



GOVERNING BOARD

LARRY CARR
Councilmember
City of Sacramento

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

KATHY KOSSICK
Executive Director

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

Main Office
(916) 263-3800

Head Start
(916) 263-3804

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

**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, December 7, 2017

TIME: 10:00 a.m.

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

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

A G E N D A

PAGE NUMBER

I.	<u>Call to Order/Roll Call/Pledge of Allegiance</u>	
II.	<u>Consent Items</u>	
A.	Minutes of the November 2, 2017 Regular Board Meeting	1-7
B.	Approval of Claims and Warrants	8
III.	<u>Action Items</u>	
A.	GENERAL ADMINISTRATION/SETA	
1.	Approval of Procurement of Agency Worker's Compensation Insurance (Loretta Su)	9
2.	Review and Approval of the Agency's Independent Auditor's Report and Financial Statements for Fiscal Year Ended June 30, 2017 (Loretta Su)	10

3.	Approval of Appointment to the Sacramento Works Workforce Development Board (Kathy Kossick)	11
B.	WORKFORCE DEVELOPMENT DEPARTMENT	
	<u>Refugee Services</u>	
	<u>One Stop Services</u>	
	<u>Community Services Block Grant</u>	
1.	Approval of Community Services Block Grant Funding Recommendations for Program Year 2018 (Julie Davis-Jaffe)	12-16
C.	CHILDREN AND FAMILY SERVICES	
1.	Approval of Head Start Delegate Agency Defunding, Termination, and Appeal Procedures (Legal Counsel)	17-19
2.	Approval to Submit a Request to Carry Over Early Head Start-Child Care Partnership and Expansion Training and Technical Assistance Funds from 2016-2017 Program Year to 2017-2018 Program Year (Denise Lee)	20-21
IV.	<u>Information Items</u>	
A.	<u>Presentation</u> : Overview of Rapid Response Services and Business Services and Related Challenges (William Walker)	
B.	Community Services Block Grant Program Operator Reports – Third Quarter (Julie Davis-Jaffe)	22-26
C.	Fiscal Monitoring Reports (Loretta Su)	27-39
	➤ International Rescue Committee	
	➤ Kinder World, Inc.	
	➤ Sacramento County Department of Human Assistance	
	➤ Twin Rivers Unified School District (2 reports)	
	➤ University Enterprises, Inc.	
D.	Employer Success Stories and Activity Report (William Walker)	40-46
E.	Dislocated Worker Update (William Walker)	47-48
F.	Unemployment Update/Press Release from the Employment Development Department	49-65
G.	Head Start Reports (Denise Lee)	66-74

V. Reports to the Board

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

VI. Adjournment

DISTRIBUTION DATE: WEDNESDAY, NOVEMBER 29, 2017

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE NOVEMBER 2, 2017 REGULAR MEETING

BACKGROUND:

Attached are the minutes of the November 2, 2017 meeting for your review.

RECOMMENDATION:

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

PRESENTER: Kathy Kossick

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

Minutes/Synopsis

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

Thursday, November 2, 2017
10:00 a.m.

- I. **Call to Order/Roll Call:** Mr. Schenirer called the meeting to order at 10:01 a.m. The roll was called and a quorum established. Ms. Kossick led the Pledge of Allegiance.

Members Present:

Jay Schenirer, Chair, Governing Board; Councilmember, City of Sacramento
Larry Carr, Councilmember, City of Sacramento
Patrick Kennedy, Vice Chair; Member, Board of Supervisors
Don Nottoli, Member, Board of Supervisors

Member Absent:

Sophia Scherman, Public Representative

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

Ms. Julie Davis-Jaffe recognized Ms. Diana Douglas for her 25 years of service to SETA.

II. **Consent Items**

- A. Minutes of the October 5, 2017 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council

The consent items were reviewed; no questions or corrections.

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

- A. Approve the October 5, 2017 minutes.
- B. Approve the claims and warrants for the period 9/28/17 through 10/25/17.
- C. Approve the modifications to the Policy Council bylaws.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Scherman)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Election of Officers of the Sacramento Employment and Training Agency Governing Board

Ms. Kossick offered to answer questions.

Moved/Schenirer, second/Nottoli, to elect Mr. Patrick Kennedy as Chair and Mr. Larry Carr as Vice Chair of the SETA Governing Board with terms to begin November 3, 2017.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Scherman)

2. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella, Errors and Omissions and Student Accident

Ms. Loretta Su introduced Mr. Ken Urrutia from Arthur J. Gallagher & Co. Mr. Urrutia presented the insurance quotes for the upcoming renewal. Mr. Urrutia stated that there are new options to consider. SETA has been with Philadelphia for years and received a good renewal quote. Another company, Great American, provided a quote with a better premium. The Directors and Officers liability insurance includes employment liability which has been an issue due to a high number of claims. The quote with Philadelphia has a higher premium but has less risk to the Agency. The quote with Great American has a lower premium but there is more risk to the Agency. Both options are great options; it is a matter of choice.

Mr. Thatch recommended paying the higher premium resulting in less risk. The Agency is allowed to spend money for insurance premiums but there is a limit on what can be spent on damages.

Moved/Schenirer, second/Carr, to approve Option #1 to approve the purchase of Agency insurance for general liability, vehicle liability, umbrella, errors and omissions, and student accident.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Scherman)

Ms. Kossick stated that Gallagher will continue to negotiate these quotes to get premiums lowered. Workers Compensation insurance quotes will be brought before the board next month.

3. Approval of Retiree Medical Insurance Subsidy for Calendar Year 2018

Ms. Kossick stated this is an annual request which continues to cover 19 retired SETA employees. There were no questions.

Moved/Nottoli, second/Carr, to approve Option A for the next calendar year effective January 1, 2018.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Scherman)

4. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Revisions to the Job Specification for Personnel/Human Resources Department Chief

There were no questions.

Moved/Carr, second/Kennedy, to close the public hearing and approve the revised job specification for Personnel/Human Resources Department Chief.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Scherman)

5. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Revisions to the Salary Schedule for Head Start Parent Intern, Student Intern, Head Start Childcare Teacher Assistant, Bilingual Aide, and Head Start On-Call Cook Driver

No questions.

Moved/Carr, second/Nottoli, to close the public hearing and approve the new salary schedules for the Head Start Parent Intern, Student Intern, Head Start Childcare Teacher Assistant, Bilingual Aide, and Head Start On-Call Cook Driver.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Scherman)

Mr. Nottoli requested a report back on the fiscal impact of the new salary schedules.

6. Approval to Release a Request for Quotes for Marketing, Advertising, Graphic Design and Website Maintenance Services, and Authorize the Executive Director to Execute the Agreement and any Modifications to the Agreement Including Extending the Agreement for Additional Terms

Ms. Kossick stated that after speaking to Legal Counsel, staff would request to limit the term to five years. It is expected the yearly contract to be roughly \$60,000.

Moved/Nottoli, second/Carr, to approve the release of a Request for Quotes for Marketing, Advertising, Graphic Design and Website Maintenance Services, and authorize SETA's Executive Director to execute the agreement and any modifications to the agreement including extending the agreement for up to an additional four years.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Scherman)

7. Approval to Release a Request for Proposals (RFP) to Upgrade SETA's IT Infrastructure Hardware

There were no questions.

Moved/Schenirer, second/Kennedy, to approve the release of a Request for Proposals to upgrade SETA's IT infrastructure to HPE SimpliVity, or an equivalent hyper-converged platform, including infrastructure support.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Scherman)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Community Services Block Grant: No items.

One Stop Services: No items.

Refugee Services:

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

There were no questions.

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

- 1) Open entry and prompt placement into VESL classes must be ensured for all clients that are assessed to be in need of English language training.
- 2) Budgets must include a minimum allocation of 5% for supportive services.
- 3) Providers with case management and job development staff budgeted for less than 12 months, or budgeted for part-time employment, must ensure program services are available Monday through Friday, a minimum of eight hours a day, from October 1, 2017 through September 30, 2018.
- 4) Participants in Match Grant employment services provided by IRC are not eligible to participate in IRC's RSS funded program until all services within the Match Grant have been exhausted.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Scherman)

C. **CHILDREN AND FAMILY SERVICES:** No items.

IV. **Information Items**

A. SETA Children and Family Services Department Year-In-Review Presentation

Head Start Managers Robyn Caruso, Martha Cisneros, Karen Griffith, and Lisa Carr provided an overview of last year's Head Start program results.

B. Fiscal Monitoring Reports: No questions.

C. Employer Success Stories and Activity Report: No questions.

D. Dislocated Worker Update: No questions.

E. Unemployment Update/Press Release from the Employment Development Dept.: No questions.

F. Head Start Reports: No questions.

V. **Reports to the Board**

A. Chair: No report.

B. Executive Director: Ms. Kossick wished Mr. Kennedy a Happy Birthday later this month. Mr. Schenirer was presented with a tie in recognition of his service as Chair of the board.

- C. Deputy Directors: Mr. Roy Kim reported that the SETA lease at Rancho Cordova is due to expire January 31; we plan not to renew the lease and will implement a transitional plan. SETA is working with DHA to transition staff to the Mather site, and will be looking at all options. There are three career centers in close proximity to each other.

Mr. Kim stated that there is a Public Sector vacancy on the Community Action Board; staff has been working for some time to fill this vacancy. Mr. Kim requested assistance from the board in identifying individuals. Mr. Carr requested information on this board seat.

- D. Counsel: No report.

- E. Members of the Board: No report.

- F. Public: No comments.

- VI. **Adjournment**: The meeting was adjourned at 11:05 a.m.

ITEM II-B-CONSENT
APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 10/25/17 through 11/29/17, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 10/25/17 through 11/29/17.

PRESENTER: Kathy Kossick

ITEM III-A-1 - ACTION

APPROVAL OF PROCUREMENT OF AGENCY'S WORKERS
COMPENSATION INSURANCE

BACKGROUND:

The Agency's insurance policy for Workers Compensation expires December 31, 2017. SETA's broker, Arthur J. Gallagher, is in the process of obtaining quotations for the coverage and will present an oral report at the meeting.

If final quotes are not available at the December 7 meeting, the Board may delegate procurement authority to the Executive Director.

RECOMMENDATION:

Hear the oral report and recommendations and authorize the Executive Director procure Workers Compensation coverage for the calendar year 2018.

PRESENTER: Loretta Su

ITEM III-A- 2 - ACTION

REVIEW AND APPROVAL OF THE AGENCY'S INDEPENDENT AUDITOR'S REPORT
AND FINANCIAL STATEMENTS FOR FISCAL YEAR ENDED JUNE 30, 2017

BACKGROUND:

Vavrinek, Trine, Day & Co., LLP Inc. recently completed the annual audit of the Sacramento Employment and Training Agency for the fiscal year ended June 30, 2017. Staff will be available to answer questions regarding the audit.

The auditor's report will be sent under separate cover.

RECOMMENDATION:

Review and approve the Annual Auditor's Report and Financial Statements of the Agency for the fiscal year ended June 30, 2017.

PRESENTER: Loretta Su

ITEM III-A – 3 – ACTION

APPROVAL OF APPOINTMENT TO THE SACRAMENTO
WORKS WORKFORCE DEVELOPMENT BOARD

BACKGROUND:

The local Sacramento Works Workforce Development Board was newly formed in early 2016 to comply with the 2014 Workforce Innovation and Opportunity Act. As part of its action on February 4, 2016, the SETA Governing Board satisfied the desire for a smaller Workforce Development Board by setting the size of the Board at twenty-five members and allocated the twenty-five membership positions to the five membership categories in the following manner: Thirteen members were allocated to business (a majority of the membership); four members were allocated to Labor and Apprenticeship (at least 15% of the membership); six members were allocated to specific programs in the workforce system (community based organizations, Adult Education, Higher Education, Economic Development, Wagner-Peyser (EDD) and Vocational Rehabilitation); and two members were allocated to the “Other” category permitted by WIOA to provide the Governing Board with flexibility in appointing members in this catch-all category.

On March 3, 2016 the Governing Board appointed twenty-five members to the newly formed Sacramento Works Workforce Development Board. Ms. Janet Bard, Chief Financial Officer, Ramos Oil Company, Inc., recently resigned from the board. Ms. Bard was appointed to a three-year term to represent Private Business.

During the recruitment process for the new board, SETA received applications in early 2016 for seats representing Private Business. Each applicant included on the attached list has confirmed their continued interest to become a member of the Sacramento Works Board. The applications are sent under separate cover.

Historically, the Executive Committee of Sacramento Works has recommended the name(s) of individual applicants for appointment to the private sector seats by the SETA Governing Board. The Sacramento Works Executive Committee met on Monday, November 13 and recommend Mr. Johnny Perez, Community Banking Supervisor, SAFE Credit Union, to fill the vacant Private Business seat.

RECOMMENDATION:

Approve the appointment of Mr. Johnny Perez to fill the Private Business seat vacated by Ms. Janet Bard.

PRESENTER: Kathy Kossick

ITEM III-B – 1 – ACTION

APPROVAL OF COMMUNITY SERVICES BLOCK GRANT (CSBG) FUNDING RECOMMENDATIONS FOR PROGRAM YEAR 2018

BACKGROUND:

On August 4, 2017, SETA released a Request for Proposals (RFP) for the CSBG program for program year 2018. The RFP solicited services under the Safety-Net, Youth and Senior Support and Family Self-Sufficiency categories as identified in the 2018-2019 CSBG Community Action Plan. The amount of funding available for program services was estimated to be \$800,000, of which 40% was allocated to Safety-Net or short term emergency services, 40% allocated to case-managed Family Self-Sufficiency services, and 20% allocated to Youth and Senior Support Services.

The RFP included a special project to prevent or eliminate recidivism of felony or misdemeanor arrests in Sacramento County among African American youth 14-17. The successful proposals were eligible to receive up to \$40,000 under the Youth and Senior Support services category. Success measures under this service area will include the number of project participants without a recidivating event during 180 days of project participation.

The deadline for receipt of proposals was September 14, 2017. Thirty-three (33) proposals were received by the 5:00 p.m. deadline, requesting a total of \$1,748,513. All thirty-three (33) proposals were evaluated. Two additional proposals were submitted by email after the 5:00 p.m. deadline and were not evaluated, per the RFP instructions.

Evaluation Process:

All proposals received through this solicitation went through a comprehensive review process to provide funding recommendations to the Community Action Board. Staff recommendations were developed through the deliberations of a team of seven (7) readers representing SETA's Workforce Development and Fiscal Departments, the Contracts unit, and three members of the Community Action Board. The readers evaluated, scored and ranked each proposal using standardized evaluation and scoring criteria that were identified in the RFP. Proposals were scored and ranked into four categories:

The top ranked proposals achieved their scores based on the following criteria:

- The proposing agency had a history of successfully operating the proposed program or a similar program, had sufficient leveraged funding, and demonstrated the establishment of collaborative partnerships.
- The proposing agency adhered to the service priorities set forth in SETA's 2018-2019 Community Action Plan.

ITEM III-B – 1 – ACTION (continued)

Page 2

- The proposing agency succeeded in achieving planned, contracted goals, or, if not previously funded by CSBG, the agency demonstrated a potential for success.
- The proposing agency demonstrated a need exists for the service.
- If applying for the Family Self-Sufficiency category, the proposing agency had a clear description of a case-management system and had a connection with the system of Sacramento Works America's Job Centers.

Staff also considered that all identified high-risk and underserved neighborhoods would have access to services and ensured that all identified target groups would be served. Due to limited availability of CSBG funding, only twenty-one proposals are being recommended for funding.

Two new agencies, Health Education Council and International Rescue Committee are recommended for funding.

Historically, SETA has provided youth funding in the amount of \$30,000 for consultant services outside of the standard \$800,000 procurement amount. As this practice is no longer recommended, staff recommends reprogramming these youth funds to augment the Youth and Senior Support category.

Attached are the resulting proposal rankings and staff funding recommendations. Proposal summaries and funding rationale will be submitted under separate cover.

The Community Action Board reviewed and approved the attached funding recommendations at its November 8, 2017 meeting.

RECOMMENDATION:

Approve Community Services Block Grant funding recommendations for the Program Year 2018 Community Services Block Grant.

PRESENTER: Julie Davis-Jaffe

**2018 COMMUNITY SERVICES BLOCK GRANT
STAFF FUNDING RECOMMENDATIONS**

Safety-Net Services

Prop #	Rank	Score	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	Staff Recomm.	Page #
23	1	93.6	River City Food Bank	Low-Income Households	Sacramento County	\$20,000	\$40,000	\$1.25/ 32,000	\$37,000	14
19	1	93.1	Voluntary Legal Services of Northern CA	Persons w/ Criminal Convictions or Suspended Driver's Licenses	Sacramento County	\$28,000	\$34,000	\$88.54/ 384	\$34,000	12
32	1	93.0	My Sister's House	Domestic Violence Survivors	Central and South Sacramento, Elk Grove	\$34,100	\$34,100	\$568/ 60	\$34,100	17
10	1	92.3	Lao Family Community Development	Homeless and Low-Income Households	N. Sacramento, Florin, North Highlands, Arden Arcade, Lemon Hill, Parkway	\$20,000	\$70,000	\$318/ 220	\$25,000	9
5	1	91.4	Legal Services of Northern CA	Seniors	Sacramento County	\$20,000	\$20,000	\$33.33/ 600	\$20,000	7
12	1	91.1	Folsom Cordova Community Partnership	Low-Income Households	Rancho Cordova and Parts of Folsom	\$24,000	\$56,419	\$56.59/ 997	\$25,000	10
4	1	90.9	The Salvation Army	Low-Income Households	Sacramento County	\$60,500	\$75,000	\$203/ 369	\$60,500	6
6	1	90.7	Volunteers of America	Homeless and Low-Income Veterans	Sacramento County	\$7,600	\$26,850	\$107/ 252	\$22,000	7
31	2	84.9	Elk Grove Food Bank Services	Low-Income Households	Elk Grove and Zip Codes 95624, 95757, 95758, 95828, 95829, 95288, 95823, 95759, 95683, 95693	\$20,000	\$40,000	\$57.14/ 700	\$20,000	16
15	2	82.4	Next Move	Homeless Households	Sacramento County	\$85,600	\$89,605	\$358/ 250	\$14,632	11
17	3	78.9	WIND Youth Services	Imminently Homeless or Homeless Youth 12-24	Sacramento County	\$20,381	\$20,000	\$100/ 200	\$0	11
29	4	68.4	Travelers Aid Emergency Assistance Agency	Low-Income Households	Sacramento County	\$0	\$70,000	\$175/ 400	\$0	16
3	4	68.3	South County Services	Low-Income Households	South Sacramento County and River Delta Areas	\$27,700	\$49,055	\$98.11/ 500	\$27,768	6
TOTAL SAFETY-NET RECOMMENDED:									\$320,000	

Family Self-Sufficiency Services

Prop #	Rank	Score	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	Staff Recomm.	Page #
27	1	92.0	International Rescue Committee	Low Income Households and Single Parents w/ Children 0-5	Arden Arcade, Florin, Carmichael, North Highlands, Natomas, and Citrus Heights	\$0	\$64,998	\$867/ 75	\$64,998	15
24	2	88.4	Waking the Village	Homeless Pregnant and Parenting Youth w/ Children	Sacramento County	\$50,000	\$85,000	\$3,542/ 24	\$60,000	14
13	2	82.0	Next Move	Homeless	Arden Arcade, Carmichael, Citrus Heights, Elk Grove, Galt, Florin, Lemon Hill, No. Sacramento, Parkway, Rancho Cordova	\$60,000	\$59,582	\$397/ 150	\$59,582	10
11	3	79.4	Folsom Cordova Community Partnership	Low Income Households and Single Parents w/ Children 0-5	Rancho Cordova and Portions of Folsom	\$60,000	\$81,592	\$2,720/ 30	\$55,000	9
18	3	77.6	WIND	Homeless and Imminently Homeless Youth 12-24	Sacramento County	\$60,000	\$74,344	\$1,549/ 48	\$55,000	12
20	3	72.0	Saint John's Program for Real Change	Low Income Families and Single Parents w/ Children 0-5	Arden Arcade, North Highlands, Foothill Farms, Carmichael, Citrus Heights, Elk Grove, Florin, City of Sacramento, Parkway, Rancho Cordova	\$70,000	\$125,000	\$1,190/ 105	\$25,420	12
28	4	69.0	Visions Unlimited	Seniors 65+	South Sacramento County	\$35,000	\$40,000	\$889/ 45	\$0	16
8	4	55.4	Sacramento Self-Help Housing	Low Income and Homeless Households	Foothill Farms, Florin, Lemon Hill, Arden Arcade	\$20,000	\$52,628	\$376/ 140	\$0	8
33	4	50.8	Linkage to Education	Probation and Foster Youth	Sacramento County	\$0	\$0	\$750/ 40	\$0	17
TOTAL FAMILY SELF-SUFFICIENCY RECOMMENDED:									\$320,000	

Youth and Senior Support

Prop#	Rank	Score	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	Staff Recomm.	Page #
1	1	91.3	La Familia Counseling Center	In-School, Truant, Gang and Pre-Gang Youth	Lemon Hill, Parkway, Florin and Galt	\$55,000	\$85,500	\$1,425/ 60 Youth	\$55,000	5
2	1	90.3	Department of Health and Human Services	Seniors 65+	Sacramento County	\$16,500	\$16,500	\$1,182/ 14 Seniors	\$16,500	5
22	2	89.0	Waking the Village	Pregnant and Parenting Youth and their Children	Sacramento County	\$0	\$70,000	\$2,333/ 30 Youth	\$45,000	13
7	2	88.5	Health Education Council	African-American Youth, 14-17	Sacramento County	\$0	\$40,000	\$1,333/ 30 Youth	\$40,000	8
16	2	81.7	WIND Youth Services	Homeless and Imminently Homeless Youth 12-24	Sacramento County	\$0	\$60,924	\$609/ 100 Youth	\$33,500	11
25	2	81.4	Children's Receiving Home	Foster Youth	Sacramento County	\$28,500	\$40,000	\$1,333/ 30 Youth	\$0	15
21	2	80.3	St. John's Program for Real Change	Resident Youth 0-17 Years	Arden Arcade, Foothill Farms, La Riviera, Florin, North Highlands, Lemon Hill, Parkway, North Sacramento	\$0	\$50,000	\$476/ 105 Youth	\$0	13
9	3	79.1	Court Appointed Special Advocates	Foster Youth	Arden Arcade, Carmichael, Citrus Heights, Elk Grove, Galt, Florin, No. Highlands, Rancho Cordova, and City of Sacramento	\$0	\$50,000	\$625/ 80 Youth	\$0	8
14	3	76.4	Next Move	Seniors 65+	Sacramento County	\$25,000	\$27,416	\$1,246/ 22 Seniors	\$0	10
26	4	67.9	Children's Receiving Home	African American Foster Youth 14-17	Sacramento County	\$0	\$40,000	\$2,000/ 20 Youth	\$0	15
30	4	50.9	Linkage to Education	Probation and Foster Youth	Sacramento County	\$30,000 Consult.	\$0	\$0	\$0	16
TOTAL YOUTH (\$173,500) AND SENIOR (\$16,500) SUPPORT RECOMMENDED:									\$190,000	

ITEM III-C – 1 - ACTION

APPROVAL OF HEAD START DELEGATE AGENCY DEFUNDING, TERMINATION, AND APPEAL PROCEDURES

BACKGROUND

Historically, the Head Start Program Performance Standards included provisions permitting appeals of Grantee decisions concerning termination or defunding of Head Start Delegate Agencies to be made, in the first instance, by the Grantee, but subject to appeal to the Department of Health and Human Services (HHS). Under the new Performance Standards, HHS has determined that such decisions should be made by the Grantee agency under a procedure that is not arbitrary or capricious, without appeal to HHS. This procedure is both consistent with the Head Start Act and the new regulatory confirmation that it is the Grantee, not HHS, that remains fiscally responsible for Head Start funds. Accordingly, SETA now has the sole authority to implement such decisions through a process that is not arbitrary and capricious and includes an appeal procedure.

After reviewing the policies at Contra Costa, Orange County, LA County and the Mid-America Regional Council (MARC), Legal Counsel, in consultation with the Executive Director and the Children and Family Services Deputy Director, has developed the attached procedures for decisions to defund or terminate Delegate Agencies for cause or as a result of cost-effectiveness.

Under the attached procedures, all initial decisions to defund or terminate a delegate agency will be made by the Executive Director, and any appeal of that decision would be heard by the Governing Board. The process gives the Delegate Agency two fair opportunities to convince SETA not to defund or terminate – first, to the Executive Director, after notice of intent and, then, to the Governing Board if a timely appeal is pursued.

RECOMMENDATION

Approve the attached Head Start Delegate Agency Defunding, Termination and Appeal Procedures.

PRESENTER: Denise Lee

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY HEAD START DELEGATE AGENCY DEFUNDING, TERMINATION AND APPEAL PROCEDURES

In accordance with Section 641A(d) of the Head Start Act and Part 1303 of the Head Start Program Performance Standards, the Sacramento Employment and Training Agency (SETA) has adopted the following procedures for Defunding and Terminating any Head Start Delegate Agency (Delegate Agency), including procedures for the Delegate Agency to appeal a Defunding or Termination decision.

I. Procedures for Defunding and Terminating Delegate Agencies.

SETA may either terminate or deny refunding to a Delegate Agency for cause, as defined in the Delegate Agreement between SETA and the Delegate Agency, or for the Delegate Agency's failure to be the most cost-effective option to deliver Head Start and/or Early Head Start services in the Delegate Agency's service area using the following procedures.

a. **Termination or Denial of Refunding for Cause.** If a Delegate Agency fails to correct an identified deficiency in the time allotted to the Delegate Agency pursuant to any corrective action notification provided under the Delegate Agreement or if SETA has provided the Delegate with at least five (5) days written notice of SETA's intent to terminate or defund, SETA may terminate funding or may deny refunding to the Delegate Agency.

b. **Termination or Denial of Refunding for Cost-Effectiveness.** If SETA determines that either the SETA-operated program, or another provider, can deliver high quality Head Start and/or Early Head Start services in a more cost-effective manner than has been provided by the Delegate Agency within its service area, SETA shall have the option to terminate or deny refunding to the Delegate Agency and either provide all or a portion of this funding to the SETA-operated program or make an award, through a competitive process, to one or more other providers shown to be more cost-effective.

c. **Executive Director Action.** Any action to defund or terminate a Delegate Agency shall be made by SETA, after notice to the Delegate Agency of intent to do so. Such notice of intent to the Delegate Agency shall be provided by SETA by personal delivery, registered first class mail, return receipt requested, or electronic mail, at least five (5) days prior to the effective date of the proposed action to defund or terminate. The Delegate Agency shall be permitted to submit in writing, or orally at a meeting with the Executive Director, any evidence that it deems pertinent to the matter. The Executive Director shall consider all evidence and information submitted concerning the matter and shall render his/her decision based thereon.

d. **Notification Procedures.** SETA shall notify Delegate Agency in writing, by personal delivery, registered first class mail, return receipt requested, or electronic mail, of any decision to terminate or deny refunding to the Delegate Agency. Any notice shall contain an explanation of the Delegate Agency's appeal right and the deadline for filing such an appeal, which shall be not less than ten (10) days after the date of the notice.

II. Procedures for a Delegate Agency to Appeal a Defunding or Termination Decision

Any Delegate Agency that disputes a decision by the Executive Director to Defund or Terminate the Delegate Agency may appeal that decision to the SETA Governing Board by complying with the following procedures.

- a. **Notice of Appeal.** A Delegate Agency wishing to appeal a defunding or termination decision may appeal that decision by delivering to SETA's Executive Director a written Notice of Appeal, by personal delivery or first class mail/return receipt requested addressed as follows:

Sacramento Employment and Training Agency
925 Del Paso Boulevard, Suite 100
Sacramento, CA 95815
Attention: Executive Director

Such notice may also be provided to the Executive Director by electronic mail.

The Notice of Appeal shall:

1. Fully set forth the ground for the appeal and shall include all documents that the Delegate Agency believes supports its position; and

2. Not include any new issues not previously presented to the Executive Director prior to the time that the defunding or termination decision was made.

- b. **Time for Submission of the Notice of Appeal.** Any Notice of Appeal must be delivered to SETA by the Delegate Agency and received by SETA prior to the deadline contained in the Executive Director's decision in the matter.

- c. **Decision on Appeal.** SETA shall agendaize the Appeal for consideration by the Governing Board at its next regular or special meeting calendared no sooner than ten (10) days after receipt of the Notice of Appeal, with notice as required by the Brown Act, at which time the Governing Board shall consider the appeal and render an opinion. SETA shall provide notice of the Governing Board's decision to the Delegate Agency by personal delivery, registered first class mail, return receipt requested, or electronic mail. The decision of the Governing Board shall be final.

- d. **Waiver or Rights.** If a Delegate Agency fails to timely appeal SETA's decision, it shall be deemed to have waived all rights of appeal.

- e. **Notice to HHS.** Once an appeal has become final, SETA shall notify the responsible HHS official about the appeal and its decision.

ITEM III-C - 2- ACTION

APPROVAL TO SUBMIT A REQUEST TO CARRY OVER EARLY HEAD START-CHILD CARE PARTNERSHIP AND EXPANSION TRAINING AND TECHNICAL FUNDS FROM 2016-2017 PROGRAM YEAR TO 2017-2018 PROGRAM YEAR

BACKGROUND:

On February 3, 2016, SETA received additional training and technical assistance (T/TA) funds in the amount of \$183,747 to support the Early Head Start-Child Care Partnership and Expansion project. These funds were in addition to the \$36,749 T/TA funds provided with the base funding for the project. The total T/TA funds received were \$220,496 for the project period February 1, 2015 to July 31, 2016.

On November 15, 2016, SETA received approval to carry over \$164,304 from Program Year 01 to Program Year 02 to complete approved activities from the previous year. Due to various staffing challenges and time constraints, SETA was not able to utilize 100% of the T/TA funds in Program Year 02 and is requesting that the remaining balance of \$142,790 be carried over and used during the 2017/2018 Program Year 03. All requested carry-over funds are tied to the approved T/TA Plan and Balance of Funds grant submissions.

Associated with the training and technical assistance funds was a strategically developed plan of action outlining the projects and staff development activities associated with developing a new program, preparing staff for project implementation, and providing guidance to partners. All requested carry-over funds are tied to this detailed plan.

The Office of Head Start requires that funds be obligated by July 31, 2017, and that all obligations be liquidated by October 29, 2017. SETA was unable to fully obligate the T/TA funds awarded for this project by July 31st. The Office of Head Start/Administration for Children and Families has encouraged programs to request carryover for pending training and technical assistance projects associated with the grant award to ensure adequate time and resources are provided for the project.

SETA is requesting to carryover **\$142,790** of T/TA funds for the following pre-approved training and technical assistance projects:

ITEM III-C - 2- ACTION (continued)

Page 2

Provider Training (monthly EHS topics)

EHS-CCP staff will continue to be trained monthly on a variety of topics (i.e. EHS 101, comprehensive services, lesson planning, individualization, self-assessment, etc). \$2,500

Practice-Based Coaching (individual/small group)

EHS provider staff will receive individualized coaching to improve teaching practices and child outcomes. Coaching will also be provided to newly hired provider staff to ensure high quality infant/toddler care-giving. \$20,000

Career Incentive Program (college tuition/books)

EHS-CCP staff will have the opportunity to be reimbursed for educational expenses incurred to meet the educational requirements of EHS, including: permit costs, tuition, books and materials. Funds will also be used to incentivize staff to return to college to earn their Associate or Bachelor degree. \$10,000

State and National Conferences

Grantee project support staff will have an opportunity to attend the EHS conference strand offered at the annual CHSA Education and Parent Conference and the annual National Head Start Association Conference which will result in knowledge gained and a better understanding of best practices in EHS and networking with other grantees across the state. \$8,000

PITC Training Institute

Staff will have the opportunity to attend the Program for Infant/Toddler Care (PITC) training series to enhance their knowledge, skills, and teaching practices to provide responsive care giving and quality teacher-child interaction. \$13,600

Other Conference/Training

Staff will have the opportunity to access training and resource funds throughout the program year in order to enhance and support services to children. Funds will be set aside for local, state or federal training and conferences, which have yet to be identified. \$69,690

Contractual

To augment funds provided to KinderWorld Inc. to provide training and technical assistance to project staff, including substitute relief time and/or over-time for after-hours or Saturday training and staff development activities aligned with program goals and school readiness. Training shall also include two (2) project staff attending the annual state and national conferences, CHSA and NHSA. \$19,000

Total **\$142,790**

A full training and technical assistance plan is available upon request. Staff will be available to answer questions.

RECOMMENDATION:

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

ITEM IV-B - INFORMATION

COMMUNITY SERVICES BLOCK GRANT PROGRAM OPERATOR
REPORTS – THIRD QUARTER

BACKGROUND:

Attached for your information are the CSBG Program Operator reports for the third quarter of the program year.

Staff will be available to answer questions.

STAFF PRESENTER: Julie Davis-Jaffe

Community Action Board
Delegate Agency Expenditures Report Through September 30, 2017
Third Quarter (Cumulative)

DELEGATE AGENCIES
Family Self-Sufficiency - FSS Youth & Senior Support - YSS Safety-Net - SN
Children's Receiving Home - YSS (Youth)
Department of Health and Human Services - YSS (Seniors)
Elk Grove Food Bank - SN
Folsom Cordova Community Partnership - FSS
Folsom Cordova Community Partnership - SN
Francis House (Next Move_ - SN
La Familia Counseling Center - YSS (Youth)
Lao Family Community Development - SN
Legal Services of Northern California - SN
My Sister's House - SN
Next Move Sacramento - FSS
Next Move Sacramento - YSS (Seniors)

EXPENDITURES		
2017 BUDGET	Expended Through 3rd Qtr.	Percent Expended
\$28,500	\$16,440	58%
\$16,500	\$10,059	61%
\$20,000	\$13,524	68%
\$60,000	\$35,388	59%
\$24,000	\$17,919	75%
\$70,400	\$55,134	78%
\$55,000	\$38,149	69%
\$20,000	\$11,146	56%
\$20,000	\$12,970	65%
\$34,100	\$22,736	67%
\$60,000	\$43,969	73%
\$25,000	\$14,700	59%

DELEGATE AGENCIES
Family Self-Sufficiency - FSS Youth & Senior Support - YSS Safety-Net - SN
Next Move Sacramento/Francis House - SN
River City Food Bank - SN
Sacramento Self-Help Housing - FSS
Saint John's Program for Real Change - FSS
South County Services - SN
The Salvation Army - SN
Visions Unlimited - YSS (Seniors)
Voluntary Legal Services Program of Northern California - SN
Volunteers of America - SN
Waking the Village - FSS
WIND Youth Services - FSS
WIND Youth Services - SN

EXPENDITURES		
2017 BUDGET	Expended Through 3rd Qtr.	Percent Expended
\$15,200	\$12,883	85%
\$20,500	\$20,500	100%
\$20,000	\$13,856	69%
\$70,000	\$70,000	100%
\$27,700	\$9,122	33%
\$60,500	\$53,972	89%
\$35,000	\$26,470	76%
\$28,000	\$21,188	76%
\$7,600	\$5,749	76%
\$50,000	\$35,806	72%
\$60,000	\$21,857	36%
\$11,391	\$7,460	65%

**Community Services Block Grant
Delegate Agency Report Through September 30, 2017
Third Quarter (Cumulative)**

Family Self-Sufficiency	Enrollments				Employed				Program Monitoring Comments
	Annual Goal	YTD Goal	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	
Folsom Cordova Comm. Partnership	24	15	23	100+%	10	5	4	80%	
Next Move Sacramento	100	80	75	94%	23	16	21	100+%	
Sacramento Self-Help Housing	80	60	67	100+%	45	35	11	31%	Finding for not meeting SETA case management standards
Saint John's Program for Real Change	88	60	82	100+%	20	16	12	75%	Finding for not following the FSS model re: SWAJCCs
Waking the Village	16	14	23	100+%	10	8	10	100+%	
WIND Youth Services	20	15	15	100%	13	4	2	50%	Finding for inaccurate recordkeeping & reporting

Youth and Senior Supports	Enrollments				Service Goals				Program Monitoring Comments
	Annual Goal	YTD Goal	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	
Children's Receiving Home - (Youth)	26	21	31	100+%	26	21	23	100+%	
Department of Health and Human Services - (Seniors)	14	13	11	85%	14	13	12	92%	
La Familia Counseling Center - YSS (Youth)	40	30	44	100+%	40	30	35	100+%	
Next Move Sacramento - YSS (Seniors)	22	22	21	95%	22	22	19	86%	Finding for inaccurate, incomplete case files & notes
Visions Unlimited - YSS (Seniors)	45	45	44	98%	45	45	41	91%	Finding for inaccurate client contact dates in case files

**Community Services Block Grant
Delegate Agency Report Through September 30, 2017
Third Quarter (Cumulative)**

SAFETY-NET	Total Households Served YTD	Food				Eviction				1st Month Rent				Shelter (Motel)			
		Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%
Elk Grove Food Bank	500	300	300	500	100+%												
Folsom Cordova Community Partnership	396	320	200	251	100+%	1	1	1	100%					14	11	10	91%
Francis House	147	208	156	133	85%									180	135	147	100+%
Lao Family Community Development	50	30	21	50	100+%	3	1	6	100+%	3	1	3	100+%	18	12	12	100%
Legal Services of Northern California	368																
My Sister's House	34					25	15	18	100+%	13	10	7	70%				
Next Move Sacramento	62					6	5	15	100+%	4	3	1	33%	6	5	4	80%
River City Food Bank	2,296	2645	1983	2296	100+%												
South County Services	179	240	120	173	100+%	28	14	12	86%								
The Salvation Army	257					100	75	68	91%	50	40	43	100+%	28	28	17	61%
Voluntary Legal Services Program	523																
Volunteers of America	17					4	3	4	100+%	2	2	2	100%	18	14	9	64%
WIND Youth Services	380	300	200	380	100+%												

**Community Services Block Grant
Delegate Agency Report Through September 30, 2017
Third Quarter (Cumulative)**

SAFETY-NET	Utilities				Legal Services				Employment Supports				Transportation				Clothing Diapers			
	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%
Elk Grove Food Bank																				
Folsom Cordova Comm. Partnership	2	1	3	100+%					38	19	0	0%	232	180	231	100+%	100	75	201	100+%
Francis House													184	138	116	84%				
Lao Family Comm. Development	17	12	8	67%					3	1	5	100+%	79	48	20	42%	3	0	3	100%
Legal Services of Northern California					725	543	368	68%												
My Sister's House	29	15	10	67%																
Next Move Sacramento	14	11	24	100+%					6	4	0	0%	50	34	19	56%	5	4	0	0%
River City Food Bank																				
South County Services	51	26	32	100+%									100	50	13	26%				
The Salvation Army	134	100	138	100+%																
Voluntary Legal Services Program					384	228	426	100+%												
Volunteers of America	7	6	4	67%																
WIND Youth Services	15	10	0	0%					10	8	0	0%	200	150	0	0%				

ITEM IV-C – INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: Loretta Su

MEMORANDUM

TO: Ms. Lisa Welze **DATE:** November 1, 2017
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of International Rescue Committee

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RSS	VESL/ES	\$ 198,056	10/1/16-9/30/17	10/1/16-6/30/17
RSS	VESL/ES	\$ 138,118	10/1/15-9/30/16	7/1/16-9/30/16

Monitoring Purpose: Initial X Follow-Up Special Final X
Date of review: Sept 12, 2017 and follow-up Oct 17, 2017

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

Program Operator: International Rescue Committee

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Mary Breeding **DATE:** November 9, 2017
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of
 Kinder World, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early Head Start	CCP & Cola	\$391,500	8/1/16-6/30/17	2/1/17-7/31/17
Early Head Start	T&TA	\$20,900	8/1/16-6/30/17	2/1/17-7/31/17
Early Head Start	Start-Up	\$16,300	8/1/16-6/30/17	2/1/17-7/31/17

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 10/11-10/12/17

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

Program Operator: Kinder World, Inc.

Findings and General Observations:

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

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Beth Maerten **DATE:** October 26, 2017
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: Desk review of
Sacramento County Department of Human Assistance

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	One Stop Services Adult	\$354,810	7/1/16-6/30/17	7/1/16-6/30/17

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 10/26/17

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

Program Operator: Sacramento County Department of Human Assistance

Findings and General Observations:

- 2) The total costs as reported to SETA for the WIOA Adult One Stop Services program from July 1, 2016 to June 30, 2017 has been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Jackie White **DATE:** November 7, 2017
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Twin Rivers Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RSS	VESL/ES	\$ 260,015	10/1/16-9/30/17	1/1/17-9/30/17
TA	ES	\$ 116,389	10/1/16-9/30/17	1/1/17-9/30/17

Monitoring Purpose: Initial ___ Interim ___ Special ___ Final X
Date of review: Sept. 21, 2017 and follow-up Nov 1 & 6, 2017

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

Program Operator: Twin Rivers Unified School District

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Ingersoll **DATE:** November 15, 2017
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Twin Rivers Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 1,617,796	8/1/16-7/31/17	1/1/17-7/31/17
Head Start	T & TA	\$ 7,500	8/1/16-7/31/17	1/1/17-7/31/17
Head Start	Duration	\$ 618,997	8/1/16-7/31/17	1/1/17-7/31/17

Monitoring Purpose: Initial ____ Interim ____ Special ____ Final X

Date of review: Sept. 19-20, 2017 and follow-up Nov. 15, 2017

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

Memorandum
Fiscal Monitoring Findings
Page 2

Program Operator: Twin Rivers Unified School District

Findings and General Observations:

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

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Mr. Seung Bach **DATE: November 13, 2017**
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of University Enterprises, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Slingshot	\$82,498	3/20/17-2/28/18	3/20/17-9/30/17

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 11/6/17

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

Program Operator: University Enterprises, Inc.

Findings and General Observations:

The total costs as reported to SETA from March 20, 2017 to September 30, 2017 for the WIOA program has been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

ITEM IV-D – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

PRESENTER: William Walker

ERA
July 1 - November 22, 2017

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Aacres, CA LLC.	4	Direct Support Professional	1
Alsco, Inc.	1	Feeder/Folder	1
	1	Soil Counter Sorter	1
	1	Washroom-Tumbler Operator	1
Brookcrest Water	9	Bottled Water Delivery Driver	1
California Community Action Partnership Association	1	Executive Director	1
California Council of the Blind	1	Americorps VISTA Community Collaborations Coordinator	1
	1	Americorps VISTA Job Development Coordinator	1
CALPIA	1	Custodian	1
	1	Custodian Supervisor II	1
	1	Lead Custodian	1
Capitol Architectural Production	3	Shop Trainee	1
Carmichael Elks Lodge	1	Bookkeeper	1
Carmichael Recreation & Park District	1	Recreation Coordinator: Facilities	1
	1	Secretary/Receptionist	1
Child Action Inc.	1	Assessment Unit Clerk	1
	1	Supervisor - Referral	1
Children's Law Center of California	1	Secretary	1
City of Elk Grove	1	Assessment Unit Clerk	1
	1	Budget Manager	1
	1	Dispatcher	1
	1	Economic Development Specialist	1
	6	Information Technology Analyst/ Sr. Information Technology Analyst	1
	7	Junior Plant Operator	1
	1	Multimedia Specialist	1
	7	Plant Operator	2
	5	Police Officer	1
	5	Police Recruit	1
	6	Senior Applications Developer	1
	1	Senior Planner	1
	2	Traffic Engineer	1
1	Transit System Manager	1	
City of Sacramento	1	311 Manager	1
	1	Accounting Auditor	1
	1	Administrative Analyst	3
	1	Animal Services Adoption Coordinator	1
	6	Applications Developer	1
	1	Arborist/Urban Forester	1
	1	Archivist	1
	8	Art in Public Places Specialist	1
	1	Arts Program Coordinator	1
	2	Assistant Civil Engineer	1
	1	Assistant City Manager	1
	1	Assistant Code Enforcement Officer	2
	2	Associate Architect	1
	1	Associate Planner	1
	1	Building Inspector	1
	1	Claims Collector	1
	1	Code Enforcement Officer	1
	1	Customer Service Specialist	2
	1	Deputy City Attorney I - Cannabis/Code	1
	1	Deputy City Attorney II	1
	1	Deputy City Clerk	1
	1	Development Services Technician I	1

ERA
July 1 - November 22, 2017

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
City of Sacramento	1	Development Services Technician III	1
	1	Director of Emergency Management	1
	1	Director of Governmental Affairs	1
	1	Dispatcher II	1
	1	Dispatcher Recruit	1
	1	Diversity and Equity Manager	1
	3	Electrician	1
	2	Engineer Technician I	1
	1	Facilities and Real Property Superintendent	1
	1	Facilities Manager	1
	9	Fleet Service Coordinator	1
	1	Fire Prevention Officer I	1
	1	Financial Operations Manager	1
	7	Generator Technician	1
	1	Integrated Wastes General Manager	1
	7	Junior Plant Operator	1
	1	Operations and Maintenance Wastewater and Drainage Division Manager	1
	1	Operations and Maintenance Water Division Manager	1
	3	Painter	1
	1	Paralegal	1
	7	Park Maintenance Worker III	1
	5	Park Safety Ranger	1
	5	Park Safety Ranger Assistant	1
	1	Parks Supervisor	1
	1	Personnel Technician	1
	1	Planning Director	1
	7	Plant Operator	1
	1	Police Officer	1
	1	Police Records Specialist I	1
	1	Police Recruit	1
	1	Principal Accountant	1
	6	Principal Applications Developer	1
	1	Principal Planner	1
	6	Process Control Systems Specialist	1
	1	Program Analyst	3
	1	Program Leader	1
	1	Program Specialist	2
	5	Public Service Aide	1
	1	Recreation General Supervisor	1
	1	Recreation Manager	1
	1	Security Officer	1
	1	Senior Accountant Auditor	1
	6	Senior Applications Developer	1
	6	Senior Department Systems Specialist	1
	10	Senior Deputy City Attorney	1
	2	Senior Engineer	1
	6	Senior Information Technology Support Specialist	1
1	Senior Personnel Transactions Coordinator	1	
1	Senior Planner	1	
1	Senior Police Records Supervisor	1	
10	Senior Recreation Aide	1	
1	Senior Staff Assistant	1	

ERA
July 1 - November 22, 2017

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
City of Sacramento	10	Student Trainee Aquatics	1
	2	Supervising Engineer	1
	1	Supervising Financial Analyst	1
	1	Supervising Fire Service Worker	1
	1	Supervising Forensic Investigator	1
	1	Support Services Manager	1
	7	Survey Party Chief	1
	6	Systems Engineer	1
	1	Traffic Worker I	1
	7	Tree Maintenance Worker	1
	1	Utilities Operations and Maintenance Superintendent - Mechanical	1
	10	Zoning Investigator	1
Conyers Auto Transport	10	Junk Removal Crew Member	4
Folsom Premium Outlets	1	Guest Services Representative	1
Fortune Energy	1	Account Manager	5
Glory Children's Learning Center, Inc.	1	Childcare Center Teacher and Aide	2
	1	Preschool/Infant Teacher and Teacher's Aide	2
G W Demolition Inc.	3	Demolition Laborer	2
Hoppy Brewing Company	8	Line Cook	1
	8	Server/Bartender Shift Lead	1
Illum Solar	1	Warehouse Coordinator	1
Indecare Corporation	4	Certified Nurse Aide	25
InSync Consulting Services LLC	1	Customer Service Specialist	250
Job Corps / Career Systems Development Corporation	1	Career Technical Instructor	1
	1	Safety & Security Manager	1
	4	Wellness Services Manager - RN	1
Los Rios Community College District	1	Account Clerk III	1
	1	Accounting Specialist	1
	1	Administrative Assistant I	1
	1	Administrative Services Analyst	1
	1	Admissions Records Evaluator I	2
	1	Admissions/Records Evaluator/Degree Auditor	1
	1	Alternate Media Design Specialist	1
	1	Associate Vice Chancellor of Education Services and Student Success	1
	1	Associate Vice Chancellor of Finance	1
	1	Associate Vice Chancellor of Instruction	1
	1	Athletic Trainer	1
	1	Chief of Police	1
	1	Child Development Center Teacher	2
	1	Children's Center Clerk	1
	1	Clerk III	1
	1	Confidential Administrative Assistant II	1
	1	Confidential Human Resources Specialist III	1
	1	Counseling Clerk I	1
	1	Counseling Clerk II	1
	1	Counseling Supervisor	1
	1	Custodian	1
	1	Dean of Behavioral and Social Sciences	1
	1	Dean of Business and Computer Science	1
1	Dean of Business and Family Science	1	
1	Dean of Career Education and Workforce Development	1	

ERA
July 1 - November 22, 2017

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Los Rios Community College District	1	Dean of Financial Aid and Student Success	1
	1	Dean of Humanities and Social Science	1
	1	Dean of Mathematics, Science and Engineering	1
	1	Dean of Student Services, Counseling, and Transfer Services	1
	1	Dean of Student Services, Equity Programs, and Pathways	1
	1	Dean of the El Dorado Center	1
	1	Director of Accounting Services	1
	1	Director of Donor Relations	1
	1	Director of General Services	1
	1	Director of North/Far North Regional Consortium	1
	1	Director of Nursing Academic Program	1
	1	Director of the Center of Excellence	1
	1	Disabled Students Programs and Services Coordinator / Counselor	1
	1	District Financial Aid Specialist	1
	1	Educational Center Supervisor	1
	1	Financial Aid Clerk II	1
	1	Financial Aid Officer	1
	1	Financial Aid Supervisor	1
	1	Fire Technology Coordinator	1
	1	Fiscal Services Supervisor	1
	1	Graphic Designer	1
	1	Head Custodian	1
	7	HVAC Mechanic	2
	6	Information Technology Network Administrator Analyst II	3
	6	Information Technology Technician II-Lab/Area Microcomputer Support	1
	1	Instructional Assistant - Biology	1
	1	Instructional Assistant - Costuming and Makeup	1
	1	Instructional Assistant - Food Service Management	2
	1	Instructional Assistant - Fundamentals of Nursing	1
	1	Instructional Assistant-Learning Resources	1
	6	IT Specialist II - Microcomputer Support	1
	1	Library Technician	2
	7	Maintenance Electrician	1
	1	Media Systems/Resource Technician I	1
	1	Nursing (Registered Nurse - RN) Assistant Professor	2
	1	P.E. Adjunct Assistant Professor/Head Coach for Women's Tennis	1
	1	Police Officer	1
	1	Project Director of TRIO Upward Bound Programs	1
	1	Public Services Librarian	1
	1	Student Personnel Assistant - Career & Job Opportunity Services	2
	1	Student Personnel Assistant - Counseling	1
1	Student Personnel Assistant - Outreach Services	2	
1	Student Personnel Assistant - Outreach Services	3	
1	Student Success and Support Program Specialist	1	
7	Utility Worker	1	
1	Vice President of Administrative Services	1	
1	Vice President of Instruction and Student Learning	1	
Macias Gini & O'Connell LLP	1	Accounting Assistant	1
	1	Recruitment Assistant	1
Mack Road Partnership	7	Maintenance Team Member	1
Mather Golf Course	1	Administrative Assistant	1
McLane Company	1	Independent Sales Representative	1
	10	Reset Specialist	1

ERA
July 1 - November 22, 2017

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Merry Maids	1	Teammate House Cleaner	6
OBO' Italian Table and Bar	8	Cook	2
	8	Counter Server	2
	8	Dishwasher	2
Official Pest Prevention	1	Customer Service Representative	1
	1	Pest Control Service Technician	1
Options In Supported Living, LLC.	1	Personal Support Staff	15
Pacific Protection Services, Inc.	1	Unarmed Security Officer	5
Pacific Rim Fall Protection	7	Installer	2
Pavilion Touchless Car Wash & Quick Lube	7	Auto Lube Sales and Technician	1
	1	Car Wash Crew/Driver	4
Pepsi Bottling Group	1	Delivery Supervisor	1
Pinnacle Telecommunications, Inc.	7	Installers Level I	1
	9	Warehouse Associate	10
Precision Automotive Repair Inc.	7	Shop Porter/Helper	1
Research America, Inc.	1	Telephone Interviewer	12
Sacramento Asian/ Pacific Chamber	1	Public Policy Coordinator	1
Sacramento Children's Home	1	Cultural Broker Supervisor	1
Sacramento Employment & Training Agency	1	Head Start Courier/Maintenance	1
	1	Head Start/Early Head Start Health-Nutrition Coordinator	1
	7	Head Start Education Coordinator	1
	1	Head Start Site Supervisor	1
Sacramento Job Corps Center	1	HVAC Instructor	1
Saint John's Program for Real Change	1	Director of Finance	1
	1	Executive Assistant	1
	1	Grants Development Specialist	1
Sarenne Capital	7	Maintenance Technician	1
Square One Clubs	1	Receptionist	1
Solar City	3	Licensed Electrician	10
	7	PV Solar Installer/Electrical Installer	10
	3	Roofers	10
Taylor Metal Products	9	Manufacturing Personnel	40
TimCo Construction Inc.	3	Carpenter	15
	3	Construction Laborer	10
	1	Project Manager	1
Tots of Love Child Development Center, LLC	1	Preschool Teacher	1
Villara Corporation	1	Accounts Payable Clerk	1
	1	Administrative Assistant	1
	9	Co-Driver	1
	1	Construction Admin	1
	9	Delivery+D176 Driver	1
	3	Duct Blaster	1
	7	Entry-Level Heating & Air Installers	1
	1	Estimator	1
	7	HVAC Installer	1
	7	HVAC Retro Fit Installer	1
	7	HVAC Retro Fit Installers/Lead Installers	1
	7	HVAC Warranty Technician	1
	6	IT Help Desk Support Specialist	1
	1	Junior Administrative Assistant	1
	3	Manufacturing Worker	1
1	Marketing Lead	1	

ERA
July 1 - November 22, 2017

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
	2	Mechanical Designer	1
	3	Plumbing Designer	1
	3	Plumbing Installers	1
	3	Plumbing Junior Estimator	1
	3	Project Manager Plumbing	1
	1	Quality Control Assistant	1
	1	Residential Fire Protection Designer	1
	1	Service & Warranty Parts Coordinator	1
	3	Solar Electrician	1
	7	Start Up Technician	1
	1	T24 Energy Analyst	1
	9	Warehouse Worker	2
	1	Warranty Technician	1
Visiting Angels	4	Caregiver/Home Care Aide	30
Wetsel Oviatt Recycling LLC	7	Equipment Operator	6
Wild Bill's Cheesesteaks	8	Cooks and Cashiers	2
You've Got Maids	10	House Cleaner	2
Total			758

ITEM IV-E – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

PRESENTER: William Walker

Dislocated Worker Information PY 2017/2018

The following is an update of information as of November 22, 2017 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County.

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

ITEM IV-F – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of October was 4.1%.

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

Staff will be available to answer questions.

PRESENTER: Roy Kim

**SACRAMENTO—ROSEVILLE—ARDEN-ARCADE METROPOLITAN STATISTICAL AREA (MSA)
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)**
Greater Sacramento area gained 7,000 jobs over the month; 20,500 over the year

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 4.1 percent in October 2017, down from a revised 4.5 percent in September 2017, and below the year-ago estimate of 5.1 percent. This compares with an unadjusted unemployment rate of 4.3 percent for California and 3.9 percent for the nation during the same period. The unemployment rate was 3.8 percent in El Dorado County, 3.5 percent in Placer County, 4.3 percent in Sacramento County, and 4.3 percent in Yolo County.

Between September 2017 and October 2017, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 7,000 to total 986,500 jobs.

- Government (up 6,400 jobs) led the region with a normal seasonal job gain from September to October. Local government picked up 3,800 jobs. State government added 2,400 jobs. Federal government was up 200 jobs.
- Educational and health services advanced by 2,300 jobs. Health care and social assistance (up 1,700 jobs) was responsible for a majority of the increase. Education services added 600 jobs.
- Trade, transportation, and utilities gained 1,600 jobs over the month. Retail trade (up 1,300 jobs) was responsible for 81.3 percent of the growth. Wholesale trade expanded by 200 jobs. Transportation, warehousing, and utilities picked up 100 jobs.
- Meanwhile, six major industries experienced job declines from September to October, led by leisure and hospitality (down 1,600 jobs), other services (down 800 jobs), and manufacturing (down 600 jobs).

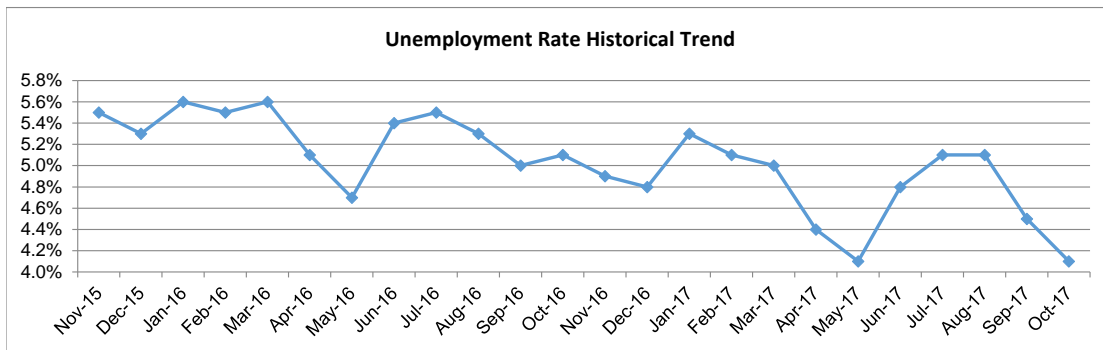
Between October 2016 and October 2017, total jobs in the region increased by 20,500, or 2.1 percent.

- Leisure and hospitality (up 5,900 jobs) continued to lead year-over growth. Accommodation and food services led the expansion with 5,100 jobs. Arts, entertainment, and recreation advanced by 800 jobs.
- Educational and health services gained 5,700 jobs from last October. Health care and social assistance (up 5,800 jobs) was solely responsible for the growth. This gain offset a slight loss in education services, which dipped by 100 jobs.
- Professional and business services added 3,200 jobs. Professional, scientific, and technical services grew by 2,000 jobs. Administrative and support and waste services gained 800 jobs. Management of companies picked up 400 jobs.
- Three major industries experienced year-over job reductions from last October: manufacturing (down 1,000 jobs), information (down 500 jobs), and other services (down 300 jobs).

#####

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

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 4.1 percent in October 2017, down from a revised 4.5 percent in September 2017, and below the year-ago estimate of 5.1 percent. This compares with an unadjusted unemployment rate of 4.3 percent for California and 3.9 percent for the nation during the same period. The unemployment rate was 3.8 percent in El Dorado County, 3.5 percent in Placer County, 4.3 percent in Sacramento County, and 4.3 percent in Yolo County.



Industry	Sep-2017	Oct-2017	Change		Oct-2016	Oct-2017	Change
	Revised	Prelim				Prelim	
Total, All Industries	979,500	986,500	7,000		966,000	986,500	20,500
Total Farm	9,600	9,200	(400)		9,200	9,200	0
Total Nonfarm	969,900	977,300	7,400		956,800	977,300	20,500
Mining, Logging, and Construction	56,100	57,000	900		55,600	57,000	1,400
Mining and Logging	500	500	0		500	500	0
Construction	55,600	56,500	900		55,100	56,500	1,400
Manufacturing	35,400	34,800	(600)		35,800	34,800	(1,000)
Trade, Transportation & Utilities	154,200	155,800	1,600		153,200	155,800	2,600
Information	13,100	13,100	0		13,600	13,100	(500)
Financial Activities	54,000	53,600	(400)		53,000	53,600	600
Professional & Business Services	133,900	133,500	(400)		130,300	133,500	3,200
Educational & Health Services	151,500	153,800	2,300		148,100	153,800	5,700
Leisure & Hospitality	105,900	104,300	(1,600)		98,400	104,300	5,900
Other Services	31,300	30,500	(800)		30,800	30,500	(300)
Government	234,500	240,900	6,400		238,000	240,900	2,900

Notes: Data not adjusted for seasonality. Data may not add due to rounding

Labor force data are revised month to month

November 17, 2017

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

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

Data Not Seasonally Adjusted

	Oct 16	Aug 17	Sep 17 Revised	Oct 17 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,073,500	1,082,800	1,088,200	1,083,600	-0.4%	0.9%
Civilian Employment	1,018,500	1,027,400	1,039,800	1,039,300	0.0%	2.0%
Civilian Unemployment	55,100	55,400	48,500	44,300	-8.7%	-19.6%
Civilian Unemployment Rate (CA Unemployment Rate)	5.1%	5.1%	4.5%	4.1%		
(U.S. Unemployment Rate)	4.7%	4.5%	4.1%	3.9%		
Total, All Industries (2)	966,000	979,600	979,500	986,500	0.7%	2.1%
Total Farm	9,200	10,300	9,600	9,200	-4.2%	0.0%
Total Nonfarm	956,800	969,300	969,900	977,300	0.8%	2.1%
Total Private	718,800	737,900	735,400	736,400	0.1%	2.4%
Goods Producing	91,400	92,700	91,500	91,800	0.3%	0.4%
Mining, Logging, and Construction	55,600	57,000	56,100	57,000	1.6%	2.5%
Mining and Logging	500	500	500	500	0.0%	0.0%
Construction	55,100	56,500	55,600	56,500	1.6%	2.5%
Construction of Buildings	11,300	11,000	10,900	10,900	0.0%	-3.5%
Specialty Trade Contractors	39,500	42,100	41,200	42,000	1.9%	6.3%
Building Foundation & Exterior Contractors	11,000	11,600	11,200	11,400	1.8%	3.6%
Building Equipment Contractors	16,600	17,500	16,900	17,200	1.8%	3.6%
Building Finishing Contractors	8,400	8,700	8,500	8,600	1.2%	2.4%
Manufacturing	35,800	35,700	35,400	34,800	-1.7%	-2.8%
Durable Goods	24,100	23,500	23,300	23,600	1.3%	-2.1%
Computer & Electronic Product Manufacturing	5,800	5,700	5,700	5,800	1.8%	0.0%
Nondurable Goods	11,700	12,200	12,100	11,200	-7.4%	-4.3%
Food Manufacturing	3,700	4,400	4,300	3,300	-23.3%	-10.8%
Service Providing	865,400	876,600	878,400	885,500	0.8%	2.3%
Private Service Providing	627,400	645,200	643,900	644,600	0.1%	2.7%
Trade, Transportation & Utilities	153,200	154,500	154,200	155,800	1.0%	1.7%
Wholesale Trade	25,800	25,900	25,600	25,800	0.8%	0.0%
Merchant Wholesalers, Durable Goods	13,900	14,100	13,800	13,900	0.7%	0.0%
Merchant Wholesalers, Nondurable Goods	9,300	9,400	9,400	9,400	0.0%	1.1%
Retail Trade	101,400	101,200	100,900	102,200	1.3%	0.8%
Motor Vehicle & Parts Dealer	14,400	14,500	14,500	14,500	0.0%	0.7%
Building Material & Garden Equipment Stores	8,200	8,300	8,300	8,300	0.0%	1.2%
Grocery Stores	19,300	19,200	19,200	19,200	0.0%	-0.5%
Health & Personal Care Stores	5,700	5,500	5,600	5,600	0.0%	-1.8%
Clothing & Clothing Accessories Stores	7,200	7,100	7,000	7,300	4.3%	1.4%
Sporting Goods, Hobby, Book & Music Stores	4,100	3,700	3,800	3,700	-2.6%	-9.8%
General Merchandise Stores	21,300	21,700	21,600	22,200	2.8%	4.2%
Transportation, Warehousing & Utilities	26,000	27,400	27,700	27,800	0.4%	6.9%
Information	13,600	13,300	13,100	13,100	0.0%	-3.7%
Publishing Industries (except Internet)	2,600	2,600	2,600	2,600	0.0%	0.0%
Telecommunications	5,300	5,000	5,000	5,000	0.0%	-5.7%
Financial Activities	53,000	54,100	54,000	53,600	-0.7%	1.1%
Finance & Insurance	38,300	39,200	39,100	38,800	-0.8%	1.3%
Credit Intermediation & Related Activities	11,900	11,800	11,700	11,700	0.0%	-1.7%
Depository Credit Intermediation	6,500	6,500	6,500	6,400	-1.5%	-1.5%
Nondepository Credit Intermediation	2,600	2,300	2,400	2,400	0.0%	-7.7%
Insurance Carriers & Related	21,900	22,500	22,700	22,400	-1.3%	2.3%
Real Estate & Rental & Leasing	14,700	14,900	14,900	14,800	-0.7%	0.7%
Real Estate	11,300	11,400	11,300	11,300	0.0%	0.0%
Professional & Business Services	130,300	133,500	133,900	133,500	-0.3%	2.5%
Professional, Scientific & Technical Services	55,300	56,400	56,600	57,300	1.2%	3.6%
Architectural, Engineering & Related Services	9,400	9,800	9,800	9,800	0.0%	4.3%
Management of Companies & Enterprises	10,600	10,800	10,900	11,000	0.9%	3.8%
Administrative & Support & Waste Services	64,400	66,300	66,400	65,200	-1.8%	1.2%
Administrative & Support Services	61,400	63,400	63,700	62,500	-1.9%	1.8%
Employment Services	24,800	24,600	25,000	24,900	-0.4%	0.4%

Data Not Seasonally Adjusted

	Oct 16	Aug 17	Sep 17 Revised	Oct 17 Prelim	Percent Change	
					Month	Year
Services to Buildings & Dwellings	12,700	13,200	13,100	13,100	0.0%	3.1%
Educational & Health Services	148,100	151,000	151,500	153,800	1.5%	3.8%
Education Services	11,700	10,400	11,000	11,600	5.5%	-0.9%
Health Care & Social Assistance	136,400	140,600	140,500	142,200	1.2%	4.3%
Ambulatory Health Care Services	48,900	50,400	50,100	50,900	1.6%	4.1%
Hospitals	23,600	24,000	24,100	24,200	0.4%	2.5%
Nursing & Residential Care Facilities	17,000	17,600	17,600	17,700	0.6%	4.1%
Leisure & Hospitality	98,400	107,100	105,900	104,300	-1.5%	6.0%
Arts, Entertainment & Recreation	14,800	16,300	16,000	15,600	-2.5%	5.4%
Accommodation & Food Services	83,600	90,800	89,900	88,700	-1.3%	6.1%
Accommodation	8,600	9,100	9,000	8,900	-1.1%	3.5%
Food Services & Drinking Places	75,000	81,700	80,900	79,800	-1.4%	6.4%
Restaurants	70,800	77,100	76,000	75,200	-1.1%	6.2%
Full-Service Restaurants	33,800	37,200	36,000	35,300	-1.9%	4.4%
Limited-Service Eating Places	37,000	39,900	40,000	39,900	-0.3%	7.8%
Other Services	30,800	31,700	31,300	30,500	-2.6%	-1.0%
Repair & Maintenance	9,300	9,600	9,600	9,500	-1.0%	2.2%
Government	238,000	231,400	234,500	240,900	2.7%	1.2%
Federal Government	14,400	14,200	14,300	14,500	1.4%	0.7%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	223,600	217,200	220,200	226,400	2.8%	1.3%
State Government	117,300	116,700	117,600	120,000	2.0%	2.3%
State Government Education	30,000	28,400	29,100	31,300	7.6%	4.3%
State Government Excluding Education	87,300	88,300	88,500	88,700	0.2%	1.6%
Local Government	106,300	100,500	102,600	106,400	3.7%	0.1%
Local Government Education	59,800	52,100	55,200	59,200	7.2%	-1.0%
Local Government Excluding Education	46,500	48,400	47,400	47,200	-0.4%	1.5%
County	19,000	19,200	19,200	19,300	0.5%	1.6%
City	10,300	10,900	10,300	10,300	0.0%	0.0%
Special Districts plus Indian Tribes	17,200	18,300	17,900	17,600	-1.7%	2.3%

Notes:

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

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

These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Cara Welch 916/865-2466 or Elizabeth Bosley 530/741-5191

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

#####

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

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Sacramento County	704,400	674,500	30,000	4.3%	1.000000	1.000000
Arden Arcade CDP	44,900	42,500	2,400	5.4%	0.063006	0.080844
Carmichael CDP	31,000	29,600	1,400	4.7%	0.043831	0.048219
Citrus Heights city	44,100	42,100	2,000	4.5%	0.062455	0.065958
Elk Grove CDP	81,100	78,400	2,600	3.3%	0.116285	0.088137
Fair Oaks CDP	16,000	15,300	600	4.0%	0.022709	0.021471
Florin CDP	21,000	19,700	1,300	6.2%	0.029260	0.043767
Folsom city	36,700	35,700	1,000	2.7%	0.052893	0.033520
Foothill Farms CDP	15,600	14,900	600	4.0%	0.022136	0.020965
Galt city	11,200	10,700	600	5.0%	0.015836	0.018845
Gold River CDP	3,700	3,600	100	2.1%	0.005387	0.002556
Isleton city	300	300	0	7.6%	0.000470	0.000856
La Riviera CDP	5,900	5,700	200	3.8%	0.008404	0.007373
North Highlands CDP	18,400	17,600	800	4.3%	0.026044	0.026548
Orangevale CDP	17,600	17,000	700	3.9%	0.025146	0.022991
Rancho Cordova City	34,300	32,700	1,600	4.7%	0.048496	0.054027
Rancho Murieta CDP	2,500	2,500	0	1.6%	0.003676	0.001354
Rio Linda CDP	6,400	6,200	200	3.6%	0.009202	0.007703
Rosemont CDP	12,000	11,400	600	4.8%	0.016916	0.019069
Sacramento city	232,700	222,200	10,500	4.5%	0.329487	0.349736
Vineyard CDP	12,900	12,500	400	3.1%	0.018487	0.013533
Walnut Grove CDP	600	500	100	16.0%	0.000729	0.003121
Wilton CDP	2,500	2,500	0	1.9%	0.003660	0.001578

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2011-2015 5-Year American Community Survey (ACS).

Notes:

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

Methodology:

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

Data Not Seasonally Adjusted

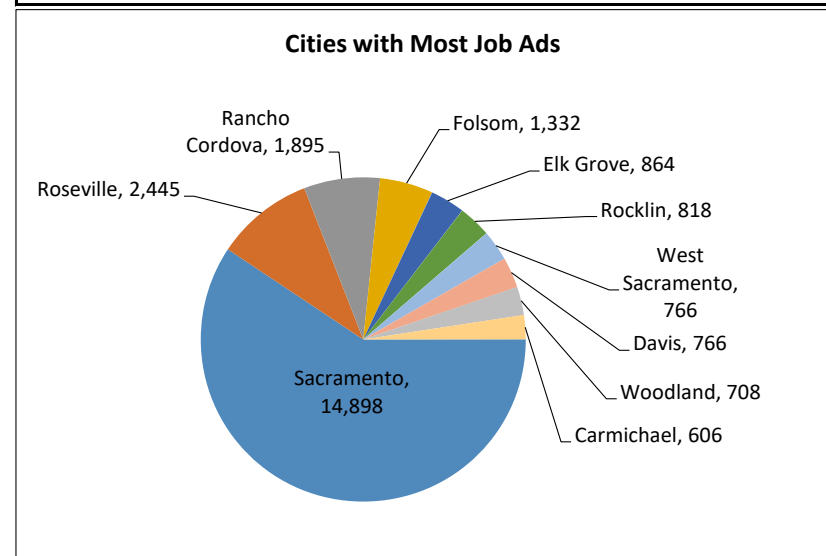
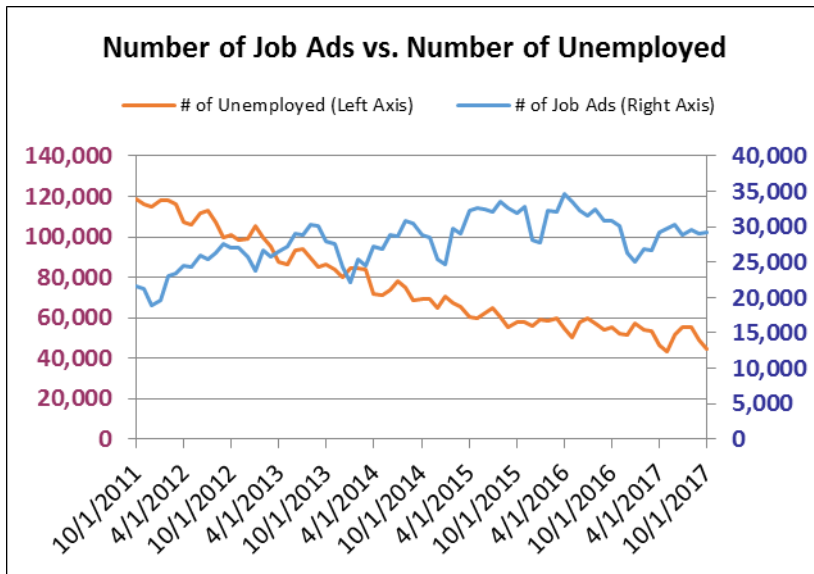
Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Unemp
------------------	--------------------	-------------------	----------------------------	--------------------------	--------------------------	--------------

were calculated from published census data.

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

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

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



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

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

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

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Placer County	182,000	175,600	6,400	3.5%	1.000000	1.000000
Auburn city	6,900	6,600	300	4.1%	0.037553	0.044146
Colfax city	1,100	1,000	100	6.7%	0.005785	0.011469
Dollar Point CDP	700	700	0	1.6%	0.004151	0.001897
Foresthill CDP	600	500	0	4.9%	0.002976	0.004268
Granite Bay CDP	10,600	10,200	400	3.7%	0.058186	0.062254
Kings Beach CDP	2,500	2,300	100	5.8%	0.013246	0.022219
Lincoln city	18,900	18,200	700	3.8%	0.103591	0.113720
Loomis town	3,100	3,100	100	2.4%	0.017445	0.011632
Meadow Vista CDP	1,500	1,500	0	1.4%	0.008640	0.003387
North Auburn CDP	5,900	5,700	200	3.2%	0.032365	0.029535
Rocklin city	31,000	29,900	1,100	3.5%	0.170181	0.172311
Roseville city	65,800	63,700	2,200	3.3%	0.362474	0.340944
Sunnyside Tahoe City CDP	900	800	0	4.5%	0.004631	0.006029
Tahoe Vista CDP	900	900	0	4.1%	0.005018	0.005894

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2011-2015 5-Year American Community Survey (ACS).

Notes:

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

Methodology:

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

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

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

Data Not Seasonally Adjusted

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

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

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

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Unemp
El Dorado County	90,500	87,100	3,400	3.8%	1.000000	1.000000
Cameron Park CDP	9,600	9,300	400	3.8%	0.106286	0.107910
Diamond Springs CDP	5,400	5,100	300	4.9%	0.059082	0.077780
El Dorado Hills CDP	21,300	20,700	600	2.8%	0.237734	0.173400
Georgetown CDP	900	800	0	5.2%	0.009501	0.013200
Placerville city	4,700	4,400	200	5.1%	0.051069	0.070634
Pollock Pines CDP	3,100	3,000	100	2.8%	0.034725	0.025790
Shingle Springs CDP	2,400	2,300	100	3.1%	0.026820	0.021660
South Lake Tahoe city	11,800	11,300	500	4.2%	0.129274	0.144026

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2011-2015 5-Year American Community Survey (ACS).

Notes:

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

Methodology:

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

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

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

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

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Yolo County	106,600	102,000	4,500	4.3%	1.000000	1.000000
Davis city	35,600	34,400	1,200	3.3%	0.337453	0.255159
Esparto CDP	1,600	1,600	100	4.4%	0.015258	0.015930
West Sacramento city	25,800	24,500	1,300	5.0%	0.240385	0.282433
Winters city	3,800	3,700	100	3.8%	0.036114	0.031940
Woodland city	29,800	28,500	1,400	4.5%	0.279191	0.297506

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2011-2015 5-Year American Community Survey (ACS).

Notes:

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

Methodology:

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

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

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

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

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,353,400	18,516,000	837,400	4.3%
ALAMEDA	8	846,600	818,000	28,600	3.4%
ALPINE	45	500	470	30	5.9%
AMADOR	25	14,980	14,330	650	4.4%
BUTTE	31	105,200	100,200	4,900	4.7%
CALAVERAS	19	21,310	20,420	890	4.2%
COLUSA	56	10,890	9,950	940	8.6%
CONTRA COSTA	10	562,200	542,500	19,800	3.5%
DEL NORTE	43	9,650	9,100	550	5.7%
EL DORADO	15	90,500	87,100	3,400	3.8%
FRESNO	55	444,600	410,100	34,500	7.8%
GLENN	41	13,450	12,720	740	5.5%
HUMBOLDT	12	63,260	61,000	2,270	3.6%
IMPERIAL	58	75,100	59,400	15,700	20.9%
INYO	17	8,960	8,620	350	3.9%
KERN	54	389,300	360,200	29,200	7.5%
KINGS	53	56,600	52,400	4,200	7.4%
LAKE	40	29,740	28,150	1,590	5.3%
LASSEN	21	11,360	10,880	480	4.3%
LOS ANGELES	25	5,164,000	4,939,000	225,000	4.4%
MADERA	50	61,700	57,700	4,100	6.6%
MARIN	2	144,000	140,300	3,700	2.6%
MARIPOSA	31	7,640	7,280	360	4.7%
MENDOCINO	17	40,200	38,620	1,570	3.9%
MERCED	52	115,900	107,600	8,300	7.2%
MODOC	44	3,450	3,250	200	5.8%
MONO	39	7,970	7,560	420	5.2%
MONTEREY	29	223,200	212,900	10,300	4.6%
NAPA	8	76,400	73,800	2,600	3.4%
NEVADA	13	48,330	46,530	1,800	3.7%
ORANGE	6	1,606,600	1,554,000	52,600	3.3%
PLACER	10	182,000	175,600	6,400	3.5%
PLUMAS	45	7,850	7,390	460	5.9%
RIVERSIDE	38	1,071,800	1,017,800	54,000	5.0%
SACRAMENTO	21	704,400	674,500	30,000	4.3%
SAN BENITO	35	29,700	28,300	1,400	4.8%
SAN BERNARDINO	27	953,200	910,100	43,100	4.5%
SAN DIEGO	13	1,582,100	1,523,200	58,900	3.7%
SAN FRANCISCO	3	568,500	553,200	15,300	2.7%
SAN JOAQUIN	47	320,100	300,200	19,900	6.2%
SAN LUIS OBISPO	5	140,800	136,200	4,600	3.2%
SAN MATEO	1	455,800	444,600	11,200	2.5%
SANTA BARBARA	15	219,700	211,300	8,300	3.8%
SANTA CLARA	4	1,036,800	1,005,900	30,900	3.0%
SANTA CRUZ	27	144,200	137,800	6,400	4.5%
SHASTA	37	77,000	73,200	3,800	4.9%
SIERRA	35	1,390	1,320	70	4.8%
SISKIYOU	42	18,270	17,240	1,030	5.6%
SOLANO	21	208,900	199,900	9,000	4.3%
SONOMA	6	262,600	254,000	8,600	3.3%
STANISLAUS	48	245,400	229,900	15,500	6.3%
SUTTER	50	45,000	42,000	3,000	6.6%
TEHAMA	31	26,710	25,450	1,260	4.7%
TRINITY	31	5,070	4,830	240	4.7%
TULARE	57	202,900	183,800	19,100	9.4%
TUOLUMNE	29	22,250	21,220	1,030	4.6%
VENTURA	19	432,500	414,200	18,200	4.2%
YOLO	21	106,600	102,000	4,500	4.3%
YUBA	48	28,400	26,600	1,800	6.3%

Notes

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

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

Area	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,353,400	18,516,000	837,400	4.3%
ANAHEIM-SANTA ANA-IRVINE MD (Orange Co.)	8	1,606,600	1,554,000	52,600	3.3%
BAKERSFIELD MSA (Kern Co.)	60	389,300	360,200	29,200	7.5%
CHICO MSA (Butte Co.)	35	105,200	100,200	4,900	4.7%
EL CENTRO MSA (Imperial Co.)	64	75,100	59,400	15,700	20.9%
FRESNO MSA (Fresno Co.)	61	444,600	410,100	34,500	7.8%
HANFORD CORCORAN MSA (Kings Co.)	59	56,600	52,400	4,200	7.4%
LOS ANGELES LONG BEACH GLENDALE MD (Los Angeles Co.)	29	5,164,000	4,939,000	225,000	4.4%
MADERA MSA (Madera Co.)	56	61,700	57,700	4,100	6.6%
MERCED MSA (Merced Co.)	58	115,900	107,600	8,300	7.2%
MODESTO MSA (Stanislaus Co.)	53	245,400	229,900	15,500	6.3%
NAPA MSA (Napa Co.)	10	76,400	73,800	2,600	3.4%
OAKLAND HAYWARD BERKELEY MD	10	1,408,800	1,360,500	48,400	3.4%
Alameda Co.	10	846,600	818,000	28,600	3.4%
Contra Costa Co.	13	562,200	542,500	19,800	3.5%
OXNARD THOUSAND OAKS VENTURA MSA (Ventura Co.)	23	432,500	414,200	18,200	4.2%
REDDING MSA (Shasta Co.)	42	77,000	73,200	3,800	4.9%
RIVERSIDE SAN BERNARDINO ONTARIO MSA	39	2,025,000	1,927,900	97,100	4.8%
Riverside Co.	43	1,071,800	1,017,800	54,000	5.0%
San Bernardino Co.	31	953,200	910,100	43,100	4.5%
SACRAMENTO--ROSEVILLE--ARDEN-ARCADE MSA	22	1,083,600	1,039,300	44,300	4.1%
El Dorado Co.	18	90,500	87,100	3,400	3.8%
Placer Co.	13	182,000	175,600	6,400	3.5%
Sacramento Co.	25	704,400	674,500	30,000	4.3%
Yolo Co.	25	106,600	102,000	4,500	4.3%
SALINAS MSA (Monterey Co.)	33	223,200	212,900	10,300	4.6%
SAN DIEGO CARLSBAD MSA (San Diego Co.)	16	1,582,100	1,523,200	58,900	3.7%
SAN FRANCISCO REDWOOD CITY SOUTH SAN FRANCISCO MD	2	1,024,300	997,800	26,500	2.6%
San Francisco Co.	4	568,500	553,200	15,300	2.7%
San Mateo Co.	1	455,800	444,600	11,200	2.5%
SAN JOSE SUNNYVALE SANTA CLARA MSA	5	1,066,500	1,034,200	32,300	3.0%
San Benito Co.	39	29,700	28,300	1,400	4.8%
Santa Clara Co.	5	1,036,800	1,005,900	30,900	3.0%
SAN LUIS OBISPO PASO ROBLES ARROYO GRANDE MSA (San Luis Obispo Co.)	7	140,800	136,200	4,600	3.2%
SAN RAFAEL MD (Marin Co.)	2	144,000	140,300	3,700	2.6%
SANTA CRUZ WATSONVILLE MSA (Santa Cruz Co.)	31	144,200	137,800	6,400	4.5%
SANTA MARIA SANTA BARBARA MSA (Santa Barbara Co.)	18	219,700	211,300	8,300	3.8%
SANTA ROSA MSA (Sonoma Co.)	8	262,600	254,000	8,600	3.3%
STOCKTON LODI MSA (San Joaquin Co.)	52	320,100	300,200	19,900	6.2%
VALLEJO FAIRFIELD MSA (Solano Co.)	25	208,900	199,900	9,000	4.3%
VISALIA PORTERVILLE MSA (Tulare Co.)	63	202,900	183,800	19,100	9.4%
YUBA CITY MSA	55	73,400	68,600	4,800	6.5%
Sutter Co.	56	45,000	42,000	3,000	6.6%
Yuba Co.	53	28,400	26,600	1,800	6.3%
Alpine Co.	50	500	470	30	5.9%
Amador Co.	29	14,980	14,330	650	4.4%
Calaveras Co.	23	21,310	20,420	890	4.2%
Colusa Co.	62	10,890	9,950	940	8.6%
Del Norte Co.	48	9,650	9,100	550	5.7%
Glenn Co.	46	13,450	12,720	740	5.5%
Humboldt Co.	15	63,260	61,000	2,270	3.6%
Inyo Co.	20	8,960	8,620	350	3.9%
Lake Co.	45	29,740	28,150	1,590	5.3%
Lassen Co.	25	11,360	10,880	480	4.3%
Mariposa Co.	35	7,640	7,280	360	4.7%
Mendocino Co.	20	40,200	38,620	1,570	3.9%
Modoc Co.	49	3,450	3,250	200	5.8%
Mono Co.	44	7,970	7,560	420	5.2%
Nevada Co.	16	48,330	46,530	1,800	3.7%
Plumas Co.	50	7,850	7,390	460	5.9%
Sierra Co.	39	1,390	1,320	70	4.8%
Siskiyou Co.	47	18,270	17,240	1,030	5.6%
Tehama Co.	35	26,710	25,450	1,260	4.7%
Trinity Co.	35	5,070	4,830	240	4.7%
Tuolumne Co.	33	22,250	21,220	1,030	4.6%

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

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

REGION	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,353,400	18,516,000	837,400	4.3%
COASTAL REGION	6	727,900	698,200	29,700	4.1%
MONTEREY	---	223,200	212,900	10,300	4.6%
SAN LUIS OBISPO	---	140,800	136,200	4,600	3.2%
SANTA BARBARA	---	219,700	211,300	8,300	3.8%
SANTA CRUZ	---	144,200	137,800	6,400	4.5%
MIDDLE SIERRA	10	66,200	63,300	2,900	4.4%
AMADOR	---	14,980	14,330	650	4.4%
CALAVERAS	---	21,310	20,420	890	4.2%
MARIPOSA	---	7,640	7,280	360	4.7%
TUOLUMNE	---	22,250	21,220	1,030	4.6%
HUMBOLDT	5	63,300	61,000	2,300	3.6%
HUMBOLDT	---	63,260	61,000	2,270	3.6%
NORTH STATE	12	314,200	299,400	14,800	4.7%
BUTTE	---	105,200	100,200	4,900	4.7%
DEL NORTE	---	9,650	9,100	550	5.7%
LASSEN	---	11,360	10,880	480	4.3%
MODOC	---	3,450	3,250	200	5.8%
NEVADA	---	48,330	46,530	1,800	3.7%
PLUMAS	---	7,850	7,390	460	5.9%
SHASTA	---	77,000	73,200	3,800	4.9%
SIERRA	---	1,390	1,320	70	4.8%
SISKIYOU	---	18,270	17,240	1,030	5.6%
TEHAMA	---	26,710	25,450	1,260	4.7%
TRINITY	---	5,070	4,830	240	4.7%
CAPITOL REGION	8	1,181,800	1,131,100	50,800	4.3%
ALPINE	---	500	470	30	5.9%
COLUSA	---	10,890	9,950	940	8.6%
EL DORADO	---	90,500	87,100	3,400	3.8%
GLENN	---	13,450	12,720	740	5.5%
PLACER	---	182,000	175,600	6,400	3.5%
SACRAMENTO	---	704,400	674,500	30,000	4.3%
SUTTER	---	45,000	42,000	3,000	6.6%
YOLO	---	106,600	102,000	4,500	4.3%
YUBA	---	28,400	26,600	1,800	6.3%
EAST BAY	3	1,408,800	1,360,500	48,400	3.4%
ALAMEDA	---	846,600	818,000	28,600	3.4%
CONTRA COSTA	---	562,200	542,500	19,800	3.5%
NORTH BAY	4	761,800	734,800	27,000	3.5%
LAKE	---	29,740	28,150	1,590	5.3%
MARIN	---	144,000	140,300	3,700	2.6%
MENDOCINO	---	40,200	38,620	1,570	3.9%
NAPA	---	76,400	73,800	2,600	3.4%
SOLANO	---	208,900	199,900	9,000	4.3%
SONOMA	---	262,600	254,000	8,600	3.3%
BAY-PENINSULA	1	2,090,800	2,032,000	58,700	2.8%
SAN BENITO	---	29,700	28,300	1,400	4.8%
SAN FRANCISCO	---	568,500	553,200	15,300	2.7%
SAN MATEO	---	455,800	444,600	11,200	2.5%
SANTA CLARA	---	1,036,800	1,005,900	30,900	3.0%
SAN JOAQUIN VALLEY AND ASSOCIATED COUNTIES	14	1,853,400	1,718,000	135,400	7.3%
FRESNO	---	444,600	410,100	34,500	7.8%
INYO	---	8,960	8,620	350	3.9%
KERN	---	389,300	360,200	29,200	7.5%
KINGS	---	56,600	52,400	4,200	7.4%
MADERA	---	61,700	57,700	4,100	6.6%
MERCED	---	115,900	107,600	8,300	7.2%
MONO	---	7,970	7,560	420	5.2%
SAN JOAQUIN	---	320,100	300,200	19,900	6.2%
STANISLAUS	---	245,400	229,900	15,500	6.3%
TULARE	---	202,900	183,800	19,100	9.4%
SOUTHERN BORDER	11	1,657,200	1,582,600	74,600	4.5%
IMPERIAL	---	75,100	59,400	15,700	20.9%
SAN DIEGO	---	1,582,100	1,523,200	58,900	3.7%
LOS ANGELES BASIN	9	5,164,000	4,939,000	225,000	4.4%
LOS ANGELES	---	5,164,000	4,939,000	225,000	4.4%
ORANGE	2	1,606,600	1,554,000	52,600	3.3%
ORANGE	---	1,606,600	1,554,000	52,600	3.3%
INLAND EMPIRE	13	2,025,000	1,927,900	97,100	4.8%
RIVERSIDE	---	1,071,800	1,017,800	54,000	5.0%
SAN BERNARDINO	---	953,200	910,100	43,100	4.5%
VENTURA	7	432,500	414,200	18,200	4.2%
VENTURA	---	432,500	414,200	18,200	4.2%

Notes

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

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

REGION	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,353,400	18,516,000	837,400	4.3%
ALAMEDA COUNTY Alameda County, except Oakland City	4	631,500	611,900	19,600	3.1%
OAKLAND CITY Oakland City	22	215,200	206,100	9,000	4.2%
CONTRA COSTA COUNTY Contra Costa County, except Richmond City	10	508,200	490,700	17,600	3.5%
RICHMOND CITY Richmond City	20	54,000	51,800	2,200	4.1%
LOS ANGELES COUNTY Los Angeles County, except Los Angeles City, Verdugo Consortium, Foothill Consortium, South Bay Consortium, Southeast Los Angeles County Consortium, and Pacific Gateway Workforce Investment Network	26	1,892,000	1,810,700	81,300	4.3%
LOS ANGELES CITY Los Angeles City	32	2,080,700	1,984,600	96,200	4.6%
VERDUGO CONSORTIUM Burbank, Glendale, and La Cañada Flintridge Cities	18	173,400	166,700	6,700	3.9%
FOOTHILL CONSORTIUM Arcadia, Duarte, Monrovia, Pasadena, Sierra Madre, and South Pasadena Cities	9	163,400	157,800	5,600	3.4%
SOUTH BAY CONSORTIUM Carson, El Segundo, Gardena, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Manhattan Beach, Redondo Beach, Lomita, and Torrance Cities	17	371,900	357,500	14,400	3.9%
SELACO (SOUTHEAST LOS ANGELES COUNTY CONSORTIUM) Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, and Norwalk Cities	16	231,700	222,900	8,800	3.8%
PACIFIC GATEWAY WORKFORCE INVESTMENT NETWORK Long Beach and Signal Hill Cities	34	250,900	238,900	12,000	4.8%
ORANGE COUNTY Orange County, except Anaheim and Santa Ana Cities	3	1,275,400	1,236,000	39,400	3.1%
ANAHEIM CITY Anaheim City	21	171,700	164,500	7,200	4.2%
SANTA ANA CITY Santa Ana City	14	159,500	153,500	6,000	3.8%
SAN JOSE - SILICON VALLEY Santa Clara County, except Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale Cities	6	708,600	685,900	22,700	3.2%
NOVA (NORTH VALLEY CONSORTIUM) Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale Cities; San Mateo County	1	784,000	764,700	19,400	2.5%
GOLDEN SIERRA CONSORTIUM Alpine, El Dorado, and Placer Counties	12	273,100	263,200	9,800	3.6%
KERN, INYO, MONO CONSORTIUM Kern, Inyo, and Mono Counties	43	406,300	376,300	29,900	7.4%
MOTHER LODE CONSORTIUM Amador, Calaveras, Mariposa, and Tuolumne Counties	28	66,200	63,300	2,900	4.4%
NORTEC (NORTHERN RURAL TRAINING AND EMPLOYMENT CONSORTIUM) Butte, Del Norte, Lassen, Nevada, Modoc, Plumas, Shasta, Sierra, Siskiyou, Tehama, and Trinity Counties	33	314,200	299,400	14,800	4.7%
NCCC (NORTH CENTRAL COUNTIES CONSORTIUM) Colusa, Glenn, Sutter, and Yuba Counties	40	97,800	91,300	6,500	6.6%
WORKFORCE ALLIANCE OF THE NORTH BAY (NORTH BAY CONSORTIUM) Napa, Lake, and Marin Counties	5	250,100	242,200	7,900	3.1%
FRESNO COUNTY Fresno County	44	444,600	410,100	34,500	7.8%
HUMBOLDT COUNTY Humboldt County	11	63,260	61,000	2,270	3.6%
IMPERIAL COUNTY Imperial County	46	75,100	59,400	15,700	20.9%
KINGS COUNTY Kings County	42	56,600	52,400	4,200	7.4%
MADERA COUNTY Madera County	39	61,700	57,700	4,100	6.6%
MENDOCINO COUNTY Mendocino County	19	40,200	38,620	1,570	3.9%
MERCED COUNTY Merced County	41	115,900	107,600	8,300	7.2%
MONTEREY COUNTY Monterey County	31	223,200	212,900	10,300	4.6%
RIVERSIDE COUNTY Riverside County	36	1,071,800	1,017,800	54,000	5.0%
SACRAMENTO CITY/COUNTY	24	704,400	674,500	30,000	4.3%

Sacramento County					
SAN BENITO COUNTY San Benito County	35	29,700	28,300	1,400	4.8%
SAN BERNARDINO COUNTY San Bernardino County	30	953,200	910,100	43,100	4.5%
SAN DIEGO CITY/COUNTY San Diego County	13	1,582,100	1,523,200	58,900	3.7%
SAN FRANCISCO CITY/COUNTY San Francisco County	2	568,500	553,200	15,300	2.7%
SAN JOAQUIN COUNTY San Joaquin County	37	320,100	300,200	19,900	6.2%
SAN LUIS OBISPO COUNTY San Luis Obispo County	7	140,800	136,200	4,600	3.2%
SANTA BARBARA COUNTY Santa Barbara County	15	219,700	211,300	8,300	3.8%
SANTA CRUZ COUNTY Santa Cruz County	29	144,200	137,800	6,400	4.5%
SOLANO COUNTY Solano County	27	208,900	199,900	9,000	4.3%
SONOMA COUNTY Sonoma County	8	262,600	254,000	8,600	3.3%
STANISLAUS COUNTY Stanislaus County	38	245,400	229,900	15,500	6.3%
TULARE COUNTY Tulare County	45	202,900	183,800	19,100	9.4%
VENTURA COUNTY Ventura County	23	432,500	414,200	18,200	4.2%
YOLO COUNTY Yolo County	25	106,600	102,000	4,500	4.3%

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

ITEM IV-G – INFORMATION

HEAD START REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: Denise Lee

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 10/31/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	439	99	87
Sacramento City USD***	1,139	1,098	96	86
SETA**	1,868	1,837	98	76
San Juan USD	668	681	102	81
Twin Rivers USD*	180	140	78	46
WCIC/Playmate	100	100	100	73
Total	4,395	4,295	98	

*2 duration classrooms not yet operating

**9 classrooms capped due to majority 3 year olds

***4 classrooms capped due to majority 3 year olds, other enrollment challenges

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 10/31/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD**	152	149	98	80
SETA*	431	422	98	80
San Juan USD	160	171	100	79
TRUSD	16	16	100	81
Total	759	758	99	

*2 conversion classrooms not yet operating

**1 conversion classroom not yet operating

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 10/31/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	36	100	71
Sacramento City USD	40	42	105	70
SETA/Job Corps.	4	4	100	TBD
Total	80	82	102	

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30 day allowable period.
- (b) If enrollment is less than 100%, agency includes corrective plan of action.
- (c) Average Daily Attendance for month, excluding Home Based



SETA Head Start

Food Service Operations Monthly Report

*October 2017

- October 4th** - North Avenue 1256A class closed due to short staffed and no available subs.
- October 6th** - Marina Vista EHS closed due to ceiling leak, SHRA made repairs.
Minimum Day Calendar D classes - Class Calendars A, B, C, E, closed.
- October 9th** - WCIC classes closed.
- October 9th & 10th** - Marina Vista Center closed for bathroom repairs.
- October 12th** - All EHS classes closed for training.
- October 17th** - Lori & Frank's - Home Base Pumpkin Farm Field Trip lunch & snack provided for 70 guests.
- October 18th** - Mindy's - Home Base Pumpkin Farm Field Trip lunch & snack provided for 40 guests.
- October 19th** - Kazoua's - Home Base Pumpkin Farm Field Trip lunch & snack provided for 90 guests.
Victoria's - Home Base Pumpkin Farm Field Trip lunch & snack provided for 40 guests
- October 18th** - City of Sacramento issued an Unsafe Water Alert affecting Norma Johnson and the North Avenue Centers, bottled water was supplied.
- October 20th** - Teaching Pyramid - Freedom A class and Walnut Grove W class closed.
- October 23rd** - North Avenue 1256A class capping at 10 children due to staff shortage and no available subs.
- October 24th** - Elkhorn is limiting classes 1255 A and C to 10 children each due to staffing issues.
- October 26th** - Refreshments provided for the Health Services Meeting at Del Paso - 30 guests.
- October 27th** - Teaching Pyramid closed classes - Freedom B, C, D; Hillsdale C, D; and Mather A, B, C, D.

Meetings & Trainings:

CPR Training attended by Head Cook Celia and Cook/Driver Shantell on October 6th.
Cook/Driver Lawrence's Retirement Lunch at Del Paso all Food Service Staff Attended October 13th.
Connie attended CACFP New Meal Pattern mandatory training on October 23rd.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
38,940	21,740	27,160	1180

Total Amount of Meals and Snacks Prepared 89,020

Purchases:

Food	\$86,886.70
Non - Food	\$16,445.28

Building Maintenance and Repair: \$610.90

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$2,852.54

Vehicle Maintenance and Repair : \$2,043.57

Vehicle Gas / Fuel:	\$1,510.33
Normal Delivery Days	22

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

October 2017

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

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

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	1988	188	9%	377	67	18%
Twin Rivers USD	233	19	8%	16	0	0%
Elk Grove USD	440	27	6%			
Sac City USD	1211	86	7%	144	20	14%
San Juan USD	668	76	11%	160	12	8%
WCIC	120	7	6%			
EHS CCP				80	5	6%
COUNTY TOTAL	4660	403	9%	761	104	13%

AFE: Annual Funded Enrollment

Monthly Program Report

NOVEMBER 2017

HEAD START / EARLY HEAD START

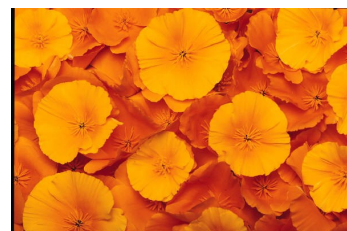
Twin Rivers Rocks Into The New School Year

Twin Rivers Unified School District starts the 2017-18 school year with many new offerings for Head Start/Early Head Start children and families, including:

- Two new inclusion classrooms offered in collaboration with the TRUSD Special Education Department
- Two new Early Head Start classrooms (with a new play yard) serving 16 children, ages 24-36 months, at Morey Avenue
- A new preschool classroom at Rio Linda Elementary School
- Longer service hours for preschool children

In addition to the newly added services, Twin Rivers USD celebrates:

- Full enrollment on the first day of school
- The launch of Ages and Stages 3 (ASQ3) and Ages and Stages/ Social Emotional (ASQ-SE) online assessments with continuation of DRDP Tech
- The completion of the ECE Strategic Plan 2017-2022
- Commencement of the new Village Elementary School modular building, which will serve Head Start children upon completion



Health and Safety Reviews 2017

During October and November, SETA, its delegate agencies and partners, have been under-going a thorough safe environments monitoring review. The reviewers are monitoring all 120 centers (indoors and outdoors) countywide using a detailed monitoring checklist to help assess program strengths, opportunities for improvement, and non-compliance issues. As part of the review process, a center specific

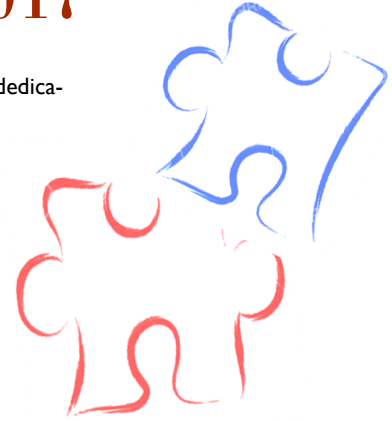
report are provided within 10 days of the review so that staff may address any concerns that arise immediately and not wait for the full monitoring process to be completed before feedback is given. A detailed summary report will be provided to the boards, along with a corrective plan of action, as needed.



Delegate Kick-off 2017

On October 12th, Head Start/ Early Head Start directors and content leaders came together for SETA's annual Delegate Kick-off meeting—*Essential Pieces—Stronger Together*. This all-day event hosted over 100 participants who heard from guest speakers from the Region IX Association, the Sacramento County Office of Education (SCOE) and the SETA Quality Assurance unit. The keynote address was masterfully presented by Ms. Senta Greene who shared powerful

words of inspiration, dedication and perseverance for the work Head Start staff do each and every day. It was a great day filled with state, regional and local updates, new learning opportunities, networking and fellowship.



“The five pillars of successful living and leading: INTEGRITY, HUMILITY, COURAGE, COMPASSION and DISCIPLINE”

Senta Greene (as quoted from Steven Covey)





WCIC Celebrates New Partners

WCIC/Playmate Head Start Program received 6 new children's books per child generously donated by local Author, Mrs. Marchus!!!

Additionally, staff members are working with Sacramento County Office of Education (SCOE) Mentor, Tracy Marrs and SCOE Manager, Ramee Serwanga on three 2017-18 Quality Improvement Goals:

- A) To enhance staff's understanding of how to interpret and share Ages and Stages Questionnaire (ASQ) information to strengthen family engagement;**
- B) To increase CLASS Language Modeling scores; and**
- C) To increase Environmental Rating Scale (ERS) subscales with overall scores of 5 or less.**



OFFICE OF HEAD START

An Office of the Administration for Children & Families

In October, the Office of Head Start released a federal register alert regarding the Head Start Child and Family Experiences Survey (FACES).

The Office of Planning, Research and Evaluation (OPRE), Administration for Children and Families (ACF), U.S. Department of Health and Human Services (HHS), is proposing to collect data for a new round of the Head Start Family and Child Experiences Survey (FACES). Featuring a "Modified Core Plus" Study design, FACES 2019 will provide data on a set of key indicators in Head Start Regions I-XI. While data collection for FACES 2019 will occur in Regions I-XI, there is a slightly different sample design and recruitment strategy for Regions I-X and Region XI (whose grants are awarded to tribal governments or consortiums of tribes).

ITEM V - REPORTS TO THE BOARD

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

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

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

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

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

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

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

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