7.1%
SANTA ROSA PETALUMA MSA (Sonoma Co.)	7	264,200	251,100	13,100	5.0%
STOCKTON MSA (San Joaquin Co.)	52	304,100	272,900	31,200	10.3%
VALLEJO FAIRFIELD MSA (Solano Co.)	21	216,100	201,900	14,200	6.6%
VISALIA PORTERVILLE MSA (Tulare Co.)	58	207,600	183,500	24,100	11.6%
YUBA CITY MSA	60	66,200	57,600	8,600	13.0%
Sutter Co.	62	40,500	34,800	5,700	14.0%
Yuba Co.	57	25,700	22,800	2,900	11.3%
Alpine Co.	60	380	330	50	13.0%
Amador Co.	31	15,740	14,530	1,210	7.7%
Calaveras Co.	38	19,210	17,650	1,560	8.1%
Colusa Co.	63	11,130	9,400	1,740	15.6%
Del Norte Co.	45	10,850	9,860	1,000	9.2%
Glenn Co.	52	12,810	11,490	1,320	10.3%
Humboldt Co.	22	57,600	53,700	3,900	6.7%
Inyo Co.	22	8,890	8,290	600	6.7%
Lake Co.	41	26,900	24,490	2,420	9.0%
Lassen Co.	40	12,040	11,010	1,040	8.6%
Mariposa Co.	20	9,310	8,700	610	6.5%
Mendocino Co.	16	43,270	40,740	2,540	5.9%
Modoc Co.	42	3,550	3,230	320	9.1%
Mono Co.	32	7,460	6,880	580	7.8%
Nevada Co.	19	48,050	45,040	3,010	6.3%
Plumas Co.	45	9,440	8,570	870	9.2%
Sierra Co.	48	1,440	1,300	140	9.4%
Siskiyou Co.	50	17,660	15,910	1,750	9.9%
Tehama Co.	42	24,680	22,420	2,260	9.1%
Trinity Co.	47	4,810	4,370	450	9.3%
Tuolumne Co.	30	23,910	22,090	1,820	7.6%

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 2013 benchmark and Census 2010 population controls at the state level.

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 May 2014 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
El Dorado County	89,500	83,200	6,300	7.0%	1.000000	1.000000
Cameron Park CDP	8,800	8,400	400	4.9%	0.100610	0.068627
Diamond Springs CDP	2,300	2,100	200	9.3%	0.025356	0.034314
El Dorado Hills CDP	10,300	9,800	400	4.2%	0.118237	0.068627
Georgetown CDP	500	500	100	11.8%	0.005559	0.009804
Placerville city	5,200	4,700	600	10.6%	0.056407	0.088235
Pollock Pines CDP	2,400	2,200	200	8.3%	0.026576	0.031863
Shingle Springs CDP	1,500	1,500	100	5.0%	0.017492	0.012255
South Lake Tahoe city	14,900	13,500	1,400	9.7%	0.162034	0.230392

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2000 Census.

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 and CDP labor force data are derived by multiplying current estimates of county employment and unemployment by the employment and unemployment shares (ratios) of each city and CDP at the time of the 2000 Census. Ratios for cities of 25,000 or more persons were developed from special tabulations based on household population only from the Bureau of Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

City and CDP unrounded employment and unemployment are summed to get the labor force. The unemployment rate is calculated by dividing unemployment by the labor force. Then the labor force, employment, and unemployment are rounded.

This method assumes that the rates of change in employment and unemployment, since 2000, are exactly the same in each city and CDP as at the county level (i.e., that the shares are still accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 May 2014 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Placer County	179,200	168,500	10,700	6.0%	1.000000	1.000000
Auburn city	9,100	8,600	400	4.8%	0.051276	0.040598
Colfax city	1,100	1,000	100	8.7%	0.005744	0.008547
Dollar Point CDP	1,300	1,200	100	7.0%	0.007265	0.008547
Foresthill CDP	1,400	1,200	100	10.1%	0.007265	0.012821
Granite Bay CDP	13,300	12,800	600	4.1%	0.075688	0.051282
Kings Beach CDP	3,100	2,900	200	6.0%	0.017148	0.017094
Lincoln city	7,700	6,800	800	11.1%	0.040463	0.079060
Loomis town	4,600	4,400	200	3.5%	0.026356	0.014957
Meadow Vista CDP	2,300	2,100	100	6.0%	0.012756	0.012821
North Auburn CDP	7,500	7,000	500	7.0%	0.041308	0.049145
Rocklin city	27,500	26,300	1,200	4.2%	0.156192	0.108974
Roseville city	56,400	53,000	3,400	6.0%	0.314327	0.316239
Sunnyside Tahoe City CDP	2,000	1,800	100	6.9%	0.010897	0.012821
Tahoe Vista CDP	1,600	1,400	200	10.1%	0.008447	0.014957

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2000 Census.

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:

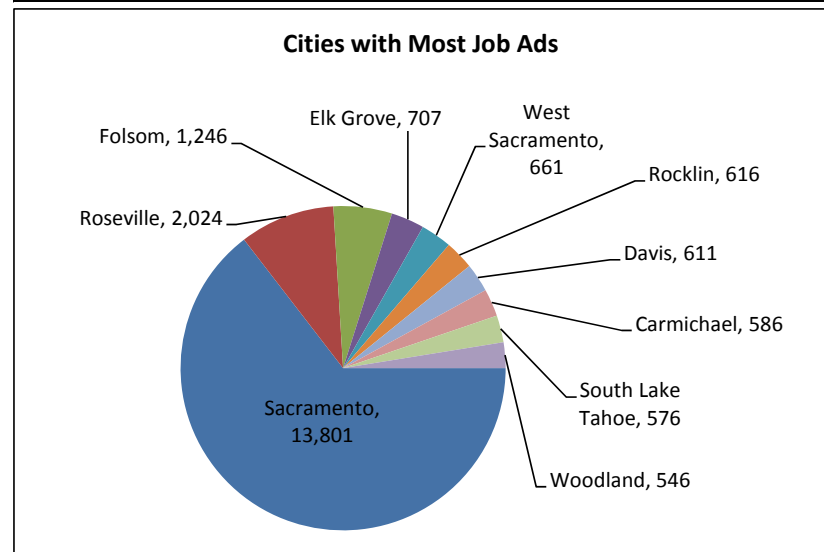
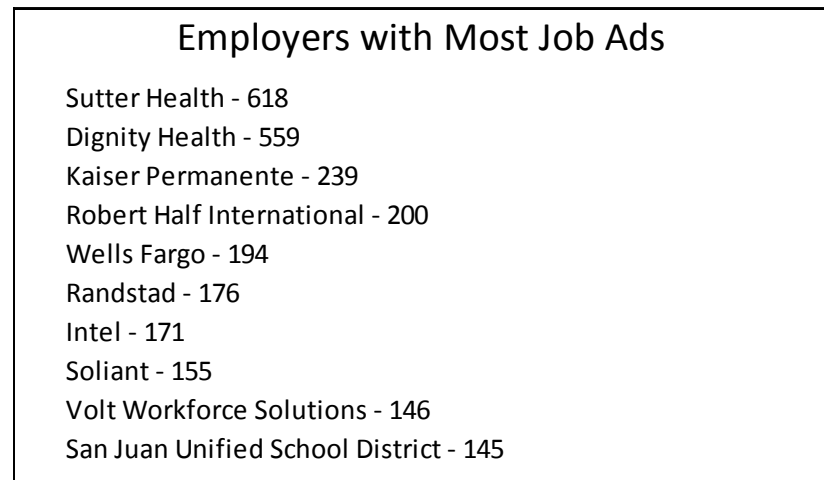
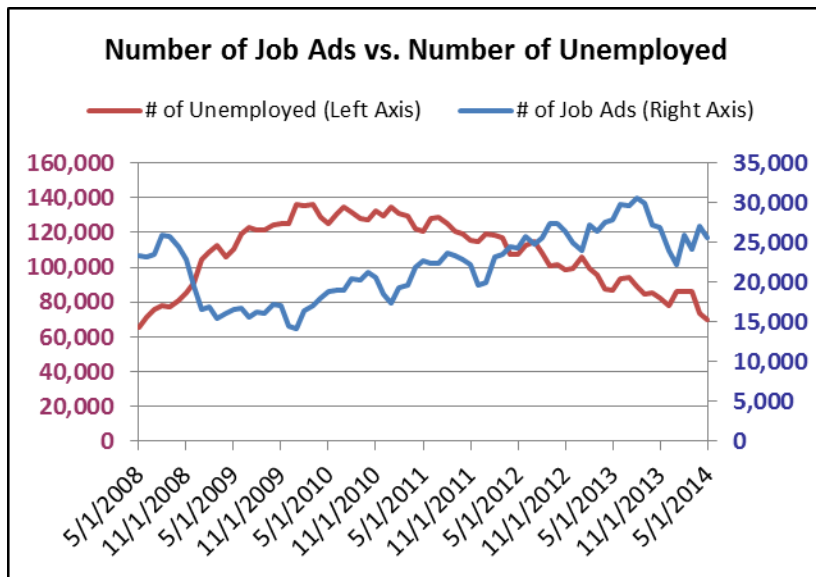
Monthly city and CDP labor force data are derived by multiplying current estimates of county employment and unemployment by the employment and unemployment shares (ratios) of each city and CDP at the time of the 2000 Census. Ratios for cities of 25,000 or more persons were developed from special tabulations based on household population only from the Bureau of Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

City and CDP unrounded employment and unemployment are summed to get the labor force. The unemployment rate is calculated by dividing unemployment by the labor force. Then the labor force, employment, and unemployment are rounded.

This method assumes that the rates of change in employment and unemployment, since 2000, are exactly the same in each city and CDP as at the county level (i.e., that the shares are still accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

Recent Job Ads for Sacramento Arden Arcade Roseville MSA

May 2014



Sacramento Arden Arcade Roseville MSA
(El Dorado, Placer, Sacramento, and Yolo Counties)
Industry Employment & Labor Force
March 2013 Benchmark

Data Not Seasonally Adjusted

	May 13	Mar 14	Apr 14 Revised	May 14 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,043,200	1,054,100	1,038,700	1,042,900	0.4%	0.0%
Civilian Employment	956,500	968,300	965,300	973,300	0.8%	1.8%
Civilian Unemployment	86,700	85,800	73,400	69,600	-5.2%	-19.7%
Civilian Unemployment Rate	8.3%	8.1%	7.1%	6.7%		
(CA Unemployment Rate)	8.6%	8.4%	7.4%	7.1%		
(U.S. Unemployment Rate)	7.3%	6.8%	5.9%	6.1%		

Total, All Industries (2)	874,700	883,700	888,500	894,700	0.7%	2.3%
Total Farm	10,000	7,500	7,800	9,300	19.2%	-7.0%
Total Nonfarm	864,700	876,200	880,700	885,400	0.5%	2.4%
Total Private	639,500	647,900	652,600	656,800	0.6%	2.7%
Goods Producing	77,100	77,600	79,200	80,300	1.4%	4.2%
Mining and Logging	400	500	500	500	0.0%	25.0%
Construction	42,900	43,400	44,700	45,800	2.5%	6.8%
Construction of Buildings	9,600	8,800	9,000	9,200	2.2%	-4.2%
Specialty Trade Contractors	28,400	30,300	30,800	31,300	1.6%	10.2%
Building Foundation & Exterior Contractors	6,900	7,200	7,300	7,500	2.7%	8.7%
Building Equipment Contractors	11,100	11,900	11,900	12,100	1.7%	9.0%
Building Finishing Contractors	6,500	7,000	7,300	7,400	1.4%	13.8%
Manufacturing	33,800	33,700	34,000	34,000	0.0%	0.6%
Durable Goods	23,400	23,900	24,100	24,100	0.0%	3.0%
Computer & Electronic Product Manufacturing	7,400	7,400	7,400	7,300	-1.4%	-1.4%
Nondurable Goods	10,400	9,800	9,900	9,900	0.0%	-4.8%
Food Manufacturing	4,100	3,400	3,500	3,500	0.0%	-14.6%
Service Providing	787,600	798,600	801,500	805,100	0.4%	2.2%
Private Service Providing	562,400	570,300	573,400	576,500	0.5%	2.5%
Trade, Transportation & Utilities	140,400	142,400	142,300	142,700	0.3%	1.6%
Wholesale Trade	25,100	25,400	25,000	25,200	0.8%	0.4%
Merchant Wholesalers, Durable Goods	14,000	14,200	14,100	14,200	0.7%	1.4%
Merchant Wholesalers, Nondurable Goods	8,500	8,200	8,200	8,200	0.0%	-3.5%
Retail Trade	92,500	94,200	94,600	94,700	0.1%	2.4%
Motor Vehicle & Parts Dealer	12,500	12,500	12,800	12,800	0.0%	2.4%
Building Material & Garden Equipment Stores	8,300	7,900	8,200	8,300	1.2%	0.0%
Grocery Stores	17,300	17,600	17,700	17,600	-0.6%	1.7%
Health & Personal Care Stores	5,400	5,100	5,100	5,100	0.0%	-5.6%
Clothing & Clothing Accessories Stores	7,000	7,000	7,000	7,000	0.0%	0.0%
Sporting Goods, Hobby, Book & Music Stores	4,000	4,100	4,000	4,000	0.0%	0.0%
General Merchandise Stores	19,100	19,400	19,300	19,300	0.0%	1.0%
Transportation, Warehousing & Utilities	22,800	22,800	22,700	22,800	0.4%	0.0%
Information	15,200	14,600	14,600	14,600	0.0%	-3.9%
Publishing Industries (except Internet)	2,700	2,500	2,500	2,400	-4.0%	-11.1%
Telecommunications	7,900	7,600	7,700	7,700	0.0%	-2.5%
Financial Activities	49,500	49,700	49,900	49,700	-0.4%	0.4%
Finance & Insurance	36,700	36,600	36,600	36,200	-1.1%	-1.4%
Credit Intermediation & Related Activities	13,200	12,700	12,800	12,700	-0.8%	-3.8%
Depository Credit Intermediation	8,100	7,800	7,800	7,800	0.0%	-3.7%
Nondepository Credit Intermediation	2,600	2,600	2,600	2,500	-3.8%	-3.8%
Insurance Carriers & Related	19,200	19,400	19,400	19,500	0.5%	1.6%
Real Estate & Rental & Leasing	12,800	13,100	13,300	13,500	1.5%	5.5%
Real Estate	9,900	10,100	10,300	10,500	1.9%	6.1%
Professional & Business Services	112,800	116,100	118,200	118,000	-0.2%	4.6%
Professional, Scientific & Technical Services	51,500	53,000	54,000	53,300	-1.3%	3.5%
Architectural, Engineering & Related Services	8,700	9,200	9,300	9,400	1.1%	8.0%
Management of Companies & Enterprises	10,300	10,400	10,400	10,500	1.0%	1.9%
Administrative & Support & Waste Services	51,000	52,700	53,800	54,200	0.7%	6.3%
Administrative & Support Services	48,300	50,800	51,800	52,200	0.8%	8.1%
Employment Services	19,900	22,100	22,400	22,700	1.3%	14.1%

Sacramento Arden Arcade Roseville MSA
(El Dorado, Placer, Sacramento, and Yolo Counties)
 Industry Employment & Labor Force
 March 2013 Benchmark

Data Not Seasonally Adjusted

	May 13	Mar 14	Apr 14	May 14	Percent Change	
			Revised	Prelim	Month	Year
Services to Buildings & Dwellings	10,800	10,600	10,900	11,100	1.8%	2.8%
Educational & Health Services	127,700	131,700	132,200	133,500	1.0%	4.5%
Education Services	14,300	14,400	14,300	14,400	0.7%	0.7%
Health Care & Social Assistance	113,400	117,300	117,900	119,100	1.0%	5.0%
Ambulatory Health Care Services	41,200	42,600	43,400	43,800	0.9%	6.3%
Hospitals	23,900	24,100	24,000	24,000	0.0%	0.4%
Nursing & Residential Care Facilities	15,600	15,800	15,700	15,800	0.6%	1.3%
Leisure & Hospitality	87,800	86,900	86,600	88,400	2.1%	0.7%
Arts, Entertainment & Recreation	14,200	14,300	14,000	13,900	-0.7%	-2.1%
Accommodation & Food Services	73,600	72,600	72,600	74,500	2.6%	1.2%
Accommodation	7,800	8,100	8,100	8,200	1.2%	5.1%
Food Services & Drinking Places	65,800	64,500	64,500	66,300	2.8%	0.8%
Full-Service Restaurants	30,400	28,900	28,700	29,300	2.1%	-3.6%
Limited-Service Eating Places	31,900	31,300	31,500	32,000	1.6%	0.3%
Other Services	29,000	28,900	29,600	29,600	0.0%	2.1%
Repair & Maintenance	8,400	8,400	8,500	8,600	1.2%	2.4%
Government	225,200	228,300	228,100	228,600	0.2%	1.5%
Federal Government	13,400	13,200	13,300	13,300	0.0%	-0.7%
Department of Defense	1,600	1,600	1,600	1,600	0.0%	0.0%
State & Local Government	211,800	215,100	214,800	215,300	0.2%	1.7%
State Government	110,300	113,900	113,600	113,900	0.3%	3.3%
State Government Education	28,400	29,300	28,800	28,800	0.0%	1.4%
State Government Excluding Education	81,900	84,600	84,800	85,100	0.4%	3.9%
Local Government	101,500	101,200	101,200	101,400	0.2%	-0.1%
Local Government Education	58,900	58,700	58,600	58,400	-0.3%	-0.8%
Local Government Excluding Education	42,600	42,500	42,600	43,000	0.9%	0.9%
County	17,900	18,300	18,200	18,300	0.5%	2.2%
City	9,600	9,600	9,700	9,800	1.0%	2.1%
Special Districts plus Indian Tribes	15,100	14,600	14,700	14,900	1.4%	-1.3%

Notes:

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

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

These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: George Marley 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)
 May 2014 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Yolo County	97,100	90,500	6,600	6.8%	1.000000	1.000000
Davis city	38,700	37,000	1,700	4.3%	0.409375	0.251572
Esparto CDP	900	900	100	7.3%	0.009693	0.010482
West Sacramento city	16,000	14,300	1,700	10.7%	0.157748	0.259958
Winters city	3,600	3,300	300	7.8%	0.036250	0.041929
Woodland city	28,300	26,000	2,300	8.1%	0.287346	0.345912

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2000 Census.

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 and CDP labor force data are derived by multiplying current estimates of county employment and unemployment by the employment and unemployment shares (ratios) of each city and CDP at the time of the 2000 Census. Ratios for cities of 25,000 or more persons were developed from special tabulations based on household population only from the Bureau of Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

City and CDP unrounded employment and unemployment are summed to get the labor force. The unemployment rate is calculated by dividing unemployment by the labor force. Then the labor force, employment, and unemployment are rounded.

This method assumes that the rates of change in employment and unemployment, since 2000, are exactly the same in each city and CDP as at the county level (i.e., that the shares are still accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

ITEM IV-F – INFORMATION

SUMMARY OF WORKFORCE INNOVATION AND OPPORTUNITY ACT

BACKGROUND:

The Workforce Innovation and Opportunity Act (WIOA), legislation to update and reauthorize the *Workforce Investment Act*, was approved July 9, 2014 by a vote of 415 to 6 by the House of Representatives after being approved by the Senate last month by a vote of 95 to 3. WIOA modernizes and improves existing federal workforce development programs, helps workers attain skills for 21st century jobs, provides supports to people with disabilities to enter and remain in competitive, integrated job settings, and fosters the modern workforce that evolving American businesses rely on to compete.

WIOA represents a compromise between the *SKILLS Act* (H.R. 803), which passed the House of Representatives in March of 2013 with bipartisan support, and the *Workforce Investment Act of 2013* (S. 1356), which passed the Senate Health, Education, Labor, and Pensions (HELP) Committee with a bipartisan vote of 18-3 in July of 2013.

WIOA creates a streamlined Workforce Development system by:

- Eliminating 15 programs; 14 within WIA and one higher education program.
- Applying one set of accountability metrics to every federal workforce program under the Act.
- Requiring states to produce one strategic plan describing how they will provide training, employment services, adult education and vocational rehabilitation through a coordinated, comprehensive system.
- Reducing the number of required members on state and local workforce boards.
- Strengthening alignment between local workforce areas and labor markets and economic development regions.
- Aligning workforce development programs with economic development and education initiatives.
- Strengthening evaluation and data reporting requirements.
- Specifies authorized appropriation levels for each of the fiscal years 2015-2020.
- Adds a minimum and maximum funding level to the dislocated worker formula beginning in fiscal year 2016 to reduce volatility.

WIOA changes workforce services offered through the America's Job Center system by:

- Eliminating the "sequence of services" and merging "core and intensive activities" into a combined "career services."

STAFF PRESENTER: Robin Purdy

ITEM IV-F – INFORMATION (continued)

Page 2

- Emphasizing access to real-world training opportunities through:
 - Increasing the ability to use on-the-job training (*reimbursement rates up to 75 percent for eligible employers*), incumbent worker training (*may use up to 20 percent of local funds*), and customized training;
 - New opportunities to utilize prior learning assessments;
 - Pay-for-performance training contracts for adults and youth (*local boards may use up to 10 percent of funds*); and
 - Requirements for implementation of industry or sector partnerships and career pathway strategies.
- Ensuring individuals with disabilities have the skills necessary to be successful in businesses that provide competitive, integrated employment.

WIOA improves outreach to disconnected youth by:

- Requiring 75 percent of youth funding to support out-of-school youth, of which 20 percent is prioritized for work-based activities.
- Focusing youth program services on out-of-school youth, high school dropout recovery efforts, and attainment of recognized postsecondary credentials.
- Providing youth with disabilities the services and support they need to be successful in competitive, integrated employment.

WIOA makes changes to the Job Corps by allowing the U.S. Department of Labor to provide technical assistance to Job Corps operators and centers to improve operations and outcomes, collecting more data on Job Corps operations and financial management to better inform Congress and the public about the program, and by improving the procurement process for center operators to support high-quality services by:

- Collecting information on key factors indicating the ability of an applicant to operate a center;
- Providing the operator of a high-performing center the opportunity to compete for contract renewal; and
- Placing limits on the ability of an operator of a chronically low-performing center to compete for a contract renewal, or to continue to operate that center.

WIOA changes to Adult Education by:

- Strengthening the connection between adult education, postsecondary education, and the workforce.

STAFF PRESENTER: Robin Purdy

ITEM IV-F – INFORMATION (continued)

Page 3

- Improving services to English language learners.
- Requiring evaluations and additional research on adult education activities.

WIOA changes State Vocational Rehabilitation Services by:

- Setting high expectations for individuals with disabilities with respect to employment.
- Providing youth with disabilities the services and supports necessary to be successful in competitive, integrated employment.

STAFF PRESENTER: Robin Purdy

ITEM IV-G – INFORMATION

ADMINISTRATION FOR CHILDREN AND FAMILIES MONITORING REPORT

BACKGROUND:

The triennial review of the Head Start program was conducted from April 21, 2014 to May 1, 2014. The monitoring report is provided under separate cover. Deputy Director Denise Lee will be available to answer questions.

STAFF PRESENTER: Denise Lee

ITEM IV-H – 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)
- Quality Assurance Reports
- Policy Council Minutes
- Program Report

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee



Quality Assurance Summary Report

TO: SETA Parent Advisory Committee, Policy Council and Governing Board members
 RE: Quality Assurance/Monitoring Results – March 2014

Agency	Centers Visited	# of Classrooms	# of Files	Monitoring Purpose
Elk Grove Unified School District	Union House Sierra Enterprise Leimbach McKee	6 6 class observations 4 facilities inspections	18 Head Start	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- High quality of comprehensive services is being provided to children and families
- Strong partnership between teachers, para-educators and families: warm social interactions, up-to-date knowledge of each child and each family’s status
- Follow-up documentation on content service areas is consistent, easy to read and follow
- Numerous parent/family volunteers in the classrooms
- Tooth brushing procedure was effective (orderly and flowed smoothly in daily schedule)

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	91%	No significant noted findings
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	99%	No significant noted findings
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	89%	1-Not all required center postings were displayed 2-One school site has classroom doors covered in paper and posters
Family , Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition))</i>	96%	No significant noted findings

Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	89%	No significant noted findings
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	100%	No significant noted findings
Written Individualization <i>(Assessments, Individual Development Plans, Home Visits/Parent Conferences)</i>	89%	1-Lack or limited evidence on file to support children's assessments
Curriculum/Implementation of Individualization <i>(Ratios, Supervision, Daily Schedule, Lesson Plans, Indoor/Outdoor Environments)</i>	80%	1-Supervision of all children needs improvement when children are using the restroom 2-Teacher-directed and large group activities dominate the daily class schedule 3-Inadequate interesting materials available for child-initiated activities
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	86%	1-Inaccuracies between data in ChildPlus and information in the child's file

*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.



Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and SETA Governing Board members
 RE: Quality Assurance/Monitoring Results – March 2014

Agency	Centers Visited	# of Classrooms	# of Files	Monitoring Purpose
SETA Operated Program	Hillsdale Nedra Parker Strizek	6	18	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- Education services were generally a strong area for the group of centers reviewed. Teaching Pyramid strategies were observed in some classes. DRDP assessment records were clear and easy to follow.
- Maintaining appropriate group ratio and children’s supervision indoors and outdoors was a priority.
- Full inclusion classrooms ran seamlessly.
- Great working relationship between staff
- Warm, welcoming atmosphere that encouraged parent participation
- Well-organized and dedicated family support staff who knew the community as evidenced by local collaborations.

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	89%	1- Results of blood lead level not recorded in a timely manner 2- Some ChildPlus did not match contents of the child’s file
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	98%	No significant noted findings
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	89%	1-Some paper posted on doors 2-Some restrooms had odor and/or were not clean 3-Not all staff could articulate disaster procedures to address emergencies

Family, Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	89%	1-Strategies or time lines were not always clearly identified on the Family Partnership Agreements
Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	100%	No significant noted findings
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	99%	No significant noted findings
Written Individualization <i>(Assessments, Individual Development Plans, Home Visits/Parent Conferences)</i>	97%	No significant noted findings
Curriculum/Implementation of Individualization <i>(Ratios, Supervision, Daily Schedule, Lesson Plans, Indoor/Outdoor Environments)</i>	96%	No significant noted findings
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	93%	No significant noted findings

*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.

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, May 27, 2014
9:00 a.m.

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

Mr. Wormley called the meeting to order at 9:13 a.m. and read the thought of the day. Ms. Colleen Fietzek was asked to serve as Secretary and called the roll.

Members Present:

Toni Espinoza, Elk Grove Unified School District (arrived at 9:27 a.m.)
Jill Julian, Sacramento City Unified School District
Steven Wormley, Sacramento City Unified School District
Benjamin Bailey, Sacramento City Unified School District
Lynda Williams, San Juan Unified School District (arrived at 9:25 a.m.)
Linda Litka, San Juan Unified School District
Kenneth Tate, SETA-Operated Program
Jenna Kline, Community Representative, KVIE Public Television
Colleen Fietzek, Home Base Representative

Members Absent:

Kristyn Ingram, Twin Rivers Unified School District (unexcused)
Saleema Ali, Twin River Unified School District (unexcused)
Jasmine Thomas, WCIC/Playmate Child Development Center (unexcused)
Richina Siackasorn, WCIC/Playmate Child Development Center (excused)
LaTasha Windham, SETA-Operated Program (excused)
Lenda Wheeler, SETA-Operated Program (unexcused)
Alacya Harris, SETA-Operated Program (unexcused)
Genevieve Deignan, Sacramento Food Bank & Family Services (alternate present)
Alexis Barajas, Elk Grove Unified School District (excused)
Charles White, Early Head Start/SOP (excused)
Annette Duran, Past Parent Representative (unexcused)

New Members Seated:

Mr. Wormley seated the following new members:
Justin Fietzek, Men's Activities Affecting Children Committee
Yajaira Martinez, alternate, Sacramento Food Bank

II. Consent Item: Tabled; awaiting a quorum.

A. Approval of the Minutes of the April 22, 2014 Special Meeting

III. Action Items

A. Approval of the Policy Council and Parent Advisory Committee
Joint Parent Activity: Tabled.

B. **CLOSED SESSION: PERSONNEL PUBLIC EMPLOYEE
DISCIPLINE/DISMISSAL/RELEASE**

Pursuant to Government Code Section 54957

→ Report out of Closed Session

The Closed Session item was dropped from the agenda.

IV. Information Items

A. Ex-Offenders Expungement Presentation: Ms. Joyce Keith, Workforce Development Professional II stated that she has been working with this population for 15 years; staff encourages the ex-offenders to expunge their records.

To be eligible, the ex-offender has to be released from probation or parole and pay the fines and restitution. Voluntary Legal Services assists the ex-offender to deal with their fines.

The ex-offender must have NO contact with the law for 5-7 years; no arrest and no driving infraction. Once the fines and restitution are met and 5-7 years completed, the ex-offender can apply for an expungement; the courts do not have to extend the expungement. Those with sex crimes cannot apply for expungement. The process depends on the courts and what the crime is; it could take 2-6 months depending on the situation.

There is a seven year wait in order to be considered for a certificate of rehabilitation or pardon. The person has to petition the court and the governor to have the conviction released; it does not always happen but ex-offenders are encouraged to go through the process.

When a record is expunged, how do you answer the question have you been convicted of a crime. Once the record has been expunged, still have to tell the employer of the conviction. Ban the Box was supposed to prohibit employers from asking that question. The initiative went into effect in January and probably will not see it taken off applications until July. If asked on the application, you do not have to answer it; however, if you are asked in an interview, have to answer yes.

Ms. Lynda Williams arrived at 9:25

Ms. Toni Espinoza arrived at 9:27 a.m.

Mr. Wormley seated Ms. Williams and Ms. Espinoza at 9:32 a.m.

A quorum was achieved.

Mr. Tate stated that a presidential pardon can also be sought for those that do not go through the state expungement.

II. Consent Item

A. Approval of the Minutes of the April 22, 2014 Special Meeting

There were no questions or corrections.

Moved/Williams, second/Julian, to approve the April 22 minutes.

Roll Call Vote:

Aye: 10 (Bailey, Espinoza, C. Fietzek, J. Fietzek, Julian, Kline, Litka, Martinez, Tate, Williams)

Nay: 0

Abstentions: 1 (Wormley)

III. Action Items

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

Mr. Wormley stated that the June 20 activity will entail a tour of Shriner's Hospital and after the tour, attendees will go to Louie's Chinese Food for lunch.

Moved/Espinoza, second/Williams, to approve the Policy Council and Parent Advisory Committee joint parent activity.

Roll Call Vote:

Aye: 9 (Bailey, Espinoza, C. Fietzek, Julian, Kline, Litka, Martinez, Tate, Williams)

Nay: 0

Abstentions: 2 (J. Fietzek and Wormley)

B. Standing Information Items

- PC/PAC Calendar of Events – The June 20 Parent Ambassador meeting has been canceled.
- Parent/Family Support Unit Events and Activities: No questions.
- Parent/Staff Recognition: None
- Public Speaking (Toastmasters) Training Oral Reports: Ms. Toni Espinoza reported that she enjoyed the training and it taught her a lot about speaking. She expressed a desire to have Ms. Bates back for more training. Mr. Tate also attended and spoke of how he enjoyed the training.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Patterson stated that the budget should be around 75% spent by the end of April; the county-wide expenditures are at 75.4% mostly due to delegates spending a

little more before the end-of-the year. In-kind currently at 26.7% in-kind; administrative 9.9%.

- C. Governing Board Minutes of April 3, 2014: No questions.

V. Committee Reports

- A. Executive Committee: Ms. Fietzek read the critique
- B. Budget/Planning Committee: Mr. Tate reported on the most recent committee meeting.
- C. Personnel/Bylaws Committee: Mr. Tate reported on the most recent meeting.
- D. Social/Hospitality Committee: Ms. Williams spoke of issues she encountered while trying to acquire information for the parent bonding activity.
- E. Parent Ambassador Report: No report.
- F. Parent, Family & Community Engagement & Early Childhood Development & Health Services Committee: No meeting.
- G. Men's Activities Affecting Children Committee (MAACC): Mr. Fietzek reported that an alternate was elected at the last meeting. In addition, planning has begun for the end-of year BBQ.
- H. Maternal, Child and Adolescent Health Advisory Board: Ms. Richina Siackasorn
- I. Sacramento Medi-Cal Dental Advisory Committee: Mr. Benjamin Bailey has stepped down as representative. Ms. LaTasha Williams will now be the representative and Mr. Kenneth Tate will be the alternate.
- J. Health Services Advisory Committee: No report.
- K. Community Agency Reports: Ms. Jenna Kline thanked parents for 'liking' the KVIE Facebook page.

VI. Other Reports

- A. Executive Director's Report: Tabled.
- B. Head Start Deputy Director's Report: Ms. Lee reported that the federal review has been completed; the little of what they said was very positive. The review team was here for eight days and visited 108 classes in one way or the other. Ms. Lee stated that an Early Head Start expansion grant funding opportunity is being offered. The proposal being submitted will request 80 new EHS slots.
- C. Head Start Managers' Reports
 - ✓ Brenda Campos: Grantee Program Support Services: No report.
 - ⇒ Free Prescription Drug Discount Cards: Ms. Denise Lee provided an oral report on the prescription drug discount cards. These cards will be provided at all Head Start centers.
 - ✓ Lisa Carr: No report.
 - ✓ Karen Gonzales: Ms. Gonzales stated that staff just finished the last assessment of the year; a report is due in to the state by June 2.

Ms. Gonzales introduced two international interns. Ms. Mahi Parveen lives in Pakistan and Ms. Fikile Mdluli lives in Swaziland. Both ladies had been living in Tennessee for the prior nine months studying at Vanderbilt University

through the Humphrey Program. The interns have been doing a lot of research on math development.

- D. Chair's Report: No report.
 - E. Open Discussion and Comments: Ms. Williams spoke of the information distributed on the county and state parks. She encouraged all board members to take advantage of the discount admission application.
 - F. Public Participation: Ms. Williams introduced her granddaughter, Chloe Howard, and stated that Chloe made Head Start bracelets for all board members.
- VII. Adjournment:** The meeting was adjourned at 11:00 a.m.



Head Start Monthly Report

July 2014

SETA Operated Program

Program Operations Unit

SETA's Children and Family Services annual environmental reports are available for both preschool and toddler classrooms. These scores represent quality across specific measures in early childhood programs. See attached ECER and ITER reports.

Program Support Services

Quality Assurance (QA) Monitoring Unit: (1) SJUSD and SCUSD Early Head Start Home Base Programs were monitored for the month of June. QA Summary Reports will be available in mid-July. (2) QA Unit, Program Officer and Program Support Services Manager met with each Delegate to follow-up on their Self-Assessment Program Improvement Plan (PIP) for current program year. Information from QA Reports and Self Assessment Reports are used to develop a more targeted approach in supporting delegates.

Program Support Services: (1) Countywide Head Start PIR (Program Information Report) Overview Meeting was held on June 3, 2014. SETA approves reports from delegates and submits grantee-level and delegate-level information reports to Office of Head Start (OHS) by August 31, 2014. (2) Countywide Education Content Meeting was held on June 17, 2014 for Math Curriculum Resources. This supports one of the countywide 3-year goals and objectives of strengthening math instruction to improve assessment scores in this area. (3) A planning meeting with delegate representatives was held on June 26, 2014 to provide input on content and format of future meetings and training events for the 2014-2015 program year. A countywide calendar for 2014-2015 is being finalized for distribution in July.

Family Engagement Unit

No report.

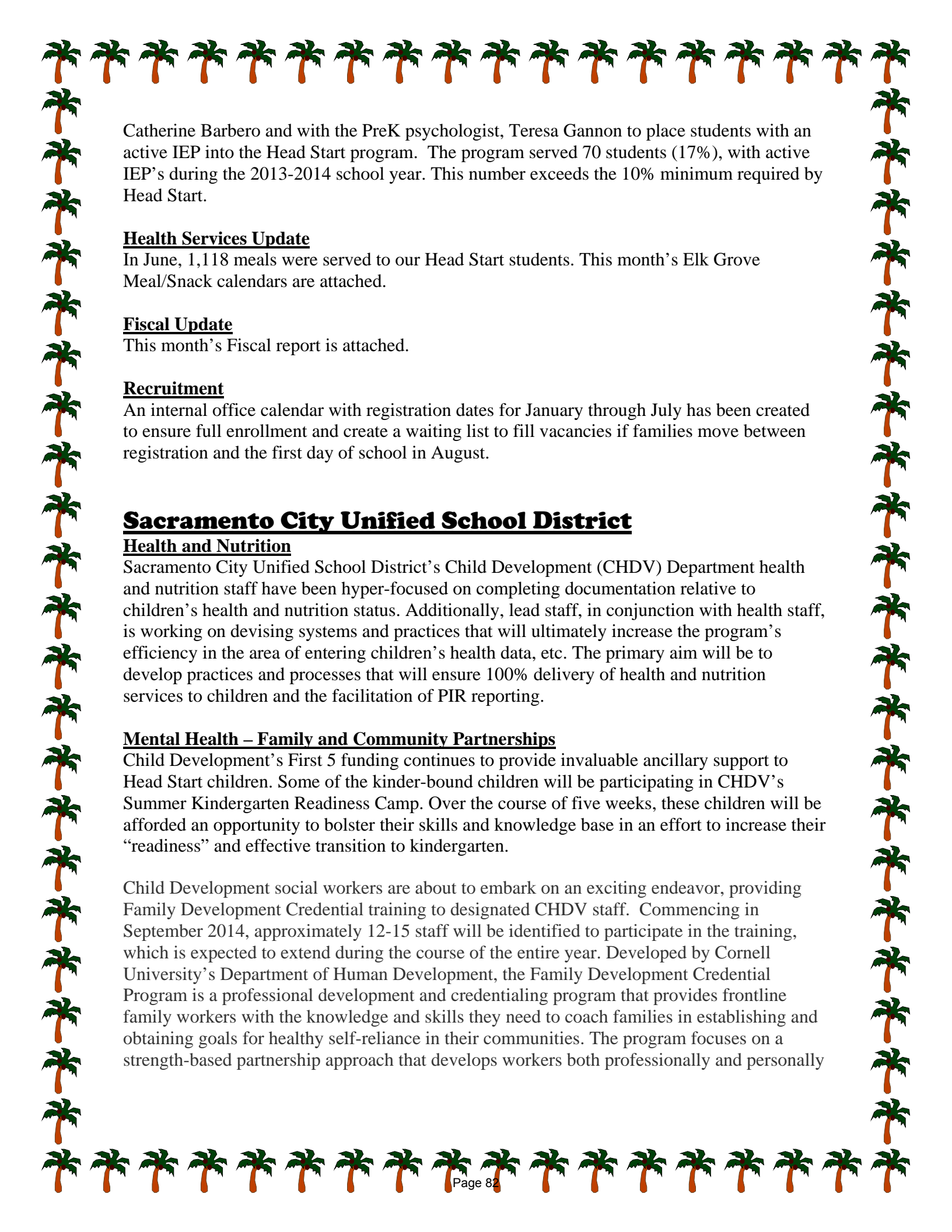
Elk Grove Unified School District

Enrollment

Elk Grove Unified School District Head Start has thirteen (13) classes on a traditional calendar which ended the school year on May 21, and eight (8) classes on a modified traditional calendar which ended the school year on June 5. Average daily attendance in the eight (8) classes that remained open in June was 91%.

Disabilities Services and Mental Health Services Update

The program educators and clerks have worked closely with the PreK social worker,



Catherine Barbero and with the PreK psychologist, Teresa Gannon to place students with an active IEP into the Head Start program. The program served 70 students (17%), with active IEP's during the 2013-2014 school year. This number exceeds the 10% minimum required by Head Start.

Health Services Update

In June, 1,118 meals were served to our Head Start students. This month's Elk Grove Meal/Snack calendars are attached.

Fiscal Update

This month's Fiscal report is attached.

Recruitment

An internal office calendar with registration dates for January through July has been created to ensure full enrollment and create a waiting list to fill vacancies if families move between registration and the first day of school in August.

Sacramento City Unified School District

Health and Nutrition

Sacramento City Unified School District's Child Development (CHDV) Department health and nutrition staff have been hyper-focused on completing documentation relative to children's health and nutrition status. Additionally, lead staff, in conjunction with health staff, is working on devising systems and practices that will ultimately increase the program's efficiency in the area of entering children's health data, etc. The primary aim will be to develop practices and processes that will ensure 100% delivery of health and nutrition services to children and the facilitation of PIR reporting.

Mental Health – Family and Community Partnerships

Child Development's First 5 funding continues to provide invaluable ancillary support to Head Start children. Some of the kinder-bound children will be participating in CHDV's Summer Kindergarten Readiness Camp. Over the course of five weeks, these children will be afforded an opportunity to bolster their skills and knowledge base in an effort to increase their "readiness" and effective transition to kindergarten.

Child Development social workers are about to embark on an exciting endeavor, providing Family Development Credential training to designated CHDV staff. Commencing in September 2014, approximately 12-15 staff will be identified to participate in the training, which is expected to extend during the course of the entire year. Developed by Cornell University's Department of Human Development, the Family Development Credential Program is a professional development and credentialing program that provides frontline family workers with the knowledge and skills they need to coach families in establishing and obtaining goals for healthy self-reliance in their communities. The program focuses on a strength-based partnership approach that develops workers both professionally and personally



Education

In early June, 15 additional teachers participated in a Balanced Literacy Institute, which was facilitated by Andy Hess, a consultant from Accelerated Literacy Learning. These teachers, who comprise Cohort II, will join the initial set of teachers from Cohort I in the implementation of Balanced Literacy in 2014-2015. To date, 31 teachers, 6 managers and 7 resource teachers have participated in the Balanced Literacy Institute. During the month of July, a small team comprised of lead staff and teachers will be working to devise curriculum map and sample mini-lessons, which will ensure teachers' effective implementation of Balanced Literacy in 2014-2015 in 31 preschool classrooms.

San Juan Unified School District

Education Services Update

The last day of preschool for children was June 4th. Classrooms had various end-of-the-year celebrations where families and children were honored for their work during the academic year. All teachers completed end-of-the-year paperwork and submitted CUM files for processing. Teachers also provided input for the Staff Calendar as well as for the 2014-15 school year Professional Development trainings.

Disabilities Services Update

The screening room is now in full swing. School is over for the 2013-14 school year, so staff is available full time. The screening center is open three days a week and is staffed with Bilingual Teaching Assistants, School Community Workers and Lead Teachers, all of whom are assisting families with the Ages and Stages Questionnaires. This is also the time of year the Disabilities Specialist collects the IEPs from the classroom teachers and divides the IEPs into two sections: those children returning to the preschool program, and those aging out into kindergarten. The aged out IEPs get boxed up, documented and placed in storage. The returning children's IEPs get put together with the file copies and placed in the corresponding drawer for next year. As new children with IEPs are enrolled, the Content Lead inputs the information into Child Plus, makes the appropriate copies, and then files them until the copies are returned to the teachers at the beginning of the school year. A list of the newly enrolled children with IEPs is then sent to the Special Education Department of the school district as a cross-check.

Mental Health Services Update

The Mental Health Therapist is providing support to the School Readiness Summer Camp program. Students who will be moving on to kindergarten in the fall are being given social/emotional tools to help them as they transition into this next stage of their education. The Mental Health Therapist is also providing support with the screening/intake process for new and returning enrollees in the preschool program.

Nutrition Services Update

Congratulations to Julia Neuhauser (Preschool) and Bertha Hernandez (Infant/Toddler), two San Juan Unified School District Early Childhood Education teachers who were the recipients of the Western Garden grant! This will provide their students with the "farm to fork" experiences currently dominating the Sacramento scene! The children and families will benefit greatly from the opportunities this grant offers in the upcoming school year.



Health Services Update

Health is screening for the 2014-15 school year in the centralized screening room throughout the summer. The team is reviewing students' health, nutrition, and immunization status, completing health screenings, and counseling families in various health areas as needed. The School Nurse is completing Individualized Student Health Plans for those who have health concerns. Health is working on compiling and checking the information for the PIR Report.

Family and Community Partnerships Update

There was no Policy Committee meeting for the month of June. There was a personnel interview scheduled in early June and a Policy Committee parent was sought to be on that panel. It has been requested that the by-laws for the Policy Committee be put on the agenda for the August School Board meeting. There will be no Policy Committee meeting in July. The next meeting is scheduled for August 12, 2014.

Transition Services Update

Summer is here and parents have been given many fun activities to engage their children. Learning will continue for the students throughout the summer season with the support of their parents. Water activities provide for science and physical activity, sitting with parents on a summer evening reading books and telling stories lend to language and literacy, bar-b-ques with family and friends encourage food safety and healthy eating habits, and counting bugs that are found engage math activities. The many activities suggested during the summer months all continue to prepare the students for a successful kindergarten experience and beyond.

Summer Camp Academy is also in full swing. Ninety-six students, many of whom have never experienced preschool before, are being exposed to rich classroom environments and learning experiences that will give them a boost in the upcoming school year.

Program Support/Staff Training Update

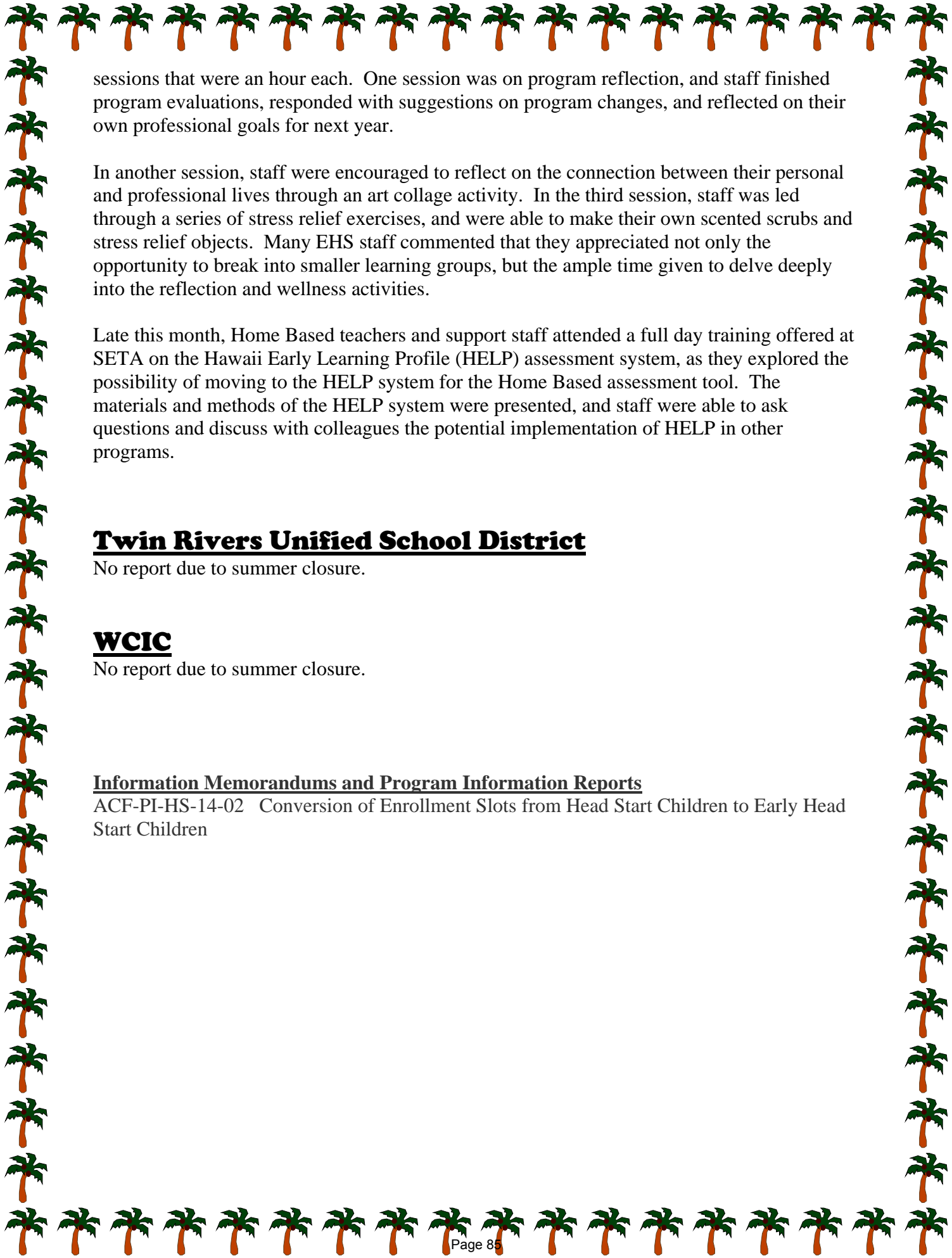
There were no trainings in June. There was an end-of-the-year celebration with team building activities and lunch for all Preschool staff on June 6th. The morning started with time for networking, and then announcements about the coming year were shared and retiring employees were honored. Then there were team building games which were enjoyed by all! The event ended with a luncheon provided by administrators.

Fiscal Update

The fiscal department of Head Start and Early Head Start has been busy wrapping up loose ends as many staff is finishing for the summer. The team is also coordinating the close of the fiscal year in June with the close of the grant year in July. Purchase Orders are being reviewed to make sure that all items have been received and payments have been made. Preparation is also taking place to establish and make sure that the 2014-15 budgets are up and running in time for the start of the upcoming fiscal year.

Early Head Start

This month the EHS staff participated in a staff meeting designed to foster self-reflection and wellness, while celebrating the informal end of the school year. After the initial large group meeting, staff broke up into small groups and was able to rotate through three facilitated



sessions that were an hour each. One session was on program reflection, and staff finished program evaluations, responded with suggestions on program changes, and reflected on their own professional goals for next year.

In another session, staff were encouraged to reflect on the connection between their personal and professional lives through an art collage activity. In the third session, staff was led through a series of stress relief exercises, and were able to make their own scented scrubs and stress relief objects. Many EHS staff commented that they appreciated not only the opportunity to break into smaller learning groups, but the ample time given to delve deeply into the reflection and wellness activities.

Late this month, Home Based teachers and support staff attended a full day training offered at SETA on the Hawaii Early Learning Profile (HELP) assessment system, as they explored the possibility of moving to the HELP system for the Home Based assessment tool. The materials and methods of the HELP system were presented, and staff were able to ask questions and discuss with colleagues the potential implementation of HELP in other programs.

Twin Rivers Unified School District

No report due to summer closure.

WCIC

No report due to summer closure.

Information Memorandums and Program Information Reports

ACF-PI-HS-14-02 Conversion of Enrollment Slots from Head Start Children to Early Head Start Children

Agency – Early Childhood Environment Rating Scale (State Funded Classrooms)

SETA Head Start

Report Starting and Ending Dates:

3/1/2014 to 5/27/14

Total number of classrooms:	17
Total number of children with a disability:	16
Average number of children in a classroom with a disability:	0.9
Average number of staff present in a classroom:	3.6
Average number of children present in a classroom:	14.5
Average observation time for a classroom:	3.1
Average interview time for a classroom:	0.4

I. Space and Furnishings	6.2
II. Personal Care Routines	5.5
III. Listening and Talking	6.7
IV. Activities	6.3
V. Interaction	6.0
VI. Program Structure	6.7
VII. Parents and Staff	6.6

Agency (summary) – Infant/Toddler Environment Rating Scale

SETA Head Start

Report Starting and Ending Dates:

3/1/2014 to 5/27/14

Total number of classrooms:	13
Total number of children with a disability:	4
Average number of children in a classroom with a disability:	0.3
Average number of staff present in a classroom:	2.8
Average number of children present in a classroom:	6.2
Average observation time for a classroom:	2.8
Average interview time for a classroom:	0.7

I. Space and Furnishings	5.7
II. Personal Care Routines	5.7
III. Listening and Talking	6.7
IV. Activities	5.8
V. Interaction	7.0
VI. Program Structure	6.9
VII. Parents and Staff	6.3

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 6/30/14)

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.

<u>Agency/AFE (HS)*(EHS)**</u>	<u>Head Start #IEP (% AFE)</u>	<u>Early Head Start #IFSP (% AFE)</u>
Twin Rivers USD (211)	18 (8 %)	N/A
Elk Grove USD (420)	71 (17%)	N/A
Sacramento City USD (1292)(147)	192 (15%)	19 (13%)
San Juan USD (693) (161)	109 (16%)	22 (14%)
WCIC (120)	13 (11%)	N/A
SETA (1974) (345)	218 (11%)	57 (16%)
County (4710)* (653)**	621 (13%)	98 (15%)

AFE = Annual Funded Enrollment

%AFE = Percentage of Annual Funded Enrollment



SETA Head Start

Food Service Operations Monthly Report

*June 2014

June 2nd - New routes begin, due to staffing cuts, Galt and Mather kitchens are closed for the summer, all food production is out of the Central and WCIC kitchens.

June 5th - WCIC Playmate last day of classes.

June 6th - Home Base Preschool field trip special menu provided for 84 guests.

June 10th - PAC Food Service Committee visited the Central Kitchen.

June 13th - Daddy & Me at Norma Johnson, breakfast and lunch provided.

June 26th - Crossroad Gardens convection oven was moved to the WCIC kitchen.

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
33,686	20,450	22,826	820

Total Amount of Meals and Snacks Prepared 77,782

Purchases:

Food	\$58,987.65
Non - Food	\$10,569.91

Building Maintenance and Repair: \$2,385.24

Janitor & Restroom Supplies \$515.31

Kitchen Small Wares and Equipment: \$4,487.22

Vehicle Maintenance and Repair : \$0.00

Vehicle Gas / Fuel: \$2,054.20
 Normal Delivery Days 21

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
June 2014**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance on Last Day of Month	(c) % Attend. to Funded
Elk Grove USD	420 (160)	154*	96	151*	94
Sacramento City USD	1,292	1,292	100	897	70
SETA	1,974 (1,619)	1,682*	104	975*	60
San Juan USD	693	678*	98	513*	74
Twin Rivers USD	211	211	100	174	82
WCIC/Playmate	120	120	100	109	91

* In accordance with the Performance Standards, some delegate agencies did not replace vacancies within 60 days of the end of the program year.

*Some programs closed or reduced enrollment during the month of June.

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance on Last Day of Month	(c) % Attend. to Funded
Sacramento City USD	147	147	100	95	65
SETA	328	347	106	198	60
San Juan USD	161	161	100	118	73

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

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

(c) Attendance on the last day of month.

ITEM IV - 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.