



GOVERNING BOARD

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City of Sacramento

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Board of Supervisors
County of Sacramento

DON NOTTOLI

Board of Supervisors
County of Sacramento

SOPHIA SCHERMAN

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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, June 1, 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.

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DISTRIBUTION DATE: WEDNESDAY, MAY 24, 2017

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE APRIL 27, 2017 SPECIAL MEETING

BACKGROUND:

Attached are the minutes of the April 27, 2017 meeting for your review.

RECOMMENDATION:

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

PRESENTER: Kathy Kossick

**SPECIAL 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, April 27, 2017
10:30 a.m.

- I. Call to Order/Roll Call:** Mr. Schenirer called the meeting to order at 10:34 a.m. The roll was called. A quorum established at 10:35 a.m. with the arrival of Mr. Nottoli at 10:35 a.m.

Members Present:

Jay Schenirer, Chair, Governing Board; Councilmember, City of Sacramento
Sophia Scherman, Public Representative
Don Nottoli, Member, Board of Supervisors (arrived at 10:35 a.m.)
Patrick Kennedy, Vice Chair; Member, Board of Supervisors (arrived at 10:44 a.m.)

Member Absent:

Larry Carr, Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the April 6, 2017 Regular and April 10, 2017 Special Board Meetings
- B. Approval of Claims and Warrants
- C. Approval to Add Leaders Evolving, Inc. to SETA's Vendor Services (VS) List

The consent items were reviewed; no questions or comments.

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

- A. Approve the April 6 and April 10, 2017 minutes.
- B. Approve claims and warrants for the period 3/31/17 through 4/20/17.
- C. Approve the addition of Leaders Evolving, Inc. to SETA's VS List.

Roll call Vote:

Aye: 3 (Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr and Kennedy)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Selection of Janitorial Companies and Authorize the Executive Director to Negotiate with each Vendor and Execute each Agreement

Ms. Denise Lee reviewed this item and stated that eight proposals were received and reviewed by a committee. Ms. Lee stated that over the year it was found that the companies that provided the lower quotes were not able to provide the services. When looking at the janitorial services, the reviewers looked at minimum wage, which has changed twice over the last contract period, the cost of each item that is required cleaning, and possible profit for the company. Staff looked at the top three companies and negotiated costs for Agency needs. The review committee looked at the top companies and the realistic costs of providing services in that particular group. If the cost was realistic, the group reviewed labor costs and supply costs and wanted to make sure a company was chosen that can provide the services within the allocated budget.

Mr. Kennedy arrived at 10:44 a.m.

Moved/Nottoli, second/Scherman, to approve the selection of companies for each group for janitorial services for the SETA Head Start/Early Head Start centers and central kitchen, and authorize the Executive Director to negotiate and execute each agreement.

Roll call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

2. Ratification of Executive Director's Deviation From Insurance Requirements Concerning Notices Of Cancellation For Workers' Compensation Insurance In Recently Executed Contracts

There were no questions or comments on this item.

Moved/Scherman, second/Schenirer, to ratify the Executive Director's deviation from the Insurance Requirements with respect to the lack of a non-cancellation endorsement under Workers' Compensation policies for three contractors – Vavrinek, Trine, Day and Co.; The Hacker Lab; and the Sacramento Metropolitan Chamber of Commerce.

Roll call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Community Services Block Grant: None.

Refugee Services:

1. Approval of the 3-Year Plan for the Provision of Refugee Social Services (RSS), Targeted Assistance (TA), and RSS Set-Aside Funded Services to Refugees Program Years (PYs) 2017-2020

There were no questions or comments on this item.

Moved/Nottoli, second/Scherman, to approve the 3-year Draft Plan for the Provision of Refugee Social Services (RSS), Targeted Assistance (TA), and RSS Set-aside Funded Services to Refugees, Program Years 2017-2020.

Roll call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

2. Approval to Release a Request for Proposals (RFP) for the Refugee Social Services (RSS), Targeted Assistance (TA), and RSS Set-Aside Funded Programs, Program Year (PY) 2017-18

There were no questions or comments on this item.

Moved/Nottoli, second/Kennedy, to approve the release of the Request for Proposals (RFP) for the Refugee Social Services (RSS), Targeted Assistance (TA), and RSS Set-aside Funded Programs, Program Year 2017-2018.

Roll call Vote:

Roll call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

One Stop Services

3. Ratification of the Acceptance of Strong Workforce Program (SWP) Funding From the Los Rios Community College District to Provide Job Development Services, and the Execution of the Contract by the Executive Director

There were no questions on this item.

Moved/Nottoli, second/Kennedy, to ratify the acceptance of SWP funding in the amount of \$125,000 from the Los Rios Community College District to provide job development and follow-up services to graduating CTE students for the period of

April 1, 2017 through September 30, 2017, and the execution of the Contract with the Los Rios Community College District by SETA's Executive Director.

Roll call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

C. CHILDREN AND FAMILY SERVICES

Mr. Schenirer asked that the board consider and take action on the CFS items as a block.

1. Approval of Annual Self Assessment for 2016-2017 and Resulting Program Improvement Plan SETA-Operated Program

No questions or comments on this item.

2. Approval of Program Year 2017-2018 Head Start/Early Head Start Refunding Application

No questions or comments on this item.

3. Approval of Program Year 2017-2018 Head Start/Early Head Start Budget
No questions or comments on this item.

4. Approval of 2017-2018 Sacramento County Program Options/Grantee and Delegate Agencies

Mr. Nottoli asked if there were any anticipated site location changes. Ms. Lee replied there will be no changes to center locations however, there will be 265 Head Start slots that will be converting to 78 Early Head Start slots. The Early Head Start services will expand at Vineland, Laverene Stewart, Job Corps, Grizzly Hollow, American Legion, Home-based and for the first time with Twin Rivers USD at Morey Avenue Elementary. Ms. Lee will send Mr. Nottoli a complete list of slot changes and an Executive Summary of the grant application.

5. Approval of Program Year 2017-2018 Head Start/Early Head Start Training/Technical Assistance Grant Application to be in Alignment with Established Five-Year Goals

No questions or comments on this item.

6. Approval of Program Year 2017-2018 Early Head Start-Child Care Partnership and Expansion Refunding Application

No questions or comments on this item.

Moved/Kennedy, second/Scherman, to approve items 1-6 as follows:

1. Approve Program Year 2016-2017 Self-Assessment and resulting Program Improvement Plan for the Head Start/Early Head Start program and the EHS-Child Care Partnership/Expansion program.
2. Approve the Program Year 2017-2018 Head Start/Early Head Start Refunding Application.
3. Approve the Program Year 2017-2018 Head Start/Early Head Start Budget in the amount of \$53,613,447 for Basic and Training/Technical Assistance funds.
4. Approve the Head Start/Early Head Start countywide program options and center locations for the 2017-2018 program year.
5. Approve the Program Year 2017-2018 SETA Head Start/Early Head Start Training/Technical Plan as aligned with established five-year goals and objectives.
6. Approve the Program Year 2017-2018 Early Head Start-Child Care Partnership and Expansion refunding application in the amount of \$1,533,185 for Basic and Training/Technical Assistance.

Roll call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

IV. Information Items

- A. Report on American Express Corporate Account Rewards Points Program as of March 31, 2017: No questions.
- B. Fiscal Monitoring Reports: No questions.
- C. Employer Success Stories and Activity Report: No questions.
- D. Dislocated Worker Update: No questions.
- E. Head Start Reports: No questions.
- F. **Presentation:** Overview of the Community Services Block Grant Program

Ms. Julie Davis-Jaffe provided an overview of the Community Services Block Grant program. This program utilizes \$1.7 million to provide Safety-Net and Self-Sufficiency services. The board expressed the need for information on the amount of leveraged funds, as it would be helpful in articulating the effectiveness of the CSBG program. In addition, the board requested a report back on the amount of administrative funds utilized by the program. Mr. Nottoli would like to see some success stories where CSBG funds have actually helped customers.

Ms. Scherman left at 11:26 a.m.

V. Reports to the Board

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

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

ITEM II-B-CONSENT
APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 4/22/17 through 5/24/17, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 4/22/17 through 5/24/17.

PRESENTER: Kathy Kossick

ITEM II-C - CONSENT

APPROVAL OF REVISED ADMINISTRATIVE SERVICES AGREEMENT WITH THE INTERNATIONAL CITY MANAGEMENT CORPORATION (ICMA)

BACKGROUND

In November, 1992 the Governing Board approved the addition of the ICMA Retirement Corporation to be a deferred compensation provider for SETA. In December, 1992 the Board adopted the ICMA Deferred Compensation Plan and authorized the Governing Board Chairperson to sign the Administrative Services Agreement with ICMA.

In the last several months, staff have met with ICMA representatives to review the services provided and administrative fees under the current ICMA Administrative Agreement. ICMA is currently managing over \$15 million plan assets for SETA Plan Participants. Therefore, ICMA has proposed to lower the Plan administration fee of 0.9% per annum of the amount of Plan assets invested in the Trust to 0.29% per annum of the amount of Plan assets invested in Vantage Trust. The administration fees are deducted directly from the accounts of the participants.

RECOMMENDATION:

Authorize the Board Chairperson to sign the revised Administrative Services Agreement with ICMA reflecting the Plan Administration fee of 0.29% per annum of the amount of Plan assets invested in Vantage Trust.

PRESENTER: Kathy Kossick

ITEM III-A - 1 - ACTION

APPROVAL OF SACRAMENTO EMPLOYMENT AND TRAINING
AGENCY RECOMMENDED BUDGET FOR FISCAL YEAR 2017-2018

BACKGROUND:

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

As funding becomes more definite in several programs, the Final Budget presented at the August Governing Board meeting will reflect actual available funding. A public hearing on the Final Budget should commence on August 3, 2017 at 10:00 a.m. or as soon thereafter as is practicable in the Governing Board meeting room at 925 Del Paso Boulevard, Sacramento, California and staff should cause to be posted and published notice of that meeting. The final budget will be submitted to the County and City after SETA Governing Board approval.

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

RECOMMENDATION:

Approve the Recommended Budget and direct staff to print the Recommended Budget and make it available to the public. Schedule a Public Hearing on the Final Budget and direct staff to post and publish notice of that Public Hearing on the Final Budget to commence on August 3, 2017 at 10:00 a.m. or as soon thereafter as is practicable in the Governing Board meeting room at 925 Del Paso Boulevard, Sacramento, California.

PRESENTER: Loretta Su

Resolution No.: 17-01

BUDGET ADOPTION RESOLUTION
BEFORE THE GOVERNING BOARD OF

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

RESOLUTION ADOPTING RECOMMENDED BUDGET

WHEREAS, hearings have been terminated during which time all additions and deletions to the recommended budget for 2017-18 were made, and

THEREFORE, IT IS HEREBY RESOLVED in accordance with Chapter 1 of Division 3, Title 2 of the Government Code (Section 29000, et. seq.), the recommended budget for the Fiscal Year 2017-18 be and is hereby adopted in accordance with the followings:

(1) Salaries and employees benefits	\$ 36,488,985
(2) Services and Supplies	8,583,638
(3) Other charges	36,819,239
(4) Fixed Assets	
(A) Land	0
(B) Structures and improvements	0
(C) Equipment	817,000
(5) Expenditure transfers	0
(6) Contingencies	0
(7) Provision for reserve increases	0
TOTAL BUDGET REQUIREMENTS	<u>\$82,708,862</u>

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

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

On a motion by _____, seconded by _____,
the foregoing resolution is passed and adopted by the Sacramento Employment and
Training Agency Governing Board of the County of Sacramento, State of California, this
first day of June, 2017, by the following vote, to wit:

Ayes:

Noes:

Absent:

Abstain:

Jay Schenirer, Chair
SETA Governing Board
Sacramento County, California

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

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

ITEM III –A – 2 – ACTION

TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF NEW DISPATCH CLERK CLASSIFICATION, RELATED SALARY SCHEDULE, AND RECLASSIFY EMPLOYEE INTO CLASSIFICATION

BACKGROUND:

Currently a Typist Clerk III job classification is handling the daily duties of the substitute call-in line and filling short-term vacancies with substitute teachers. The duties regarding the substitute teacher dispatch line have become more specific and critical for the successful operation of the Head Start program. The Head Start Typist Clerk III Job Specification no longer accurately reflects the duties assigned. As a result, the Dispatch Clerk Job Specification was created. The Agency developed the job specification with input and approval from the affected employee, management, and the union.

Ms. Consuelo Lopez has been handling the Dispatch Line duties for the last four (4) years. It follows that Ms. Lopez should be reclassified from Head Start Typist Clerk III to Dispatch Clerk.

Aligned with the current Typist Clerk III salary schedule, the recommended salary schedule for the Dispatch Clerk is as follows:

Title	Step A	Step B	Step C	Step D	Step E
HEAD START TYPIST CLERK III	15.82	16.61	17.43	18.32	19.22
DISPATCH CLERK	15.82	16.61	17.43	18.32	19.22

RECOMMENDATION:

Open a public hearing, receive input, close the public hearing, and approve the creation of the Dispatch Clerk Job classification, the related salary schedule, and the reclassification of Ms. Consuelo Lopez to Dispatch Clerk.

DISPATCH CLERK

ORGANIZATIONAL RESPONSIBILITY

A Dispatch Clerk is responsible to the Deputy Director of SETA's Children and Family Services Department or designee.

DEFINITION

The Dispatch Clerk dispatches substitute teachers and on-call staff for the Head Start/Early Head Start program and performs a variety of related clerical duties using computerized and manual systems. The Dispatch Clerk works as a member of a team to ensure the timely resolution of general department requirements in accordance with applicable acts, regulations, policies, procedures and collective agreements.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for a fast-paced, highly interactive lead position which performs duties of fulfilling the long term and short term teaching assignments.

INTERPERSONAL SKILLS EXPECTATIONS

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

- Must be able to establish and maintain cooperative working relationships with the majority of the staff.
- Must be open and able to share, discuss, and work through ideas with others in order to arrive at solutions, conclusions, and/or agreements.
- Must be able to interact positively and professionally with the public, staff, children, and vendors.
- Must be able to listen, interact and get along with persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be ready and willing to work on daily assignments and special projects with quick turnaround and a can-do attitude.
- Must be self-directed and able to work collaboratively as a team to get larger department work completed.

ESSENTIAL DUTIES

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

1. Receives replacement requests / absence information including approved leaves; prioritizes requests; matches vacancy requirements to approved lists and assigns/dispatches

appropriate substitutes. Utilizing tracking software, records and maintains placement lists and assignments of long and short term substitutes.

2. Advises appropriate supervisors and managers of absences and substitutes assigned on a daily basis.
3. Inputs data to substitute tracking system; adjusts, adds or deletes substitutes as required; retrieves, compiles and/or prepares various reports and/or other operational information (e.g. daily substitute lists; weekly spreadsheet reports; monthly summaries by center, numbers, regions; annual totals per substitute; leave of absence information); prints and distributes reports, and cross references assignments with timesheets.
4. Establishes and maintains current master files for approved substitute teachers (including addresses, telephone numbers, qualifications/applicable documentation, availability schedules, regional (hub) assignments, licensing or permit status, etc.).
5. Types letters, documents, reports, and a variety other materials;
6. Originates and maintains a variety of files and records;
7. Receives and processes forms and reports;
8. Operates standard office equipment such as word processing, spreadsheets, computerized substitute callout system, telephone messaging system, printers, etc.
9. Performs other comparable duties as assigned which as within the area of knowledge and skills.
10. May be assigned to act as a receptionist, receiving visitors, phone calls and mail, providing a variety of information about SETA programs and events;

MINIMUM QUALIFICATIONS

Knowledge of:

- Ability to obtain a functional knowledge of Head Start and SETA programs and functions;
- Laws and regulations affecting the administration of Head Start programs;
- Filing and recordkeeping procedures;
- Letter and report writing;
- Telephone techniques;
- Office practices, methods, procedures, and equipment;
- Proper English usage, spelling, grammar, and punctuation;
- Word processing and spreadsheet software.

AND

Ability to:

- Perform a variety of the more difficult office functions in support of the Head Start program;

- Interpret and apply rules, policies and regulations with good judgment in a variety of situations;
- Maintain a variety of administrative files and records;
- Work with minimum supervision;
- Compile information and prepare accurate reports;
- Type at a speed of 45 words per minute from clear, legible copy;
- Deal tactfully and courteously with persons seeking information and expressing concerns about policies and functions;
- Establish and maintain cooperative working relationships;
- To competently use word processing and spreadsheet software.

AND

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

I. Completion of grade 12 or equivalent, including courses in software and personal computers

OR

II. Completion of some post-secondary education, preferably an Office Assistant Certificate or Equivalent

OR

III. Minimum of 6 months on the job experience in customer services related fields

PHYSICAL DEMANDS/QUALIFICATIONS

<i>Required Activity</i>	<i>Description</i>
<i>Dexterity</i>	<i>Constantly picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in typing.</i>
<i>Talking</i>	<i>Frequently expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</i>
<i>Hearing</i>	<i>Often perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</i>
<i>Repetitive Motion</i>	<i>Constant substantial movements (motions) of the wrists, hands, and/or fingers.</i>
<i>Sedentary Work</i>	<i>Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only</i>

	<i>occasionally and all other sedentary criteria are met.</i>
Visual Acuity	<i>The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.</i>
Environment	<i>The worker is not substantially exposed to adverse environmental conditions.</i>
Relational	<i>The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.</i>
Attendance	<i>The work assigned is time period sensitive and flexibility in scheduling is not optional. Good attendance is required.</i>

DRAFT

ITEM III-A - 3 - ACTION

**TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF
REVISION TO THE JOB SPECIFICATION AND SALARY SCHEDULE
FOR FAMILY SERVICES WORKER (I, II, III)**

BACKGROUND:

The Family Services Worker classification has been modified to include additional classroom and support activities and it is proposed that the salary be increased by five percent (5%) effective July 17, 2017.

These pay increases were already included in the Head Start Grant Application that the Board approved on April 27, 2017.

Current Wage Scales	Step A	Step B	Step C	Step D	Step E	
Family Services Worker I	14.36	15.09	15.83	16.62	17.44	Current
	15.08	15.82	16.62	17.45	18.33	Proposed
Family Services Worker II	15.08	15.82	16.62	17.45	18.33	Current
	15.82	16.62	17.45	18.33	19.24	Proposed
Family Services Worker III	15.82	16.62	17.45	18.33	19.24	Current
	16.62	17.45	18.33	19.24	20.20	Proposed

The Head Start Policy Council reviewed and approved this item at their May 23 meeting. Staff will be available to answer questions.

RECOMMENDATION:

Open a Public Hearing, receive input, close the public hearing and approve the revised job specification and pay ranges for Family Services Worker (I, II, III).

PRESENTER: Allison Noren

FAMILY SERVICES WORKER

ORGANIZATIONAL RESPONSIBILITY

A Family Services Worker (FSW) is responsible to a Head Start Manager or designee.

DEFINITION

Under general supervision, the FSW class is responsible to maintain full enrollment at the site level and to ensure enrollments follow applicable selection criteria and enrollment procedures put in place by the Head Start and State funded programs operated by the Sacramento Employment and Training Agency. In addition, the FSW class is responsible to provide services to families.

DISTINGUISHING CHARACTERISTICS

This is a deep class with three ranges. Professional development factors required for FSW incumbents in each of the three ranges is assessed to determine readiness for advancement in rank. Actual range advancement is dependent upon:

1. Documentation of the required level of competence as determined in accordance with the Family Services Worker (FSW) Alternative Range Criteria, which is attached to and made part of this specification, and
2. The availability of an assignment with a predetermined degree of complexity (see Alternative Range Criteria) based upon such factors as:
 - Size of caseload;
 - Knowledge of state preschool funding terms and conditions;
 - Volume and variety of data entry;
 - Complexity of special projects;
 - Act as a mentor when assigned.

INTERPERSONAL SKILLS EXPECTATIONS

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

- Must be able to establish and maintain cooperative working relationships with the majority of the staff.
- Must be open and able to share, discuss, and work through ideas with others in order to arrive at solutions, conclusions, and/or agreements.
- Must be able to interact positively and professionally with the public, staff, children, and vendors.
- Must be able to listen, interact and get along with persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.

- Must be ready and willing to work on daily assignments and special projects with quick turnaround and a can-do attitude.
- Must be self-directed and able to work collaboratively as a team to get larger department work completed.

ALL LEVELS:

EXAMPLES OF DUTIES:

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

1. Completes all Head Start [and Early Head Start](#) enrollment documentation for each child and when necessary, all State required paperwork;
2. Effectively uses computer software, general applications and software specifically to perform work;
3. Plans and implements parent involvement activities; and facilitates monthly parent meetings;
4. Conducts all health screenings and follow-up procedures required by [f](#)Federal Performance Standards, and maintains health records;
5. Tracks health requirements utilizing electronic tracking systems and software;
6. Develops Family Partnership Agreements with each family and conducts follow up; [and documents in the child's file.](#)
7. Assists with presenting health information to students and parents;
8. Coordinates work assignments with other Head Start staff;
9. Works with parent advisory groups and organizations;
10. Assists families in locating and using community resources;
11. Contacts families and provides information on Head Start and State funded;
12. Attends home visits and discusses programs and family issues with parents and families;
13. Attends meetings concerned with Head Start [and Early Head Start](#) operations and any other mandatory meetings;
14. Submits time sensitive reports;
15. Monitors work to ensure full compliance of Performance Standards;
16. Manages caseload and family needs [and documents in the child's file](#);
17. Recruits and maintains a Parent Advisory Committee (PAC) representative.
18. [Responsible for attendance follow-up according to Policies and Procedures](#)
19. [Works with teachers to schedule Home Visits during home Visit week.](#)
20. [Works with the site supervisor to conduct the safety checklist, as needed.](#)
21. [When there is not a Parent Aide, responsible for ensuring Parent Aide duties are covered.](#)
22. [Recruits and trains new Parent Aides and helps complete paperwork.](#)

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic knowledge of Head Start/[EHS](#) programs, functions and procedures;

- Effective case management principles;
- Goal setting and follow up strategies;
- Effective interviewing techniques;
- Local community, social, employment and educational resources;
- Basic computer skills and business machinery, including word processing, fax use and use of scanners;
- Basic customer service skills;
- Personal time management including appropriate attendance patterns.

ABILITIES

Ability to:

- Work collaboratively with staff, customers, community agencies and the general public;
- Fill out all paperwork accurately and within timelines determined by either federal Performance Standards or the Agency;
- Document all Family Contacts and update Family Partnership Agreements (FPAs) within required timelines;
- Speak and write effectively by accurately completing reports, petty cash requests, ~~parent activity forms~~ and other reports or forms; keeping comprehensive case notes, ability to use basic grammar and sentence structure, ~~speak clearly~~;
- Provide customer service and maintain professional working relationships by meeting and greeting families, staff and the community in a professional manner in person and on the phone, promptly responding to family needs and requests for services;
- Exhibit personal time management by arriving to work on time ready to work, follow outlined call-in procedures when absent, maintaining reasonably predictable attendance;
- Make appropriate referrals when requested or determined necessary, and utilize agencies for parent meetings, and recruitment opportunities;
- Operate audiovisual, computer, and other appropriate electronic equipment and access the Internet; create flyers, agendas, meeting minutes; send and receive email with attachments; scan documents and send and receive faxes;
- Plan, organize and facilitate parent meetings ~~and parent activities~~ by filling out appropriate paperwork and submitting in a timely manner, prepare flyers, advertise, create agendas, type minutes and keep an up to date parent meeting binder.

Training and Experience:

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

Previous experience in working with ~~pre-school children and~~ community groups on a paid or volunteer basis is highly desirable. Some selection preference may be given to current

or past Head Start parents, and the ability to earn a Family Development or an A.A Degree in social work, human services, counseling, or related field within eighteen months of hire.

AND

~~2. Have within eighteen months of hire, at a minimum, an credential or AA degree certification in social work, human services, family services, counseling or a related field.~~

RANGE – 2 – IN ADDITION TO THE ABOVE EXAMPLES OF DUTIES

~~17-23.~~ Responsible for data entering all fields for Health events in child tracking/reporting system;

~~18-24.~~ Responsible for carrying a caseload of ~~40-60~~ Head Start/EHS families, only or at least 20 Full Day State Preschool families to total between 41-60 total enrollments;

Responsible for maintaining state ~~preschool~~ required documentation, including enrollment applications, work/school verification, and completing and updating Notices of Action (NOA's) on a routine basis;

~~19-25.~~ Serves as an Agency representative for Recruitment Fairs and recruitment events that take place within the community.

MINIMUM QUALIFICATIONS

Knowledge of:

- Funding Terms and Conditions for State funded programs including eligibility, and all other paperwork including work/school verification, and updated NOA's;
- Health tracking software (i.e., Child Plus; EZ-ID or other related data tracking system);
- Workshop facilitation;
- Recruitment and community outreach.

ABILITIES

Ability to:

- Data enter all health data with required information, using accurate codes and events, treatment tracking, complete reports accurately and timely and submit to appropriate designee;
- Plan, prepare and organize workshops by reserving space, preparing handouts, invitations or flyers; advertise; create agendas; schedule guest speakers, type minutes and gather evaluations;
- Gather and analyze a variety of data and information;
- Assist in the development and preparation of a variety of reports;
- Enroll families into ~~Full Day~~ California State Preschool and CCTR Program (~~Full Day GSPP~~); and maintain NOA's and contract hours;
- Competently use program specific databases and software;
- Conduct file review, indicating areas of non-compliance and prepare plans of

correction.

Training and Experience:

A typical way of obtaining the required training and experience would include:

1. at least ~~one (1)two (2)~~ years in the work described above.

AND/OR

2. An ~~alternative path would be educational achievement~~ A.A Degree in social work, human services, counselling, or a related field. a Social Services discipline or psychology with an emphasis in family dynamics or a related field and at least two (2) years' experience in community social services.

OR

3. A Family Development Credential

OR

4. The ability to earn one of the above with in eighteen months of being hired.

**RANGE – 3 – IN ADDITION TO THE ABOVE
EXAMPLES OF DUTIES**

~~20-26.~~ ___ Responsible for accurately data entering all fields for enrollment applications in child tracking/reporting system;

~~21-27.~~ ___ Responsible for a caseload of up to 860 Head Start/EHS families ~~or 40 or more full day State preschool families;~~

~~22-28.~~ ___ Other special projects as assigned, including Self-Assessment, mentor FSW's, and file review.

MINIMUM QUALIFICATIONS

Knowledge of:

- Application data entry into child tracking software systems;
- File Review Procedures utilizing developed tool;
- Mentoring relationships.

ABILITIES

Ability to:

- Coordinate projects, services and activities and follow them through to conclusion;
- Data enter enrollment applications into child tracking software databases accurately and within timelines dictated by the manager or the designee;
- Represent Head Start in the coordination of services with a variety of community partners;
- Provide training and technical assistance to staff including developing mentor relationships, training plans with staff and developing follow up plans and a way to monitor those plans;
- Monitor files using a predetermined tool, indicate areas of noncompliance, develop plans of correction, and complete with accuracy, plans of correction.

Training and Experience:

A typical way of obtaining the required training and experience would include:

1. at least ~~two (2) three (3) years~~ in the work described above.
AND/OR
2. An AA degree in social work, human services, family services, counseling or a related field.
OR
3. A Family Development Credential
OR
4. The Ability to earn one of the above within 18 months of hire.

~~An alternative path would be educational achievement in a Social Services discipline or psychology with an emphasis in family dynamics or a related field and at least three (3) years' experience in community social services.~~

PHYSICAL DEMANDS/QUALIFICATIONS

Required Activity	Description
Dexterity	Frequently picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in handling
Talking	Regularly expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
Hearing	Regularly perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
Repetitive Motion	Frequently making substantial movements (motions) of the wrists, hands, and/or fingers.
Sedentary Work	Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
Visual Acuity	The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.

<i>Environment</i>	The worker is not substantially exposed to adverse environmental conditions.
<i>Relational</i>	The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.

ALTERNATE RANGE CRITERIA

Readiness to move from ranges will be assessed by the supervisor and approved by management. Range advancement requires assessment through an on-line CSUS Career Skills Assessment, demonstration of competency in the Performance Measures, and the availability of an assignment in the higher range.

READINESS FACTORS:

PERFORMANCE MEASURES:

ALL LEVELS

- Completes enrollment paperwork accurately and submits timely to Placement Unit, including routings;
- Checks email daily and several times throughout the day and uses the agency electronic email system to correspond appropriately with supervisors and staff;
- Demonstrates computer knowledge by using word processing software to create flyers, agendas, minutes and correspondence for the center and open and create attachments for email;
- Utilizes Child Plus to enter Program Information Report data (PIR);
- Submits requests for petty cash and parent activities timely and demonstrates recordkeeping organizational skill by returning receipts, minutes, and handouts given within time frames;
- Makes room reservations when necessary and contacts community resource presenters to speak at parent meetings;
- Prepares for meetings by advertising, shopping for refreshments and securing babysitters;
- Maintains center parent meeting binder;
- Completes all screenings within initial 45-day timeframe and follow-up screenings as required. Makes referrals as necessary for results needing follow-up and completes paperwork accurately. Maintains all health records including physicals, dentals, lead results, and 2nd year signatures;
- Enters EZ-ID information accurately and timely, and includes copy in file;
- Reviews Family Partnership Agreement (FPA) form with each family and provides info on requested areas of interest; develops at least one goal with each family and follows-up in a timely manner;
- Interprets and explains screening results to parents and provides them with documentation; also provides documentation on information noted or requested on health or nutrition history;

- Works cooperatively with other center staff, or staff at other centers or main office;
- Actively recruits and educates Parent Advisory Committee (PAC) center member and assists with transition to PAC participation;
- Knowledge of community resources (including career centers) and provides information to parents as requested or needed and follows-up on referrals;
- Knowledge of Head Start program including eligibility requirements and contacts families on waiting list for potential enrollment;
- Works cooperatively with education staff to coordinate home visit participation; to gather FPA, health and nutrition information and document outcomes;
- Consistently attends all required monthly and mandatory meetings, arriving on time;
- Consistently meets deadlines and submits reports to appropriate units timely;
- Maintains files regularly to ensure family contact notes are updated and all required documentation is on file, to ensure family needs are met as well as time sensitive information;
- Arrive at work on time, ready to work, maintains attendance, and follows call-in procedures when calling in for absences.

RANGE – 2 – IN ADDITION TO THE ABOVE

- Enters all information accurately and timely as it relates to all health screenings and events, prints out a copy and submits it to the health/nutrition unit, keeps a copy for the records;
- Maintains: a caseload of between ~~40~~4 and 60 Head Start/EHS families ~~or at least 20 full-day preschool families~~;
- Knowledge of State preschool and CCTR requirements including Notice of Action (NOA's), employment/training verification, declarations of family size, income, employment status or self-employment, seeking work, semester grades, and statements of parent incapacity;
- Attends recruitment fairs and recruits potential children for enrollment, actively follows up on waiting lists with appropriate centers.

RANGE – 3 – IN ADDITION TO THE ABOVE

- Enters all fields of the application in ChildPlus accurately, and submits completed information to the Placement Unit timely;
- Maintains: a caseload of ~~up to 8~~60 Head Start/Early Head Start families; ~~or 40—60 full day State preschool families~~;
- Completes other special assignments timely and accurately, including but not limited to mentoring, file review, self-assessment, recording contact hours, etc.

ASSIGNMENT STANDARDS:

CFS, FSW (*Range 1*)

- Caseload of 40 Head Start families.

CFS, FSW (*Range 2*)

- Caseload of ~~40~~4-60 Head Start families; ~~or~~
- ~~Full Day California State Preschool Program (FD-CSPP) for a total caseload of 40-60);~~
- Child Plus Health data entry;
- Serves as a facilitator for Recruitment Fairs and recruitment events that happen in the community.

CFS, FSW (*Range 3*)

- Caseload of up to 680 Head Start/Early Head Start families ~~or at least 40 FD CSPP;~~
- Child Plus Health-responsible for data entering all health events and screenings;
- Child Plus Applications -- responsible for data entering all fields for enrollment applications in Child Plus.

Other projects that may be assigned at Range 3:

- NOA's/ Contract Hours-go to all FD-CSPP/CCTR sites and fill out tracking sheet to ensure NOA's match contract hours;
- Coordinate file review;
- Coordinate Drop File Week;
- Be a trainer for new FSW's (job shadowing);
- Work on Annual Self-Assessment.

ITEM III-B - 1- ACTION

APPROVAL TO DEOBLIGATE AND REOBLIGATE CALWORKS ASSEMBLY
BILL 74 (AB74) FUNDS FOR EXPANDED SUBSIDIZED
EMPLOYMENT (ESE) PROVIDERS, PROGRAM YEAR 2016-17

BACKGROUND:

In June, 2016, the SETA Governing Board approved the funding of On-the-Job Training/Subsidized Employment (OJT/SE) for Program Year (PY) 2016-17, which included \$1,140,567 in CalWORKs Expanded Subsidized Employment (ESE) funds under Assembly Bill 74 (AB74). Funds were awarded to six providers to serve a total 140 CalWORKs eligible customers. The six providers, the numbers of slots funded, and amount of CalWORKs AB74 funds currently allocated are as follows:

ESE Providers	ESE Slots	CalWORKs AB74 Allocations
Asian Resources, Inc.	28	\$231,638
Bach Viet Association, Inc.	28	212,000
Folsom Cordova Community Partnership	28	250,063
La Familia Counseling Center, Inc.	28	254,496
North State Building Industry Foundation	28	192,370
TOTALS	140	\$1,140,567

In May, 2017, Bach Viet Association, Inc. submitted a request to SETA for additional CalWORKs AB74 funds in the amount of \$110,000 to cover employer wage reimbursements of ESE contracts entered into through June 30, 2017. The request was made due to full expenditure of Bach Viet's wage reimbursement allocation by March 31, 2017, as well as the execution an additional 35 ESE contracts developed by Bach Viet above those allocated.

As a result of the request, and through staff surveys of CalWORKs AB74 ESE providers, staff was able to identify \$110,000 in funds that providers were willing to return to SETA for reallocation to Bach Viet. Reallocation of these funds will enable Bach Viet to cover projected wage reimbursement expenditures through June 30, 2017 for the additional ESE contracts. The recommended, deobligations and reobligation of CalWORKs AB74 funds are as follows:

ITEM III-B – 1 – ACTION (continued)
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ESE Providers	ESE Slots	CalWORKs AB74 Allocations
Asian Resources, Inc.	(6)	(\$48,000)
Folsom Cordova Community Partnership	(6)	(55,000)
La Familia Counseling Center, Inc.	(1)	(7,000)
Bach Viet Association, Inc.	35	110,000
TOTALS	22	\$0

RECOMMENDATION

Approve the deobligation and reobligation of CalWORKs AB74 for ESE providers as indicated in the chart above.

PRESENTER: Michelle O’Camb

ITEM III-B - 2 – ACTION

APPROVAL OF THE 2018-2019 COMMUNITY SERVICES BLOCK GRANT COMMUNITY ACTION PLAN

BACKGROUND:

Enclosed (under separate cover) for approval is the draft 2018-2019 Community Services Block Grant (CSBG) Community Action Plan. A locally determined plan for the use of CSBG funding is required by the State Department of Community Services and Development (CSD) prior to the release of funds. This two-year draft Community Action Plan presents the Community Services Block Grant service priorities for the period of January 1, 2018 through December 31, 2019; however, SETA's contract with CSD is executed on an annual basis. The current annual funding level is \$1,758,773 for calendar year 2017, but the funding level for 2018 is unknown at this time. The draft Community Action Plan has been made available for public comment on the SETA website at www.seta.net.

The draft Community Action Plan was developed through an extensive needs assessment process utilizing multiple information and data sources including public testimony, a community-wide survey on needs from current and past clients, an analysis of the latest available demographic Census data and studies, a review of publications on trends and issues in Sacramento County, interviews with homeless adults and youth in homeless encampments, and other sources of information depicting the most recent conditions affecting low-income households in Sacramento County.

Based on key findings emerging during the development of the 2018-2019 Community Action Plan, SETA recommends a continued or expanded effort to stabilize in-crisis, vulnerable and homeless families for employment services they may not have been able to access on their own, to continue support services that keep homebound and disabled seniors in their housing-of-choice, to continue support for emancipating foster youth and youth services that modify gang/pre-gang and risky/unlawful behaviors, with an emphasis on mitigating African-American juvenile arrest rates, and maintenance of a safety-net program providing vital household and family resources for working poor households facing immediate economic shortfalls and households unable to benefit from family self-sufficiency services.

A summary of the Community Information Profile is attached.

The CAB will meet on May 31, 2017 to take action on the Plan.

RECOMMENDATION:

Review and approve the 2018-2019 Community Services Block Grant Community Action Plan.

COMMUNITY SERVICES BLOCK GRANT
2018-2019 DRAFT COMMUNITY ACTION PLAN (CAP)

KEY FINDINGS

The Community Information Profile and Needs Assessment describes the problems and causes of poverty in the SETA Community Action Area based on public testimony, community surveys, and verifiable data and information. Most of the statistical data found in the 2018-2019 CAP was derived from the 2015 American Community Survey, a product of the U.S. Census Bureau. The profile below describes levels of poverty by demographic groups in Sacramento County.

Poverty Rate

The most recent 2015 data shows a Sacramento County poverty rate of 16.9%, or 249,973 persons living below Federal Poverty Income Guidelines, down from a rate of 18.7% in 2013.

Single Parents

Approximately 35.3% of single parent households with children under 18 years are living below Federal Poverty Income Guidelines. For female-headed households with children under 5 years, the poverty rate is 45.3%.

Seniors

Although low in comparison with other demographic groups, the 2015 senior poverty rate of 10.2% has risen significantly over the past 5 years; nearly 3 percentage points higher than the 2010 rate of 7.5%. This represents an increase of over 7,000 impoverished seniors in Sacramento County over the same period.

Youth

Children age 0-17 years comprise over 25% of Sacramento County's total population. Among this age group, the poverty rate is 25%, about 5.3 percentage points higher than the rate in 2010. The poverty rate for children under 5 years is up throughout the county and higher than any other age group at 27%.

Sacramento County teen birth rates have continued a downward trend, down over 70% from 2007 at 42/1,000 births, to a 2013 rate of only 12/1,000 births. Although the number of foster youth in the child welfare system has fallen significantly over the past 5 years, 10 Sacramento County foster youth were still exited or emancipated into a condition of homelessness or an emergency shelter in in 2016.

African-American youth ages 10-17 continue to experience extremely high felony and misdemeanor arrest rates of 445% for males and 369% for females when compared with average rates for their peers across all demographics.

Labor Force and Unemployment Data

The Sacramento County unemployment rate continues to decline at 5.1% in March 2017. Higher than average unemployment rates are found in Walnut Grove (18.7%), Isleton (8.8%), Florin (7.5%), Arden Arcade (6.5%), Galt (6.0%), Rancho Cordova (5.7%), Rosemont (5.7%), Carmichael (5.6%), Sacramento (5.4%), Citrus Heights (5.4%), and North Highlands (5.2%).

Homelessness

A report documenting the January 2017 Homeless Count had not been released in time for inclusion into the Community Action Plan draft. This section will be updated with 2017 Homeless Count data if it becomes available prior to the June 30, 2017 CAP submission deadline. However, it was reported that in 2015, that there were approximately 2,659 adults and children from 2,115 households living in shelters, transitional housing or places not fit for human habitation.

Hunger

The Sacramento County Department of Health and Human Services reports that a monthly average of 213,173 adults and children participated in CalFresh programs during 2016.

CAP Target Populations: Based upon the needs assessment, CSBG services will be prioritized for the following target groups:

- Single parent households, especially single parent female households with children 0-5 seeking self-sufficiency
- Low-income and homeless households, including victims of domestic violence, ex-offenders and veterans, seeking self-sufficiency
- Youth, including emancipating foster youth, juvenile justice involved youth, homeless youth, teen parents, truant youth, and youth at risk of gang involvement or dropping out of school
- Seniors, disabled seniors and parenting grandparents
- Homeless individuals and families

ITEM III-B - 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. Charlotte Mitchell, Executive Director of the Sacramento County Farm Bureau, recently resigned from the board. Ms. Mitchell was appointed to a four-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, May 22 and recommend Mr. Tom Kandris to fill the vacant Private Business seat.

RECOMMENDATION:

Approve the appointment of Mr. Tom Kandris to fill the Private Business seat vacated by Ms. Charlotte Mitchell.

PRESENTER: Kathy Kossick

ITEM III-B – 4 - ACTION

APPROVAL TO RELEASE A REQUEST FOR PROPOSALS (RFP) FOR PAYROLL SERVICES AND ACT AS THE EMPLOYER OF RECORD FOR WORKFORCE DEVELOPMENT PROGRAMS AND PARTICIPANTS

BACKGROUND:

SETA is requesting approval to release a Request for Proposals (RFP) for Payroll Services from qualified applicant agencies to provide payroll services and act as the employer of record for work experience activities for a variety SETA employment programs. Work experience provides a valuable entry into the workforce for underserved populations. This activity is routinely used in many SETA employment and training programs. As the employer of record, the selected agency will provide payroll services for participants that are enrolled in work experience activities. SETA may select more than one payroll service provider. A draft copy of the RFP will be sent under separate cover.

RECOMMENDATION:

Approve the release of a Request for Proposals for payroll services and to act as the employer of record for workforce development programs and participants.

PRESENTER: Terri Carpenter

ITEM III-B - 5 - ACTION

AGREE WITH SACRAMENTO WORKS, INC. BOARD TO APPROVE THE
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA), SACRAMENTO
WORKS, INC., RESOURCE ALLOCATION PLAN FOR 2017-2018

BACKGROUND:

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

The allocation for Program Year (PY) 2017-2018 for the WIOA Adult, Dislocated Worker, and CalWORKs programs is estimated to be \$6,764,762, representing a 23 percent decrease (\$1,989,511) from PY2016-2017 funding levels. If final allocations are different from projections, then the RAP allocations will be adjusted proportionately. The decrease is attributable to reductions in estimated WIOA Title I, Adult and Dislocated Worker allocations (\$509,742), and the elimination of the CalWORKs On-the-Job Training/Subsidized Employment (\$1,479,769) program.

For the past several years, the DHA has contracted with SETA to provide On-the-Job Training/Subsidized Employment (OJT/SE) services via SETA's network of subcontracted service providers. In addition, DHA also contracted separately with OJT/SE service providers. DHA recently released a Request for Proposals, and beginning in PY2017-2018, will be contracting directly with OJT/SE service providers, including the majority of service providers that are currently SETA subcontracted service providers. Funding recommendations are scheduled to be approved at the June 6, 2017, County Board of Supervisors Meeting, and it is anticipated that the net effect on services available due to the reduction in CalWORKs funds will be minimal.

Over the past year, the SWAJCs have transitioned from the former bifurcated system of Job Centers and Training Centers to the current system of neighborhood-based Job Centers that provide access to the full menu of career and training services. In addition, the SWAJCs have transitioned to the State's CalJOBS electronic case management system and continue to implement the WIOA's evolving reporting requirements.

PRESENTER: Roy Kim

ITEM III-B - 5 – ACTION (continued)
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For 2017-18, staff is recommending the following RAP categories and percentages:

61.4%	Job Center Career Services
24.8%	Training Services
6.7%	Job Center Support
5.6%	Administration
<u>1.5%</u>	<u>Board Initiatives</u>
100%	Total

The proposed changes to the RAP are primarily the result of the elimination of the CalWORKs OJT/SE funds, together with the accompanying reduction in the WIOA funds allocated to OJT/SE, which significantly reduces the percentage allocated to Training Services. In addition, the reductions in the estimated WIOA allocations have necessitated corresponding reductions across the remaining RAP categories.

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

The RAP was approved by the Planning/Oversight Committee on May 17, 2017 and the Sacramento Works, Inc. board on May 24, 2017.

RECOMMENDATION:

Agree with the Sacramento Works, Inc. board to approve the Sacramento Works, Inc. Resource Allocation Plan for 2017-18.

PRESENTER: Roy Kim

**Attachment 1
Recommended Resource Allocation Plan for FY 2017-2018, Revision #1**

Job Center Services Activities and Functions	Allocation % for Fiscal Year 2016-2017	Estimated Allocation % for Fiscal Year 2017-2018	WIOA Adult and Dislocated Worker Funding 2016-2017*	Estimated WIOA Adult and Dislocated Worker Funding 2017-2018	Increase/Decrease from last year
Career Services: Costs associated with welcoming customers, outreach, intake, orientation, registration and eligibility determination, skill review, initial/vocational assessments, career planning and coaching, counseling, short-term pre-vocational services, workforce preparation activities, financial literacy, English language acquisition, other services referral/coordination, information workshops, labor market information, and technology resources. This activity also includes ongoing comprehensive casemanagement services for customers enrolled in training activities and business services.	41.9%	61.4%	\$ 3,664,742	\$ 4,153,423	\$ 488,681
Training Services: Costs associated with customers enrolled in training activities, including Scholarships/Individual Training Accounts for occupational skills training, On-the-Job Training/Subsidized Employment (OJT/SE), pre-apprenticeship and apprenticeship, customized training, incumbent worker training and entrepreneurial training.	44.3%	24.8%	\$ 3,881,442	\$ 1,677,802	\$ (2,203,640)
Job Center Support: Program Monitoring and Quality Control, SacWorks support, Client tracking, reporting and follow-up.	6.7%	6.7%	\$ 586,536	\$ 453,239	\$ (133,297)
Administration: General Administration, Personnel, Payroll, Information Systems, Fiscal and Contracts staff.	5.6%	5.6%	\$ 490,239	\$ 378,827	\$ (111,412)
Board Initiatives: Funds are approved for Sacramento Works, Inc., Board initiatives, including employer outreach, labor market research, participating in regional workforce plans and initiatives.	1.5%	1.5%	\$ 131,314	\$ 101,471	\$ (29,843)
Total	100.00%	100.00%	\$ 8,754,273	\$ 6,764,762	\$ (1,989,511)

* Based on Actual Final Allocations

ITEM III-B – 6 – ACTION

APPROVAL OF FUNDING EXTENSION RECOMMENDATIONS FOR THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA), TITLE I, ADULT AND DISLOCATED WORKER PROGRAMS, PY 2017-2018

BACKGROUND:

On an annual basis, SETA receives Workforce Innovation and Opportunity Act (WIOA), Title I, Adult and Dislocated Worker (DW) funding from the California Employment Development Department (EDD), and CalWORKs funding from the County of Sacramento's Department of Human Assistance (DHA). These funds are utilized as established in a Resource Allocation Plan (RAP) approved annually by the Sacramento Works, Inc. (SWI) Board, Sacramento's Local Workforce Development Board (LWDB), and the SETA Governing Board. A portion of the WIOA Adult and DW funds are reserved by SETA to fund SETA-hosted Sacramento Works America's Job Centers of California (Job Centers), and administrative and support staff, and a portion of the funds are allocated through a Requests for Proposals (RFP) process to organizations to host Job Centers. In addition, WIOA Title I and CalWORKs funds are allocated to organizations to operate On-the-Job Training/Subsidized Employment (OJT/SE) programs. The WIOA, Title I, and CalWORKs RFP process is required to be conducted at least once every four years.

On June 2, 2016, the SETA Governing Board approved funding seven organizations to host Job Centers that were successful in responding to the Sacramento Works America's Job Centers System Services RFP released on March 4, 2016. The Job Centers are strategically located throughout Sacramento County and provide job seekers with universal access to a variety of tools and services intended to result in entry into career pathways in high demand occupations. Services include, but are not limited to, in-depth assessments, career coaching, computer and financial literacy, labor market information and career exploration, job search assistance, adult education and literacy, vocational and entrepreneurial training, and apprenticeship opportunities.

In addition to funding seven organizations to host Job Centers, the SETA Governing Board approved funding six organizations to provide OJT/SE services. The OJT/SE activity is intended to engage prospective employers in providing appropriate and meaningful training opportunities. OJT/SE is a "hire first" activity that provides up to 100% reimbursement of wages paid by an employer to an employee during the training period.

Contracts were negotiated and executed with the funded Job Centers and OJT/SE subcontractors for a one-year time frame, which began July 1, 2016, and all contracts contain language that provides SETA the sole discretion to extend contracts for up to three additional one-year terms based on program performance and funding availability.

ITEM III-B – 6 – ACTION (continued)

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The purpose of this item is to request the Board's approval to extend contracts for the seven subcontracted Job Centers to cover 2017-18 program year services beginning July 1, 2017, as indicated in the attached funding charts. Consistent with SETA's 2017-18 Resource Allocation Plan (RAP), recently approved by the Sacramento Works, Inc. (SWI) Board, allocations are recommended at a 5 percent reduction in Basic and Individualized Career Services for all subcontracted Job Centers, and include a recommendation for level funding of scholarships. Allocations are recommended based on projected reductions of \$509,742 in SETA's WIOA, Title I, Adult and DW funding for 2017-18.

As discussed in the 2017-2018 RAP, due to the DHA's recent RFP for OJT/SE services, its direct contracts with OJT/SE service providers, and its corresponding elimination of approximately \$1,480,000 in CalWORKs funding to SETA to administer the OJT/SE program, as well as the projected reductions in SETA's WIOA, Title I, Adult and DW funding, SETA is not recommending funding OJT/SE subcontracts for 2017-18, at this time. With the net reductions in funding, there are insufficient financial resources to fund a stand-alone WIOA-funded OJT/SE program. OJT/SE will remain available via the DHA's direct contracts with OJT/SE service providers. To ensure access to OJT/SE opportunities for non-CalWORKs customers, all Job Centers will be allowed the flexibility to utilize Scholarship funding for OJT/SE opportunities.

While staff is not recommending funding of WIOA OJT/SE for 2017-2018, at this time, should additional funds become available for allocation during 2017-2018, staff will return with a funding recommendation to contract OJT/SE services applying the same terms and conditions of the original RFP.

Through May 15, 2017, the Job Centers system has provided Basic Career Services to approximately 25,000 customers and Individualized Career Services to approximately 2,600 customers. The subcontracted Job Centers account for approximately 30 percent of the Basic Career Services provided, and 55 percent of the Individualized Career Services provided system wide.

SETA staff have monitored and evaluated Job Centers on overall past program performance and their ability to meet planned performance levels. The formal review of Job Centers was recently completed for services provided through April 30, 2017. Evaluation criteria reviewed for performance included, but were not limited to:

- Achievement of planned performance goals
- Ability to enroll and serve target populations
- Achievement of WIOA Adult and Dislocated Worker Performance Measures
- Documentation of services and client progress towards goal attainment in the CalJOBS case management system

ITEM III-B – 6 – ACTION (continued)

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- Ability to provide required WIOA program elements and adhere to policies and program guidelines

System-wide, the Job Centers have experienced challenges in enrollment numbers this current program year resulting from the transition to full implementation of the WIOA, the transition to a system model focusing on universal access to neighborhood-based Job Centers that provide the full menu of services available under the WIOA, and the transition to EDD's electronic participant tracking and case management system, CalJOBS, which was unavailable for the first two months of the program year. These challenges hampered enrollments throughout the system over the first quarter of the year, but enrollments began to increase thereafter and Job Centers continue to make progress towards meeting performance goals.

If approved, Job Center funding extensions will be subject to satisfactory year-end program performance reviews. Staff will review Job Center performance in August 2017. Those Job Centers that do not meet year-end performance goals may be subject to the deobligation of funds.

RECOMMENDATIONS:

Approve funding extension recommendations for the WIOA Title I, Adult/Dislocated Worker Programs as listed on the attached chart, and approve the following stipulations:

- If final WIOA, Title I, Adult and DW 2017-18 funding is less than anticipated, staff will adjust the amounts allocated to Job Centers, proportionately.
- If final WIOA, Title I, Adult and DW 2017-18 funding is greater than anticipated, staff will return with a recommendation to augment services, which may include contracting for OJT/SE.
- Funding allocated to Job Centers will be subject to satisfactory year-end program performance. Job Centers that do not meet year-end performance goals and benchmarks may be subject to the deobligation of funds.

PRESENTER: Michelle O'Camb

Sacramento Employment and Training Agency
Workforce Innovation and Opportunity Act (WIOA) Title I, Adult/Dislocated Worker
Sacramento Works America's Job Center System Career Services
Staff Funding Extension Recommendations
FY 2017 - 2018

Agency	CURRENT WIOA FUNDING, 2016-17				WIOA FUNDING EXTENSION RECOMMENDATIONS, 2017-18			
	Funding Amounts (Basic and Individualized Career Services)	Scholarship Funding*	Cost Per Customer (Basic Career Services)	Number to be Served** (Basic Career Services)	Funding Amounts (Basic and Individualized Career Services)	Scholarship Funding*	Cost Per Customer (Basic Career Services)	Number to be Served** (Basic Career Services)
Folsom Cordova Community Partnership	\$300,000	\$50,000	\$184	1,630	\$285,000	\$50,000	\$184	1,549
La Familia Counseling Center, Inc.	272,249	50,000	181	1,504	\$258,637	50,000	181	1,429
Crossroads Diversified Services, Inc.	270,000	50,000	100	2,700	\$256,500	50,000	100	2,565
Elk Grove USD	270,000	50,000	136	1,985	\$256,500	50,000	136	1,886
Sacramento City USD	270,000	50,000	177	1,525	\$256,500	50,000	177	1,449
Greater Sacramento Urban League	240,000	50,000	178	1,348	\$228,000	50,000	178	1,281
Asian Resources, Inc.	240,000	50,000	131	1,832	\$228,000	50,000	131	1,740
Total Subcontracted	\$1,862,249	\$350,000	\$155	12,524	\$1,769,137	\$350,000	\$155	11,899

* Includes vendor, supportive services, and On-the-Job Training

**A percentage of the Total Customers must be served under Individualized Career Services, and the percentage will be based on end-of-year service levels.

ITEM III-B - 7 - ACTION

APPROVAL OF FUNDING EXTENSION RECOMMENDATIONS FOR
THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA), TITLE I,
YOUTH PROGRAM, FOR PROGRAM YEAR 2017-2018

BACKGROUND:

In 2016, SETA executed a four-year procurement to secure WIOA Program Operators to provide In-School Youth and Out-of-School Youth services. All subgrants were awarded for a twelve-month period beginning July 1, 2016 and ending on June 30, 2017. SETA/Sacramento Works has the option to extend any subgrant awarded for up to three additional one-year terms.

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

Individualized Services:

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

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

The WIOA Youth Program requires that these elements be part of a comprehensive and community-focused program design providing an age continuum of services to the

PRESENTER: Roy Kim

target population. Program services will address the barriers of the targeted youth and prepare them to obtain employment in a high wage/high growth industry or in an occupation with future career advancement opportunity, enter an education or training program, attain a degree/certificate, achieve measureable skill gains or return to/remain in secondary/alternative secondary school.

Funding Recommendations

SETA is recommending the extension of subgrant awards from July 1, 2017 through June 30, 2018 based on the following criteria:

Performance Criteria

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

Program Enrollment Numbers:

Defined as the number of participants to be served in the program year including enrollment of target groups.

Placement in Employment or Education:

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

Attainment of 20% WEX Expenditures for Paid or Unpaid Work Experience

Defined as employment opportunities such as work experiences during the summer and throughout the school year; pre-apprenticeship programs; internships and job shadowing; and on the job training.

Delivery of the Four Required Program Activities (Out-of-School Youth):

Defined as:

1. *Alternative School Completion: All out-of-school youth that do not have a GED or high school diploma must enroll in services to attain either a GED or high school diploma.*
2. *Work Experience: Paid or unpaid work experience that have academic and occupation education as a component of the work experience, which may include:*
 - *Summer employment opportunities and other employment opportunities available throughout the school year*
 - *Pre-apprenticeship programs*
 - *Internships and job shadowing*
 - *On-the-job training opportunities*

PRESENTER: Roy Kim

3. *Leadership development opportunities, including community service and peer-centered activities (Activities can include: Community and Service Learning projects, participating on community boards or committees, training in decision making and determining priorities.)*
4. *Follow-up services*

Delivery of the Four Required Program Activities (In-School Youth)

Defined as:

1. *Secondary School Completion Services*
2. *Work Experience: Paid or unpaid work experience that have academic and occupation education as a component of the work experience, which may include:*
 - *Summer employment opportunities and other employment opportunities available throughout the school year*
 - *Internships and job shadowing*
 - *Leadership development opportunities, including community service and peer-centered activities*
3. *Follow-up services*

Contractual Program Performance

Evaluation of current performance will include the program operator's ability to manage the program. Examples of evaluation criteria include:

- 1) *Achievement of quarterly planned enrollment goals.*
- 2) *Enrollment of target groups to planned levels in the contract.*
- 3) *Ability to serve "hard-to-serve" populations.*
- 4) *Submission of timely fiscal and MIS reports to SETA*
- 5) *Achievement of quarterly WIOA youth performance goals.*

FUNDING ALLOCATIONS

SETA has received notice of an estimated Program Year (PY) 2017-18 youth funding allocation of \$3,597,433, a decrease in \$166,466 from the PY 2016-2017 youth allocation.

In addition, staff is projecting no carry-in of funds from the current fiscal year, which will significantly affect funding recommendations. Total youth funding recommendation for PY 2017-2018 is \$2,450,927 representing a 5% funding reduction to the WIOA In-School and Out-of-School Youth programs. The remaining funds are allocated to program administration, support, monitoring and fiscal management.

PRESENTER: Terri Carpenter

ITEM III-B - 7 - ACTION (continued)
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The WIOA Youth Program Performance Summary and WIOA Title 1, Youth Funding Extension Recommendations Chart for PY 2017-2018 are attached.

The Youth Committee met on May 9, 2017 and approved the staff extension recommendations. The Sacramento Works, Inc. board met on May 24, 2017 and approved the funding recommendations.

RECOMMENDATION:

Review and approve the staff funding extension recommendations for the WIOA Title I, Youth Program, PY 2017-2018 of \$2,450,927. Approve with the stipulation that all funding recommendations are contingent upon satisfactory year-end program performance reviews and the receipt of the final WIOA funding allocation.

PRESENTER: Terri Carpenter

**WIOA Title I, Youth Funding Extension Recommendations,
PY2017-2018**

Out of School Youth Provider	2016-2017 Funding	2016-2017 Number to Serve	5% Funding Reduction	2017 - 2018 Recommended Funding	Cost Per Participant	Number to be Served	Area/Location
Elk Grove Unified School District	\$279,911	53	\$ (13,996)	\$265,915	\$5,318	50	South Sacramento, Elk Grove/Franklin and Galt AJCCs
Asian Resources, Inc.	285,572	38	(14,279)	\$271,293	7,536	36	Downtown, Midtown, South Sacramento, Rancho Cordova, North Highlands, Arden-Arcade, South Natomas, Del Paso Heights/Franklin and Mark Sanders AJCCs
Sacramento Chinese Community Service Center	191,561	29	(9,578)	181,983	6,499	28	South Sacramento, Midtown, Del Paso Heights, Foothill Farms/Franklin and Hillsdale AJCCs
Folsom Cordova Community Partnership	204,392	29	(10,220)	194,172	7,192	27	Rancho Cordova, Rosemont, Folsom/Rancho Cordova AJCC
La Familia Counseling Center	292,072	44	(14,604)	277,468	6,768	41	Downtown, Midtown, South Sacramento/Franklin, Rancho Cordova, Mark Sanders AJCCs
North State Building Industry Foundation	165,738	23	(8,287)	157,451	7,498	21	Foothill Farms, North Highlands, Rancho Cordova, Arden Arcade, South Sacramento, Rosemont, Antelope, Carmichael/Hillsdale, Rancho Cordova AJCCs
Sacramento City USD	167,362	31	(8,368)	158,994	5,483	29	South Sacramento/Franklin, Galt, Hillsdale, Mark Sanders, Rancho Cordova AJCCs
Crossroads Diversified	162,940	23	(8,147)	154,793	7,036	22	Citrus Heights, Carmichael, Fair Oaks, Orangevale, Arden-Arcade, Foothill Farms, Antelope, Elverta, Rancho Cordova, Mather, Folsom/Rancho Cordova AJCC
Goodwill Industries	151,340	20	(7,567)	143,773	7,567	19	Downtown, Midtown, South Sacramento/Franklin and Mark Sanders AJCCs
Greater Sacramento Urban League	79,004	20	(3,950)	75,054	3,950	19	Del Paso Heights, Rio Linda, North Highlands, Foothill Farms, Arden-Arcade, North Sacramento/Hillsdale AJCC
	\$1,979,892	310	\$ (98,996)	\$1,880,896	\$6,441	292	

**WIOA Title I, Youth Funding Extension Recommendations,
PY2017-2018**

In School Youth Provider	2016-2017 Funding	2016-2017 Number to Serve	5% Funding Reduction	2017 - 2018 Recommended Funding	Cost Per Participant	Number to be Served	Area/Location
City of Sacramento Dept of Parks and Rec	\$274,935	60	\$ (13,747)	\$261,188	\$4,503	58	South Natomas, North Sacramento, Del Paso Heights, Midtown, South Sacramento/SCUSD Sacramento Works Training Center
Sacramento Chinese Community Service Center	224,424	40	(11,221)	213,203	5,611	38	South Sacramento, Del Paso Heights, North Highlands, Foothill Farms, McClellan/Franklin and Hillsdale AJCCs
	\$499,359	100	(\$24,968)	\$474,391	\$5,202	96	

**WIOA Title I, Youth Funding Extension Recommendations,
PY2017-2018**

Out of School Youth Total	\$1,880,896
In School Youth Total	474,391
CHD allocation (March 6, 2017 – June 30, 2018)	95,640
Total WIOA Youth Funding Recommendations	\$2,450,927

ITEM III-B – 8 - ACTION

APPROVAL OF THE EXTENSION OF THE ONE-STOP SHARE OF COST AGREEMENT WITH THE COUNTY DEPARTMENT OF HUMAN ASSISTANCE, PY 2016-2017, AND AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN THE AGREEMENT AND ANY REQUIRED DOCUMENTS PERTAINING TO THE AGREEMENT

BACKGROUND:

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

SETA is awaiting the final agreement from DHA extending the One-Stop Share of Cost contract for an amount up to \$2,000,000, and continuing services to CalWORKs recipients through PY2016-2017. The agreement will cover Sacramento County's share of cost for the operation of the Sacramento Works America's Job Center System.

RECOMMENDATION:

Approve the extension of the One-Stop Share of Cost agreement with the Department of Human Assistance for up to \$2,000,000, and authorize the Executive Director to execute the agreement.

PRESENTER: Roy Kim

ITEM III-B - 9 – ACTION

APPROVAL TO ACCEPT THE NATIONAL DISLOCATED WORKER GRANT
“STORM PROJECT” FUNDING FROM THE EMPLOYMENT DEVELOPMENT
DEPARTMENT AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE
THE FUNDING AGREEMENT, ANY MODIFICATIONS, OR OTHER DOCUMENTS
REQUIRED BY THE FUNDING SOURCE

BACKGROUND:

In late February 2017, SETA submitted a concept paper to the California Employment Development Department (EDD) that was incorporated into EDD’s application to the U.S. Department of Labor for the National Dislocated Worker Grant “Storm Project”. The Storm Project will serve dislocated workers with temporary employment in repairing and cleaning up the areas in Sacramento County impacted by the 2016-2017 Winter flooding.

On April 4, 2017, SETA received notice of the approval of the Storm Project in the amount of \$600,000 to serve 50 dislocated workers between March 1, 2017 and September 30, 2018. The funding will be released in increments with the first \$200,000 to be used by September 30, 2017.

RECOMMENDATION:

Approve the acceptance of the National Dislocated Worker Grant “Storm Project” funding from the Employment Development Department, and authorize the Executive Director to execute the funding agreement, any modifications, or other documents required by the funding source.

PRESENTER: Julie Davis-Jaffe

ITEM III-C - 1 – ACTION

APPROVAL OF BUDGET MODIFICATION
FOR HEAD START FISCAL YEAR 2016-2017

BACKGROUND:

This agenda item provides the opportunity for the Governing Board to approve a budget modification for fiscal year 2016-2017 for up to \$725,000 to purchase a replacement modular building for SETA's Hopkins Park Early Learning Center (ELC).

SETA applied and was awarded supplemental funding to extend service hours (Duration) for 140 Head Start children. As part of the funding, SETA received \$275,000 in start-up funds to renovate and set-up a new center location and add one additional classroom at Vineland Elementary Head Start. To date, staff has been unable to identify a suitable new location in which to expand services and, at the same time, Twin Rivers Unified School District is unable provide an additional classroom on the Vineland campus. Hence, staff is recommending to move Duration enrollment slots from Vineland Elementary and the unidentified new location to the Hopkins Park Early Learning Center.

Since 2006, SETA has been leasing a modular building to serve children and families at the Hopkins Park Early Learning Center. Previous to SETA, the modular unit was leased by a SETA Delegate Agency, Meadowview Community Action, resulting in more than 20 years of use. Over the decades, the modular unit has had several modifications and repairs to ensure health and safety for the children, parents and staff. However, the modular is beyond further repair and is in need of a full replacement to meet Head Start performance standards, ADA requirements, and SETA quality standards. The current leasing company does not have a replacement modular suitable for the space. As a result, staff has been working with vendors to acquire estimates for leasing and/or building-to-suit. Staff recommends a build-to-suit solution utilizing supplemental (Duration) start-up funds and under-spent Head Start basic funds in the current fiscal year.

Supplemental (Duration) start-up funds in the amount of \$275,000 will be reprogrammed to support the modular purchase and provide extended services to Head Start children at the Hopkins Park ELC. In addition, approximately \$450,000 will be reprogrammed from Personnel, Fringe Benefits, and Allocated Services and Supplies within the Head Start basic budget. The \$450,000 from the Head Start Basic budget is available due to various unplanned vacancies in the SETA Operated Program throughout the program year. Vacancies are largely teaching positions with various support positions vacated due to retirements and/or external job opportunities. Funds will be combined, not to exceed \$725,000, to replace the modular unit at Hopkins Park ELC.

PRESENTER: Denise Lee

ITEM III-C – 1 – ACTION (continued)
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A detailed budget outlining changes from each cost category will be provided at the meeting.

Staff will be taking action to request this budget modification with the Regional Office of the Administration for Children and Families. Staff anticipates that a carryover request into the new grant year will also be required.

The Policy Council will take action on this item on May 30.

Staff will be available to answer questions.

RECOMMENDATION:

Approve a budget modification in fiscal year 2016-2017 for up to \$725,000 of which approximately \$275,000 will be reprogrammed from the supplemental (Duration) start-up funds and approximately \$450,000 will be reprogrammed from under-spent Head Start Basic funds.

PRESENTER: Denise Lee

ITEM IV-A – INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

MEMORANDUM

TO: Mr. Ward Fansler **DATE:** May 5, 2017
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of
 Crossroads Diversified Services, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Dislocated Worker	\$64,000	7/1/16-6/30/17	7/1/16-12/31/16
WIOA	Adult	\$256,000	7/1/16-6/30/17	7/1/16-12/31/16
WIOA	Out-of-School Youth	\$161,782	7/1/16-6/30/17	7/1/16-12/31/16
WIOA	DEI	\$175,000	7/1/15-2/28/18	7/1/16-12/31/16

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 3/28-3/30/17

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

Program Operator: Crossroads Diversified Services, Inc.

Findings and General Observations:

- 1) We have reviewed the WIOA DEI, Out-of-School Youth, Adult, and Dislocated Worker programs from July 1, 2016 to December 31, 2016. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Robert Roe **DATE:** April 21, 2017

FROM: Mayxay Xiong, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Elk Grove Unified School District

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

Monitoring Purpose: Initial **Follow-up** **Special** **Final**
Date of review: March 13-14, 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 Budget	X			
11 In-Kind Contribution	X			
12 Equipment Records	X			

Program Operator: Elk Grove Unified School District

Findings and General Observations:

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

Recommendations for Corrective Action:

- 1) None

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Julie Aguilar Rogado **DATE:** April 14, 2017
FROM: Tammi L. Kerch, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Legal Services of Northern California, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	SN	\$ 20,000	1/1/16-12/31/16	1/1/16-12/31/16

Monitoring Purpose: Initial ____ Follow-Up ____ Special ____ Final X

Date of review: March 1, 2017 desk audit

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

Memorandum
Fiscal Monitoring Findings
Page 2

Program Operator: Legal Services of Northern California, Inc.

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Eileen Thomas **DATE:** April 27, 2017
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: Desk review of River City Food Bank

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$20,500	1/1/16-12/31/16	1/1/16-12/31/16

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 2/1/17

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

Program Operator: River City Food Bank

Findings and General Observations:

- 1) The total costs as reported to SETA for the CSBG program contract year of January 1, 2016 to December 31, 2016 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Roleda Bates **DATE:** May 9, 2017
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Visions Unlimited, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>		
CSBG	Family Self-Sufficiency	\$35,000	1/1/16-12/31/16	1/1/16-12/31/16		
Monitoring Purpose:		Initial	Follow-up	Special	Final	<u>X</u>
Date of review:		4/3/17				

	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	N/A			
12	Equipment Records	N/A			

Program Operator: Visions Unlimited, Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA from January 1, 2016 to December 31, 2016 for the CSBG program has been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Victoria Jacobs **DATE:** April 19, 2017
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: Fiscal Monitoring of Voluntary Legal Services of Northern California

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 28,000	1/1/16-12/31/16	1/1/16-12/31/16

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: March 1, 2017 desk audit

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation	X			
4	Disbursement Control		N/A		
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 Contract/Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Memorandum
Fiscal Monitoring Findings
Page 2

Program Operator: Voluntary Legal Services of Northern California

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Kathleen Steffanic **DATE:** April 21, 2017
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of WIND Youth Services

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 20,381	1.1.15-12.31.15	8.1.15-12.31.15
CSBG	Self-Sufficiency	\$ 60,000	1.1.16-12.31.16	1.1.16-12.31.16
CSBG	Safety Net	\$ 20,831	1.1.16-12.31.16	1.1.16-12.31.16

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: desk audit March 1, 2017 and follow-up April 17, 2017

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

Program Operator: WIND Youth Services

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

ITEM IV-B – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

PRESENTER: William Walker

ERA
July 1 - May 12, 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			
1STOPlighting	1	Customer Service	1
	1	Warehouse Technician	1
347Group	7	Machine Operator/Laborer	6
Air National Guard	1	Intelligence Analysis	45
Alan Schlossberg, LLC dba Jani-King	1	Janitor	1
Amador Stage Lines Inc.	9	Motorcoach Operator	20
Aggressive Legal Svc Inc.	1	Court Runner	1
America's Lawns Inc.	1	Landscaping Crew	3
Arcade Creek Manor	1	Groundskeeper	1
Assurance Roofing and Construction	3	Laborer	1
Black Dog Graphics	1	Warehouse Technician	1
Blue Shield of California	1	Case Management Staff	1
	1	Clinical Support Coordinator	1
	1	Customer Experience Management Trainee	1
	6	Cyber Security Engineer	1
	1	EDI Data Analyst	1
	1	Employee Relations Consultant	1
	4	FEP PPO Utilization Management Lead RN	1
	10	Government Affairs (Lobbyist)	10
	6	IT Management/Senior Manager	1
	6	IT Security Cyber Defense Platform Management Team Member	1
	6	IT Senior Project Manager	1
	1	Lead Database Administrator	1
	1	Lead Human Resources Specialist	1
	6	Learning Database Analyst	1
	6	Medical Director, Medical Operations	1
	4	Medicare Supplement Supervisor	1
	1	Operations Management Supervisor CE	2
	1	Product Operations Analyst	1
	1	Program Manager	1
	1	Provider Information & Enrollment Correspondence/Phone Representative	1
	1	Provider Information and Enrollment Correspondence/Phone Representative	1
	1	Provider Product Configuration Analyst, Senior	1
	1	QA Analyst Intermediate	1
	1	Quality Assurance Intermediate Specialist	1
	1	Reconciliation Business Analyst	1
	1	Regulatory Complaint Coordinator, Lead	1
	1	Senior Business Analyst	1
	6	Senior Business Application Developer	1
	1	Senior Business Information Analyst-Traceability	1
	1	Senior Manager, Portfolio Analytics	1
1	Senior Project Analyst	1	
1	Senior Project Manager	1	
1	Senior Technical Lead-Business Objects	1	
1	Technical Writer	1	
1	Utilization Care Manager Staff	1	
California Caregivers	4	Caregiver	20
California Native Plant Society	1	Director of Communications and Marketing	1
Capitol Architectural Production	3	Welder/Shop Helper	1
Carson's Coatings Inc.	3	CADD Tech	1
Ciera Staffing LLC.	1	Custodian	15

ERA
July 1 - May 12, 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	Account Clerk II	1
	1	Accountant Auditor	1
	1	Administrative Analyst	1
	2	Associate Architect	1
	2	Associate Civil Engineer	1
	1	Cashier	1
	1	Code Enforcement Officer	1
	3	Construction Inspector I	1
	1	Cultural Services and Creative Economy Manager	1
	1	Deputy City Attorney II	1
	1	Deputy City Attorney I	1
	1	Dispatcher II	1
	1	Dispatcher Recruit	1
	10	Events Associate	1
	10	Events Duty Person	1
	6	Information Technology Supervisor	1
	6	Information Technology Support Specialist II	1
	3	Instrument Technician II	1
	7	Integrated Waste Equipment Operator	1
	1	Junior Development Project Manager	1
	1	Junior Plant Operator	1
	1	Labor Relations Analyst	1
	10	Lifeguards, Ski Patrol, and Other Recreational Protective Service Workers	1
	7	Machinist	1
	1	Office of Public Safety Accountability Analyst	1
	1	Office of Public Safety Accountability Specialist	1
	1	Operations General Supervisor	1
	1	Paralegal	1
	1	Police Chief	1
	1	Police Officer	1
	1	Police Recruit	1
	1	Program Analyst	2
	1	Program Manager-ADA & Leave Manager	1
	1	Program Specialist	1
	1	Recreation General Supervisor	1
	1	Senior Accountant Auditor	1
	1	Senior Animal Control Officer	1
	6	Senior Applications Developer	1
	10	Senior Camp Aquatics Leader	1
	2	Senior Engineer	1
	2	Senior Engineer	1
10	Senior Recreation Aide	1	
1	Senior Tree Maintenance Worker	1	
1	Special Districts Manager	1	
1	Staff Aide Management/Working Title: Marijuana Policy and Enforcement Manager	1	
1	Support Services Manager	1	
1	Survey Party Chief	1	
2	Telecommunications Engineer II	1	
10	Ticket Policy & Event Services Manager	1	
1	Tree Pruner	1	
7	Water Quality Laboratory Technician	1	
Comcast: Chico	7	Installation Technician	1
Children's Law Center-Sacramento	1	Part Time Administrative Assistant	1
Culinary Staffing Agency	1	Servers, Bussing , Dishwasher, Prep Cooks	20

ERA
July 1 - May 12, 2017

EMPLOYER	CRITICAL CLUSTERS	JOB	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
D V Austin Contractors	3	Helpers--Painters, Paperhangers, Plasterers, and Stucco Masons	1
Davis Academy Driving School	1	Driving Instructor	2
Denio's Roseville Farmers Market Auction, Inc.	1	Cashier	4
Easter Seals	1	Custodial Supervisor	1
Electrofreeze of Northern California	1	Office Administrator	1
Elite Cleaning	1	Housecleaner	2
Enterprise Holdings, Inc.	1	Service Agent	4
Essential Healthcare Staffing	4	Occupational Therapist - Home Healthcare	1
	4	Physical Therapist - Home Healthcare	1
	4	Speech Therapist - Home Healthcare	2
Excel Network LLC	1	Core Gas Agent	65
Express Employment Professionals	7	Apartment Maintenance Technician	1
Falafel Corner	8	Line Server	1
Farmers Insurance	1	Bilingual Insurance Sales	1
Fedex Freight	9	City Driver	1
Folsom Dam Car Wash	1	Car Wash Line Work	5
Frito-Lay	9	Route Sales Representative - General	13
Fulton-El Camino Rec-Park District	10	Recreational Leaders	20
Golden State Overnight Delivery	9	Truck Driver	3
	9	Warehouse Loader	8
Handyman Network	7	Handyman/Contractor	5
Health Advocates	1	Coordinator	1
Health and Life Organization	1	Member Service I	1
	4	Registered Dental	2
Hialeah Terrace	4	Caregiver	2
Imko Workforce Solutions	7	Automotive Mechanics	1
	3	Mig Welder	1
InSync Consulting Services LLC	1	Customer Service Professional	90
Island Angels	1	Administrative/Care Coordinator	1
	4	Caregiver	1
JUMA Ventures	1	Enterprise Manager	1
Junk King	9	Driver/Loader	1
Labor Finders	9	Labor	1
La Bou Bakery & Cafe	8	Food Prep/Sandwich Maker/Cashier	1
Lewis Group Of Companies	4	Maintenance Technician	3
LICAP Technologies	9	Maintenance & Facility Technician	1
	2	R & D Engineer	1
Los Rios Community College	1	Account Clerk II	2
	1	Account Clerk III	1
	1	Accountant	2
	1	Administrative Assistant I	10
	1	Administrative Assistant II	5
	1	Admissions/Records Clerk II	1
	1	Admissions/Records Clerk III	1
	1	Admissions/Records Evaluator I	3
	1	Admissions/Records Evaluator II	1
	1	Art Assistant Professor (Studio Art)	1
	1	Associate Vice Chancellor, Resource Development	1
	1	Associate Vice President of Instruction	1
	1	Athletic Trainer	1
	1	Biology Assistant Professor	1
	1	Buyer	1
1	California Apprenticeship Initiative Grant Project Coordinator	1	

ERA
July 1 - May 12, 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	1	Child Development Center Lead Teacher	1
	1	Clerk II	5
	1	Clerk III	6
	1	College Development Officer	1
	1	College Police Detective	1
	1	Communications and Public Information Officer	1
	1	Computer Information Science Assistant Professor	4
	1	Confidential Human Resources Specialist I	1
	1	Confidential Human Resources Specialist II	1
	1	Confidential Human Resources Specialist III	1
	1	Counseling Clerk I	1
	1	Counseling Clerk II	2
	1	Counselor	3
	1	Culinary Arts Management Adjunct Assistant Professor	1
	1	Custodial/Receiving Supervisor	1
	1	Custodian	1
	1	Dean of Business and Computer Science	1
	1	Dean of Business and Family Science	1
	1	Dean of Career and Technical Education	1
	1	Dean of Distance Education, Virtual Education Center	1
	1	Dean of Health and Education	1
	1	Dean of Institutional Effectiveness	1
	1	Dean of Instruction	1
	1	Dean of Kinesiology, Health, and Athletics	1
	1	Dean of Student Services Admissions and Transition Services	1
	1	Dean of Student Services, Counseling and Transfer Services	1
	1	Dean of Student Success	1
	1	Dean of Workforce and Economic Development	1
	4	Dental Hygiene Assistant Professor	1
	1	Director of Administrative Services	1
	1	Director of Facilities Planning and Construction	1
	1	Director of Human Resources	1
	1	Director of Marketing and Communication, Harris Center for the Arts	1
	6	Educational Media and Web Design Specialist	1
	1	Electronics Technology Assistant Professor+D160	1
	1	Employee Benefits Specialist	1
	1	Employee Benefits Supervisor	1
	1	Engineering Assistant Professor	1
	2	Facilities Planning and Engineering Specialist	1
	1	Facilities Planning Specialist	2
	1	Fashion Assistant Professor	1
1	Financial Aid Clerk II	2	
1	Financial Aid Supervisor	1	
1	Foreign Languages Assistant Professor	1	
1	Foster and Kinship Care Education Coordinator	1	
1	Grant Coordination Clerk	1	
1	Grant Program Director Career and Technical Programs	1	
1	Groundskeeper	1	
1	Head Grounds Maintenance Technician	1	
1	Head Groundskeeper	1	
1	Healthcare Interpreting Assistant Professor	1	
1	Horticulture Assistant Professor	1	
7	HVAC Mechanic	2	
6	Information Technology Business/Technical Analyst I	1	

ERA
July 1 - May 12, 2017

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
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Los Rios Community College	6	Information Technology Business/Technical Analyst II	1
	1	Information Technology Director of Production Services	1
	6	Information Technology Specialist	1
	6	Information Technology Systems/Database Administrator	1
	6	Information Technology Systems/Database Administrator Analyst II	1
	1	Instructional Assistant - Accounting Laboratory	1
	1	Instructional Assistant - Campus Computer Laboratory	1
	1	Instructional Assistant -Costuming and Makeup	1
	1	Instructional Assistant - Disabled Student Program & Services	1
	1	Instructional Assistant - Learning Resources	1
	1	Instructional Assistant-Music	1
	1	Instructional Assistant - Sign Language	1
	1	Instructional Assistant -Tutorial Center	2
	1	Instructional Assistant - Welding Technology	1
	1	Instructional Services Assistant I	1
	1	Instructional Services Assistant II	1
	1	Journalism Assistant Professor	1
	1	Kinesiology Assistant Professor/Head Men's Baseball Coach	1
	1	Laboratory Technician - Construction	1
	1	Laboratory Technician-Science Chemistry	1
	7	Lead Laboratory Technician - Mechanics	1
	1	Lead Library Media Technical Assistant	1
	3	Lead Maintenance Electrician	1
	1	Lead Police Communication Dispatcher	1
	1	Learning Disabilities Assistant Professor	1
	1	Learning Skills and Tutorial Services Coordinator	1
	1	Legal Assisting Assistant Professor	1
	1	Library Media Technical Assistant	1
	1	Library Technician	2
	7	Maintenance Electrician	1
	1	Maintenance Operations Clerk	1
	7	Maintenance Plumber	1
	1	Mathematics Assistant Professor	2
	1	Mathematics Lab Coordinator	1
	3	Mechanical-Electrical Systems Technician	1
	1	Nursing Assistant Professor	8
	1	Occupational Therapy Assistant Professor	1
	1	Outreach Specialist	1
	1	Physical Education/Athletic Attendant	1
	1	Physical Therapy Assistant Professor	1
1	Physics Assistant Professor	1	
1	Physics/Astronomy Assistant Professor	1	
1	Police Communications Dispatcher	1	
1	Police Officer	1	
1	President, Folsom Lake College	1	
1	President, Sacramento City College	1	
6	Programmer I	1	
1	Project Director for TRIO, Educational Talent Search	1	
1	Project Director for TRIO, Student Support Services, STEM, and Veterans Programs	1	
1	Psychology Assistant Professor	1	
1	Public Relations Technician	1	
1	Research Analyst	2	
1	Researcher/Psychology Assistant Professor	1	
1	Respiratory Care Assistant Professor	1	

ERA
July 1 - May 12, 2017

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
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Los Rios Community College	6	Senior IT Network Administrator Analyst	3
	6	Senior IT Technician -Lab/Area Microcomputer Support	2
	1	Student Personnel Assistant-Assessment and Testing	1
	1	Student Personnel Assistant - Contract Education	1
	1	Student Personnel Assistant-Cultural Awareness Center	2
	1	Student Personnel Assistant-DSP&S	1
	1	Student Personnel Assistant-EOPS	2
	1	Student Personnel Assistant - Outreach Services	1
	1	Student Personnel Assistant-Student Life	2
	1	Student Personnel Assistant-Student Services	3
	1	Student Personnel Assistant Workforce and Economic Development	2
	1	Student Success and Support Program Specialist	2
	1	TANF/CalWORKS Specialist	1
	1	Theater Arts Adjunct Assistant Professor	2
	1	Universal Design Coordinator	1
	1	Vice Chancellor of Education and Technology	1
	1	Vice President of Instruction	1
	1	Vice President of Student Services	1
1	Women's Basketball Adjunct Faculty Head Coach	1	
1	Women's Track and Field Head Coach	1	
McLane Company, Inc.	10	Independent Sales Representative	1
MAXIMUS-Health Care Options	1	Bilingual Client Service Representative	10
MGO Strategic Staffing	1	Administrative Assistant	1
	1	Senior Accountant	1
Mr. Security Camera	7	Installation Technician	1
Murieta Hospitality Group dba The Murieta Inn	8	Hotel Concierge	150
Nature Care Landscape, Inc.	1	Landscape Maintenance and Installation Crew Members	5
Nor Cal Mobile Mechanics	7	Auto Technician	1
Ooma, Inc.	1	Outside Sales Representative	10
Pinnacle Telecommunications, Inc.	7	Central Office Installer - Level 2 or Higher	1
	1	CFO/Controller	1
	2	Detail/Field Engineer	1
	1	Engineering Quality Auditor	1
	6	Help Desk Support	1
	6	Network Engineer	1
ProWraps, Inc.	1	Office Manager/Project Manager	1
Public Storage	1	Relief Property Manager	5
Ramos Oil Company	7	Maintenance Worker	1
Rancho Murieta Country Club	8	Dishwasher / Kitchen Worker	1
	8	Line Cook	1
Randstad	1	Bilingual Customer Service Representatives	40
	9	Production	200
Ray McCauley Insurance Agency	1	Insurance Sales Agent	1
Resource Staffing Group	1	Document Agent	30
	1	Inbound Customer Service Representative	2
	9	Warehouse Clerk	4
Retail Business Development	1	Wireless Sales Ambassador	8
Rimnetics	9	Manufacturing/Production Worker	5
River City Rickshaw LLC.	9	Pedicab Driver	1
Sacramento Asian/Pacific Chamber	1	Events Coordinator	1
	1	Manager of Membership Relations/Business Development/Programs	1
	1	Marketing and Events Coordinator	1

ERA
July 1 - May 12, 2017

EMPLOYER	CRITICAL CLUSTERS	JOB	NO OF POSITIONS
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Sacramento Employment & Training Agency	1	Accountant II	1
	1	Administrative Assistant	1
	1	Children and Family Services Facilities Supply Clerk	1
	1	Payroll Specialist	1
	1	Head Start Site Supervisor	2
	7	Maintenance/Courier	1
	1	Personnel Analyst	1
Sacramento LGBT Community Center	1	Development Coordinator	1
	1	Executive and Finance Assistant	1
Sacramento Regional Transit District	1	Director, Office Management and Budget	1
Sacramento Valley Alarm Security	7	Alarm Technician	1
Safety Center Inc.	4	Alcohol and Drug Program Counselor	1
	1	Alcohol and Drug Program Staff I	1
	1	Bi-Lingual Alcohol and Drug Program Counselor	1
Saint Claire's Nursing Home	1	Cook	3
	4	Dietary Aid	3
	1	Laundry Worker/Housekeeper	3
	1	Janitorial Maintenance Worker	3
Saint John's Lutheran Church	1	Church Accountant/Bookkeeper	1
Staffing Network	9	Loader/Unloader Operator	15
	1	Logisticians	15
	1	Mail Sorter	15
	2	Manufacturing Engineer	15
	9	Material Handler	15
Stonehouse Enterprises Inc.	1	Maintenance Supervisor	1
The Table Community Foundation	1	After School Group Leader	5
Tele Direct	10	Customer Service Representative	30
The Kensington	4	Caregiver	1
	8	Server	1
Tots of Love Child Development Center, LLC.	1	Preschool Teacher	5
Universal Security & Fire Inc.	1	Alarm Technician Trainee	2
University Of The Pacific, Mc George School Of Law	1	Legal Advocate	1
Urban Strategies Inc.	1	Education Liaison	1
Victoria S Mosur DDS PC	4	Registered Dental Assistant	1
Villara Corporation	1	Sales	1
Volunteers of America Sacramento	1	Support Staff/Monitor	6
Weidmann-ACTI Inc.	9	Shipping Technician	1
WFVC Contact Centers	1	Phone Banker I	1
Wheel Pros	9	Warehouse Worker	2
	9	Warehouse Driver/Worker	1
Total			1343

ITEM IV-C – 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 2016/2017

The following is an update of information as of May 10, 2017 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County.

	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Unofficial	3/10/2016	Orchard Supply Hardware 905 E. Bidwell St. Folsom, CA 95630	8/1/2016	40	7/7/2016 7/14/16
Unofficial	5/19/2016	Sports Authority 3350 Arden Way Sacramento, CA 95815	8/31/2016	150	7/28/2016
Official	6/10/2016	CVS Health: Financial Services Center 11092 Sun Center Dr. Rancho Cordova, CA 95670	9/30/2016	152	8/29/2016 8/31/16 9/20/16 9/22/16
Unofficial	6/27/2016	Hancock Fabrics 2711 El Camino Sacramento, CA 95821	7/13/2016	22	6/6/16 6/8/16
Official	6/27/2016	CST California Stations 4625 San Juan Avenue Fair Oaks, CA 95628	7/5/2016	6	8/18/2016
Unofficial	6/29/2016	CalStar 4933 Bailey Loop McClellan, CA 95652	9/15/2016	20	8/24/2016
Official	6/30/2016	DCS Facility Services 3731 Metro Dr. Suite 600 Sacramento, CA 95215	8/31/2016	11	Packets Delivered
Unofficial	7/5/2016	California State Senate 1020 N Street Sacramento, CA 95814	11/20/2016	40	8/5/16 9/28/16
Unofficial	7/24/2016	Flapjacks 2721 El Camino Ave. Sacramento, CA 95821	7/23/2016	27	7/29/2016
Unofficial	8/1/2016	Farrell's Ice Cream 1625 Watt Ave Sacramento, CA 95864	8/1/2016	100	8/3/2016
Official	9/6/2016	ITT Technical Institute 10863 Gold Center Dr. Ranch Cordova, CA 95670	9/16/2016	104	Declined Services
Official	10/3/2016	Sutter VNA & Hospice 8330 Ferguson Ave Sacramento, CA 95828	12/2/2016	15	Declined Services
Official	10/10/2016	Red Lion Hotel Woodlake 500 Leisure Ln Sacramento, CA 95815	12/12/2016	120	12/2/2016
Official	10/11/2016	Verizon Wireless 10734 International Dr. Rancho Cordova, CA 95670	1/27/2016	1,180	Job Fair 11/30/16
Unofficial	10/14/2016	AAA 8880 Cal Center Dr. Sacramento, CA 95826	12/31/2016	15	12/8/2016

Dislocated Worker Information PY 2016/2017

The following is an update of information as of May 10, 2017 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County.

	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Official	11/3/2016	Marvell Semiconductor, Inc. 890 Glenn Dr. Folsom, CA 95630	1/27/2017	12	Pending
Unofficial	1/12/2017	TransAmerica 870 Glenn Dr. Folsom, Ca 95670	2/28/2017	30	1-31-17 2/1/2017
Official	1/12/2017	PG&E 10381 Old Placerville Rd. Ste.150 Rancho Cordova, CA 95670	3/18/2017	12	2/16/2017
Unofficial	2/3/2017	L3 Technologies, Inc. 107 Woodmere Rd. Folsom, CA 95670	2/15/2017	10	2/15/2017
Official	3/24/2017	bebe store, Inc. 13000 Folsom Blvd. #1006 Folsom, CA 95630	5/27/2017	10	Pending
Official	3/30/2017	Advanced Call Center Technologies, LLC. 4837 Watt Ave. North Highlands, CA 95660	5/30/2017	135	Pending
Unofficial	4/5/2017	Payless ShoeSource 2326 Watt Ave. Sacramento, CA 95821	6/30/2017	20	Pending
			Total # of Affected Workers	2,231	

ITEM IV-D – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of April was 4.4%.

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)
Construction lead month-over job gains**

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 4.4 percent in April 2017, down from a revised 5.0 percent in March 2017, and below the year-ago estimate of 5.1 percent. This compares with an unadjusted unemployment rate of 4.5 percent for California and 4.1 percent for the nation during the same period. The unemployment rate was 4.2 percent in El Dorado County, 3.7 percent in Placer County, 4.6 percent in Sacramento County, and 5.0 percent in Yolo County.

Between March 2017 and April 2017, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 2,500 to total 965,900 jobs.

- Construction (up 1,100 jobs) led the region with a normal seasonal job gain from March to April. Specialty trade contractors added 400 jobs. Construction of buildings increased by 100 jobs.
- Leisure and hospitality gained 1,000 jobs over the month. Accommodation and food services accounted for 90.0 percent of the job additions, picking up 900 jobs. Arts, entertainment, and recreation added 100 jobs.
- Farm employment experienced a gain of 800 jobs.
- Meanwhile, three major industries experienced month-over declines: trade, transportation, and utilities (down 700 jobs), manufacturing (down 300 jobs), and information (down 100 jobs).

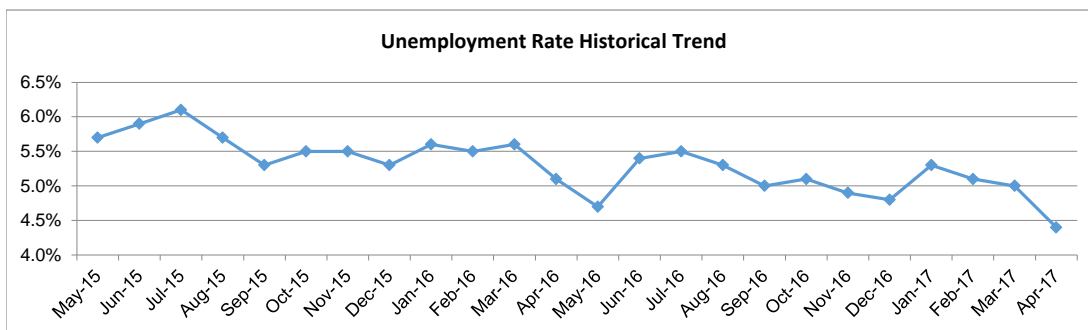
Between April 2016 and April 2017, total jobs in the region increased by 10,300, or 1.1 percent.

- Educational and health services (up 6,400 jobs) continued to lead year-over growth for the seventh consecutive month. Health care and social assistance was responsible for the expansion with 6,500 jobs. These gains offset a slight loss in education services (down 100 jobs).
- Leisure and hospitality gained 3,500 jobs, with the majority of the increase in accommodation and food services (up 2,400 jobs). Arts, entertainment, and recreation contributed 1,100 jobs over the year.
- Professional and business services added 1,600 jobs from last April. Administrative and support and waste services grew by 1,600 jobs. Professional, scientific, and technical services gained 700 jobs. These gains offset a decline in management of companies and enterprises, which dipped by 700 jobs.
- Five major industries experienced job reductions from last April, led by construction (down 2,300 jobs), manufacturing (down 1,100 jobs), other services (down 900 jobs), information (down 600 jobs), and farm (down 200 jobs).

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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 4.4 percent in April 2017, down from a revised 5.0 percent in March 2017, and below the year-ago estimate of 5.1 percent. This compares with an unadjusted unemployment rate of 4.5 percent for California and 4.1 percent for the nation during the same period. The unemployment rate was 4.2 percent in El Dorado County, 3.7 percent in Placer County, 4.6 percent in Sacramento County, and 5.0 percent in Yolo County.



Industry	Mar-2017	Apr-2017	Change		Apr-2016	Apr-2017	Change
	Revised	Prelim				Prelim	

Total, All Industries	963,400	965,900	2,500		955,600	965,900	10,300
Total Farm	8,700	9,500	800		9,700	9,500	(200)
Total Nonfarm	954,700	956,400	1,700		945,900	956,400	10,500
Mining, Logging, and Construction	50,800	51,900	1,100		54,100	51,900	(2,200)
Mining and Logging	500	500	0		400	500	100
Construction	50,300	51,400	1,100		53,700	51,400	(2,300)
Manufacturing	35,100	34,800	(300)		35,900	34,800	(1,100)
Trade, Transportation & Utilities	151,700	151,000	(700)		149,800	151,000	1,200
Information	13,400	13,300	(100)		13,900	13,300	(600)
Financial Activities	52,600	52,900	300		51,300	52,900	1,600
Professional & Business Services	129,300	129,300	0		127,700	129,300	1,600
Educational & Health Services	151,500	151,600	100		145,200	151,600	6,400
Leisure & Hospitality	102,500	103,500	1,000		100,000	103,500	3,500
Other Services	30,100	30,400	300		31,300	30,400	(900)
Government	237,700	237,700	0		236,700	237,700	1,000

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

Labor force data are revised month to month

May 19, 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

	Apr 16	Feb 17	Mar 17 Revised	Apr 17 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,066,600	1,069,800	1,070,200	1,061,900	-0.8%	-0.4%
Civilian Employment	1,011,700	1,015,500	1,016,700	1,014,800	-0.2%	0.3%
Civilian Unemployment	54,900	54,400	53,500	47,100	-12.0%	-14.2%
Civilian Unemployment Rate	5.1%	5.1%	5.0%	4.4%		
(CA Unemployment Rate)	5.4%	5.2%	5.1%	4.5%		
(U.S. Unemployment Rate)	4.7%	4.9%	4.6%	4.1%		
Total, All Industries (2)	955,600	959,400	963,400	965,900	0.3%	1.1%
Total Farm	9,700	8,400	8,700	9,500	9.2%	-2.1%
Total Nonfarm	945,900	951,000	954,700	956,400	0.2%	1.1%
Total Private	709,200	715,200	717,000	718,700	0.2%	1.3%
Goods Producing	90,000	85,700	85,900	86,700	0.9%	-3.7%
Mining, Logging, and Construction	54,100	50,100	50,800	51,900	2.2%	-4.1%
Mining and Logging	400	500	500	500	0.0%	25.0%
Construction	53,700	49,600	50,300	51,400	2.2%	-4.3%
Construction of Buildings	10,900	10,200	10,200	10,300	1.0%	-5.5%
Specialty Trade Contractors	37,700	36,500	37,400	37,800	1.1%	0.3%
Building Foundation & Exterior Contractors	10,200	9,900	10,200	10,500	2.9%	2.9%
Building Equipment Contractors	15,800	16,300	16,400	16,600	1.2%	5.1%
Building Finishing Contractors	7,900	7,800	8,000	8,100	1.3%	2.5%
Manufacturing	35,900	35,600	35,100	34,800	-0.9%	-3.1%
Durable Goods	24,300	24,000	23,700	23,500	-0.8%	-3.3%
Computer & Electronic Product Manufacturing	6,000	5,900	5,800	5,800	0.0%	-3.3%
Nondurable Goods	11,600	11,600	11,400	11,300	-0.9%	-2.6%
Food Manufacturing	3,800	3,700	3,700	3,600	-2.7%	-5.3%
Service Providing	855,900	865,300	868,800	869,700	0.1%	1.6%
Private Service Providing	619,200	629,500	631,100	632,000	0.1%	2.1%
Trade, Transportation & Utilities	149,800	151,800	151,700	151,000	-0.5%	0.8%
Wholesale Trade	25,300	26,100	25,900	25,700	-0.8%	1.6%
Merchant Wholesalers, Durable Goods	13,800	14,000	14,000	13,900	-0.7%	0.7%
Merchant Wholesalers, Nondurable Goods	9,000	9,100	9,100	9,100	0.0%	1.1%
Retail Trade	99,100	99,800	100,000	99,600	-0.4%	0.5%
Motor Vehicle & Parts Dealer	14,200	14,400	14,500	14,500	0.0%	2.1%
Building Material & Garden Equipment Stores	8,600	8,100	8,300	8,500	2.4%	-1.2%
Grocery Stores	18,600	18,900	18,800	18,800	0.0%	1.1%
Health & Personal Care Stores	5,600	5,600	5,600	5,600	0.0%	0.0%
Clothing & Clothing Accessories Stores	7,100	7,000	6,900	6,900	0.0%	-2.8%
Sporting Goods, Hobby, Book & Music Stores	4,100	3,800	3,700	3,700	0.0%	-9.8%
General Merchandise Stores	20,600	21,300	21,300	21,200	-0.5%	2.9%
Transportation, Warehousing & Utilities	25,400	25,900	25,800	25,700	-0.4%	1.2%
Information	13,900	13,500	13,400	13,300	-0.7%	-4.3%
Publishing Industries (except Internet)	2,500	2,600	2,600	2,600	0.0%	4.0%
Telecommunications	5,500	5,200	5,200	5,100	-1.9%	-7.3%
Financial Activities	51,300	52,200	52,600	52,900	0.6%	3.1%
Finance & Insurance	37,100	37,800	38,300	38,400	0.3%	3.5%
Credit Intermediation & Related Activities	11,700	11,700	11,600	11,600	0.0%	-0.9%
Depository Credit Intermediation	6,600	6,500	6,500	6,500	0.0%	-1.5%
Nondepository Credit Intermediation	2,500	2,400	2,400	2,400	0.0%	-4.0%
Insurance Carriers & Related	21,400	21,800	22,000	22,200	0.9%	3.7%
Real Estate & Rental & Leasing	14,200	14,400	14,300	14,500	1.4%	2.1%
Real Estate	11,000	11,200	11,100	11,300	1.8%	2.7%
Professional & Business Services	127,700	130,100	129,300	129,300	0.0%	1.3%
Professional, Scientific & Technical Services	55,000	56,300	56,100	55,700	-0.7%	1.3%
Architectural, Engineering & Related Services	9,100	9,600	9,500	9,600	1.1%	5.5%
Management of Companies & Enterprises	11,200	10,300	10,300	10,500	1.9%	-6.3%
Administrative & Support & Waste Services	61,500	63,500	62,900	63,100	0.3%	2.6%
Administrative & Support Services	58,700	60,000	59,800	59,900	0.2%	2.0%
Employment Services	23,800	23,700	23,100	23,200	0.4%	-2.5%

Data Not Seasonally Adjusted

	Apr 16	Feb 17	Mar 17 Revised	Apr 17 Prelim	Percent Change	
					Month	Year
Services to Buildings & Dwellings	12,000	12,300	12,400	12,600	1.6%	5.0%
Educational & Health Services	145,200	150,500	151,500	151,600	0.1%	4.4%
Education Services	12,200	12,100	12,200	12,100	-0.8%	-0.8%
Health Care & Social Assistance	133,000	138,400	139,300	139,500	0.1%	4.9%
Ambulatory Health Care Services	47,100	49,500	49,800	49,500	-0.6%	5.1%
Hospitals	23,000	23,700	23,900	23,900	0.0%	3.9%
Nursing & Residential Care Facilities	16,800	17,500	17,500	17,500	0.0%	4.2%
Leisure & Hospitality	100,000	101,900	102,500	103,500	1.0%	3.5%
Arts, Entertainment & Recreation	15,700	16,600	16,700	16,800	0.6%	7.0%
Accommodation & Food Services	84,300	85,300	85,800	86,700	1.0%	2.8%
Accommodation	9,000	8,800	8,900	8,900	0.0%	-1.1%
Food Services & Drinking Places	75,300	76,500	76,900	77,800	1.2%	3.3%
Restaurants	70,500	72,400	72,900	73,300	0.5%	4.0%
Full-Service Restaurants	33,500	34,200	34,200	34,000	-0.6%	1.5%
Limited-Service Eating Places	37,000	38,200	38,700	39,300	1.6%	6.2%
Other Services	31,300	29,500	30,100	30,400	1.0%	-2.9%
Repair & Maintenance	9,200	9,200	9,300	9,400	1.1%	2.2%
Government	236,700	235,800	237,700	237,700	0.0%	0.4%
Federal Government	13,800	14,100	14,100	14,100	0.0%	2.2%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	222,900	221,700	223,600	223,600	0.0%	0.3%
State Government	117,000	117,900	118,600	118,700	0.1%	1.5%
State Government Education	30,100	30,800	31,200	31,200	0.0%	3.7%
State Government Excluding Education	86,900	87,100	87,400	87,500	0.1%	0.7%
Local Government	105,900	103,800	105,000	104,900	-0.1%	-0.9%
Local Government Education	60,300	57,500	58,700	58,300	-0.7%	-3.3%
Local Government Excluding Education	45,600	46,300	46,300	46,600	0.6%	2.2%
County	18,600	19,000	19,000	19,000	0.0%	2.2%
City	10,100	10,100	10,300	10,400	1.0%	3.0%
Special Districts plus Indian Tribes	16,900	17,200	17,000	17,200	1.2%	1.8%

Notes:

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

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

These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Cara Welch 916/227-0298 or Elizabeth Bosley 530/741-5191

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

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

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Sacramento County	689,900	658,500	31,400	4.6%	1.000000	1.000000
Arden Arcade CDP	44,000	41,500	2,500	5.8%	0.063006	0.080844
Carmichael CDP	30,400	28,900	1,500	5.0%	0.043831	0.048219
Citrus Heights city	43,200	41,100	2,100	4.8%	0.062455	0.065958
Elk Grove CDP	79,300	76,600	2,800	3.5%	0.116285	0.088137
Fair Oaks CDP	15,600	15,000	700	4.3%	0.022709	0.021471
Florin CDP	20,600	19,300	1,400	6.7%	0.029260	0.043767
Folsom city	35,900	34,800	1,100	2.9%	0.052893	0.033520
Foothill Farms CDP	15,200	14,600	700	4.3%	0.022136	0.020965
Galt city	11,000	10,400	600	5.4%	0.015836	0.018845
Gold River CDP	3,600	3,500	100	2.2%	0.005387	0.002556
Isleton city	300	300	0	8.0%	0.000470	0.000856
La Riviera CDP	5,800	5,500	200	4.0%	0.008404	0.007373
North Highlands CDP	18,000	17,100	800	4.6%	0.026044	0.026548
Orangevale CDP	17,300	16,600	700	4.2%	0.025146	0.022991
Rancho Cordova City	33,600	31,900	1,700	5.0%	0.048496	0.054027
Rancho Murieta CDP	2,500	2,400	0	1.7%	0.003676	0.001354
Rio Linda CDP	6,300	6,100	200	3.8%	0.009202	0.007703
Rosemont CDP	11,700	11,100	600	5.1%	0.016916	0.019069
Sacramento city	228,000	217,000	11,000	4.8%	0.329487	0.349736
Vineyard CDP	12,600	12,200	400	3.4%	0.018487	0.013533
Walnut Grove CDP	600	500	100	17.0%	0.000729	0.003121
Wilton CDP	2,500	2,400	100	2.0%	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
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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)
 April 2017 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Yolo County	105,400	100,100	5,300	5.0%	1.000000	1.000000
Davis city	35,100	33,800	1,400	3.9%	0.337453	0.255159
Esparto CDP	1,600	1,500	100	5.3%	0.015258	0.015930
West Sacramento city	25,600	24,100	1,500	5.9%	0.240385	0.282433
Winters city	3,800	3,600	200	4.5%	0.036114	0.031940
Woodland city	29,500	28,000	1,600	5.4%	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.

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

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Placer County	178,000	171,300	6,600	3.7%	1.000000	1.000000
Auburn city	6,700	6,400	300	4.4%	0.037553	0.044146
Colfax city	1,100	1,000	100	7.1%	0.005785	0.011469
Dollar Point CDP	700	700	0	1.8%	0.004151	0.001897
Foresthill CDP	500	500	0	5.2%	0.002976	0.004268
Granite Bay CDP	10,400	10,000	400	4.0%	0.058186	0.062254
Kings Beach CDP	2,400	2,300	100	6.1%	0.013246	0.022219
Lincoln city	18,500	17,700	800	4.1%	0.103591	0.113720
Loomis town	3,100	3,000	100	2.5%	0.017445	0.011632
Meadow Vista CDP	1,500	1,500	0	1.5%	0.008640	0.003387
North Auburn CDP	5,700	5,500	200	3.4%	0.032365	0.029535
Rocklin city	30,300	29,200	1,100	3.8%	0.170181	0.172311
Roseville city	64,400	62,100	2,300	3.5%	0.362474	0.340944
Sunnyside Tahoe City CDP	800	800	0	4.8%	0.004631	0.006029
Tahoe Vista CDP	900	900	0	4.3%	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	Employ- ment	Unemployment Number	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)
 April 2017 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
El Dorado County	88,600	84,900	3,700	4.2%	1.000000	1.000000
Cameron Park CDP	9,400	9,000	400	4.3%	0.106286	0.107910
Diamond Springs CDP	5,300	5,000	300	5.5%	0.059082	0.077780
El Dorado Hills CDP	20,800	20,200	600	3.1%	0.237734	0.173400
Georgetown CDP	900	800	0	5.7%	0.009501	0.013200
Placerville city	4,600	4,300	300	5.7%	0.051069	0.070634
Pollock Pines CDP	3,000	2,900	100	3.2%	0.034725	0.025790
Shingle Springs CDP	2,400	2,300	100	3.4%	0.026820	0.021660
South Lake Tahoe city	11,500	11,000	500	4.7%	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.

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

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,084,500	18,222,000	862,500	4.5%
ALAMEDA	9	834,400	805,600	28,800	3.5%
ALPINE	26	580	560	30	4.8%
AMADOR	29	14,720	13,980	740	5.1%
BUTTE	31	103,600	97,700	5,800	5.6%
CALAVERAS	24	20,850	19,860	990	4.7%
COLUSA	57	10,630	8,910	1,720	16.2%
CONTRA COSTA	10	553,700	533,700	20,000	3.6%
DEL NORTE	38	9,550	8,930	630	6.6%
EL DORADO	19	88,600	84,900	3,700	4.2%
FRESNO	50	446,700	407,600	39,200	8.8%
GLENN	46	13,030	12,020	1,010	7.8%
HUMBOLDT	14	62,600	60,130	2,470	3.9%
IMPERIAL	58	72,600	58,600	13,900	19.2%
INYO	20	8,870	8,480	390	4.4%
KERN	51	383,400	346,900	36,500	9.5%
KINGS	51	56,000	50,700	5,300	9.5%
LAKE	31	29,510	27,860	1,650	5.6%
LASSEN	37	10,230	9,580	660	6.4%
LOS ANGELES	18	5,105,600	4,894,900	210,700	4.1%
MADERA	49	60,500	55,400	5,200	8.5%
MARIN	2	139,700	135,900	3,800	2.7%
MARIPOSA	33	7,310	6,880	440	5.9%
MENDOCINO	21	39,350	37,540	1,810	4.6%
MERCED	55	112,800	101,400	11,500	10.2%
MODOC	44	3,300	3,060	240	7.4%
MONO	11	8,420	8,110	310	3.7%
MONTEREY	42	221,600	205,700	15,900	7.2%
NAPA	8	73,800	71,300	2,500	3.4%
NEVADA	15	47,350	45,470	1,880	4.0%
ORANGE	6	1,582,000	1,530,100	51,900	3.3%
PLACER	11	178,000	171,300	6,600	3.7%
PLUMAS	56	7,370	6,610	770	10.4%
RIVERSIDE	27	1,053,100	1,002,000	51,100	4.9%
SACRAMENTO	21	689,900	658,500	31,400	4.6%
SAN BENITO	35	29,600	27,800	1,800	6.1%
SAN BERNARDINO	21	938,900	895,600	43,200	4.6%
SAN DIEGO	13	1,554,800	1,496,300	58,500	3.8%
SAN FRANCISCO	2	559,100	543,900	15,200	2.7%
SAN JOAQUIN	41	316,500	293,900	22,600	7.1%
SAN LUIS OBISPO	6	140,900	136,300	4,600	3.3%
SAN MATEO	1	447,900	436,800	11,000	2.5%
SANTA BARBARA	15	217,700	208,900	8,700	4.0%
SANTA CLARA	4	1,016,800	985,400	31,400	3.1%
SANTA CRUZ	40	143,900	133,900	9,900	6.9%
SHASTA	34	75,000	70,600	4,500	6.0%
SIERRA	43	1,300	1,210	100	7.3%
SISKIYOU	45	17,580	16,260	1,320	7.5%
SOLANO	24	205,900	196,300	9,600	4.7%
SONOMA	5	256,500	248,300	8,300	3.2%
STANISLAUS	48	243,100	224,000	19,100	7.9%
SUTTER	53	45,300	40,900	4,400	9.7%
TEHAMA	36	25,350	23,790	1,570	6.2%
TRINITY	38	4,960	4,630	330	6.6%
TULARE	54	209,500	188,700	20,800	9.9%
TUOLUMNE	30	21,580	20,420	1,160	5.4%
VENTURA	15	429,100	411,800	17,300	4.0%
YOLO	28	105,400	100,100	5,300	5.0%
YUBA	46	28,300	26,100	2,200	7.8%

Notes

1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.

2) Labor force data for all geographic areas now reflect the March 2016 benchmark and Census 2010 population controls at the state level.

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

Area	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,084,500	18,222,000	862,500	4.5%
ANAHEIM-SANTA ANA-IRVINE MD (Orange Co.)	8	1,582,000	1,530,100	51,900	3.3%
BAKERSFIELD MSA (Kern Co.)	57	383,400	346,900	36,500	9.5%
CHICO MSA (Butte Co.)	36	103,600	97,700	5,800	5.6%
EL CENTRO MSA (Imperial Co.)	64	72,600	58,600	13,900	19.2%
FRESNO MSA (Fresno Co.)	55	446,700	407,600	39,200	8.8%
HANFORD CORCORAN MSA (Kings Co.)	57	56,000	50,700	5,300	9.5%
LOS ANGELES LONG BEACH GLENDALE MD (Los Angeles Co.)	21	5,105,600	4,894,900	210,700	4.1%
MADERA MSA (Madera Co.)	54	60,500	55,400	5,200	8.5%
MERCED MSA (Merced Co.)	61	112,800	101,400	11,500	10.2%
MODESTO MSA (Stanislaus Co.)	53	243,100	224,000	19,100	7.9%
NAPA MSA (Napa Co.)	10	73,800	71,300	2,500	3.4%
OAKLAND HAYWARD BERKELEY MD	11	1,388,100	1,339,300	48,800	3.5%
Alameda Co.	11	834,400	805,600	28,800	3.5%
Contra Costa Co.	13	553,700	533,700	20,000	3.6%
OXNARD THOUSAND OAKS VENTURA MSA (Ventura Co.)	18	429,100	411,800	17,300	4.0%
REDDING MSA (Shasta Co.)	39	75,000	70,600	4,500	6.0%
RIVERSIDE SAN BERNARDINO ONTARIO MSA	28	1,992,000	1,897,600	94,400	4.7%
Riverside Co.	32	1,053,100	1,002,000	51,100	4.9%
San Bernardino Co.	25	938,900	895,600	43,200	4.6%
SACRAMENTO--ROSEVILLE--ARDEN-ARCADE MSA	23	1,061,900	1,014,800	47,100	4.4%
El Dorado Co.	22	88,600	84,900	3,700	4.2%
Placer Co.	14	178,000	171,300	6,600	3.7%
Sacramento Co.	25	689,900	658,500	31,400	4.6%
Yolo Co.	33	105,400	100,100	5,300	5.0%
SALINAS MSA (Monterey Co.)	47	221,600	205,700	15,900	7.2%
SAN DIEGO CARLSBAD MSA (San Diego Co.)	16	1,554,800	1,496,300	58,500	3.8%
SAN FRANCISCO REDWOOD CITY SOUTH SAN FRANCISCO MD	2	1,007,000	980,700	26,300	2.6%
San Francisco Co.	3	559,100	543,900	15,200	2.7%
San Mateo Co.	1	447,900	436,800	11,000	2.5%
SAN JOSE SUNNYVALE SANTA CLARA MSA	6	1,046,300	1,013,200	33,100	3.2%
San Benito Co.	40	29,600	27,800	1,800	6.1%
Santa Clara Co.	5	1,016,800	985,400	31,400	3.1%
SAN LUIS OBISPO PASO ROBLES ARROYO GRANDE MSA (San Luis Obispo Co.)	8	140,900	136,300	4,600	3.3%
SAN RAFAEL MD (Marin Co.)	3	139,700	135,900	3,800	2.7%
SANTA CRUZ WATSONVILLE MSA (Santa Cruz Co.)	45	143,900	133,900	9,900	6.9%
SANTA MARIA SANTA BARBARA MSA (Santa Barbara Co.)	18	217,700	208,900	8,700	4.0%
SANTA ROSA MSA (Sonoma Co.)	6	256,500	248,300	8,300	3.2%
STOCKTON LODI MSA (San Joaquin Co.)	46	316,500	293,900	22,600	7.1%
VALLEJO FAIRFIELD MSA (Solano Co.)	28	205,900	196,300	9,600	4.7%
VISALIA PORTERVILLE MSA (Tulare Co.)	60	209,500	188,700	20,800	9.9%
YUBA CITY MSA	56	73,600	67,000	6,600	8.9%
Sutter Co.	59	45,300	40,900	4,400	9.7%
Yuba Co.	51	28,300	26,100	2,200	7.8%
Alpine Co.	31	580	560	30	4.8%
Amador Co.	34	14,720	13,980	740	5.1%
Calaveras Co.	28	20,850	19,860	990	4.7%
Colusa Co.	63	10,630	8,910	1,720	16.2%
Del Norte Co.	43	9,550	8,930	630	6.6%
Glenn Co.	51	13,030	12,020	1,010	7.8%
Humboldt Co.	17	62,600	60,130	2,470	3.9%
Inyo Co.	23	8,870	8,480	390	4.4%
Lake Co.	36	29,510	27,860	1,650	5.6%
Lassen Co.	42	10,230	9,580	660	6.4%
Mariposa Co.	38	7,310	6,880	440	5.9%
Mendocino Co.	25	39,350	37,540	1,810	4.6%
Modoc Co.	49	3,300	3,060	240	7.4%
Mono Co.	14	8,420	8,110	310	3.7%
Nevada Co.	18	47,350	45,470	1,880	4.0%
Plumas Co.	62	7,370	6,610	770	10.4%
Sierra Co.	48	1,300	1,210	100	7.3%
Siskiyou Co.	50	17,580	16,260	1,320	7.5%
Tehama Co.	41	25,350	23,790	1,570	6.2%
Trinity Co.	43	4,960	4,630	330	6.6%
Tuolumne Co.	35	21,580	20,420	1,160	5.4%

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
April 2017 - Preliminary
 Data Not Seasonally Adjusted

REGION	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,084,500	18,222,000	862,500	4.5%
COASTAL REGION	12	724,000	684,900	39,100	5.4%
MONTEREY	---	221,600	205,700	15,900	7.2%
SAN LUIS OBISPO	---	140,900	136,300	4,600	3.3%
SANTA BARBARA	---	217,700	208,900	8,700	4.0%
SANTA CRUZ	---	143,900	133,900	9,900	6.9%
MIDDLE SIERRA	11	64,500	61,100	3,300	5.2%
AMADOR	---	14,720	13,980	740	5.1%
CALAVERAS	---	20,850	19,860	990	4.7%
MARIPOSA	---	7,310	6,880	440	5.9%
TUOLUMNE	---	21,580	20,420	1,160	5.4%
HUMBOLDT	5	62,600	60,100	2,500	3.9%
HUMBOLDT	---	62,600	60,130	2,470	3.9%
NORTH STATE	13	305,600	287,800	17,800	5.8%
BUTTE	---	103,600	97,700	5,800	5.6%
DEL NORTE	---	9,550	8,930	630	6.6%
LASSEN	---	10,230	9,580	660	6.4%
MODOC	---	3,300	3,060	240	7.4%
NEVADA	---	47,350	45,470	1,880	4.0%
PLUMAS	---	7,370	6,610	770	10.4%
SHASTA	---	75,000	70,600	4,500	6.0%
SIERRA	---	1,300	1,210	100	7.3%
SISKIYOU	---	17,580	16,260	1,320	7.5%
TEHAMA	---	25,350	23,790	1,570	6.2%
TRINITY	---	4,960	4,630	330	6.6%
CAPITOL REGION	10	1,159,700	1,103,300	56,400	4.9%
ALPINE	---	580	560	30	4.8%
COLUSA	---	10,630	8,910	1,720	16.2%
EL DORADO	---	88,600	84,900	3,700	4.2%
GLENN	---	13,030	12,020	1,010	7.8%
PLACER	---	178,000	171,300	6,600	3.7%
SACRAMENTO	---	689,900	658,500	31,400	4.6%
SUTTER	---	45,300	40,900	4,400	9.7%
YOLO	---	105,400	100,100	5,300	5.0%
YUBA	---	28,300	26,100	2,200	7.8%
EAST BAY	3	1,388,100	1,339,300	48,800	3.5%
ALAMEDA	---	834,400	805,600	28,800	3.5%
CONTRA COSTA	---	553,700	533,700	20,000	3.6%
NORTH BAY	4	744,700	717,100	27,600	3.7%
LAKE	---	29,510	27,860	1,650	5.6%
MARIN	---	139,700	135,900	3,800	2.7%
MENDOCINO	---	39,350	37,540	1,810	4.6%
NAPA	---	73,800	71,300	2,500	3.4%
SOLANO	---	205,900	196,300	9,600	4.7%
SONOMA	---	256,500	248,300	8,300	3.2%
BAY-PENINSULA	1	2,053,300	1,993,900	59,400	2.9%
SAN BENITO	---	29,600	27,800	1,800	6.1%
SAN FRANCISCO	---	559,100	543,900	15,200	2.7%
SAN MATEO	---	447,900	436,800	11,000	2.5%
SANTA CLARA	---	1,016,800	985,400	31,400	3.1%
SAN JOAQUIN VALLEY AND ASSOCIATED COUNTIES	14	1,845,800	1,685,100	160,800	8.7%
FRESNO	---	446,700	407,600	39,200	8.8%
INYO	---	8,870	8,480	390	4.4%
KERN	---	383,400	346,900	36,500	9.5%
KINGS	---	56,000	50,700	5,300	9.5%
MADERA	---	60,500	55,400	5,200	8.5%
MERCED	---	112,800	101,400	11,500	10.2%
MONO	---	8,420	8,110	310	3.7%
SAN JOAQUIN	---	316,500	293,900	22,600	7.1%
STANISLAUS	---	243,100	224,000	19,100	7.9%
TULARE	---	209,500	188,700	20,800	9.9%
SOUTHERN BORDER	8	1,627,300	1,554,900	72,400	4.5%
IMPERIAL	---	72,600	58,600	13,900	19.2%
SAN DIEGO	---	1,554,800	1,496,300	58,500	3.8%
LOS ANGELES BASIN	7	5,105,600	4,894,900	210,700	4.1%
LOS ANGELES	---	5,105,600	4,894,900	210,700	4.1%
ORANGE	2	1,582,000	1,530,100	51,900	3.3%
ORANGE	---	1,582,000	1,530,100	51,900	3.3%
INLAND EMPIRE	9	1,992,000	1,897,600	94,400	4.7%
RIVERSIDE	---	1,053,100	1,002,000	51,100	4.9%
SAN BERNARDINO	---	938,900	895,600	43,200	4.6%
VENTURA	6	429,100	411,800	17,300	4.0%
VENTURA	---	429,100	411,800	17,300	4.0%

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
April 2017 - Preliminary
 Data Not Seasonally Adjusted

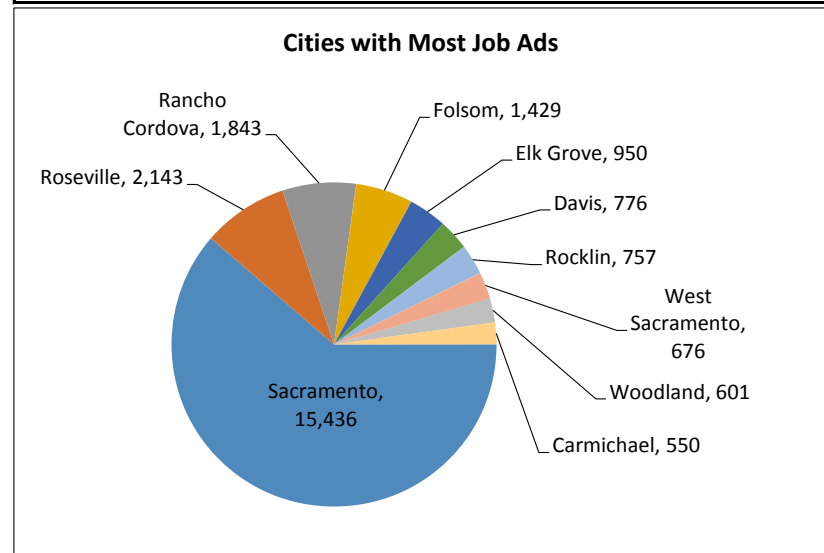
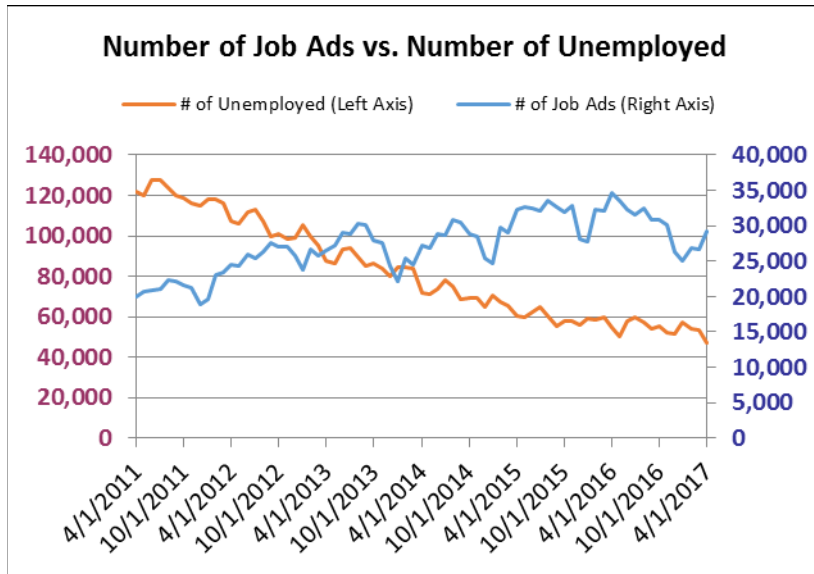
REGION	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,084,500	18,222,000	862,500	4.5%
ALAMEDA COUNTY Alameda County, except Oakland City	4	622,300	602,600	19,700	3.2%
OAKLAND CITY Oakland City	23	212,100	203,000	9,100	4.3%
CONTRA COSTA COUNTY Contra Costa County, except Richmond City	10	500,500	482,700	17,800	3.6%
RICHMOND CITY Richmond City	21	53,200	51,000	2,200	4.2%
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	20	1,870,600	1,794,500	76,100	4.1%
LOS ANGELES CITY Los Angeles City	24	2,056,900	1,966,800	90,000	4.4%
VERDUGO CONSORTIUM Burbank, Glendale, and La Cañada Flintridge Cities	13	171,500	165,200	6,300	3.7%
FOOTHILL CONSORTIUM Arcadia, Duarte, Monrovia, Pasadena, Sierra Madre, and South Pasadena Cities	6	161,600	156,400	5,200	3.2%
SOUTH BAY CONSORTIUM Carson, El Segundo, Gardena, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Manhattan Beach, Redondo Beach, Lomita, and Torrance Cities	12	367,800	354,300	13,400	3.7%
SELACO (SOUTHEAST LOS ANGELES COUNTY CONSORTIUM) Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, and Norwalk Cities	11	229,200	220,900	8,300	3.6%
PACIFIC GATEWAY WORKFORCE INVESTMENT NETWORK Long Beach and Signal Hill Cities	25	248,000	236,800	11,200	4.5%
ORANGE COUNTY Orange County, except Anaheim and Santa Ana Cities	3	1,256,000	1,217,000	38,900	3.1%
ANAHEIM CITY Anaheim City	22	169,000	162,000	7,100	4.2%
SANTA ANA CITY Santa Ana City	15	157,000	151,100	5,900	3.8%
SAN JOSE - SILICON VALLEY Santa Clara County, except Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale Cities	9	694,900	671,900	23,000	3.3%
NOVA (NORTH VALLEY CONSORTIUM) Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale Cities; San Mateo County	1	769,700	750,400	19,400	2.5%
GOLDEN SIERRA CONSORTIUM Alpine, El Dorado, and Placer Counties	16	267,200	256,800	10,400	3.9%
KERN, INYO, MONO CONSORTIUM Kern, Inyo, and Mono Counties	41	400,700	363,500	37,200	9.3%
MOTHER LODE CONSORTIUM Amador, Calaveras, Mariposa, and Tuolumne Counties	32	64,500	61,100	3,300	5.2%
NORTEC (NORTHERN RURAL TRAINING AND EMPLOYMENT CONSORTIUM) Butte, Del Norte, Lassen, Nevada, Modoc, Plumas, Shasta, Sierra, Siskiyou, Tehama, and Trinity Counties	33	305,600	287,800	17,800	5.8%
NCCC (NORTH CENTRAL COUNTIES CONSORTIUM) Colusa, Glenn, Sutter, and Yuba Counties	43	97,200	87,900	9,300	9.6%
WORKFORCE ALLIANCE OF THE NORTH BAY (NORTH BAY CONSORTIUM) Napa, Lake, and Marin Counties	8	242,900	235,000	8,000	3.3%
FRESNO COUNTY Fresno County	40	446,700	407,600	39,200	8.8%
HUMBOLDT COUNTY Humboldt County	17	62,600	60,130	2,470	3.9%
IMPERIAL COUNTY Imperial County	46	72,600	58,600	13,900	19.2%
KINGS COUNTY Kings County	42	56,000	50,700	5,300	9.5%
MADERA COUNTY Madera County	39	60,500	55,400	5,200	8.5%
MENDOCINO COUNTY Mendocino County	27	39,350	37,540	1,810	4.6%
MERCED COUNTY Merced County	45	112,800	101,400	11,500	10.2%
MONTEREY COUNTY Monterey County	37	221,600	205,700	15,900	7.2%
RIVERSIDE COUNTY Riverside County	30	1,053,100	1,002,000	51,100	4.9%
SACRAMENTO CITY/COUNTY Sacramento County	26	689,900	658,500	31,400	4.6%
SAN BENITO COUNTY	34	29,600	27,800	1,800	6.1%

San Benito County					
SAN BERNARDINO COUNTY San Bernardino County	28	938,900	895,600	43,200	4.6%
SAN DIEGO CITY/COUNTY San Diego County	14	1,554,800	1,496,300	58,500	3.8%
SAN FRANCISCO CITY/COUNTY San Francisco County	2	559,100	543,900	15,200	2.7%
SAN JOAQUIN COUNTY San Joaquin County	36	316,500	293,900	22,600	7.1%
SAN LUIS OBISPO COUNTY San Luis Obispo County	7	140,900	136,300	4,600	3.3%
SANTA BARBARA COUNTY Santa Barbara County	18	217,700	208,900	8,700	4.0%
SANTA CRUZ COUNTY Santa Cruz County	35	143,900	133,900	9,900	6.9%
SOLANO COUNTY Solano County	29	205,900	196,300	9,600	4.7%
SONOMA COUNTY Sonoma County	5	256,500	248,300	8,300	3.2%
STANISLAUS COUNTY Stanislaus County	38	243,100	224,000	19,100	7.9%
TULARE COUNTY Tulare County	44	209,500	188,700	20,800	9.9%
VENTURA COUNTY Ventura County	19	429,100	411,800	17,300	4.0%
YOLO COUNTY Yolo County	31	105,400	100,100	5,300	5.0%

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.

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

ITEM IV-E – INFORMATION

HEAD START REPORTS

BACKGROUND:

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

- Policy Council Minutes: April 25

Staff will be available to answer questions.

PRESENTER: Denise Lee

REGULAR MEETING OF THE HEAD START POLICY COUNCIL
SPECIAL MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, April 25, 2017
9:00 a.m.

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

Mr. Kenneth Tate called the meeting to order at 9:04 a.m. The Pledge of Allegiance was recited. Mr. Tate read the thought of the day. Ms. Linda Harris called the roll. A quorum was established.

Members Present:

Linda Harris, Elk Grove Unified School District
Elnora Nears, Elk Grove Unified School District
Vocheri Thomas, WCIC/Playmate Child Development Center
Andrea Scharnow, Sacramento City Unified School District
Ezell Humphrey-Grant, Twin Rivers Unified School District
Henrietta Gutierrez, SETA-Operated Program
Angel Chenault, SETA-Operated Program
Calvin Sheppard, MAACC
Taneya Zimmerman, Early Head Start, Sac. City Unified School Dist.
Linda Litka, Community Representative
Terri McMillin, Community Representative
Robin Blanks, Community Representative
Penelope Scott, Community Representative
Kenneth Tate, Community Representative
Reginald Castex, WCIC/Playmate Child Development Center (seated at 9:20 a.m.)

Members Absent:

Jennifer Lane, Twin Rivers Unified School District (excused)
Angela Burnell, SETA-Operated Program (unexcused)
April Jean, Birth and Beyond (unexcused)
David Lesnick, San Juan Unified School District (excused)
Anchil Goswami, Sacramento City Unified School District (unexcused)

II. Consent Item (Policy Council)

A. Approval of the Minutes of the March 28, 2017 Policy Council Meeting

Minutes were reviewed; no questions or comments.

Moved/Blanks, second/Chenault, to approve the minutes of the March 28, 2017 meeting.

Show of hands vote:

Aye: 13 (Blanks, Chenault, Gutierrez, Harris, Humphrey-Grant, Litka, McMillin, Nears, Scott, Scharnow, Sheppard, Thomas, Zimmerman)

Nay: 0

Abstentions: 1 (Tate)

Absent: 5 (Burnell, Goswami, Jean, Lane, Lesnick)

III. **Action Items**

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

The board went into closed session at 9:10 a.m.

Mr. Reginald Castex was seated at 9:20 a.m.

Mr. Tate called the meeting back to order at 9:21 a.m. and reported that the board approved Eligible Lists for: Associate Teacher and Courier/Maintenance.

IV. **Information Items**

A. Standing Information Items (Policy Council)

➤ PC/PAC Calendar of Events – Ms. Harris reviewed the calendar of events.

Mr. Tate called a break at 9:25 a.m. a break was called in for the system to be powered up.

Ms. Terri McMillin called the PAC meeting to order at 9:42 a.m. and read the thought of the day. Ms. Angel Chenault called the roll and a seated new member; a quorum was established.

Members Present:

Angel Chenault
Calvin Sheppard
Kenneth Tate
Terri McMillin
Penelope Scott
Yesenia Rodriguez
Iliana Antillo
Henrietta Gutierrez
Belgica Jimenez
Jessica Sherren
Patricia Molina

Members Absent:

Yolanda Peaks, Alder Grove I (unex.)
Angela Burnell (unexcused)
Thelma Adams (unexcused)
Brianna Isaac (unexcused)

New Members Seated:

Griselda O’Cisneros, North Avenue Head Start

New Members to be Seated but Absent:

Franqui Moreno, Freedom Park Head Start (excused)
Deaujanna Lockett, Fruitridge Head Start (unexcused)
LaTonya Peaks, Alder Grove II (unexcused)
Renee Trevino, Norma Johnson Head Start (unexcused)
Kristin Avary, Strizek Park Head Start (unexcused)

Ms. O’Cisneros provided some personal information on her children and grandchildren.

II. Consent Item (Parent Advisory Committee)

A. Approval of the Minutes of the March 21, 2017 Policy Council Meeting

Moved/Gutierrez, second/Scott, to approve the minutes of the March 21, 2017 meeting.

Show of hands vote:

Aye: 11 (Antillo, Chenault, Gutierrez, Jimenez, Molina, O’Cisneros, Rodriguez, Scott, Sheppard, Sherren, Tate)

Nay: 0

Abstentions: 1 (McMillin)

Absent: 4 (Adams, Burnell, Isaac, Peaks)

III. Action Items

B. Approval of Annual Self Assessment for 2016-2017 and Resulting Program Improvement Plan SETA-Operated Program

Ms. Caruso stated that this report is required every year. After the self-assessment, she was happy to find the children’s’ files are incredibly neat and complete; it is important to report where the children are at enrollment and how they progress over their school year. The new Performance Standards were reviewed to determine what programs and procedures may need to be changed.

Ms. Caruso reviewed the report and stated that under Health and Nutrition, there is a lot of intentionality for increased documentation for dietary issues for children.

Areas to improve on include actively recruiting, making connections with neighboring agencies, goal follow up, documenting things in the files, tooth brushing to ensure children are brushing their teeth correctly. The program improvement plan was reviewed.

All items identified to grow in are put into the program improvement plan and there is a list of how the goals are to be met.

Mr. Tate asked Ms. Caruso where she thought SETA/Head Start was and Ms. Caruso replied that she thinks the purpose of a self-assessment is to see how we are doing. She reads all of the county-wide assessments, SOP and delegate agencies, and we are doing a tremendous job providing services. Ms. Lee replied that she thinks we are in the high 90's but there is always room to improve to be stronger and better. It is not a problem when there is a finding.

Ms. Thomas shared her concerns are in health and nutrition in the CCP; are we understaffed, overwhelmed? Ms. Caruso replied that this is a newer partnership with Kinderworld. They have just taken on Early Head Start and it is a beast to learn; Kinderworld has to learn a new way of administering the program from what have done over the years.

Policy Council:

Moved/Thomas, second/Scharnow, to approve Program Year 2016-2017 Self-Assessment and resulting Program Improvement Plan for the Head Start/Early Head Start program and the EHS-Child Care Partnership/Expansion program.

Aye: 14 (Blanks, Castex, Chenault, Gutierrez, Harris, Humphrey-Grant, Litka, McMillin, Nears, Scott, Scharnow, Sheppard, Thomas, Zimmerman)

Nay: 0

Abstentions: 1 (Tate)

Absent: 5 (Burnell, Goswami, Jean, Lane, Lesnick)

Parent Advisory Committee:

Moved/Tate, second/Chenault, to approve Program Year 2016-2017 Self-Assessment and resulting Program Improvement Plan for the Head Start/Early Head Start program and the EHS-Child Care Partnership/Expansion program.

Show of hands vote:

Aye: 11 (Antillo, Chenault, Gutierrez, Jimenez, Molina, O'Cisneros, Rodriguez, Scott, Sheppard, Sherren, Tate)

Nay: 0

Abstentions: 1 (McMillin)

Absent: 4 (Adams, Burnell, Isaac, Peaks)

C. Approval of Program Year 2017-2018 Head Start/Early Head Start Refunding Application

Ms. Lee stated that SETA has been the Head Start grantee for 36 years. The grant was generally awarded in perpetuity unless there were serious issues. Recently, there was a change that five year grants, with possible extensions would be issued. SETA is headed into the third year of the five year application process.

Ms. Lee reviewed the 22 page narrative. This document brings all of the delegate's applications as well as SETA together in one document.

We continue to experience challenges with enrollment when services are moved to another area. Staff also looked at the needs for the infant/toddler services to see if more slots could be opened up. We do have the opportunity to move funds around by Head Start/Early Head Start conversion. We will be serving an additional 54 children in SOP and grow EHS at the following centers: Vineland, Job Corps, LaVerne Stewart, SCOE, and Grizzly Hollow. We serve 4,600 children in preschool and 631 children in Early Head Start and there is a far greater need for Early Head Start services.

Ms. Sherren is excited about the Early Head Start program but will there be a preschool at Vineland. Ms. Lee replied that Vineland will be opening up two state preschool classrooms soon. It was decided that SETA would now run one full day class for 20 preschool children and a second class for EHS.

SETA applied to expand longer six hour day classroom for 344 children. This allows children more academic exposure. This is included in the grant application for \$1.6 million. To get the required 1,020 school hours in, SETA offers a variety of combinations.

Policy Council:

Moved/Chenault, second/Zimmerman, to approve the Program Year 2017-2018 Head Start/Early Head Start Refunding Application.

Show of hands vote:

Aye: 14 (Blanks, Castex, Chenault, Gutierrez, Harris, Humphrey-Grant, Litka, McMillin, Nears, Scott, Scharnow, Sheppard, Thomas, Zimmerman)

Nay: 0

Abstentions: 1 (Tate)

Absent: 5 (Burnell, Goswami, Jean, Lane, Lesnick)

Parent Advisory Committee:

Moved/Gutierrez, second/Sheppard, to approve the Program Year 2017-2018 Head Start/Early Head Start Refunding Application.

Show of hands vote:

Aye: 11 (Antillo, Chenault, Gutierrez, Jimenez, Molina, O'Cisneros, Rodriguez, Scott, Sheppard, Sherren, Tate)

Nay: 0

Abstentions: 1 (McMillin)

Absent: 4 (Adams, Burnell, Isaac, Peaks)

D. Approval of the SETA Head Start/Early Head Start Budget for Program Year 2017-2018

The budget reflects the change of Head Start to EHS slots. The federal government provides the base grants to hire staff and provide services, and the T/TA funds are specifically earmarked for technical assistance for parents, staff, or delegate staff. These funds are only for training.

Ms. Lee reviewed the budget. SETA is the third largest Head Start grantee in Region IX; we fall behind Los Angeles, and San Diego. Within the budget, there is included a federal match of 25% in-kind donations. The in-kind matches can be volunteering in the classroom, screening applications, attending meetings, and a wide variety of other ways. The administrative costs must be below 15% and SETA always strives to keep the costs around 12%. This budget funds around 1,100 staff county wide. Fringe benefits and salaries are the largest line item.

Mr. Castex left the meeting at 10:47 a.m.

Ms. Lee stated that the budget moves a little over one million dollars from Head Start to Early Head Start to serve the additional 78 Early Head Start children. Ms. Lee stated that board members can always ask staff or attend upcoming Budget/Planning Committee meetings to learn of more details in the budget.

Policy Council:

Thomas, second/Blanks, to approve the Program Year 2017-2018 Head Start/Early Head Start Budget in the amount of \$53,613,447 for Basic and Training/Technical Assistance Funds.

Show of hands vote:

Aye: 12 (Blanks, Chenault, Gutierrez, Harris, Humphrey-Grant, Litka, McMillin, Nears, Scott, Scharnow, Thomas, Zimmerman)

Nay: 0

Abstentions: 1 (Tate)

Absent: 6 (Burnell, Castex, Goswami, Jean, Lane, Lesnick)

Mr. Sheppard was out of the room during the vote.

Parent Advisory Committee:

Moved/Sheppard, second/Tate, to approve the Program Year 2017-2018 Head Start/Early Head Start Budget in the amount of \$53,613,447 for Basic and Training/Technical Assistance Funds.

Show of hands vote:

Aye: 11 (Antillo, Chenault, Gutierrez, Jimenez, Molina, O’Cisneros, Rodriguez, Scott, Sheppard, Sherren, Tate)

Nay: 0

Abstentions: 1 (McMillin)

Absent: 4 (Adams, Burnell, Isaac, Peaks)

- E. Approval of the 2017-2018 Head Start/Early Head Start Program Options and Center Locations for Sacramento County

Ms. Lee reviewed the list of programs operated in the county. This includes part-day and full-day options. The new standards require that by 2018, grantees

allocate 50% of center based children to receive 1,020 hours of instruction. With the new configuration, SETA will be at 35% with the changes from the current 39%. We will have some work to do to expand slots to 1020 to meet the 2018 requirement.

Ms. Lee stated that SETA will submit a waiver for two centers that do not operate all year, Morey Avenue and Vineland. The locally designed option is not to provide services on a campus that is not opened year round. Sacramento County also operated a locally designed option.

Mr. Tate asked if there were a way to regain the lost slots and Ms. Lee replied that it will take more money and a lot of work. The federal government may not want to provide more money but they can reduce the expectation of 50%. Ms. Lee is anticipating that the changes will align.

Policy Council:

Moved/Scharnow, Thomas, to approve the Head Start/Early Head Start county-wide program options and center locations for the 2017-2018 program year.

Show of hands vote:

Aye: 13 (Blanks, Chenault, Gutierrez, Harris, Humphrey-Grant, Litka, McMillin, Nears, Scott, Scharnow, Sheppard, Thomas, Zimmerman)

Nay: 0

Abstentions: 1 (Tate)

Absent: 6 (Burnell, Castex, Goswami, Jean, Lane, Lesnick)

Parent Advisory Committee:

Moved/Molina, second/Gutierrez, to approve the Head Start/Early Head Start county-wide program options and center locations for the 2017-2018 program year.

Show of hands vote:

Aye: 11 (Antillo, Chenault, Gutierrez, Jimenez, Molina, O’Cisneros, Rodriguez, Scott, Sheppard, Sherren, Tate)

Nay: 0

Abstentions: 1 (McMillin)

Absent: 4 (Adams, Burnell, Isaac, Peaks)

Mr. Ezell Humphrey-Grant was excused at 11:15 a.m.

- F. Approval of 2017-2018 Training/Technical Assistance Plan for the SETA Head Start/Early Head Program, as Aligned with Established Five-Year Goals and Objectives

Ms. Lee stated that these funds allow for the hiring of consultants, psychologist, etc. There are times when Head Start and Workforce work together to provide training for a Head Start parent.

Ms. Lee corrected a discrepancy PC under the “other Conference/Training Resources” portion of the budget; it should be \$13,696.

Policy Council:

Moved/Blanks, second/Scott, to approve the Program Year 2017-2018 SETA Head Start/Early Head Start Training/Technical Assistance Plan as aligned with established five-year goals and objectives.

Show of hands vote:

Aye: 12 (Blanks, Chenault, Gutierrez, Harris, Litka, McMillin, Nears, Scott, Scharnow, Sheppard, Thomas, Zimmerman)

Nay: 0

Abstentions: 1 (Tate)

Absent: 6 (Burnell, Castex, Goswami, Humphrey-Grant, Jean, Lane, Lesnick)

Parent Advisory Committee:

Moved/O’Cisneros, second/Molina, to approve the Program Year 2017-2018 SETA Head Start/Early Head Start Training/Technical Assistance Plan as aligned with established five-year goals and objectives.

Show of hands vote:

Aye: 11 (Antillo, Chenault, Gutierrez, Jimenez, Molina, O’Cisneros, Rodriguez, Scott, Sheppard, Sherren, Tate)

Nay: 0

Abstentions: 1 (McMillin)

Absent: 4 (Adams, Burnell, Isaac, Peaks)

Ms. Penelope Scott left at 11:25 a.m.

G. Approval of Program Year 2017-2018 Early Head Start-Child Care Partnership and Expansion Refunding Application

This is a newer grant partnership with SCOE and Kinderworld. The expansion application will move SCOE to home base services for Head Start.

Ms. Denise Lee acknowledged Erika Franzon, Sacramento County Office of Education, and thanked her for outstanding working relationship

Ms. Thomas left at 11:28 a.m.

The change shifts responsibility to Kinderworld to hire/train staff to do the work that SCOE did for the last two years.

Policy Council:

Moved/Scharnow, second/McMillin, to approve the Program Year 2017-2018 Early Head Start-Child Care Partnership and Expansion refunding application in the amount of \$1,533,185 for Basic and Training/Technical Assistance.

Show of hands vote:

Aye: 10 (Blanks, Chenault, Gutierrez, Harris, Litka, McMillin, Nears, Scharnow, Sheppard, Zimmerman)

Nay: 0

Abstentions: 1 (Tate)

Absent: 8 (Burnell, Castex, Goswami, Humphrey-Grant, Jean, Lane, Lesnick, Scott, Thomas)

Parent Advisory Committee:

Moved/Rodriguez, second/Sheppard, To approve the Program Year 2017-2018 Early Head Start-Child Care Partnership and Expansion refunding application in the amount of \$1,533,185 for Basic and Training/Technical Assistance.

Show of hands vote:

Aye: 10 (Antillo, Chenault, Gutierrez, Jimenez, Molina, O’Cisneros, Rodriguez, Sheppard, Sherren, Tate)

Nay: 0

Abstentions: 1 (McMillin)

Absent: 4 (Adams, Burnell, Isaac, Peaks, Scott)

IV. Information Items

A. Standing Information Items

- Parent, Family & Community Engagement - Events and Activities: None.
- Parent/Staff Recognitions: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Saurbourne doing well, on budget, working to spend every dollar. Ms. Saurbourne thanked Ms. Blanks and Mr. Tate for attending the Budget/Planning Committee meetings.
- Toastmasters Training: Mr. Tate encouraged all board members to attend this important training.
- PC/PAC Survey Results: Mr. Robert Silva stated that in January and February, a survey was distributed soliciting information from board members. Staff received and tallied the results. Mr. Silva reviewed the survey results.
- Community Resources – Parents/Staff: Mr. Silva urged board members to take the information that is available to them at the entry table.

B. Governing Board Minutes – February 2, 2017: No comments.

V. Committee Reports

- Executive Committee Meeting Critique: The critique was reviewed.
- Budget/Planning Committee: Mr. Tate urged attendance at this meeting.

VI. Other Reports

A. Chair’s Report: Mr. Tate acknowledged Ms. Kathy Kossick, Executive Director of SETA. Ms. McMillin asked for parent volunteers for HR screenings.

- B. Open Discussion and Comments: Ms. Rodriguez stated that her center, Elkhorn, is celebrating the Week the Young Child. Each day the children celebrate something different: Monday was Crazy Hair Day, today is a Princess Day, tomorrow is Black Day, and Thursday is Pajama Day. It helps the kids be excited to come to school. Elkhorn will have pictures for children on May 2 and 3.
- C. Public Participation: Mr. Tate urged board members to come up with ideas for the Joint PC/PAC Parent Activity; the event must be educational. Last year attendees went to old Sacramento.

VII. Adjournment: The meeting was adjourned at 12:00 p.m.

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

April 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	265	13%	377	87	23%
Twin Rivers USD	233	27	12%			
Elk Grove USD	440	60	14%			
Sac City USD	1211	156	13%	144	29	20%
San Juan USD	668	92	14%	160	19	12%
WCIC	120	16	13%			
EHS CCP				80	4	5%
COUNTY TOTAL	4660	616	13%	761	139	18%

AFE: Annual Funded Enrollment



SETA Head Start

Food Service Operations Monthly Report

*April 2017

April 4th - Bright Beginnings A Class closed due to lack of permanent staff.

April 7th - Minimum Day Preschool & EHS Full-Day "C" Classes.

April 10th to 14th - Sprink Break - Part-Day Classes & Walnut Grove.

April 11th - Central Valley Fire Control updated the Ansul System at the WCIC Kitchen.

April 18th - Frank's EHS Home Base Special Field Trip menu provided for 80 guests.

April 20th - Kelly's Home Base Special Field Trip menu provided for 70 guests.

April 24th - Twin Rivers staff visited the Central Kitchen.

April 28th - Classes closed for the Teaching Pyramid Symposium: Hillsdale 2 AM & 2 PM and Freedom Park 2 PM classes.
Illa Collin closed one afternoon class due to staffing issues.

Meetings & Trainings:

CACFP Conference attended by Connie Otwell April 18th through 20th in San Diego.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
30,120	11,370	20,760	480

Total Amount of Meals and Snacks Prepared **62,730**

Purchases:

Food	\$72,655.95
Non - Food	\$11,038.56

Building Maintenance and Repair: **\$1,911.11**

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

Kitchen Small Wares and Equipment: **\$882.32**

Vehicle Maintenance and Repair : **\$39.89**

Vehicle Gas / Fuel: **\$1,220.73**
 Normal Delivery Days **20**

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 4/28/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	477	108	87
Sacramento City USD	1,211	1,219	101	83
SETA	1,988	2,011	101	79
San Juan USD	668	691	103	79
Twin Rivers USD	233	233	100	90
WCIC/Playmate	120	120	100	72
Total	4,660	4,751		

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 4/28/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	144	150	104	71
SETA	377	377	100	78
San Juan USD	160	173	108	86
Total	681	700		

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 4/28/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	39	108	84
Sacramento City USD	40	42	105	67
SETA/Job Corps.*	4	4	100	TBD
Total	80	85		

- (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

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.