



**REGULAR MEETING OF THE  
SETA GOVERNING BOARD**

**GOVERNING BOARD**

**DON NOTTOLI**  
Board of Supervisors  
County of Sacramento

**ALLEN WARREN**  
Councilmember  
City of Sacramento

**JAY SCHENIRER**  
Councilmember  
City of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

**PATRICK KENNEDY**  
Board of Supervisors  
County of Sacramento

**KATHY KOSSICK**  
Executive Director

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Sacramento, CA 95815

Main Office  
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(916) 263-3804

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

**DATE:** Thursday, September 3, 2015

**TIME:** 10:00 a.m.

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

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

**AGENDA**

**PAGE NUMBER**

- I. Call to Order/Roll Call/Pledge of Allegiance**
  - ➔ Recognition of long-term employees: **Judy Weber**, Quality Assurance Analyst and **Betsy Uda**, Education Program Officer (both 25 years)
  - ➔ Recognition of Retiring Head Start Manager, Brenda Campos
  - ➔ Presentation on Workforce Investment and Opportunity Act (WIOA) (Roy Kim)
- II. Consent Items**
  - 1. Minutes of the August 6, 2015 Regular Board Meeting 1-7
  - 2. Approval of Claims and Warrants 8
  - 3. Approval to Modify California Capital FDC's Vendor Services (VS) Contract (Marianne Sphar) 9-10
- III. Action Items**
  - A. GENERAL ADMINISTRATION/SETA**
    - 1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:**  
Approval of Changes to the SETA Personnel Policies and Procedures (John Allen) 11-17

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

2. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Job Classification Revisions of Workforce Development Professional ( I, II and III) (John Allen) 18-32

3. Approval of Retiree Medical Insurance Subsidy for Calendar Year 2016 (Kathy Kossick) 33-34

**B. WORKFORCE DEVELOPMENT DEPARTMENT**

Refugee Services:

1. Approval of Staff Funding Extension Recommendations for Refugee Social Services (RSS), Targeted Assistance (TA), RSS Set-Aside, and TA Discretionary Programs, Program Year (PY) 2015-2016 (Michelle O’Camb) 35-43

Community Services Block Grant:

2. Approval of the Community Services Block Grant (CSBG) Request for Proposals for the 2016 Program Year (Julie Davis-Jaffe) 44-45

One Stop Services:

3. Approval to Accept Workforce Innovation and Opportunity Act (WIOA) Discretionary Funds from the California Workforce Investment Board and Authorize the Executive Director to Execute the Agreement, any Subgrants or Other Documents Required by the Funding Source (Roy Kim) 46

**C. CHILDREN AND FAMILY SERVICES:**

1. Approval of the Submission of the Amendment Application for the Early Head Start-Child Care Partnership (EHS-CCP) Program to the Office of Head Start (Denise Lee) 47-50

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- County of Sacramento Department of Health and Human Services
- Roberts Family Development Center
- San Juan Unified School District
- Traveler’s Aid Emergency Assistance Agency
- Visions Unlimited, Inc.

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A.	Chair	
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D.	Counsel	
E.	Members of the Board	
F.	Public	

**VI. Adjournment**

**DISTRIBUTION DATE: WEDNESDAY, AUGUST 26, 2015**

ITEM II-A - CONSENT

MINUTES OF THE AUGUST 6, 2015 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the August 6, 2015 Governing Board meeting for your review.

RECOMMENDATION:

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

STAFF PRESENTER: Kathy Kossick

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

Minutes/Synopsis

*(Minutes reflect the actual progression of the meeting.)*

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

Thursday, August 6, 2015  
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:02 a.m.

Members Present:

Don Nottoli, Chair, Governing Board; Member, Board of Supervisors  
Sophia Scherman, Vice Chair, Governing Board; Public Representative  
Patrick Kennedy, Member, Board of Supervisors  
Allen Warren, Councilmember, City of Sacramento

Members Absent:

Jay Schenirer, Councilmember, City of Sacramento

- ➔ Recognition of long-term employee: Marsha Strode, Workforce Development Professional Supervisor (20 years): Ms. Julie Davis-Jaffe congratulated Ms. Marsha Strode on her 20 year anniversary. Ms. Strode has been a member of the CAIZ training team for 12 years.

II. **CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to (subdivision (b) of Section 54956.9): ONE POTENTIAL CASE

The board went into closed session at 10:08 a.m.; the board went back into open 10:20 a.m. with no report out of closed session.

Mr. Thatch requested that items G and H be acted upon separately.

III. **Consent Items**

- A. Minutes of the June 4, 2015 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Modify California Employers Association's Adult Vendor Services Agreement
- D. Approval to Add Leaders in Community Alternatives, Inc. to SETA's Vendor Services (VS) List

- E. Approval to Revise SETA's Vendor Services (VS) Request for Qualifications
- F. Appointment of Member to the Community Action Board
- I. Approval to Participate in the Submission of an Application to the California Department of Industrial Relations, Division of Apprenticeship Standards to Establish a Workforce Development Professional Apprenticeship Program
- J. Approval to Accept National Emergency Grant Funds from the California Employment Development Department and Authorize the Executive Director to Execute the Agreement, any Subgrants or Other Documents Required by the Funding Source

There were no questions.

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

- A. Approve the minutes of the April 30, 2015 meeting.
- B. Approve the claims and warrants for the period 5/29/15 through 7/28/15.
- C. Approve the recommendation to modify CEA's VS contract.
- D. Approve the recommendation to add Leaders in Community Alternatives, Inc. to SETA's VS List.
- E. Approve the release of SETA's *Revised Vendor Services (VS)* RFQ to combine Adult and Youth Workforce Development services, to expand on service descriptions, and to add Entrepreneurial Skills to the list of services.
- F. Appoint Sacramento Public Library Authority to represent the Public Sector on the SETA Community Action Board.
- I. Approve SETA's participation in the submission of an application to the State Division of Apprenticeship Standards to establish a Workforce Development Professional Apprenticeship Program.
- J. Accept NEG funds from the EDD and authorize the Executive Director to execute the agreement, any subgrants or other documents required by the funding source.

Roll Call Vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Schenirer)

- G. Approval of Use of Fund Balance

There were no questions or comments on this item.

Moved/Nottoli, second/Kennedy, to approve the use of Agency fund balance to cover the unallowable cost of \$5,401.99.

Roll Call Vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Schenirer)

H. Ratification of the Community College Foundation (CCF) Participant Payroll Services Contract Extension

No questions or comments on this item.

Moved/Kennedy, second/Scherman, to ratify the Community College Foundation payroll services contract extension.

Roll Call Vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Schenirer)

IV. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING**: Approval of the Sacramento Employment and Training Agency Final Budget for Fiscal Year 2015-2016

Ms. Loretta Su reviewed this item. A public hearing was opened in June and was continued to today. Staff posted and published this public hearing as directed by the board. The budget has increased by \$294,000 primarily due to additional funding for Early Head Start Community Partnership grant. There was a lowering in some of the Workforce grants. The budget will be submitted to the city and county for approval.

Mr. Nottoli asked for public input.

Moved/Scherman, second/Warren, to close the public hearing and adopt a Resolution approving the Sacramento Employment and Training Agency Final Budget for Fiscal Year 2015-2016.

Roll Call Vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Schenirer)

2. Approval of Revised Fiscal and Procurement Policies and Procedures

Ms. Loretta Su reported that the Office of Management and Budget released Uniform Guidance. The requirements combined or replaced previous regulations. This board item ensures SETA is in compliance with these changes. To ensure SETA is in compliance with the Uniform Guidance requirements, the Fiscal Policies and Procedures were modified to update the following:



- Fixed Assets, Information Technology and Low-Value Inventory Policy
- Procurement Policies and Procedures (include Executive Director Contract Authority)
- Fiscal Monitoring Policies and Procedures
- Audit Requirements, Audit Resolution, Audit Appeal, and Debt Collection Policies and Procedures

The Executive Director's authority is for goods and services that cost less than \$100,000.

Moved/Kennedy, second/Nottoli, to approve the revised Fiscal Policies and Procedures as presented.

Roll Call Vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Schenirer)

3. Approval of Changes to the SETA Personnel Policies and Procedures: Dropped from the agenda.
4. Reappointment of Workforce Investment/Development Board Members

Ms. Kossick stated that staff is working to facilitate the new Workforce Innovation and Opportunity Act. In August 2012, the WIB board was appointed to a three year term. This board item requests the continuance of these board members to March 31, 2016. There will be a workshop at the next meeting on changes for the new workforce program.

Moved/Warren, Scherman, to reappoint Sacramento Works, Inc. board members for a term to end March 31, 2016.

Roll Call Vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Schenirer)

**B. WORKFORCE DEVELOPMENT DEPARTMENT: None.**

**C. CHILDREN AND FAMILY SERVICES: None.**

**V. Information Items**

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

Ms. Denise Lee reported that the fiscal year just ended on Friday. This item provides Head Start managers an opportunity to provide an oral update of the previous year.

Ms. Lisa Carr, Ms. Karen Gonzales, and Ms. Brenda Campos spoke before the board. Ms. Campos announced that she will be retiring in September.

Ms. Lee stated that the federal government released some new rulemaking which allows for public comment and feedback. Each public comment received must be addressed. The last modification was in 2007.

Ms. Lee stated that there will be a shift in the performance standards. Currently, there are 1,400 performance standards and 1/3 of them have been eliminated. Head Start will begin to work with much younger children. More significantly, the program will be expanded to six hours with a minimum of 180 day school day per year. There may be a change in the requirement for teachers to have at least a BA degree. The updated plan will cost approximately \$1 billion across the country.

Mr. Nottoli expressed concern regarding the six hour schedule. Ms. Kossick and Ms. Lee will provide some additional information regarding how the proposed changes would affect the Agency's program.

B. Workforce Innovation and Opportunity Act Implementation

Mr. Roy Kim stated that staff will present an in-depth overview on the new Workforce Act at the September 3 meeting. The agency will be going through procurement for adult and youth service providers and Mr. Kim reviewed the two planning calendars.

C. Update on Creating a Workforce Pipeline for the Sacramento Downtown Entertainment and Sports Complex: No comments.

D. Review of Fourth Quarter Workforce Investment Act Performance Dashboard: No comments.

E. List of Pending/Received Grants: No comments.

F. Community Services and Development On-site Monitoring Report: No comments.

G. Fiscal Monitoring Reports: No comments.

H. Employer Success Stories and Activity Report: No additional report.

- I. Dislocated Worker Update: No comments.
- J. Unemployment Update/Press Release from the Employment Development Department: No comments.
- K. Head Start Reports: No additional comments.

**VI. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Ms. Kossick wished an early Happy Birthday to Ms. Scherman; her birthday is 8/18.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No comments.

**VII. Adjournment: The meeting was adjourned at 11:40 a.m.**

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 7/28/15 through 8/26/15, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 7/28/15 through 8/26/15.

STAFF PRESENTER: Kathy Kossick

ITEM II-C – CONSENT

APPROVAL TO MODIFY CALIFORNIA CAPITAL FDC'S VENDOR  
SERVICES (VS) CONTRACT

BACKGROUND:

In 2010, the SETA Governing Board approved California Capital FDC for SETA's Vendor Services (VS) List offering Financial Literacy and Job Readiness/Pre-Employment Skills Training.

California Capital FDC recently submitted an application to add Business Development and Process Improvement services to its VS contract. An evaluation team reviewed and evaluated the application and determined that California Capital FDC effectively demonstrated its ability to provide the additional service.

Staff is seeking approval of the attached recommendation to modify California Capital's VS contract.

RECOMMENDATION:

Approve the attached recommendation to modify California Capital's Vendor Services contract.

STAFF PRESENTER: Marianne Sphar

## Workforce Development Vendor Services (VS) List

### Staff Recommendation

**Applicant:** California Capital FDC

**Location:** 2000 O Street, Suite 250  
Sacramento, CA 95816

### **Vendor's Background:**

For over 30 years, California Capital has offered of business development programs to Sacramento area businesses. Currently, California Capital offers programs aimed to assist businesses build capacity, to overcome challenges through targeted technical assistance, training, and counseling, and to provide businesses access to capital to help address business needs.

With the addition of the Business Development and Process Improvement service to California Capital's current Vendor Contract, California Capital will collaborate with SETA's Employer Services team to identify "at-risk" businesses, and increase accessibility to the tools and programs available to increase job retention, avert layoff, as well as assist with business development needs.

Activity	Individual Rate
Business Development and Process Improvement*: <ul style="list-style-type: none"><li>Assessment and Counseling/Mentoring</li></ul>	\$72 per hour (20 hour maximum per employer, or \$1,440)

\*All services subject to prior management approval.

ITEM III-A - 1 - ACTION

**TIMED ITEM: 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF CHANGES TO THE SETA PERSONNEL POLICIES AND PROCEDURES**

**BACKGROUND**

The SETA Personnel Policies and Procedures provide direction to staff and periodically need to be updated in response to changes in technology, laws, regulations, and the work environment.

The following changes need to be made to the Policies and Procedures:

1. Section 1.05 Equal Opportunity Employer
  - a. In response to additional protections added into law since 2000.
2. Section 2 Definitions
  - a. Clarifying current practice and in response to legal changes under the Affordable Care Act and California Paid Sick Leave.
3. Addition of Section 5.15 Temporary Employees
  - a. In response to the Affordable Care Act.
4. Addition of Section 9.13 Paid Sick Leave for Temporary Staff
  - a. In response to California Paid Sick Leave.
5. Section 11.05 Vehicle Policy
  - a. Modified in response to current work practices and Motor Vehicle laws regarding cell phone use.

This item is again presented to the Governing Board with the inclusion of a public hearing. A public notice has been posted 14 days prior to this meeting to ensure the public has an opportunity to speak on any of the above-listed changes.

**FISCAL IMPACT:** \$96,000 (\$9,000 Paid Sick Leave), (\$85,000 ACA Compliance)

**RECOMMENDATION:**

That the Chair open a public hearing, take public testimony, and the Governing Board take action to close the public hearing and approve the above noted changes in the SETA Personnel Policies and Procedures .

**STAFF PRESENTER:** John Allen

# Equal Opportunity Employer

## Section 1.05

The Agency is committed to providing equal employment opportunity to all qualified persons in matters affecting, but not limited to, recruitment, employment, compensation, benefits, promotions, training, tuition assistance, discipline, transfer and layoff practices without regard to a person's race, color, religion, national origin, disability, sex, age, sexual orientation, marital status, ~~or~~ veteran status, gender identity, genetic information, or any other legally protected characteristic.

## Definitions

### Section 2

#### Status, Type of

There are three (3) types of status. The continuation of this status is contingent upon continuity of funding by the Federal Government. They are acquired as follows:

- A. **Regular** Acquired by an employee who has been lawfully retained in her/his position after the probationary period, or an exempt employee as provided in these Policies and Procedures. There is no status, or right of transfer to either the City of Sacramento or the County of Sacramento.
- B. **Probationary** Acquired by an employee who has been certified and appointed but who has not completed the probationary period as provided by these Policies and Procedures.
- C. **Temporary** Acquired by an employee who has been appointed to fill a position on a temporary basis in the absence of an eligible list, or to perform relief or extra-board work in a particular class, or as a military replacement and may or may not be eligible for benefits. Approval by the Board, Council/Committee, will be required before any employee can be retained in a temporary position for a period exceeding three (3) months.

~~Temporary Employee—An employee who is ineligible for benefits and has no transfer rights or appeal rights.~~



NEW:

## **Temporary Staff**

### **Section 5.15**

It is the policy of the agency to utilize temporary staff only as needed to ensure that the Agency's needs are met.

- A. Utilization of Temporary Staff: In order to utilize temporary staff- approval must be obtained from the Executive Director. In getting approval the position, the expected number of hours and the anticipated duration of the assignment must be defined.
- B. Benefits: In accordance with the Affordable Health Care Act:
  - a. Temporary employees who are on the payroll that are expected to work an average of 30 hours a week or 1,560 hours or more for the year will be automatically enrolled in the Agency/County medical benefits, unless they choose to decline coverage.
  - b. Temporary employees who are on the payroll that are not expected to work an average of 30 hours a week or more for the year will not be offered medical benefits. After 12 months of employment their hours will be reviewed and if the average hours were 30 hours or 1,560 hours or more they will be automatically enrolled in medical benefits, unless they choose to decline coverage.
  - c. The Agency determines temporary employee's eligibility to participate in Agency/County medical benefits, unless they choose to decline coverage.
- C. In the event that any of the terms or provisions of this policy are declared invalid or unenforceable by any Court of competent jurisdiction or any Federal or State Government Agency having jurisdiction over the subject matter of this Agreement, the remaining terms and provisions that are not effected thereby shall remain in full force and effect.
- D. In the event that any of the terms or provisions of this policy are altered due to changes in Local, State, or Federal law those changes will take effect in lieu of the terms outlined in this policy, the remaining terms and provisions that are not effected thereby shall remain in full force and effect.

New

# **Paid Sick Leave for Temporary Staff**

## **Section 9.13**

Sick leave credits shall be earned by temporary staff that are paid through the SETA payroll system in accordance with the California Paid Sick Leave requirements.

- A. Sick leave credit shall accrue to the employee upon completion of the regular work assignment on the last day of the bi-weekly pay period in which it is earned.
- B. Sick leave is accrued as follows:
  - a. Sick leave credits shall accrue on the basis of 1 hour per 30 hours worked, and may be accumulated up to 48 hours or 6 days.
- C. Temporary staff, that have completed at least 90 days of employment, may utilize their accumulated sick leave when unable to perform their work duties by reason of:
  - a. Illness
  - b. On or off-the job injury
  - c. Necessary medical or dental care, as long as they had provided reasonable notice to their scheduling supervisor.
  - d. Exposure to contagious disease under circumstances by which the health of employees or members of the public would be endangered by the attendance of the employee.
  - e. Illness or death in the employee's immediate family
  - f. Pregnancy
  - g. Attendance, at any location, during a serious medical treatment or operation, including childbirth, performed upon a spouse, child or close living relative residing with the employee.
  - h. An employer shall provide paid sick days upon the oral or written request of an employee for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.
- D. The agency may also require a fitness for duty examination or release upon return from absence for a serious illness, injury, or exposure to a contagious disease.
- E. An employee may use up to 24 hours of sick leave in a 12 month period. To utilize the benefits, the Temporary staff member must request payment of sick leave hours, which

hours can only be used on a day that the Temporary staff member was scheduled to work or was working. The agency reserves the right to request documentation regarding the need to utilize sick leave.

- F. Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited.
- G. Accrued Sick leave benefits will not be cashed out upon termination. However, if a Temporary staff member returns within a year of terminating their employment their previous balance will be restored.
- H. In the event that any of the terms or provisions of this policy are declared invalid or unenforceable by any Court of competent jurisdiction or any Federal or State Government Agency having jurisdiction over the subject matter of this Agreement, the remaining terms and provisions that are not affected thereby shall remain in full force and effect.
- I. In the event that any of the terms or provisions of this policy are altered due to changes in Local, State, or Federal law those changes will take effect in lieu of the terms outlined in this policy, but the remaining terms and provisions that are not affected thereby shall remain in full force and effect.

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## **Vehicle Policy**

### *Section 11.05*

- A. It is policy that all vehicles owned by SETA will be used for official SETA business only and will be operated in a manner consistent with all safety and legal requirements of the State. All employees using privately owned vehicles to conduct SETA business are bound by provisions of this policy.
- B. Use of SETA-Owned Vehicles
  - 1. Any costs for repairing damaged SETA vehicles resulting from willful misconduct by the employee having custody of the vehicle may be recoverable at the option of SETA from the employee.
  - 2. SETA-owned vehicles will be used to transport authorized SETA employees on official SETA business or persons directly related to the official SETA business being conducted. Nothing herein shall be construed to prohibit the carrying of any person or persons in case of accident or other emergency.
  - 3. The driver of a motor vehicle used on SETA business must verify that the vehicle is in good operating condition before embarking on a trip.

4. SETA vehicles shall not be utilized by any employee for “out-of-town Travel” (i.e., 25 miles beyond the City limits) without prior approval of the Executive Director or designee.
5. Any employee authorized to use a SETA-owned vehicle for official SETA business shall have a valid California Driver’s License.
6. Employees who are required to drive as a part of their duties, or who are required to possess or have the ability to obtain a valid California Driver’s License, who have their License suspended, must notify Personnel and the supervisor of that suspension as soon as possible, but no later than the beginning of the next regularly scheduled work shift.
7. It is expected that the employee will return the vehicle in the condition that the employee received it (No smoking, food wrappers, stains, etc.)

C. Traffic Citations

Traffic citations issued to an employee while using a SETA or personal vehicle on SETA business are the sole responsibility of the employee involved. Parking citations issued to a SETA vehicle are the responsibility of the employee who parked the vehicle.

D. Use of Privately-Owned Vehicle

1. A privately-owned vehicle, while being used for official SETA business, shall be considered an official vehicle and subject to the following Policies and Procedures:
  - a. The vehicle shall be equipped with seat belts;
  - b. The vehicle shall be in sound mechanical condition, adequate for providing required transportation in a safe manner and without unreasonable delay.
2. Any employee authorized use of his/her privately owned vehicle for official SETA business shall have:
  - a. A valid California Driver’s License; and
  - b. Sufficient public liability and property damage insurance at least equal to the requirements of the financial responsibility laws specified in the California Vehicle Code Section 16430.

E. Accident Reporting

1. Reporting of vehicle accidents by a SETA employee driving a SETA-owned vehicle or their own vehicle on SETA business is required; it must be prompt, accurate, and complete. Proper and timely reporting is mandatory because personal and SETA liability are involved.
2. General instructions in case of any accidents are:

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

F. Employees shall not use cell phones while driving for any purpose other than handsfree GPS for navigation to and from a destination.

ITEM III-A – 2 – ACTION

APPROVAL OF JOB CLASSIFICATION REVISIONS OF WORKFORCE  
DEVELOPMENT PROFESSIONAL (I, II, AND III)

BACKGROUND

On August 6, 2015 the Governing Board approved SETA's participation in the Division of Apprenticeship Standards program in partnership with the California State University-Sacramento, the Butte County Office of Education, the California Workforce Association and AFSCME Local 146.

In order to better align SETA's Workforce Development Professional job specifications with the apprenticeship program, the job specifications have been revised to:

- separate the Workforce Development Professional I position from the rest of the classification. This change is for easier readability of the job specification and to make it clear that the apprenticeship program is inapplicable to the Workforce Development Professional I job specification;
- articulate that the apprenticeship program is the Agency's designated method to provide for career advancement from the Workforce Development Professional II classification to the Workforce Development Professional III classification;

The salary ranges for these classifications will remain the same. The Agency met with AFSCME and reached agreement on these revisions.

RECOMMENDATION:

Open a Public Hearing, receive input, close the public hearing and take action to approve the revised job classifications of Workforce Development Professional I, II, and III.

STAFF PRESENTER: John Allen

## **WORKFORCE DEVELOPMENT PROFESSIONAL I**

### **ORGANIZATIONAL RESPONSIBILITY**

A Workforce Development Professional is responsible to the Deputy Director, Workforce Development Department, Workforce Development Manager or designee. Range I is the Assistant level.

### **DEFINITION**

Under general direction, provides services or coordinates the provision of services to individual customers, families, business entities, communities, and neighborhoods, in carrying out the service mandate of the Sacramento Employment and Training Agency with regard to workforce development.

### **DISTINGUISHING CHARACTERISTICS**

Direct Services is the interaction between the Sacramento Employment and Training Agency (SETA) and current and potential Agency customers to further the Agency's mission.

This is a deep class in which incumbents may be assigned to any of the three ranges to perform Direct Services work, provided that they have been determined to possess the required level of competence. ~~\_as determined in accordance with the Workforce Development Professional, Alternative Range Criteria, which is attached to and made part of this Specification.~~

### **EXAMPLES OF 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. Effectively use computer software, general applications and software specifically to perform Workforce Development work;
2. Provide information and referral services, link customers with employment, training and educational opportunities, and assist them in meeting eligibility criteria;
3. Recruit eligible customers for program participation;

4. Assist customers in completing applications for financial assistance, scholarships, employment and program eligibility;
5. Assist customers with determining and accessing appropriate services;
6. Provide assistance to special populations: customers experiencing barriers to employment including limited English speakers, single parents, CalWORKs recipients, emancipating youth, older workers, ex-offenders, unemployed and underemployed;
7. Provide advocacy on behalf of the customer to ensure the customer achieves self-sufficiency;
8. Review customer applications/resumes to match qualifications with employer specifications;
9. Refer selected applicants to interviews with prospective employers according to employer policies and procedures;
10. Keep records of employers who have hired referred applicants, and/or applicants not immediately selected;
11. Maintain updated knowledge of SETA program requirements;
12. Facilitate group meetings of SETA customers and conduct workshops;
13. Write reports and make oral presentations;
14. Effectively maintain appropriate records and files.
15. Assist higher level staff;
16. Assist customers in utilizing resume' preparation software;
17. Assist customers in searching for employment opportunities utilizing internet job search tools and automated job match systems;
18. Have a basic knowledge of SETA programs, policies and procedures;
19. Assist with assessment and evaluation of clients;
20. Assist customers in collecting necessary eligibility documents.

## **MINIMUM QUALIFICATIONS**

### Knowledge of:

- Career planning;



- Principles and practices of employment counseling;
- Interviewing techniques;
- Local community, social, financial and employment resources;
- Some word processing software.

## **ABILITIES**

### **Ability to:**

- Gather and analyze a variety of data and information;
- Assist in the development and preparation of a variety of reports;
- Communicate effectively with people from a wide variety of social, cultural, and economical backgrounds;
- Assist with developing and conducting informational workshops;
- Establish and maintain cooperative working relationships;
- Provide basic or core services to SETA customers;
- Operate audiovisual, computer, and other appropriate electronic equipment and access the Internet;
- Speak and write effectively;
- To competently use word processing software.

**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 this knowledge and ability would be:

- I. Advanced educational training in counseling preparation, business administration, education, psychology, sociology, communications, economics, marketing, public relations, or a closely related field. This would include at least one (1) year for Range 1 of increasingly responsible work experience in career planning, employment counseling, employment training or topical instructional programs.

## **PHYSICAL DEMANDS/QUALIFICATIONS**

### **Essential Physical Attributes:**

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Sufficient Speech to:
  - Engage in conversation both in person and on the phone.
2. Sufficient Hearing to:
  - Understand conversation in person or on the phone.
3. Sufficient Vision to:
  - Operate a personal computer.

4. Sufficient Sensitivity of Touch to:
  - Operate a personal computer.
5. Sufficient Strength and Conditioning to:
  - Sit for long periods of time throughout the day;
  - Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain;
  - Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;
  - Move from one area in the workplace to another.

Non-essential Physical Attributes:

1. Ability to Taste.
2. Ability to Smell.

## ALTERNATIVE RANGE CRITERIA

~~This deep class has three alternate ranges. Ranges 1, 2, and 3, incorporate the Entry, Journey, and Advanced Journey levels into one class concept.~~

### **Range 1:**

~~This range is equivalent to the existing classification Recruitment Specialist I.~~

## ~~ALTERNATE RANGE CRITERIA~~

Readiness to move from ranges will be assessed by the supervisor and approved by the manager as follows: Range ~~1-I~~ to Range ~~2-II~~ employees will be eligible to request an assessment after twelve (12) months. Range ~~1-I~~ to Range ~~2-II~~ Assessment will include an ~~on-line CSUS Career Skills Assessment~~ and demonstration of competency in the Range ~~1-II~~ Performance Measures. ~~Range 2 to Range 3 employee will be eligible to request an assessment after two (2) years. Range 2 to Range 3 Assessment will include an on-line CSUS Career Skills Assessment and demonstration of competency in the Range 2 Performance Measures.~~

Range ~~1-I~~ to Range ~~2-II~~ / Readiness Factors:

### Range ~~2-II~~ Personal Factors

- Demonstrates competence in work maturity skills, including punctuality and attendance, problem solving and critical thinking skills, adaptability, self-starter who takes initiative, willing to assist co-workers and customers, and works as part of the team;
- Demonstrates customer service skills and focuses on needs of customer;
- Demonstrates knowledge of resources and services offered through SETA's workforce development programs;
- Demonstrates knowledge of community resources available to customers;
- Demonstrates knowledge of computers and other appropriate electronic equipment and uses software and databases relevant to the job;
- Completes automated case notes and case management training;
- Demonstrates competence in determining customer eligibility;
- Demonstrates competence in providing case management services.

### Range ~~2-II~~ Performance Measures

- Provide assistance, back-up, and support to other staff;
- Understands SETA operations;
- Successfully completes customer service training (on-line or in person);
- Competent in using an automated case management system;
- Competent in utilizing resume writing software;

- Ability to screen applications and refer applicants to employers;
- Ability to screen for eligibility;
- Consistently completes assigned tasks;
- Maintains accurate and up to date files and records;
- Demonstrated competence and accuracy in eligibility and MIS paperwork;
- Consistently updates and maintains case notes;
- Maintains and documents regular contact with customers;
- Successfully completes CSUS Career Skills Assessment for Workforce Development Specialist, Range 2II.

By I.T. per John Allen

## WORKFORCE DEVELOPMENT PROFESSIONAL II & III

### **ORGANIZATIONAL RESPONSIBILITY**

A Workforce Development Professional is responsible to the Deputy Director, Workforce Development Department, Workforce Development Manager or designee. Range II is the ~~journey level traditionally called~~ Specialist level and Range III is the ~~advanced or~~ Coordinator level.

### **DEFINITION**

Under general direction, provides services or coordinates the provision of services to individual customers, families, business entities, communities, and neighborhoods, in carrying out the service mandate of the Sacramento Employment and Training Agency with regard to workforce development.

### **DISTINGUISHING CHARACTERISTICS**

Direct Services is the interaction between the Sacramento Employment and Training Agency (SETA) and current and potential Agency customers to further the Agency's mission.

This is a deep class in which incumbents may be assigned to any of the three ranges to perform Direct Services work, provided that they have been determined to possess the required level of competence. ~~as determined in accordance with the Workforce Development Professional, Alternative Range Criteria, which is attached to and made part of this Specification.~~

### **EXAMPLES OF 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.

#### **All Levels:**

1. Effectively use computer software, general applications and software specifically to perform Workforce Development work;
2. Provide information and referral services, link customers with employment, training and

educational opportunities, and assist them in meeting eligibility criteria;

3. Recruit eligible customers for program participation;
4. Assist customers in completing applications for financial assistance, scholarships, employment and program eligibility;
5. Assist customers with determining and accessing appropriate services;
6. Provide assistance to special populations: customers experiencing barriers to employment including limited English speakers, single parents, CalWORKs recipients, emancipating youth, older workers, ex-offenders, unemployed and underemployed;
7. Provide advocacy on behalf of the customer to ensure the customer achieves self-sufficiency;
8. Review customer applications/resumes to match qualifications with employer specifications;
9. Refer selected applicants to interviews with prospective employers according to employer policies and procedures;
10. Keep records of employers who have hired referred applicants, and/or applicants not immediately selected;
11. Maintain updated knowledge of SETA program requirements;
12. Facilitate group meetings of SETA customers and conduct workshops;
13. Write reports and make oral presentations;
14. Effectively maintain appropriate records and files.
15. Assist higher level staff;
16. Assist customers in utilizing resume' preparation software;
17. Assist customers in searching for employment opportunities utilizing internet job search tools and automated job match systems;
18. Have a basic knowledge of SETA programs, policies and procedures;
19. Assist with assessment and evaluation of clients;
20. Assist customers in collecting necessary eligibility documents.

**In addition to the above:**

*Workforce Development Specialist (Range II)*

1. Administer and review the results of vocational and employment-related tests designed

to identify skills, aptitudes, and interests of eligible participants;

2. Determine eligibility for program services, prepare and maintain customer files, prepare and submit management information system documents and other reports and correspondence as required;
3. Assess customer's employment goals and evaluate them in relation to the customer's current, transferable, or potential skills and their relevance to local labor market conditions;
4. Evaluate customer's personal background, work history, employment, skills, knowledge, abilities, education and competency levels and develop a mutually agreed upon employment development plan;
5. Assess the customer's need for supportive, social and financial services;
6. Assist customers in accessing these services and identify other community resources;
7. Maintain regular contact and assist the customer throughout the program until goals are met;
8. Provide follow-up and job retention services to customers after placement in employment;
9. Conduct workshops (workshops can include presentations, job search techniques, preparation of resumes, letters and applications, life skills, labor market information, and community service topics).

**In addition to the above:**

*Workforce Development Coordinator (Range III)*

1. Ensure a high level of effective communication between partner agencies, customers and staff. Perform the duties of a liaison between SETA and partner agencies;
2. Coordinate or lead team staff on activities, projects and services that may include training, technical assistance and staff development;
3. Coordinate with Sacramento Works Business/Employer Services staff to locate and contact employers to generate current and future openings;
4. Coordinate critical industry training initiatives with education, labor, ~~and~~ business, and other partners;
5. Coordinate community service programs for at-risk populations;
6. Develop networks among service providers;

7. Develop handbooks, ~~and~~ manuals, and training curricula;
- ~~8. Develop and present training curriculum;~~
- ~~98.~~ Possess a comprehensive understanding of SETA's programs and services;
- ~~109.~~ Represent SETA to a variety of public and private agencies.

## **MINIMUM QUALIFICATIONS**

### **All Levels**

#### **Knowledge of:**

- Career planning;
- Principles and practices of employment counseling;
- Interviewing techniques;
- Local community, social, financial and employment resources;
- Some word processing software.
- Case Management;
- Vocational guidance, job development and job placement;
- Current standardized tests used in vocational guidance;
- State and federal laws and regulations relating to employment;
- Occupational guidance and labor market informational materials;
- Demand Occupations including job duties and minimum qualifications;
- Workshop facilitation.

## **ABILITIES**

- Gather and analyze a variety of data and information;
- Assist in the development and preparation of a variety of reports;
- Communicate effectively with people from a wide variety of social, cultural, and economical backgrounds;
- Assist with developing and conducting informational workshops;
- Establish and maintain cooperative working relationships;
- Provide basic or core services to SETA customers;
- Operate audiovisual, computer, and other appropriate electronic equipment and access the Internet;
- Speak and write effectively;
- To competently use word processing software.

#### **Range II – In addition to the above:**

#### **Ability to:**

- Apply principles and practices of customer service, counseling, vocational guidance and



- occupational placement necessary to develop employment development plans;
- Review and interpret results of vocational tests;
- Instruct customers on services available through SETA's workforce development programs;
- Learn rules and regulations related to workforce development programs,
- Use an automated case management system;
- Prepare and present oral and written presentations to groups and organizations;
- Represent SETA to businesses, community organizations, other government agencies and concerned people;
- Establish and maintain cooperative and professional working relationships with SETA staff, partners, customers and the general public.

Range III – In addition to the above:

Ability to:

- Coordinate projects, teams, services and activities;
- Act as lead worker, including problem solving and critical thinking;
- Represent SETA in the coordination of services with a variety of community partners;
- Provide training and technical assistance to staff and partners.

**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 this knowledge and ability would be:

- I. Advanced educational training in counseling preparation, business administration, education, psychology, sociology, communications, economics, marketing, public relations, or a closely related field. This would include at least two (2) years for Range 2-II and five (5) years for Range 3-III of increasingly responsible work experience in career planning, employment counseling, employment training or topical instructional programs.

**PHYSICAL DEMANDS/QUALIFICATIONS**

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Sufficient Speech to:
  - Engage in conversation both in person and on the phone.
2. Sufficient Hearing to:
  - Understand conversation in person or on the phone.
3. Sufficient Vision to:
  - Operate a personal computer.
4. Sufficient Sensitivity of Touch to:

- Operate a personal computer.
- 5. Sufficient Strength and Conditioning to:
  - Sit for long periods of time throughout the day;
  - Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain;
  - Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;
  - Move from one area in the workplace to another.

Non-essential Physical Attributes:

1. Ability to Taste.
2. Ability to Smell.

## ALTERNATIVE RANGE CRITERIA

This deep class has three alternate ranges. Range II and III incorporate the Journey, and Advanced Journey levels into one class concept.

### **Range 2:**

~~This range is equivalent to the classification Employment Services Specialist, Community Services Specialist and Youth Services Specialist.~~

### **Range 3:**

~~This range constitutes the level now occupied by Community Services Coordinator and Neighborhood Services Coordinator.~~

## ~~ALTERNATE RANGE CRITERIA~~

Readiness to move from ranges will be assessed by the supervisor and approved by the manager as follows: Range ~~2-II~~ to Range ~~3-III~~ employee will be eligible to participate in the current SETA advancement program~~request an assessment after two (2) years. Range 2 to Range 3 Assessment will include an on-line GSUS Career Skills Assessment and demonstration of competency in the Range 2-II Performance Measures.~~

### Range 2II / Readiness Factors:

#### Range 2II Personal Factors

- ~~• Demonstrates competence in work maturity skills, including punctuality and attendance, problem solving and critical thinking skills, adaptability, self-starter who takes initiative, willing to assist co-workers and customers, and works as part of the team;~~
- ~~• Demonstrates customer service skills and focuses on needs of customer;~~
- ~~• Demonstrates knowledge of resources and services offered through SETA's workforce development programs;~~
- ~~• Demonstrates knowledge of community resources available to customers;~~
- ~~• Demonstrates knowledge of computers and other appropriate electronic equipment and uses software and databases relevant to the job;~~
- ~~• Completes automated case notes and case management training;~~
- ~~• Demonstrates competence in determining customer eligibility;~~
- ~~• Demonstrates competence in providing case management services.~~

### Range 2 Performance Measures

- ~~Provide assistance, back-up, and support to other staff;~~
- ~~Understands SETA operations;~~
- ~~Successfully completes customer service training (on-line or in-person);~~
- ~~Competent in using an automated case management system;~~
- ~~Competent in utilizing resume writing software;~~
- ~~Ability to screen applications and refer applicants to employers;~~
- ~~Ability to screen for eligibility;~~
- ~~Consistently completes assigned tasks;~~
- ~~Maintains accurate and up to date files and records;~~
- ~~Demonstrated competence and accuracy in eligibility and MIS paperwork;~~
- ~~Consistently updates and maintains case notes;~~
- ~~Maintains and documents regular contact with customers;~~
- ~~Successfully completes CSUS Career Skills Assessment for Workforce Development Specialist, Range 2.~~

### Range 2 to Range 3 / Readiness Factors:

#### Range 3 Personal Factors

- ~~Qualified to serve as a program expert;~~
- ~~Demonstrated leadership ability;~~
- ~~Ability to work on two or more projects concurrently;~~
- ~~Demonstrates appropriate facilitation, and presentation skills;~~
- ~~Ability to promote positive team dynamics and solve problems;~~
- ~~Demonstrated computer literacy and knowledge of relevant data bases;~~
- ~~Ability to relate to diverse populations;~~
- ~~Knowledge of community resources in the Sacramento area;~~
- ~~Ability to develop curriculum used in workshops;~~

### Range 3 Performance Measures

- ~~Development and presentation of workshops and training sessions for staff, sub grantees and partner agencies;~~
- ~~Consistently meets deadlines;~~
- ~~Establish and maintain positive professional relationships with SETA partners, sub grantees, community members, board members and staff;~~
- ~~Establish a personal resource network;~~
- ~~Demonstrate ability to be the lead worker and coordinate a project, program, or team;~~
- ~~Demonstrate a comprehensive understanding of SETA's programs and services;~~
- ~~Demonstrates an understanding of program performance measures;~~
- ~~Successfully completes CSUS Career Skills Assessment for Workforce Development Coordinator, Range 3.~~

By I.T. Per John Allen

ITEM III-A – 3 - ACTION

APPROVAL OF RETIREE MEDICAL INSURANCE SUBSIDY  
FOR CALENDAR YEAR 2016

BACKGROUND:

Since 1980, medical and dental insurance premiums for retired annuitants have been subsidized by the Sacramento County Employees Retirement System (SCERS). These were declared not to be vested benefits, with no promise of continuing. SETA, as a Special District of the Sacramento County Employees Retirement System (SCERS) is required to take action for its retirees on the subsidy for health care insurance premiums. This action is independent and separate from the County Board of Supervisors who act on behalf of their retired employees.

SETA has never vested retirees with a health care insurance benefit. Beginning with Fiscal Year 2004-05, SCERS funding was no longer available and SETA began to subsidize health care insurance premiums with SETA funds.

On May 4, 2006 the SETA Governing Board took action to continue paying medical and dental subsidies to current retired employees at the current rates and limit future program enrollment to new retirees, who, as of January 1, 2007, were SETA/SCERS members that have ten years of SCERS service as of that date. These payments would continue through December 2007.

For calendar year 2008 and 2009, the SETA Governing Board took action to continue paying medical and dental subsidies to current retired employees and limit future program enrollment to eligible employees who retired on or before August 31, 2007. The subsidy was eliminated for all participants who retired after August 31, 2007. This included the continuation of the \$25/month towards retiree – only dental plan premiums.

For calendar year 2010 - 2015, the SETA Governing Board took action to continue paying medical subsidies to current retired employees at reduced rates depicted in the chart below and eliminated the dental subsidy. The Board continued to limit future program enrollment to eligible employees who retired on or before August 31, 2007. The subsidy was eliminated for all participants who retired after August 31, 2007.

Current subsidy/offset payments are as follows:

Years of SCERS service credit	Amount of subsidy
Less than 10 years	\$72
10 years but <15 years	\$90
15 years but <20 years	\$108
20 years but <25 years	\$126
25 years or more	\$144
Dental coverage	\$0

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Three options are presented for your consideration.

- OPTION A: maintain the current subsidy; see table above (\$23,544 for 19 individuals)
- OPTION B: eliminate the medical subsidy to retirees (\$0)
- OPTION C: approve a subsidy at a lesser amount than the table above

RECOMMENDATION:

Staff is recommending that the Board take action to approve Option A for the next calendar year effective January 1, 2016.

STAFF PRESENTER: Kathy Kossick

## ITEM III-B – 1 - ACTION

### APPROVAL OF STAFF FUNDING EXTENSION RECOMMENDATIONS FOR REFUGEE SOCIAL SERVICES (RSS), TARGETED ASSISTANCE (TA), RSS SET-ASIDE, AND TA DISCRETIONARY PROGRAMS, PROGRAM YEAR (PY) 2015-2016

#### BACKGROUND

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

Under SETA's Refugee Program, the following services are provided to eligible refugees, asylees, certified victims of human trafficking, and SIVs who are within five years of arrival in the United States:

- Vocational English-as-a-Second Language combined with Employment Services (VESL/ES)
- Employment Services (ES) – Stand Alone
- Social Adjustment and Cultural Orientation (SA&CO)

In May, 2014, the Governing Board approved the release of a Request for Proposals (RFP) for Refugee Program services and delegate agreements were awarded to successful applicants for Program Year (PY) 2014-15, which began October 1, 2014 and will end September 30, 2015. The RFP and the delegate agreements permit extensions for up to two additional years. This item recommends extension of delegate agreements for one year beginning October 1, 2015.

#### Funding

##### ***Formula Funding Methodology -***

**RSS Formula** – ORR determines each state's total RSS allocation based on its refugee arrivals in proportion to total arrivals nationwide for the most recent two-year period. Prior to California receiving its final allocation, ORR allocates funds directly to the

STAFF PRESENTER: Michelle O'Camb

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Wilson/Fish Alternative Project operated in San Diego County by Catholic Charities. The remaining funds, received by the State of California, Department of Social Services, Refugee Programs Bureau (RPB), are then allocated to eligible counties based on the number of refugees on aid in each county, weighted according to the length of time refugees have been in the U.S.

**TA Formula** – TA allocations are based on the arrival data for the most recent two-year period. The funding methodology supports the service needs of “newly arriving” populations who are entering the country.

***RSS and TA Funding Levels –***

SETA has received the final notification of award from the California Department of Social Services (CDSS)—Refugee Programs Bureau (RPB) for its RSS formula grant for PY 2015-16. Funds available for allocation are:

- RESS:           \$950,988

SETA has not received final notification of award for its TA grants for PY 2015-16. Preliminary estimates indicate that funds available for allocation will be:

- TA:               \$437,190

Based on final and estimated RSS and TA funding levels for PY 2015-16 Refugee Program grants, SETA’s total funding available for allocation will be \$1,388,178. This is an increase of \$562,827 from PY 2014-15. The increase in funding is the result of higher numbers of refugee arrivals to Sacramento within the past two full program years, as well as a spike in SIV arrivals from Iraq and Afghanistan as U.S. troops continue to withdraw from those countries.

***RSS Set-Aside Funding (activities formerly funded under ORD Grant funds) –***

SETA was notified by CDSS—RPB in August that beginning this year, services to older refugees will be funded through RSS Set-Aside funding as opposed to ORD funding. Awards to the counties will be formula based: measured by the number of refugees 60 years of age and older reflected in the California Department of Health Care Services Medi-Cal Eligibility Data System (MEDS). CDSS—RPB informed SETA that its RSS Set-Aside award for PY 2015-16 is anticipated to be slightly lower than the PY 2014-15

STAFF PRESENTER: Michelle O’Camb



ORD funding level. SETA expects to receive final notification of award in September or early October 2015. Preliminary estimates indicate that funds available for allocation will be:

- RSS Set-Aside: \$12,172

It is anticipated that 30 older refugees will receive assistance accessing naturalization/citizenship, as well as social adjustment and acculturation services under SETA's PY 2015-16 RSS Set-Aside funding.

***Targeted Assistance Discretionary (TAD) Funding -***

On May 23, 2013, the SETA Governing Board approved ratification of the submission of SETA's application for TAD funds. SETA was notified by the CDSS—RPB in September 2013 that TAD funding was awarded covering a three-year project period ending September 29, 2016. The project expands employment services to Sacramento County's Iraqi and Afghan refugees who have compelling situations, which have resulted in the provision of employment services for longer than average times due to challenges stemming from unique experiences that impede their ability to readily find employment, such as medical conditions, mental health issues (specifically post-traumatic stress disorder) and difficulty adjusting to life in the United States.

SETA has not received final notification of the TAD award for PY 2015-16. It is anticipated that SETA will receive this information in late September 2015. Preliminary estimates indicate that funds available for allocation will be:

- TAD: \$75,257

It is anticipated that 30 Iraqi and Afghan refugee women will access VESL/ES with the 2015-16 TAD allocation.

***Incremental Funding –***

Although SETA has not received notification from RPB that incremental funding will be imposed this PY on TA and TAD grant awards, it is anticipated that ORR will award the funds to states in two increments. If funding is received in two increments, the first increments will be funded at 58% of the PY 2015-16 awards, and will be issued October

STAFF PRESENTER: Michelle O'Camb

1, 2015. The second increments, subject to fund availability, will be funded at 42% of the PY 2015-16 awards. ORR does not indicate when states will receive the second increments, nor does ORR give any guarantee that the funds will be available.

In light of ORR's incremental funding outlined above, SETA recommends funding TA and TAD providers at 58% of recommended allocations to provide services from October 1, 2015 through April 30, 2016, and funding the remaining 42% of allocations contingent upon receipt of the second increments of funding from ORR. The second increments will fund the provision of TA and TAD services from May 1, 2016 through September 30, 2016.

### **Extension Recommendations**

Refugee Program provider delegate agreements entered into in 2014 permit SETA the sole option to extend agreements for additional terms, up to a total of two additional years. Staff is seeking approval to extend the current Refugee Program provider delegate agreements for an additional year effective October 1, 2015, and recommends funding levels as reflected in the attached funding extension recommendations charts. If approved, funding for TA, RSS Set-Aside and TAD will be subject to SETA's final PY 2015-16 allocations. Additionally, funding for all services will be subject to satisfactory year-end program performance, as well as satisfactory fiscal reviews. Refugee Program providers that do not meet year-end performance goals or receive satisfactory fiscal reviews may be subject to the deobligation of funds.

### ***RSS and TA Funding -***

The VESL/ES and ES (Stand Alone) activities are recommended for significant increases in funding, and staff is recommending the increases to be distributed amongst all service providers, basing individual awards on performance levels in PY 2014-15, as well as geographic locations. The VESL/ES and ES (Stand Alone) activities are targeted towards the most recent refugee arrivals and are essential in assisting them in obtaining employment.

The SA&CO activity is recommended for extension based on current funding levels. Staff believes that the current level of funding is adequate to meet the social adjustment and acculturation service needs of eligible refugees.

**STAFF PRESENTER:** Michelle O'Camb

***RSS Set-Aside Funding -***

Staff is recommending that services provided under the 2015-16 RSS Set-Aside funding be delivered through the following provider who has consistently exceeded contractual service levels:

- ✓ Slavic Assistance Center, Inc.

The recommended allocation is based on an anticipated decrease in available funding, and is contingent upon receipt of PY 2015-16 RSS Set-Aside funding. If the final funding level is different than anticipated, staff will adjust the allocation for award, accordingly.

***TAD Funding -***

Staff is recommending that services provided under the 2015-16 TAD funding be delivered through the following four current TAD providers who have consistently met or exceeded contractual service levels:

- ✓ Asian Resources, Inc.
- ✓ Bach Viet Association, Inc.
- ✓ Lao Family Community Development, Inc.
- ✓ Twin Rivers Unified School District

The recommended TAD allocation is based on preliminary estimates on available funding, and is contingent upon receipt of PY 2015-16 TAD funding from ORR. If the final funding level is different than anticipated, staff will adjust the allocation for award, accordingly.

***Program Performance/Evaluation –***

SETA staff routinely monitor and evaluate Refugee Program providers and their services for overall program performance and their ability to meet contractual performance levels. Evaluation criteria reviewed for performance includes, but is not limited to:

- Achievement of planned performance goals (enrollment, entered employment, job retention, average wage at placement, reductions/terminations from aid, service units)
- Ability to enroll and serve refugee populations, with a focus on recipients of public assistance

**STAFF PRESENTER:** Michelle O’Camb

ITEM III-B – 1 – ACTION (continued)

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- Documentation of services and client progress towards goal attainment
- Ability to implement all required program elements and adhere to policies and program guidelines
- Ability to coordinate with Sacramento County, Department of Human Assistance (DHA), as well as Sacramento Works America's Job Center (SWJC) staff

All employment service providers have exceeded, met, or are making progress towards meeting contracted goals and service levels in PY 14-15. Program performance through July 31, 2015, compared to end of year goals, was used as the basis for funding extension recommendations. Through July 31, 2015, employment service programs enrolled a total of 753 customers compared to the planned enrollment of 461 customers (163%), with 312 through July 31 (41%) entering employment, and 212 (68%) retaining employment after 90 days. An additional 248 customers were served in the social adjustment and acculturation programs receiving over 2,100 service units.

RECOMMENDATION:

Approve the funding extensions for the Refugee Social Services (RSS), Targeted Assistance (TA), Refugee Social Services (RSS) Set-Aside, and Targeted Assistance Discretionary (TAD) programs for PY 2015-16 effective October 1, 2015, as indicated in the attached charts. Additionally, approve the following funding stipulations:

1. If final TA, RSS Set-Aside and TAD allocations are different than anticipated, SETA will adjust the amounts allocated to Refugee Program providers proportionately.
2. TA and TAD funds will be allocated in two increments. The first increments will cover program services from October 1, 2015 through April 30, 2016. The second increments will be allocated contingent upon receipt of funds from ORR, and will cover program services from May 1, 2016 through September 30, 2016.
3. PY 2015-16 funding will be subject to satisfactory year-end program performance and satisfactory fiscal reviews.
4. VESL/ES service providers must ensure open-entry and prompt placement into VESL classes for all clients that are assessed to be in need of English language training.
5. All VESL/ES and ES Stand Alone service providers must allocate a minimum of 10% of their awards for supportive services.
6. Providers with case management and job development staff budgeted for less than 12 months, or budgeted for part-time employment, must ensure program services are available Monday through Friday, eight hours per day, from October 1, 2015, through September 30, 2016.
7. Refugees receiving resettlement or Match Grant employment services from IRC are not eligible to participate in IRC's RSS-funded VESL/ES program.

AGENCY NAME	CURRENT RSS/TAD FUNDING, PY 2014-15	# TO SERVE	STAFF FUNDING EXTENSION RECOMMENDATIONS, PY 2015-16			
			RSS AMOUNT	TAD AMOUNT*	RSS # TO SERVE	TAD # TO SERVE
Asian Resources, Inc.	\$105,605	43	\$168,498	\$17,563	66	7
Bach Viet Association, Inc.	223,656	87	307,741	20,065	117	8
International Rescue Committee, Inc.	72,967	28	114,664	0	44	0
Lao Family Community Development, Inc.	92,728	44	142,362	17,563	66	7
Twin Rivers USD	113,716	70	177,723	20,066	110	8
<b>Totals</b>	<b>\$608,672</b>	<b>272</b>	<b>\$910,988</b>	<b>\$75,257</b>	<b>403</b>	<b>30</b>

\* Subject to the final award of 2015-16 TAD funds from ORR

AGENCY NAME	CURRENT TA FUNDING, PY 2014-15	# TO BE SERVE	STAFF FUNDING EXTENSION RECOMMENDATIONS, PY 2015-16	
			TA AMOUNT*	TA # TO SERVE
Asian Resources, Inc.	\$74,250	45	\$79,200	48
Bach Viet Association, Inc.	105,322	67	203,843	130
Lao Family Community Development, Inc.	31,834	21	71,012	49
Twin Rivers USD	71,649	56	83,135	65
<b>Totals</b>	<b>\$283,055</b>	<b>189</b>	<b>\$437,190</b>	<b>292</b>

\* Subject to the final award of 2015-16 TA funds from ORR

AGENCY NAME	CURRENT RSS/ORD FUNDING PY 14-15	# TO SERVE	STAFF FUNDING EXTENSION RECOMMENDATIONS, PY 2015-16			
			RSS AMOUNTS	RSS SET- ASIDE AMOUNTS*	RSS # TO SERVE	RSS SET- ASIDE # TO SERVE
Hmong Women's Heritage Association, Inc.	\$20,000	84	\$20,000	\$0	84	0
Slavic Assistance Center, Inc.	35,233	138	20,000	12,172	100	30
<b>Totals</b>	<b>\$55,233</b>	<b>222</b>	<b>\$40,000</b>	<b>\$12,172</b>	<b>184</b>	<b>30</b>

\* Subject to the final award of 2015-16 RSS Set-Aside funds from ORR

ITEM III-B – 2 - ACTION

APPROVAL OF THE COMMUNITY SERVICES BLOCK GRANT (CSBG) REQUEST  
FOR PROPOSALS FOR THE 2016 PROGRAM YEAR

BACKGROUND:

As the designated Community Action Agency for Sacramento County, the Sacramento Employment and Training Agency (SETA) administers CSBG funds to meet locally determined needs. Local needs are determined through a Community Action Plan process designated by the State of California, Department of Community Services and Development (CSD) that relies on public testimony about unmet community needs.

On June 4, 2015, the SETA Governing Board approved the two-year 2016/2017 Community Action Plan (CAP). The CSBG Request for Proposals (RFP) solicits proposals from qualified agencies to address the needs and services identified in the CAP.

At this time, the federal government has not approved a budget and the total amount of Community Services Block Grant funding for the 2016 program year is not known. For planning purposes, SETA has included in the RFP an available amount that is based on approximately fifty percent of the 2015 allocation. A total of \$800,000 is projected for release, on a competitive basis, to public and private non-profit entities with the capacity and experience to meet unmet needs identified in the CAP. The estimated available funding for the 2016 CSBG RFP is as follows:

1. Forty percent (40%), or \$320,000, for Safety-Net services, one-time or limited services to families who find themselves in a crisis or emergency situation.
2. Forty percent (40%), or \$320,000, for Family Self-Sufficiency services, which are comprehensive, case-managed employment/training-based services for families.
3. Twenty percent (20%), or \$160,000, for Youth and Senior Support services, which are comprehensive, case-managed support services that intervene in the lives of youth expressing gang or criminal behavior, and for homebound seniors wishing to maintain residence in their housing-of-choice.

SETA will target the most vulnerable populations in Sacramento County. For the 2016 program year, groups that will receive priority for services include low-income families, single parents with children 0-5, at-risk and adjudicated youth, homebound seniors, the disabled, and homeless individuals and families, including homeless youth.

STAFF PRESENTER: Julie Davis-Jaffe



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

The process and criteria for selecting delegate agencies to implement services and activities identified in SETA's Community Action Plan are outlined in the draft CSBG Request for Proposals (RFP) for the 2016 Program Year that has been sent under separate cover.

The Community Action Board met and approved this document at their August 12, 2015 meeting.

RECOMMENDATION:

Approve the CSBG Request for Proposals for the 2016 Program Year.

STAFF PRESENTER: Julie Davis-Jaffe

### ITEM III-B - 3 - ACTION

#### APPROVAL TO ACCEPT WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) DISCRETIONARY FUNDS FROM THE CALIFORNIA WORKFORCE INVESTMENT BOARD AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT, ANY SUBGRANTS OR OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

#### BACKGROUND:

In response to a proposal submitted in August 2014, the California Workforce Investment Board (CWIB) recently approached SETA to oversee the provision of technical assistance and employer engagement, connecting regional stakeholders to economic development resources. The proposed contract would be in the amount of \$150,000 for an initial term ending June 30, 2016.

Under the project, SETA will be the fiscal agent and subcontract with the Governor's Office of Business and Economic Development (GO-Biz) and the Greater Sacramento Area Economic Council, to accomplish the following:

- Work with local, regional and state-wide economic development entities to develop business services
- Develop business needs assessments for layoff aversion, stabilization, and growth
- Regional coordination of business and incumbent worker resources, and creation of a toolkit for replication
- Assessment and evaluation of potential roles and responsibilities of workforce and economic development stakeholders in employer engagement and coordination of business service strategies
- Delivery of services on a pilot/prototype, assessment of effectiveness, and incorporation of lessons into final product(s)

#### RECOMMENDATION:

Accept WIOA Discretionary funds from the CWIB and authorize the Executive Director to execute the agreement, any subgrants or other documents required by the funding source.

STAFF PRESENTER: Roy Kim

ITEM III-C - 1 - ACTION

APPROVAL OF THE SUBMISSION OF THE AMENDMENT APPLICATION  
FOR THE EARLY HEAD START-CHILD CARE PARTNERSHIP (EHS-CCP)  
PROGRAM TO THE OFFICE OF HEAD START

BACKGROUND:

On February 1, 2015, the Office of Head Start/Administration for Children and Families funded Sacramento Employment and Training an initial 12 months of an 18 month budget period for the Early Head Start-Child Care Partnership and Expansion Grant. The remaining balance of the six months of operational funds and additional training and technical assistance funds will be awarded under this amended application process. Additional training and technical assistance funds were made available to support quality improvements such attainment of credentials, professional development and training. Funds in the amount of \$918,735 are being requested for six month remaining on the project period (2/1/2015 through 7/31/2016) as follows:

Basic	\$734,988
Training and Technical Assistance	<u>\$183,747</u>
TOTAL	<u>\$918,735</u>

Funds will be used to continue partnerships with Sacramento City Unified School District (delegate agency), Sacramento County Office of Education (Partner) and KinderWorld (Provider) to provide Early Head Start partnership and expansion services. One provider, National Human Development Foundation (NHDF) withdrew from the project prior to contract negotiations. SETA is in the process of identifying a new Provider.

Agency	Expansion Slots	Partnership Slots	Total
Sacramento City Unified School District (SCUSD)	32	8	40
Sacramento County Office of Education (SCOE)/KinderWorld	--	36	36
Unidentified Provider	--	8	8
TOTAL	32	52	84

A project narrative, budget and budget narrative will be sent under separate cover.

ITEM III-C – 1 – ACTION (CONTINUED)  
Page 2

RECOMMENDATION:

Approve the submission of the Early Head Start-Child Care Partnership and Expansion Amended Application to the Office of Head Start in the amount of \$918,735 including Basic and Training/Technical Assistance.

STAFF PRESENTER: Denise Lee

**Sacramento Employment and Training Agency (SETA)  
Early Head Start – Child Care Partnership  
Program Narrative – Balance of Funds**

Implementation Update

Through strong partnerships and collaboration, the EHS–CCP project is right on schedule: classes started on July 1 with KinderWorld and Sacramento City Unified School District. Health and Education screenings will be completed within 45 days of enrollment. All contracts have been signed and are in place with detailed scopes of work for the provider, the delegate agency, and the partner. SETA has dedicated grantee staff that is assigned to this project and is working alongside of Sacramento County Office of Education to ensure a smooth transition for staff, parents and children. Additional grantee staff provides technical assistance, training and project support as needed.

Below is a project summary of work performance since February 2015.

*Provider/KinderWorld (36 partnership slots)*

To ensure successful implementation, the grantee has been working very closely with KinderWorld Inc., who is new to Early Head Start, on the start-up of the project. The grantee has held regular meetings with key staff at KinderWorld and Sacramento County Office of Education (SCOE), SETA’s partner. Grantee staff has provided several training to KinderWorld staff since February on several topics including: 5 Steps to SUPERVision, environmental health and safety, diapering, daily health checks, blood borne pathogens, nutrition and family style meal service, medication and special diet policies, education, and classroom environments (based on ITERS results). EHS teachers have also participated in grantee-sponsored, on-site Early Childhood Education college coursework (ECE 330 and ECE 331) to ensure staff has training specific to infant/toddler development and has secured infant/toddler units as required. All five EHS classrooms are set up to meet Head Start Performance Standards and have received an Infant/Toddler Environmental Rating Scale (ITERS) assessment. Classroom dividers have been ordered and will be delivered mid-August. SETA’s Quality Assurance Unit has monitored the center for safe environments in early March and will be re-assessing in mid-August. KinderWorld staff has adopted and been trained on the *Creative Curriculum for Infants Toddlers Twos*. Additionally, the center menus have all been approved by the grantee’s Registered Dietician. Program area plans for education, disabilities, health/nutrition, and safe environments will be finalized by mid-September. Currently, KinderWorld has 23 toddlers (out of 36) who are enrolled and anticipates to be fully enrolled by the end of August. Recruitment and enrollment is actively underway with support from both the grantee and SCOE.

*Delegate Agency/Sacramento City Unified School District (8 partnership and 32 expansion slots)*

Sacramento City Unified School District (SCUSD) is a delegate agency for this project as well as for SETA’s base Head Start/Early Head Start grant. SCUSD has been an EHS delegate agency

since 1994. Given this, SCUSD was able to get up and running quickly. SCUSD operates three centers for the EHS-CCP/Expansion program. The Elder Creek site was successful in getting licensed for infants and toddlers in time to start classes on July 1. SCUSD was fully enrolled on July 1 in all 3 centers as originally outlined in the grant application. SETA's Quality Assurance Unit performed a safe environments review on all new classes and centers. Supplies have been ordered and SCUSD is waiting delivery of a new playground piece for the Elder Creek site which is scheduled for installation in early fall. SCUSD was fully enrolled on July 1 with 40 infants/toddlers.

#### *Partner/Sacramento County Office of Education (SCOE)*

For this project, SCOE is serving as the Family Services Worker (FSW), providing comprehensive services to children and families enrolled at the KinderWorld center. SCOE has hired a project supervisor and the EHS Educator who will be performing FSW functions. SCOE has been actively involved in providing support to KinderWorld on project start-up and dual enrollment.

#### Projected Changes/Challenges

One of the identified child care partners, National Human Development Foundation (NHDF), which was slated to receive funding for 8 partnership slots, withdrew from the project prior to implementation. NHDF decided it was unable to take on the EHS project as a result of a turnover in key staff as well as additional expansion funding awarded to their agency. It was simply a matter of poor timing. NHDF did not receive any EHS-CCP funds, supplies or equipment. In fact, the withdraw was prior to contract execution. In partnership with SCOE, the grantee has been actively working to find a replacement agency to take these 8 partnership slots.

## ITEM III-C - 2 - ACTION

### APPROVAL OF THE SETA EARLY HEAD START-CHILD CARE PARTNERSHIP HEALTH AND SAFETY SCREENER SUMMARY REPORT

#### BACKGROUND:

This agenda item provides the opportunity for the Governing Board to review and certify the results of the SETA Early Head Start-Child Care Partnership Health and Safety Screener.

As a condition to the EHS-CCP grant, Head Start grantees must comply with the terms and conditions for the project award period. Included in the conditions is a requirement to conduct a screening of the health and safety environment of each Early Head Start-Child Care Partnership and Expansion center where services are provided. Screeners must be completed within 45 days of the start of the project period and/or within 45 calendar days of services starting at each new location. Certification of the Health and Safety Screener is required by the Policy Council and Governing Board within 75 calendar days of the start of the program.

During the initial planning and start-up of the EHS-CCP project, SETA performed a health and safety review at each Early Head Start location as part of its annual self-assessment process. Results of the review were shared with the Policy Council and certified on March 24, 2015.

Since EHS-CCP classes began on July 1, 2015, SETA re-assessed each of the four EHS partnership/expansion centers to ensure health and safety requirements and center updates continued to meet expectations. A summary of the results will be provided at the meeting.

Staff will be available to answer questions.

#### RECOMMENDATION:

Approve and certify the SETA Early Head Start-Child Care Partnership Health and Safety Screener results.

STAFF 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.

STAFF PRESENTER: Loretta Su



**MEMORANDUM**

**TO: Mr. Mark Snaer**

**DATE: August 19, 2015**

**FROM: Mayxay Xiong, SETA Fiscal Monitor**

**RE: On-Site Fiscal Monitoring of  
County of Sacramento Department of Health and Human Services**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Family Self Sufficiency	\$27,500	1/1/14-12/31/14	7/1/14-12/31/14
CSBG	Family Self Sufficiency	\$27,500	1/1/15-12/31/15	1/1/15-6/30/15

**Monitoring Purpose:** Initial  Follow-up Special Final   
**Date of review:** 8/10/15

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

**Program Operator:** County of Sacramento Department of Health and Human Services

**Findings and General Observations:**

- 1) The total costs as reported to SETA for the CSBG programs from July 1, 2014 to June 30, 2015 have been traced to the delegate agency records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

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

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Mr. Darrell Roberts **DATE:** August 5, 2015  
**FROM:** Mayxay Xiong, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Roberts Family Development Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	FSS	\$20,000	1/1/14-12/31/14	7/1/14-12/31/14

**Monitoring Purpose:** Initial  Follow-up  Special  Final   
**Date of review:** 5/22 & 6/12/15

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

**Program Operator: Roberts Family Development Center**

**Findings and General Observations:**

- 1) The total costs as reported to SETA from July 1, 2014 to December 31, 2014 have been traced to the delegate agency records. The records were verified and appear to be in order.
- 2) We have noted that there are minor issues with supporting documentation. Specific examples include not all supporting documents were attached to expenditures reviewed but were provided when asked. These expenditures were tested and appropriate individuals were knowledgeable and could answer any questions regarding the missing data. While these issues do not have any material effect on the program expenses, it is recommended that Roberts Family Development Center develops and implements thorough written documentation procedures to ensure expenditures are supported with appropriate documentation and to ensure all costs are allowable.

**Recommendations for Corrective Action:**

- 1) Provide SETA with documentation demonstrating what internal controls have been implemented to ensure supporting documentation is complete and immediately available upon request.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Dr. Amy Slavensky                      **DATE:** July 22, 2015  
**FROM:** Mayxay Xiong, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of San Juan U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic , COLA	\$ 4,570,140	8/1/14-07/31/15	8/1/14-2/28/15
Head Start	T & TA	\$15,000	8/1/14-07/31/15	8/1/14-2/28/15
Early HS	Basic, COLA	\$1,711,124	8/1/14-07/31/15	8/1/14-2/28/15
Early HS	T & TA	\$30,912	8/1/14-07/31/15	8/1/14-2/28/15
Head Start	Basic , COLA	\$ 4,273,735	8/1/13-07/31/14	1/1/14-7/31/14
Head Start	T & TA	\$15,000	8/1/13-07/31/14	1/1/14-7/31/14
Early HS	Basic, COLA	\$1,600,146	8/1/13-07/31/14	1/1/14-7/31/14
Early HS	T & TA	\$30,912	8/1/13-07/31/14	1/1/14-7/31/14

**Monitoring Purpose:** Initial   X   Follow Up    Special                      Final   X    
**Date of Review:** 5/11-5/15/15, 5/21/15

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

**Program Operator:** San Juan Unified School District

**Findings and General Observations:**

- 1) The total costs as reported to SETA from January 1, 2014 to February 28, 2015 for the Head Start and Early Head Start programs have been traced to the delegate agency's records. The records were verified and appeared to be in order.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board  
Policy Council

**MEMORANDUM**

**TO:** Ms. Wanda Williams                      **DATE:** July 22, 2015

**FROM:** Mayxay Xiong, SETA Fiscal Monitor

**RE:** On-Site Fiscal Monitoring of  
Traveler’s Aid Emergency Assistance Agency

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$70,000	1/1/14-12/31/14	5/1/14-12/31/14
CSBG	Safety Net	\$70,000	1/1/15-12/31/15	1/1/15-4/30/15

**Monitoring Purpose:** Initial  Follow-up  Special  Final   
**Date of review:** 6/15 & 6/18/15

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
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: Traveler's Aid Emergency Assistance Agency**

**Findings and General Observations:**

- 1) The total costs as reported to SETA from May 1, 2014 to April 30, 2015 for the CSBG program have been traced to the delegate agency records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board



**MEMORANDUM**

**TO:** Ms. Roleda Bates **DATE:** July 29, 2015  
**FROM:** Mayxay Xiong, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Visions Unlimited, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Family Self-Sufficiency	\$50,000	1/1/14-12/31/14	6/1/14-12/31/14
CSBG	Family Self-Sufficiency	\$50,000	1/1/15-12/31/14	1/1/15-5/31/15

**Monitoring Purpose:** Initial  Follow-up  Special  Final   
**Date of review:** 7/27/15

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
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 June 1, 2014 to May 31, 2015 for the CSBG programs have been traced to the delegate agency records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

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

cc: Kathy Kossick  
Governing Board

ITEM IV-B – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

STAFF PRESENTER: William Walker

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Barnes & Noble	1	Barista/Cafe Server	2
	1	Bookseller	2
	1	Head Cashier	1
BBC Services, Inc.	3	Carpenter	10
CBS13/CW31	1	Administrative Assistant	1
Child Action	1	Human Resources Analyst	1
	5	Assessment Unit Clerk (Bilingual)	1
Children's Law Center of California	1	Scanning Clerk	1
Core Commercial	1	Marketing/Graphic Design/Office	1
Crossroads Facility Services	1	Youth Specialist	1
Culinary Staffing America	1	Food Service Workers	40
Dayles Diesel & Genrtr Repair	7	Generator Mechanic	1
eVerifile	1	Team Manager	4
Frito-Lay	10	Detailer	1
	9	Route Sales Representative - General	1
Greater Sacramento Urban League	1	Youth Specialist	1
GRID Alternatives North Valley	1	Outreach Coordinator	1
	3	SolarCorps Construction Fellows	2
	1	SolarCorps Outreach Fellow	1
H&R Block	1	Office Manager/Lead	20
	1	Tax Professional	20
Kair In-Home Social Svc	1	Foster Family Agency Administrator, Social	1
Leukemia & Lymphoma Society	1	Part Time Outreach Assistant	15
Los Rios Community College	1	Administrative Secretary I	1
	1	Admissions/Records Clerk II	2
	1	Campus Operations Director - SutterCountyCenter	1
	1	Clerical Assistant	1
	1	Clerk II	1
	1	Clerk III	1
	1	Control Center Technician	1
	1	Custodian	1
	1	Dean, Kinesiology and Athletics	1
	1	Facilities Planning and Engineering Specialist	1
	1	Faculty Diversity Internship Program Pool	1
	1	Financial Aid Clerk II	1
	1	Financial Aid Officer	1
	6	Information Technology Systems/Database Administrator Analyst II	1
	1	Instructional Assistant - Foreign Language	1
	1	Instructional Assistant - Learning Resources	1
	1	Instructional Assistant - Sign Language Studies	1
	1	Instructional Assistant - Writing/English/Reading	1
	1	Instructional Services Assistant I	1
	1	Laboratory Technician - Science	1
	1	Philosophy Instructor	1
	1	Physical Education/Athletic Attendant	1
	1	Police Communication Dispatcher	1
	6	Senior Information Technology Systems/Database Administrator Analyst	1
	6	Senior IT Technician - Lab/Area Microcomputer Support	1
	1	Student Personnel Assistant - Assessment/Testing	1
	1	Student Personnel Assistant - Career & Job Opportunity Services	1
	1	Student Personnel Assistant - Outreach Services	1
	1	Student Personnel Assistant - Student Life	1
	1	Student Personnel Assistant - Student Services	1
	1	Student Personnel Assistant - Temporary Assistance to Needy Families (TANF)	1
	1	Student Success and Support Program (SSSP) Faculty Coordinator	1
Markstein Beverage Co.	9	Night Warehouse Associate	1
Modis IT Staffing	6	Group Level Processor	20

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			
National Audubon Society	1	Contracts and Government Grants Manager	1
Northern Sheets LLC	9	Production Workers	3
Pacific Health & Home	3	Masonry Installer	2
	3	Skilled Tradesman/Craftsman	2
Package One	9	Class A Truck Driver	1
PrideStaff	3	Machine Operator and Woodworking Craftsman	10
	9	Production and Manufacturing Technician	10
Quality Driver Solutions	9	Commercial Truck Drivers	20
Restoration Hardware	1	Client Service Center Supervisor	2
	1	Project Leader	2
Sacramento Employment and Training Agency	1	Early Head Start Educator	1
	1	Site Supervisor	1
Sacramento Metro Chamber-Cmmrc	1	Accounting Clerk	1
Sacramento Regional Transit District	1	Community Bus Services (CBS) Dispatcher/Supervisor	1
	3	Network Operations Engineer	1
	1	Ceramic Lead Artist Instructor	1
South Side Art Center	1	Ceramic Lead Artist Instructor	1
Staff Management	1	Area Manager	30
Starbucks Corporation	1	Barista	7
Stations	9	Installer	4
Teledyne Microwave Solutions	9	Assembler 1	1
	7	Technician 1	2
	1	Senior Contracts Administrator	1
Therapeutic Pathways	4	Behavior Technician	20
Trinity Fresh	9	Class B Truck Driver	4
	9	Warehouse Loader	2
	1	Police Communication Dispatcher	1
Villara Building Systems	9	Class A and Class C Driver	1
	9	Driver	1
	7	Duct Blaster	1
	7	Fire Sprinkler Installer	1
	1	Human Resources Bilingual Receptionist	1
	7	HVAC Apartments Installer	1
	7	HVAC Commercial Installer	1
	7	HVAC Retro-Fit Lead	1
	7	HVAC Sheet Metal Installer	1
	7	HVAC Start-Up Technician	1
	7	HVAC Warranty and Paid Service Technician	1
	7	Plumbing Finish/Service	1
	7	Plumbing Installer	1
	7	Quality Control Load Master/Inspector	2
Visiting Angels Senior Home Care	4	Caregiver	10
Western States Fire Protection	7	Alarm & Detection Technician	1
Woodmack Products, Inc.	9	Entry-Level Production Machine Operator	1
	9	Entry Level Production Welder	1
	9	Janitor & Machine Operator	1
<b>Total</b>			<b>343</b>

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.

STAFF PRESENTER: William Walker

ITEM V-J – INFORMATION

## Dislocated Worker Information PY 2015/2016

The following is an update of information as of August 10, 2015 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County.

	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Official	5/8/2015	<b>Sutter Medical Foundation</b> 8170 Laguna Blvd Elk Grove, CA 95758	7/1/2015	15	6/25/2015
Official	6/11/2015	<b>Intel</b> 1900 Prairie City Rd. Folsom, CA 95630	7/15/2015	152	Declined
Official	6/26/2015	<b>Raley's</b> 4551 Mack Road Sacramento, CA 95823	9/12/2015	60	Pending
Official	7/27/2015	<b>Hank Fisher Properties, Inc.</b> 610 Fulton Avenue Suite 100 Sacramento, CA 95825	9/30/2015	243	10//15/15
			<b>Total # of Affected Workers</b>	470	

ITEM IV-D – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT  
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of July was 6.0%.

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

Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim



**SACRAMENTO—ROSEVILLE—ARDEN-ARCADE METROPOLITAN STATISTICAL AREA  
(MSA)  
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)  
Leisure and hospitality continues to lead month-over and year-over job gains**

The unemployment rate in the Sacramento-Roseville-Arden Arcade MSA was 6.0 percent in July 2015, up from a revised 5.6 percent in June 2015, and below the year-ago estimate of 7.5 percent. This compares with an unadjusted unemployment rate of 6.5 percent for California and 5.6 percent for the nation during the same period. The unemployment rate was 5.7 percent in El Dorado County, 5.2 percent in Placer County, 6.2 percent in Sacramento County, and 6.3 percent in Yolo County.

**Between June 2015 and July 2015,**

- Eight industries saw month-over increases in jobs, with leisure and hospitality leading with a gain of 1,900 jobs.
- Professional and business services added 1,500 jobs, with professional, scientific and technical services accounting for more than half of the gain with 800 jobs.
- Trade, transportation and utilities gained 1,000 jobs compared to last month. The increase was split between retail trade, which added 400 jobs, and transportation, warehousing and utilities, which was up 600 jobs.
- Education and health services and government were the only industries to lose jobs over-the-month. These losses were predominantly seen in education services (down 800 jobs) and local government education (down 10,100 jobs), respectively.

**Between July 2014 and July 2015,**

- Leisure and hospitality added 7,700 jobs compared to last year. Food services and drinking places led the growth with a gain of 6,500 jobs.
- Professional and business services increased by 7,100 jobs over the year. Professional, scientific and technical services accounted for an increase of 3,700 jobs.
- Construction grew by 1,900 jobs, with specialty trade contractors leading the gain with 1,100 jobs.
- Information and total farm were the only industries that declined, losing 300 and 500 jobs, respectively.

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)  
 July 2015 - Preliminary  
 Data Not Seasonally Adjusted**

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios Emp</b>	<b>Census Ratios Unemp</b>
Sacramento County	692,500	649,300	43,200	6.2%	1.000000	1.000000
Arden Arcade CDP	44,500	41,400	3,200	7.1%	0.063708	0.073225
Carmichael CDP	30,000	27,900	2,100	7.1%	0.042896	0.049253
Citrus Heights city	43,900	41,000	2,900	6.6%	0.063202	0.066743
Elk Grove CDP	77,200	73,500	3,700	4.8%	0.113216	0.085809
Fair Oaks CDP	16,500	15,600	900	5.3%	0.024089	0.020444
Florin CDP	19,900	18,000	1,900	9.5%	0.027683	0.043810
Folsom city	35,500	34,100	1,400	4.0%	0.052468	0.033253
Foothill Farms CDP	16,000	14,900	1,000	6.4%	0.023006	0.023675
Galt city	11,000	10,200	800	7.3%	0.015711	0.018695
Gold River CDP	4,100	4,000	100	2.7%	0.006200	0.002541
Isleton city	300	300	0	10.7%	0.000411	0.000751
La Riviera CDP	5,700	5,300	400	6.7%	0.008235	0.008869
North Highlands CDP	17,700	16,700	1,000	5.6%	0.025707	0.022985
Orangevale CDP	17,300	16,200	1,100	6.4%	0.024970	0.025527
Rancho Cordova City	32,900	30,600	2,300	6.9%	0.047165	0.052545
Rancho Murieta CDP	2,800	2,700	100	4.0%	0.004112	0.002552
Rio Linda CDP	6,700	6,300	400	6.0%	0.009698	0.009363
Rosemont CDP	11,500	10,800	700	6.0%	0.016685	0.015989
Sacramento city	230,200	215,000	15,200	6.6%	0.331159	0.351507
Vineyard CDP	12,600	12,000	600	4.8%	0.018491	0.013869
Walnut Grove CDP	600	600	100	11.1%	0.000889	0.001656
Wilton CDP	1,700	1,700	100	3.0%	0.002610	0.001224

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2013 Census.

**Notes:**

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

**Methodology:**

Monthly city and CDP labor force data are derived by multiplying current estimates of county employment and unemployment by the employment and unemployment shares (ratios) of each city and CDP at the time of the 2013 Census. Ratios for cities of 25,000 or more persons were developed from special tabulations based on household population only from the Bureau of Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

### Data Not Seasonally Adjusted

<b>Area Name</b>	<b>Labor Force</b>	<b>Employ- ment</b>	<b>Unemployment Number</b>	<b>Rate</b>	<b>Census Ratios</b>	
					<b>Emp</b>	<b>Unemp</b>

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

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

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)  
 July 2015 - Preliminary  
 Data Not Seasonally Adjusted**

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios Emp</b>	<b>Census Ratios Unemp</b>
Yolo County	104,400	97,800	6,500	6.3%	1.000000	1.000000
Davis city	35,500	33,800	1,700	4.8%	0.345390	0.261124
Esparto CDP	1,400	1,300	100	7.0%	0.012881	0.014454
West Sacramento city	24,900	23,000	1,800	7.3%	0.235558	0.276712
Winters city	3,800	3,600	200	5.6%	0.036611	0.032404
Woodland city	29,400	27,400	2,000	6.7%	0.280544	0.298914

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**Methodology:**

Monthly city and CDP labor force data are derived by multiplying current estimates of county employment and unemployment by the employment and unemployment shares (ratios) of each city and CDP at the time of the 2013 Census. Ratios for cities of 25,000 or more persons were developed from special tabulations based on household population only from the Bureau of Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

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

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

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)  
 July 2015 - Preliminary  
 Data Not Seasonally Adjusted**

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios Emp</b>	<b>Census Ratios Unemp</b>
El Dorado County	89,900	84,800	5,100	5.7%	1.000000	1.000000
Cameron Park CDP	8,900	8,500	400	4.9%	0.099797	0.085585
Diamond Springs CDP	5,100	4,700	400	7.1%	0.055621	0.070626
El Dorado Hills CDP	21,600	20,800	900	4.0%	0.245026	0.169084
Georgetown CDP	1,000	900	100	9.9%	0.010742	0.019402
Placerville city	4,700	4,300	400	7.7%	0.050742	0.070172
Pollock Pines CDP	3,100	3,000	100	4.6%	0.034801	0.027652
Shingle Springs CDP	2,600	2,500	100	4.8%	0.029098	0.024025
South Lake Tahoe city	11,800	11,000	700	6.3%	0.130188	0.145059

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**Methodology:**

Monthly city and CDP labor force data are derived by multiplying current estimates of county employment and unemployment by the employment and unemployment shares (ratios) of each city and CDP at the time of the 2013 Census. Ratios for cities of 25,000 or more persons were developed from special tabulations based on household population only from the Bureau of Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

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

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

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)  
 July 2015 - Preliminary  
 Data Not Seasonally Adjusted**

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios Emp</b>	<b>Census Ratios Unemp</b>
Placer County	179,200	169,900	9,300	5.2%	1.000000	1.000000
Auburn city	7,000	6,500	400	6.1%	0.038529	0.045307
Colfax city	1,300	1,100	100	9.8%	0.006640	0.013181
Dollar Point CDP	500	500	0	1.1%	0.003152	0.000685
Foresthill CDP	900	900	0	4.5%	0.005264	0.004451
Granite Bay CDP	11,400	10,900	500	4.8%	0.064164	0.058659
Kings Beach CDP	2,500	2,400	200	6.8%	0.013845	0.018260
Lincoln city	18,400	17,400	1,000	5.7%	0.102185	0.112183
Loomis town	3,100	3,000	100	3.5%	0.017866	0.011926
Meadow Vista CDP	1,400	1,400	100	4.1%	0.008042	0.006163
North Auburn CDP	5,600	5,300	300	5.2%	0.031381	0.031155
Rocklin city	30,500	28,900	1,600	5.3%	0.170128	0.172268
Roseville city	64,000	60,800	3,100	4.9%	0.358148	0.336890
Sunnyside Tahoe City CDP	1,100	1,000	100	5.7%	0.006069	0.006676
Tahoe Vista CDP	1,000	1,000	0	4.7%	0.005670	0.005136

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**Notes:**

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**Methodology:**

Monthly city and CDP labor force data are derived by multiplying current estimates of county employment and unemployment by the employment and unemployment shares (ratios) of each city and CDP at the time of the 2013 Census. Ratios for cities of 25,000 or more persons were developed from special tabulations based on household population only from the Bureau of Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

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

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

**Data Not Seasonally Adjusted**

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

**Sacramento Roseville Arden Arcade MSA**  
**(El Dorado, Placer, Sacramento, and Yolo Counties)**  
Industry Employment & Labor Force  
March 2014 Benchmark

Data Not Seasonally Adjusted

	Jul 14	May 15	Jun 15	Jul 15	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,053,900	1,058,300	1,061,900	1,066,100	0.4%	1.2%
Civilian Employment	975,300	998,900	1,002,300	1,001,800	0.0%	2.7%
Civilian Unemployment	78,600	59,400	59,600	64,300	7.9%	-18.2%
Civilian Unemployment Rate	7.5%	5.6%	5.6%	6.0%		
(CA Unemployment Rate)	7.9%	6.2%	6.2%	6.5%		
(U.S. Unemployment Rate)	6.5%	5.3%	5.5%	5.6%		
<b>Total, All Industries (2)</b>	<b>896,700</b>	<b>924,600</b>	<b>930,500</b>	<b>922,600</b>	<b>-0.8%</b>	<b>2.9%</b>
Total Farm	11,600	9,900	10,300	11,100	7.8%	-4.3%
Total Nonfarm	885,100	914,700	920,200	911,500	-0.9%	3.0%
Total Private	667,100	681,700	685,800	691,700	0.9%	3.7%
Goods Producing	83,200	83,300	83,700	85,200	1.8%	2.4%
Mining and Logging	500	500	500	500	0.0%	0.0%
Construction	47,500	47,600	48,000	49,400	2.9%	4.0%
Construction of Buildings	10,400	10,400	10,700	10,800	0.9%	3.8%
Specialty Trade Contractors	31,500	32,000	32,400	32,600	0.6%	3.5%
Building Foundation & Exterior Contractors	8,200	8,600	8,800	8,900	1.1%	8.5%
Building Equipment Contractors	12,100	12,100	12,300	12,500	1.6%	3.3%
Building Finishing Contractors	7,200	7,100	7,200	7,300	1.4%	1.4%
Manufacturing	35,200	35,200	35,200	35,300	0.3%	0.3%
Durable Goods	24,700	25,400	25,200	24,900	-1.2%	0.8%
Computer & Electronic Product Manufacturing	6,600	6,800	6,700	6,600	-1.5%	0.0%
Nondurable Goods	10,500	9,800	10,000	10,400	4.0%	-1.0%
Food Manufacturing	3,900	3,300	3,400	3,900	14.7%	0.0%
Service Providing	801,900	831,400	836,500	826,300	-1.2%	3.0%
Private Service Providing	583,900	598,400	602,100	606,500	0.7%	3.9%
Trade, Transportation & Utilities	143,000	146,200	146,900	147,900	0.7%	3.4%
Wholesale Trade	24,700	25,000	24,500	24,500	0.0%	-0.8%
Merchant Wholesalers, Durable Goods	13,100	13,300	13,100	13,300	1.5%	1.5%
Merchant Wholesalers, Nondurable Goods	9,100	9,300	9,400	9,300	-1.1%	2.2%
Retail Trade	94,900	98,000	99,200	99,600	0.4%	5.0%
Motor Vehicle & Parts Dealer	12,700	13,000	13,100	13,200	0.8%	3.9%
Building Material & Garden Equipment Stores	8,100	8,200	8,300	8,300	0.0%	2.5%
Grocery Stores	18,400	18,500	18,700	18,700	0.0%	1.6%
Health & Personal Care Stores	5,200	5,200	5,200	5,200	0.0%	0.0%
Clothing & Clothing Accessories Stores	7,000	6,700	6,800	6,900	1.5%	-1.4%
Sporting Goods, Hobby, Book & Music Stores	4,000	4,200	4,200	4,300	2.4%	7.5%
General Merchandise Stores	19,700	20,200	20,300	20,600	1.5%	4.6%
Transportation, Warehousing & Utilities	23,400	23,200	23,200	23,800	2.6%	1.7%
Information	13,800	13,500	13,500	13,500	0.0%	-2.2%
Publishing Industries (except Internet)	2,500	2,400	2,400	2,400	0.0%	-4.0%
Telecommunications	6,600	6,500	6,500	6,500	0.0%	-1.5%
Financial Activities	48,700	48,500	48,600	49,200	1.2%	1.0%
Finance & Insurance	35,000	35,100	35,000	35,200	0.6%	0.6%
Credit Intermediation & Related Activities	12,000	12,000	12,000	12,200	1.7%	1.7%
Depository Credit Intermediation	7,300	7,100	7,100	7,200	1.4%	-1.4%
Nondepository Credit Intermediation	2,600	2,600	2,600	2,700	3.8%	3.8%
Insurance Carriers & Related	19,000	19,200	19,000	19,200	1.1%	1.1%
Real Estate & Rental & Leasing	13,700	13,400	13,600	14,000	2.9%	2.2%
Real Estate	10,500	10,100	10,200	10,400	2.0%	-1.0%
Professional & Business Services	118,300	122,600	123,900	125,400	1.2%	6.0%
Professional, Scientific & Technical Services	53,300	55,300	56,200	57,000	1.4%	6.9%
Architectural, Engineering & Related Services	9,000	9,300	9,300	9,600	3.2%	6.7%
Management of Companies & Enterprises	10,400	10,600	10,600	10,800	1.9%	3.8%
Administrative & Support & Waste Services	54,600	56,700	57,100	57,600	0.9%	5.5%
Administrative & Support Services	51,800	53,700	54,100	54,600	0.9%	5.4%
Employment Services	19,500	21,100	21,100	21,000	-0.5%	7.7%
Services to Buildings & Dwellings	11,400	11,600	11,700	11,800	0.9%	3.5%



Data Not Seasonally Adjusted

	Jul 14	May 15	Jun 15 Revised	Jul 15 Prelim	Percent Change	
					Month	Year
Educational & Health Services	134,300	138,700	137,400	136,200	-0.9%	1.4%
Education Services	11,900	14,300	13,700	12,900	-5.8%	8.4%
Health Care & Social Assistance	122,400	124,400	123,700	123,300	-0.3%	0.7%
Ambulatory Health Care Services	42,100	43,600	43,400	43,100	-0.7%	2.4%
Hospitals	23,500	23,700	23,700	23,800	0.4%	1.3%
Nursing & Residential Care Facilities	16,000	16,400	16,500	16,600	0.6%	3.8%
Leisure & Hospitality	94,700	97,300	100,500	102,400	1.9%	8.1%
Arts, Entertainment & Recreation	15,400	14,800	15,700	15,900	1.3%	3.2%
Accommodation & Food Services	79,300	82,500	84,800	86,500	2.0%	9.1%
Accommodation	8,900	9,000	9,400	9,600	2.1%	7.9%
Food Services & Drinking Places	70,400	73,500	75,400	76,900	2.0%	9.2%
Restaurants	66,900	69,700	71,600	73,300	2.4%	9.6%
Full-Service Restaurants	32,400	34,100	35,400	36,000	1.7%	11.1%
Limited-Service Eating Places	34,500	35,600	36,200	37,300	3.0%	8.1%
Other Services	31,100	31,600	31,300	31,900	1.9%	2.6%
Repair & Maintenance	8,800	8,800	8,900	8,900	0.0%	1.1%
Government	218,000	233,000	234,400	219,800	-6.2%	0.8%
Federal Government	13,700	13,400	13,600	13,700	0.7%	0.0%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	204,300	219,600	220,800	206,100	-6.7%	0.9%
State Government	110,400	116,300	116,400	112,000	-3.8%	1.4%
State Government Education	25,300	29,600	29,700	25,800	-13.1%	2.0%
State Government Excluding Education	85,100	86,700	86,700	86,200	-0.6%	1.3%
Local Government	93,900	103,300	104,400	94,100	-9.9%	0.2%
Local Government Education	47,900	57,800	57,500	47,400	-17.6%	-1.0%
Local Government Excluding Education	46,000	45,500	46,900	46,700	-0.4%	1.5%
County	18,400	18,300	18,700	18,400	-1.6%	0.0%
City	10,400	10,100	10,600	10,600	0.0%	1.9%
Special Districts plus Indian Tribes	17,200	17,100	17,600	17,700	0.6%	2.9%

**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: Elizabeth Bosley 530/741-5191 or Luis Alejo 530/749-4885

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.

#####

**REPORT 400 W**  
 Monthly Labor Force Data For  
 Local Workforce Investment Areas (LWIA)  
**July 2015 - Preliminary**  
 Data Not Seasonally Adjusted

Area	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
ALAMEDA COUNTY *	613,300	585,200	28,100	4.6%
ANAHEIM CITY	173,600	163,300	10,400	6.0%
CONTRA COSTA COUNTY *	499,400	473,800	25,600	5.1%
FOOTHILL CONSORTIUM *	160,100	150,600	9,500	5.9%
FRESNO COUNTY	451,500	408,000	43,400	9.6%
GOLDEN SIERRA CONSORTIUM *	269,600	255,100	14,500	5.4%
HUMBOLDT COUNTY	61,700	58,000	3,700	6.0%
IMPERIAL COUNTY	78,600	59,600	19,000	24.2%
KERN-INYO-MONO COUNTIES	415,700	375,000	40,700	9.8%
KINGS COUNTY	58,100	52,400	5,700	9.8%
LOS ANGELES CITY	2,034,100	1,873,600	160,500	7.9%
LOS ANGELES COUNTY *	1,873,400	1,735,400	137,900	7.4%
MADERA COUNTY	62,000	55,800	6,100	9.9%
MARIN COUNTY	144,500	139,100	5,300	3.7%
MENDOCINO COUNTY	41,000	38,720	2,240	5.5%
MERCED COUNTY	112,300	100,200	12,100	10.8%
MONTEREY COUNTY	229,800	215,100	14,800	6.4%
MOTHER LODE CONSORTIUM *	66,600	62,100	4,400	6.7%
N. CENTRAL COUNTIES CONSORTIUM *	97,300	87,900	9,400	9.7%
N. SANTA CLARA VALLEY (NOVA) CONSORTIUM *	326,300	314,700	11,600	3.6%
NAPA-LAKE CONSORTIUM *	105,700	100,200	5,500	5.2%
NORTEC CONSORTIUM *	307,300	284,500	22,900	7.4%
OAKLAND CITY	213,100	199,900	13,200	6.2%
ORANGE COUNTY *	1,270,600	1,214,200	56,500	4.4%
PACIFIC GATEWAY WIN *	340,700	315,600	25,100	7.4%
RICHMOND CITY	54,100	50,800	3,300	6.0%
RIVERSIDE COUNTY	1,025,700	950,900	74,800	7.3%
SACRAMENTO COUNTY	692,500	649,300	43,200	6.2%
SAN BENITO COUNTY	30,200	28,100	2,100	7.0%
SAN BERNARDINO CITY	84,200	76,800	7,400	8.8%
SAN BERNARDINO COUNTY *	837,300	781,100	56,200	6.7%
SAN DIEGO COUNTY	1,581,500	1,496,400	85,100	5.4%
SAN FRANCISCO CITY AND COUNTY	553,000	532,100	20,900	3.8%
SAN JOAQUIN COUNTY	313,200	285,400	27,800	8.9%
SAN JOSE/SILICON VALLEY *	713,100	680,500	32,600	4.6%
SAN LUIS OBISPO COUNTY	141,700	134,800	6,900	4.9%
SAN MATEO COUNTY	447,300	431,400	15,900	3.6%
SANTA ANA CITY	162,800	153,900	8,800	5.4%
SANTA BARBARA COUNTY	224,000	212,700	11,300	5.0%
SANTA CRUZ COUNTY	145,300	135,800	9,500	6.5%
SOLANO COUNTY	207,800	194,900	13,000	6.2%
SONOMA COUNTY	261,300	249,200	12,100	4.6%
SOUTH BAY CONSORTIUM *	278,000	258,300	19,700	7.1%
SOUTHEAST L.A. COUNTY (SELACO) CONSORTIUM *	230,200	215,100	15,100	6.6%
STANISLAUS COUNTY	242,900	220,000	22,900	9.4%
TULARE COUNTY	199,000	175,600	23,300	11.7%
VENTURA COUNTY	429,300	404,100	25,200	5.9%
VERDUGO CONSORTIUM *	170,000	158,700	11,300	6.6%
YOLO COUNTY	104,400	97,800	6,500	6.3%

**Notes:**

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2014 annual revision and Census 2010 population controls at the state level.
- 3) Sub-County labor statistics area calculated using area to county ratios of employment and unemployment from the 2010 Census.
- 4) The Local Workforce Investment Areas configuration shown in this report reflect the boundaries as of July 1, 2008.

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

\*The areas included in the LWIA consortium are:

Alameda County - County less Oakland City

Contra Costa County - County less Richmond City

Foothill Consortium - Arcadia, Duarte, Monrovia, Pasadena, Sierra Madre, and South Pasadena Cities

Golden Sierra Consortium - Alpine, El Dorado, and Placer Counties

Los Angeles County - County less Los Angeles City, and the Foothill, Pacific Gateway WIN, South Bay, SELACO, and Verdugo Consortiums.

Mother Lode Consortium - Amador, Calaveras, Mariposa, and Tuolumne Counties

Napa-Lake Consortium - Napa and Lake Counties

NoRTEC Consortium - Butte, Del Norte, Lassen, Modoc, Nevada, Plumas, Shasta, Sierra, Siskiyou, Tehama, and Trinity Counties

North Central Counties Consortium - Colusa, Glenn, Sutter, and Yuba Counties

North Santa Clara Valley (NOVA) Consortium - Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale Cities

Orange County - County less Anaheim and Santa Ana Cities

Pacific Gateway WIN - Lomita, Long Beach, Signal Hill, and Torrance Cities.

San Bernardino County - County less San Bernardino City

San Jose/Silicon Valley - Santa Clara County less North Santa Clara Valley (NOVA) Consortium

South Bay Consortium - Carson, El Segundo, Gardena, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Manhattan Beach,

and Redondo Beach Cities

Southeast L.A. County (SELACO) Consortium - Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, and Norwalk Cities

Verdugo Consortium - Burbank, Glendale, and La Canada-Flintridge Cities

**REPORT 400 C**  
**Monthly Labor Force Data for Counties**  
**July 2015 - Preliminary**  
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	<b>19,135,100</b>	<b>17,891,700</b>	<b>1,243,400</b>	<b>6.5%</b>
ALAMEDA	9	826,400	785,000	41,300	5.0%
ALPINE	47	480	440	40	9.2%
AMADOR	26	14,970	14,010	970	6.5%
BUTTE	36	102,400	94,800	7,600	7.5%
CALAVERAS	28	20,900	19,500	1,400	6.7%
COLUSA	57	11,220	9,900	1,320	11.8%
CONTRA COSTA	11	553,500	524,600	28,900	5.2%
DEL NORTE	43	9,840	8,990	850	8.7%
EL DORADO	16	89,900	84,800	5,100	5.7%
FRESNO	50	451,500	408,000	43,400	9.6%
GLENN	47	12,970	11,770	1,200	9.2%
HUMBOLDT	20	61,700	58,000	3,700	6.0%
IMPERIAL	58	78,600	59,600	19,000	24.2%
INYO	18	9,270	8,730	540	5.8%
KERN	54	398,600	358,900	39,700	10.0%
KINGS	52	58,100	52,400	5,700	9.8%
LAKE	33	30,070	27,920	2,150	7.2%
LASSEN	29	10,630	9,900	730	6.9%
LOS ANGELES	36	5,086,400	4,707,300	379,100	7.5%
MADERA	53	62,000	55,800	6,100	9.9%
MARIN	2	144,500	139,100	5,300	3.7%
MARIPOSA	16	8,850	8,350	510	5.7%
MENDOCINO	14	40,960	38,720	2,240	5.5%
MERCED	55	112,300	100,200	12,100	10.8%
MODOC	40	3,500	3,210	280	8.1%
MONO	21	7,870	7,390	480	6.1%
MONTEREY	25	229,800	215,100	14,800	6.4%
NAPA	5	75,600	72,300	3,300	4.4%
NEVADA	15	48,470	45,770	2,690	5.6%
ORANGE	7	1,607,000	1,531,400	75,600	4.7%
PLACER	11	179,200	169,900	9,300	5.2%
PLUMAS	41	8,680	7,970	710	8.2%
RIVERSIDE	35	1,025,700	950,900	74,800	7.3%
SACRAMENTO	22	692,500	649,300	43,200	6.2%
SAN BENITO	31	30,200	28,100	2,100	7.0%
SAN BERNARDINO	29	921,500	857,900	63,600	6.9%
SAN DIEGO	13	1,581,500	1,496,400	85,100	5.4%
SAN FRANCISCO	3	553,000	532,100	20,900	3.8%
SAN JOAQUIN	45	313,200	285,400	27,800	8.9%
SAN LUIS OBISPO	8	141,700	134,800	6,900	4.9%
SAN MATEO	1	447,300	431,400	15,900	3.6%
SANTA BARBARA	9	224,000	212,700	11,300	5.0%
SANTA CLARA	4	1,039,400	995,200	44,300	4.3%
SANTA CRUZ	26	145,300	135,800	9,500	6.5%
SHASTA	38	74,700	68,900	5,800	7.8%
SIERRA	33	1,540	1,430	110	7.2%
SISKIYOU	43	17,500	15,970	1,530	8.7%
SOLANO	22	207,800	194,900	13,000	6.2%
SONOMA	6	261,300	249,200	12,100	4.6%
STANISLAUS	49	242,900	220,000	22,900	9.4%
SUTTER	51	45,000	40,600	4,400	9.7%
TEHAMA	42	25,120	23,020	2,100	8.4%
TRINITY	39	4,970	4,580	390	7.9%
TULARE	56	199,000	175,600	23,300	11.7%
TUOLUMNE	32	21,840	20,280	1,560	7.1%
VENTURA	19	429,300	404,100	25,200	5.9%
YOLO	24	104,400	97,800	6,500	6.3%
YUBA	46	28,100	25,600	2,500	9.1%

**Notes**

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**REPORT 400 M**  
**Monthly Labor Force Data for California**  
**Counties and Metropolitan Statistical Areas**  
**July 2015 - Preliminary**  
 Data Not Seasonally Adjusted

Area	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	<b>19,135,100</b>	<b>17,891,700</b>	<b>1,243,400</b>	<b>6.5%</b>
ANAHEIM-SANTA ANA-IRVINE MD (Orange Co.)	9	1,607,000	1,531,400	75,600	4.7%
BAKERSFIELD MSA (Kern Co.)	60	398,600	358,900	39,700	10.0%
CHICO MSA (Butte Co.)	41	102,400	94,800	7,600	7.5%
EL CENTRO MSA (Imperial Co.)	64	78,600	59,600	19,000	24.2%
FRESNO MSA (Fresno Co.)	56	451,500	408,000	43,400	9.6%
HANFORD CORCORAN MSA (Kings Co.)	58	58,100	52,400	5,700	9.8%
LOS ANGELES LONG BEACH GLENDALE MD (Los Angeles Co.)	41	5,086,400	4,707,300	379,100	7.5%
MADERA MSA (Madera Co.)	59	62,000	55,800	6,100	9.9%
MERCED MSA (Merced Co.)	61	112,300	100,200	12,100	10.8%
MODESTO MSA (Stanislaus Co.)	54	242,900	220,000	22,900	9.4%
NAPA MSA (Napa Co.)	7	75,600	72,300	3,300	4.4%
OAKLAND HAYWARD BERKELEY MD	13	1,379,900	1,309,600	70,200	5.1%
Alameda Co.	11	826,400	785,000	41,300	5.0%
Contra Costa Co.	14	553,500	524,600	28,900	5.2%
OXNARD THOUSAND OAKS VENTURA MSA (Ventura Co.)	22	429,300	404,100	25,200	5.9%
REDDING MSA (Shasta Co.)	43	74,700	68,900	5,800	7.8%
RIVERSIDE SAN BERNARDINO ONTARIO MSA	36	1,947,200	1,808,800	138,400	7.1%
Riverside Co.	40	1,025,700	950,900	74,800	7.3%
San Bernardino Co.	33	921,500	857,900	63,600	6.9%
SACRAMENTO ROSEVILLE ARDEN ARCADE MSA	23	1,066,100	1,001,800	64,300	6.0%
El Dorado Co.	19	89,900	84,800	5,100	5.7%
Placer Co.	14	179,200	169,900	9,300	5.2%
Sacramento Co.	26	692,500	649,300	43,200	6.2%
Yolo Co.	28	104,400	97,800	6,500	6.3%
SALINAS MSA (Monterey Co.)	29	229,800	215,100	14,800	6.4%
SAN DIEGO CARLSBAD MSA (San Diego Co.)	16	1,581,500	1,496,400	85,100	5.4%
SAN FRANCISCO REDWOOD CITY SOUTH SAN FRANCISCO MD	2	1,000,300	963,500	36,800	3.7%
San Francisco Co.	4	553,000	532,100	20,900	3.8%
San Mateo Co.	1	447,300	431,400	15,900	3.6%
SAN JOSE SUNNYVALE SANTA CLARA MSA	5	1,069,600	1,023,200	46,400	4.3%
San Benito Co.	35	30,200	28,100	2,100	7.0%
Santa Clara Co.	5	1,039,400	995,200	44,300	4.3%
SAN LUIS OBISPO PASO ROBLES ARROYO GRANDE MSA (San Luis Obispo Co.)	10	141,700	134,800	6,900	4.9%
SAN RAFAEL MSA (Marin Co.)	2	144,500	139,100	5,300	3.7%
SANTA CRUZ WATSONVILLE MSA (Santa Cruz Co.)	30	145,300	135,800	9,500	6.5%
SANTA MARIA SANTA BARBARA MSA (Santa Barbara Co.)	11	224,000	212,700	11,300	5.0%
SANTA ROSA MSA (Sonoma Co.)	8	261,300	249,200	12,100	4.6%
STOCKTON LODI MSA (San Joaquin Co.)	50	313,200	285,400	27,800	8.9%
VALLEJO FAIRFIELD MSA (Solano Co.)	26	207,800	194,900	13,000	6.2%
VISALIA PORTERVILLE MSA (Tulare Co.)	62	199,000	175,600	23,300	11.7%
YUBA CITY MSA	55	73,100	66,200	6,900	9.5%
Sutter Co.	57	45,000	40,600	4,400	9.7%
Yuba Co.	51	28,100	25,600	2,500	9.1%
Alpine Co.	52	480	440	40	9.2%
Amador Co.	30	14,970	14,010	970	6.5%
Calaveras Co.	32	20,900	19,500	1,400	6.7%
Colusa Co.	63	11,220	9,900	1,320	11.8%
Del Norte Co.	48	9,840	8,990	850	8.7%
Glenn Co.	52	12,970	11,770	1,200	9.2%
Humboldt Co.	23	61,700	58,000	3,700	6.0%
Inyo Co.	21	9,270	8,730	540	5.8%
Lake Co.	38	30,070	27,920	2,150	7.2%
Lassen Co.	33	10,630	9,900	730	6.9%
Mariposa Co.	19	8,850	8,350	510	5.7%
Mendocino Co.	17	40,960	38,720	2,240	5.5%
Modoc Co.	45	3,500	3,210	280	8.1%
Mono Co.	25	7,870	7,390	480	6.1%
Nevada Co.	18	48,470	45,770	2,690	5.6%
Plumas Co.	46	8,680	7,970	710	8.2%
Sierra Co.	38	1,540	1,430	110	7.2%
Siskiyou Co.	48	17,500	15,970	1,530	8.7%
Tehama Co.	47	25,120	23,020	2,100	8.4%
Trinity Co.	44	4,970	4,580	390	7.9%
Tuolumne Co.	36	21,840	20,280	1,560	7.1%

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BAKERSFIELD MSA (Kern Co.)	60	398,600	358,900	39,700	10.0%
CHICO MSA (Butte Co.)	41	102,400	94,800	7,600	7.5%
EL CENTRO MSA (Imperial Co.)	64	78,600	59,600	19,000	24.2%
FRESNO MSA (Fresno Co.)	56	451,500	408,000	43,400	9.6%
HANFORD CORCORAN MSA (Kings Co.)	58	58,100	52,400	5,700	9.8%
LOS ANGELES LONG BEACH GLENDALE MD (Los Angeles Co.)	41	5,086,400	4,707,300	379,100	7.5%
MADERA MSA (Madera Co.)	59	62,000	55,800	6,100	9.9%
MERCED MSA (Merced Co.)	61	112,300	100,200	12,100	10.8%
MODESTO MSA (Stanislaus Co.)	54	242,900	220,000	22,900	9.4%
NAPA MSA (Napa Co.)	7	75,600	72,300	3,300	4.4%
OAKLAND HAYWARD BERKELEY MD	13	1,379,900	1,309,600	70,200	5.1%
Alameda Co.	11	826,400	785,000	41,300	5.0%
Contra Costa Co.	14	553,500	524,600	28,900	5.2%
OXNARD THOUSAND OAKS VENTURA MSA (Ventura Co.)	22	429,300	404,100	25,200	5.9%
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San Bernardino Co.	33	921,500	857,900	63,600	6.9%
SACRAMENTO ROSEVILLE ARDEN ARCADE MSA	23	1,066,100	1,001,800	64,300	6.0%
El Dorado Co.	19	89,900	84,800	5,100	5.7%
Placer Co.	14	179,200	169,900	9,300	5.2%
Sacramento Co.	26	692,500	649,300	43,200	6.2%
Yolo Co.	28	104,400	97,800	6,500	6.3%
SALINAS MSA (Monterey Co.)	29	229,800	215,100	14,800	6.4%
SAN DIEGO CARLSBAD MSA (San Diego Co.)	16	1,581,500	1,496,400	85,100	5.4%
SAN FRANCISCO REDWOOD CITY SOUTH SAN FRANCISCO MD	2	1,000,300	963,500	36,800	3.7%
San Francisco Co.	4	553,000	532,100	20,900	3.8%
San Mateo Co.	1	447,300	431,400	15,900	3.6%
SAN JOSE SUNNYVALE SANTA CLARA MSA	5	1,069,600	1,023,200	46,400	4.3%
San Benito Co.	35	30,200	28,100	2,100	7.0%
Santa Clara Co.	5	1,039,400	995,200	44,300	4.3%
SAN LUIS OBISPO PASO ROBLES ARROYO GRANDE MSA (San Luis Obispo Co.)	10	141,700	134,800	6,900	4.9%
SAN RAFAEL MSA (Marin Co.)	2	144,500	139,100	5,300	3.7%
SANTA CRUZ WATSONVILLE MSA (Santa Cruz Co.)	30	145,300	135,800	9,500	6.5%
SANTA MARIA SANTA BARBARA MSA (Santa Barbara Co.)	11	224,000	212,700	11,300	5.0%
SANTA ROSA MSA (Sonoma Co.)	8	261,300	249,200	12,100	4.6%
STOCKTON LODI MSA (San Joaquin Co.)	50	313,200	285,400	27,800	8.9%
VALLEJO FAIRFIELD MSA (Solano Co.)	26	207,800	194,900	13,000	6.2%
VISALIA PORTERVILLE MSA (Tulare Co.)	62	199,000	175,600	23,300	11.7%
YUBA CITY MSA	55	73,100	66,200	6,900	9.5%
Sutter Co.	57	45,000	40,600	4,400	9.7%
Yuba Co.	51	28,100	25,600	2,500	9.1%
Alpine Co.	52	480	440	40	9.2%
Amador Co.	30	14,970	14,010	970	6.5%
Calaveras Co.	32	20,900	19,500	1,400	6.7%
Colusa Co.	63	11,220	9,900	1,320	11.8%
Del Norte Co.	48	9,840	8,990	850	8.7%
Glenn Co.	52	12,970	11,770	1,200	9.2%
Humboldt Co.	23	61,700	58,000	3,700	6.0%
Inyo Co.	21	9,270	8,730	540	5.8%
Lake Co.	38	30,070	27,920	2,150	7.2%
Lassen Co.	33	10,630	9,900	730	6.9%
Mariposa Co.	19	8,850	8,350	510	5.7%
Mendocino Co.	17	40,960	38,720	2,240	5.5%
Modoc Co.	45	3,500	3,210	280	8.1%
Mono Co.	25	7,870	7,390	480	6.1%
Nevada Co.	18	48,470	45,770	2,690	5.6%
Plumas Co.	46	8,680	7,970	710	8.2%
Sierra Co.	38	1,540	1,430	110	7.2%
Siskiyou Co.	48	17,500	15,970	1,530	8.7%
Tehama Co.	47	25,120	23,020	2,100	8.4%
Trinity Co.	44	4,970	4,580	390	7.9%
Tuolumne Co.	36	21,840	20,280	1,560	7.1%

**Notes**

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## 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:

- Fiscal Report (sent under separate cover)
- Policy Council Minutes
- Program Report

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee

**REGULAR MEETING OF THE HEAD START POLICY COUNCIL**

*(Minutes reflect the actual progress of the meeting.)*

*(as corrected 6/23/15)*

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

Tuesday, May 26, 2015  
9:00 a.m.

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

Ms. Lynda Williams called the meeting to order at 9:06 a.m. Ms. Robin Blanks was asked to serve as Secretary. The Pledge of Allegiance was recited. Mr. Todd Woods read the Thought of the Day. Ms. Blanks called the roll.

Members Present:

Linda Litka, San Juan Unified School District  
Lynda Williams, San Juan Unified School District  
Robin Blanks, Elk Grove Unified School District  
Brian Short, Women's Civic Improvement Club (arrived and seated at 9:08 a.m.)  
Tawana Craig, Women's Civic Improvement Club  
Todd Woods, SETA-Operated Program  
Sabrina Lovelady, SETA-Operated Program  
Amanda Self, Home Base Option (seated at 9:12 a.m.)  
Kenneth Tate, Past Parent Representative  
Jenna Kline, KVIE Public Television  
Tyrone Broxton, Elk Grove Unified School District  
Calvin Sheppard, Men's Activities Affecting Children Committee  
Nicole Chilton, Birth and Beyond  
Jasmine Jamison, Past Parent (seated at 9:13 a.m.)

New Members to be Seated:

Sonia Torres, Sacramento City Unified School District  
Feuy Saelee, Sacramento City Unified School District

New Members to be Seated but not Present:

Brenda Cruz, Sacramento City Unified School District (unexcused)

**II. Consent Item**

**A. Approval of the Minutes of the April 28, 2015 Regular Meeting**

Moved/Lovelady, second/Woods, to approve the April 28, 2015 minutes.

Show of hands vote:

Aye: 13 (Blanks, Broxton, Chilton, Craig, Kline, Litka, Lovelady, Saelee, Sheppard, Short, Tate, Torres, Woods)

Nay: 0

Abstentions: 1 (Williams)

III. **Action Items**

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

The board went into closed session at 9:12 a.m. The board went back into open session at 9:34 a.m. and Ms. Williams reported out that the board approve the following eligible lists: 1) Associate Teacher III, 2) Associate Teacher/Infant Toddler, 3) Head Start Teacher, 4) Site Supervisor, 5) Parent Intern, and 6) CFS Manager.

Ms. Self and Ms. Jamison arrived during closed session.

B. Election of Policy Council Secretary and Parliamentarian for Program Year 2014-2015

Ms. Williams reviewed the duties of the Secretary and Parliamentarian. Ms. Amanda Self offers to serve as Secretary.

Ms. Tawana Craig indicated her interest in serving as Parliamentarian.

Moved/Jamison, second/Tate to approve the election of Ms. Amanda Self as Secretary and Ms. Tawana Craig as Parliamentarian.

~~15-0-1 Aye: 15 (Blanks, Broxton, Chilton, Craig, Jamison, Kline, Litka, Lovelady, Saelee, Self, Sheppard, Short, Tate, Torres, Woods)~~

**Aye: 15 (Blanks, Broxton, Chilton, Craig, Jamison, Kline, Litka, Lovelady, Saelee, Self, Sheppard, Short, Tate, Torres, Woods)**

**Nay: 0**

**Abstentions: 1 (Williams)**

IV. **Information Items**

A. Presentation from Debra Payne, First Five Sacramento Commission: Ms. Payne was introduced and thanked board members for their participation on the MediCal Dental committee. This committee works to improve reimbursement rates to dentists. Ms. Payne brought information on First Five and distributed the information to board members. Ms. Payne stated that in 2013/14 they served over 70,000 families and worked to build five children's dental clinics that accept MediCal clients. A children's dental clinic will also be built in Galt. The Birth and Beyond Family Resource Center has nine centers around the county.

Prop 10 is 50¢ cents tax collected on every pack of cigarettes is utilized to fund gap services that are the most useful to parents. Their funding keeps going down since fewer people are smoking.



Ms. Williams thanked Ms. Payne for advocating for our children; she has seen such a great progression of things during Ms. Payne's tenure.

**B. Standing Information Items**

- PC/PAC Calendar of Events: Ms. Williams reviewed the calendar of events.
- Parent/Staff Recognitions: Mr. Tate extended major kudos to Head Start. All of his children have gone through Head Start. On May 21, his daughter won her class essay contest and won an essay contest for the State of California; she placed fourth. She's in the fourth grade and reads and writes at a ninth grade level. Ms. Williams's daughter, Chloe, did a solar system project on the planet Mars. She got a certificate of recognition during open house. Ms. Williams reported that was nominated to be the PTA president at Sierra Oaks Elementary School. This will be a natural transition from her work in Head Start to the elementary school.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Patterson reported that the report ending April 30 is 75.4% spent. Elk Grove is underspent and is doing a budget modification on how they plan to spend the unspent funds. In-kind is at 27.3% and Ms. Patterson is confident all delegates will meet their goals. Ms. Williams thanked Mr. Tate for stepping up and for covering the budget committee that he has been very supportive since she became a single parent.
- Toastmasters Training – Ms. Lynda Williams asked all participants to show up. There is a group of people that are already participating and she is inviting all board members to participate in Toastmasters. Ms. Williams will be providing a speech on volunteering.
- Community Resources-Parents/Staff: Ms. Williams reviewed flyers that were distributed.

Ms. Nicole Chilton spoke of a summer program that begins next Tuesday that will include workshops. This will be held every Tuesday in June and July.

Ms. Jenna Kline stated that she will bring activity books to the next PC meeting. There is an on-line only web series "Oh Noah" to help teach your child Spanish. She will bring a hard copy of their resources next month. KVIE actually provides tours, which is one of Ms. Kline's duties.

Ms. Williams, the Parent Leadership Institute was discussed. Ms. Williams urged all board members to sign up for the Parent Leadership Institute.

C. Governing Board Minutes of April 2, 2015: No questions.

D. Fiscal Monitoring Report: No questions.

**V. Committee Reports**

- A. Executive Committee: Ms. Lynda Williams reviewed the upcoming Executive Committee meeting date.
- B. Budget/Planning Committee: Ms. Blanks provided an overview of the last meeting where attendees went over the expenditure report and discussed the 3% increase for teaching staff. The child care reimbursement for board members will be increased to \$8.50 per hour effective in the new program year.
- C. Personnel/Bylaws Committee: Mr. Tate reported on the May 22 meeting. There were seven members attending and attendees resumed the reading of the PC bylaws and then began the partial reading of the PAC bylaws. Mr. Tate appreciated the great turnout.
- D. Men's Activities Affecting Children Committee: Mr. Calvin Sheppard asked Mr. Todd Woods to provide the report. Mr. Woods stated that the MAACC has been talking about going to Crocker Art Museum but there has been difficulty setting it up. A **Daddy and Me** fishing trip is being planned for June 20. Flyers will be out soon.

Ms. Jamison excused at 10:42 a.m.

- E. Social/Hospitality Committee: Ms. Blanks reported on the most recent meeting. A sign-up sheet for the June 19 Rail Road Museum Parent Bonding event was distributed. They will begin work on the End-of-Year Parent Appreciation Banquet. Ms. Blanks urged all parents to participate.
- F. Parent Ambassador Report: Ms. Linda Litka reported that the committee members chose dates to go out and recruit and inform parents that do not know about Head Start. There are two parents per recruitment event. The next meeting is June 5, 1 p.m. There are now Head Start badges that parents should wear during the recruitment.
- G. Maternal, Child and Adolescent Health Advisory Board: Ms. Williams this is a quarterly meeting and a great way to learn and network. This is an open meeting and all parents are urged to attend.
- H. Sacramento Medi-Cal Dental Advisory Committee: Ms. Amanda Self reported that there is a meeting on Thursday. Ms. Williams spoke of the increased rate reimbursement to dentists. It is hoped that by increasing the reimbursement rates for dentists, it will improve the number of dentists taking MediCal patients.
- I. Community Reports: Ms. Chilton reported that her organization is hosting the Third Annual Safety Week, June 8 through June 12. All children attending will be fitted for life jackets. There will also be CPR training but space is very limited.
- J. Community Action Board: Mr. Calvin Sheppard reported on the most recent meeting and how uplifting he found the public testimony. It was inspiring to hear how many people have been helped at SETA.

## VI. Other Reports

- A. Executive Director's Report: No report.
- B. Chair's Report: No report.
- C. Head Start Deputy Director's Report

- D. Head Start Managers' Reports
- ✓ Brenda Campos: Grantee Program Support Services: Sacramento City's Quality Assurance report will be sent next month; Ms. Campos reviewed the other QA reports. All of the delegates will be closing out at the end of May and June. There are a number of trainings scheduled with a focus on coaching with staff and 'beefing' up class observation. Ms. Campos stated that while African Americans comprise 11% of the Sacramento community, 50% of SID children are African Americans. Ms. Campos stated that the next Food Service meeting is scheduled for Thursday, June 18. Ms. Connie Otwell will be bringing a sample of what a child's meal looks like.
  - ✓ Lisa Carr: Parent, Family & Community Engagement: No report.
  - ✓ Karen Gonzales: Child Development & Education Services: No report.
- E. Open Discussion and Comments: Ms. Williams recently attended a meeting regarding the drought and how to conserve. She urged board members to please be aware of ways to conserve water.
- F. Public Participation: No comments.

VII. **Adjournment:** The meeting was adjourned at 11:14 a.m.



# Monthly Head Start Report

Monthly Head Start  
**August 2015**

## **SETA Operated Program**

### **Program Support Services**

**Quality Assurance Monitoring Unit** SETA-Operated Program HS/EHS Home Based Option was monitored in July 2015. Report is being finalized for submission. Delegate closeout letters for 2014-2015 program year were sent in July. Letters addressed the results and status on safety and supervision unannounced monitoring, safe environment self-assessment and Quality Assurance Monitoring Reviews.

**Training and Technical Assistance** CLASS Reliable Observer Training was offered to countywide staff on July 7-8, 2015. New CLASS Reliable Observers were added to the countywide roster. HOVRS (Home Visit Rating Scale) Training was offered to countywide home visiting staff on July 30, 2015. Planning is underway for the 2015-2016 Teaching Pyramid implementation. SETA Head Start and Delegates are part of the community-wide Teaching Pyramid collaborative in Sacramento County. A variety of training events and site visits were conducted by Program Support Services staff to Kinderworld, SETA's new partner in the EHS-CCP program.

### **Family Engagement**

This month we welcome a new addition to our Home Based team: Debbie Wacker. Debbie is one of the new Education Coordinators, supervisory, who is in charge of our home visitors. Debbie was previously a site supervisor in our center based programs, and she comes with a wealth of information about providing quality services to the families we serve.

Site staff has been busy ramping up enrollment appointments in order to be fully enrolled in our center based and home based programs. This is probably one of the busiest times in our program. Between new enrollments and new children starting in the classrooms, early learning centers are a beehive of activity.

Enrollment and recruitment staff have also been very busy attending community events. This month we attended the SACA Fun in the Sun event, the Multi-Cultural festival for district 2, and small event in North Highlands.

### **Program Operations**

We have been gearing up for another great school year. The Intervention Team has been working to update policies and procedures to reflect The Teaching Pyramid. With Special Education and Mental Health now being approached in an integrated manner, staff are being cross-trained and resources are being developed. This includes referral checklists to ensure teachers are implementing the necessary tools and adaptations to support children in their classes. These processes provide information for Intervention Specialists to set the stage for effective coaching (*see illustration attached*). Training schedules for the year are also being developed.



## Governance

Mr. Rick Mockler, CHSA Executive Director, gave an overview of the OHS new proposed Performance Standards Rule Making at the PC/PAC Joint meeting on July 21. It was shared these are the biggest changes in the history of Head Start. The last Improving Head Start for School Readiness Act was reauthorized by Congress December 12, 2007. The proposed standards focus largely on school readiness and parent engagement activities that will most likely lead to stronger child outcomes. Mr. Mockler stated the OHS is constantly looking at quality and accountability and wants programs to plan and learn from measuring outcomes as they grow. It will take about a year (2016) for OHS provide the final Performance Standards with an anticipated implementation date of the fall of 2017. Mr. Mockler shared that one-third of the standards were completed eliminated. However, Head Start will maintain its core principals.

The most significant proposed changes in Governance are:

- The elimination of the requirement for parent center committees
- The creation of an impasse procedure
- The length of the Policy Council membership adjusted to a five year term limit, and agencies creation of data governance councils.

The deadline for grantees to provide input on the proposed changes is in 60 days. Mr. Mockler responded to parent questions and welcomed them to share comments electronically via OHS website [www.regulations.gov](http://www.regulations.gov) by Tuesday, August 18. The PC/PAC Chairs, Mr. Kenneth Tate, PC Vice Chair, and Ms. Jasmine Jamison, PAC Chair, thanked Mr. Mockler for the presentation.

Ms. Denise Lee shared local data on how the new proposed OHS Performance Standards Rule Making would impact Sacramento County children and families.

Ms. Pam Moore, Workforce Development Analyst III, provided a presentation on the Child Enrichment and Parent Employment Project. Research was done by the Community Action Plan in Sacramento County; subject of concern was single mothers because of the 56% poverty rate. A new program was formed called Child Enrichment and Parent Employment Project, joined partnerships with Birth and Beyond, Waking the Village and Head Start. The twin goals of the project, is to enroll children in Early Head Start and Head Start and to keep them on a positive path and to get parents employed full time.

A series of workshops to identify parent's strengths and to improve their skills will be provided. Each participant will be assigned a job coach and will be hired by a company as a regular employee. SETA will pay salary while on the job training. Ms. Moore welcomed parents to attend the upcoming orientation (Monday, July 27) at 9 a.m. at SETA and provided her phone number for parents having additional questions. Fathers were welcomed to participate in the program. The Chairs thanked Ms. Moore for her presentation.

## Elk Grove Unified School District

Closed for summer



# **Sacramento City Unified School District**

## **Health and Nutrition**

In the month of July, Nurse Lori coordinated the dental varnish calendar with Smile Keepers (County of Sacramento) staff for the coming year. She will have packets ready for every classroom with permission slips and information for the parents and the teachers.



Classes are filling up and the nurses are very busy writing Emergency Care Plans, collecting medications from parents, conducting hearing and vision screenings, collaborating with Nutrition Services to ensure special diets are in place before school starts and clearing files. In addition, the Nurses continue to provide nurse support to the five year-round children center classrooms that remain open during the summer.



Our Health Clerks spent the month of July preparing parent information boards with required health, nutrition and emergency postings. They also assembled first aid kits and assembled safety data sheet folders in preparation for the 2015-2016 school-year.



## **Mental Health/Social Services**

Social workers continue to provide training in Family Development Credentialing Program.



## **Education**

The last day of instruction for the 10 month Head Start classrooms was June 12, 2015. Six resource staff and 3 early head start teachers attended the DRDP 2015 training at SCOE.



## **Special Education**

SCUSD Child Development program has served 162 Preschoolers with IEPs and 17 Early Head Start students with IFSPs in July.



The program has been actively enrolling students in collaboration with SCUSD's special education department and SCOE, Sacramento County Office of Education, to fully include students with disabilities in our preschool and infant toddler programs for the upcoming 2015-2016 school year and in our EHS expansion programs.



The Head Start preschool full-inclusion classrooms at Edward Kemble, Earl Warren, Isador Cohen, Hiram Johnson, and Ethel I Baker, are enrolling children with mild to moderate and moderate to severe special needs.



## **Early Head Start-Center-Based and Home-Based**

Staff Orientation trainings were held for center-based and home-based staff. The Social workers trained in the following areas:



- FPA process
- Case management process
- Behavior support process
- Postpartum Depression Screening process
- Home visitation for classroom teachers
- Home Visitors Corner meeting format







### **Early Head Start & Home Based**

Home visitors have been busy and had a successful socialization outdoors on July 17; families did sensorimotor activities, playing with different materials like play dough, paint, water, and listening to sound boxes.



At Capital City one of our toddlers did her first sign “more”, which was very exciting for the family as this is her first word.



### **Early Head Start Expansion**

The EHS Expansion opened on July 1, 2015 with classrooms at Hiram Johnson, American Legion, and Elder Creek. Families and their children are now comfortable coming to school and enjoy their time with their teachers.



## **San Juan Unified School District**

### **Education Services Update**

The revision of the Preschool Staff Calendar was a main task for education over the summer, and included the addition of new resources, ongoing assessment system due dates and updated pacing guides for curricula. The new 2015 DRDP tool required new forms to be adapted and revised for the San Juan Unified agency. The Assessment Committee met once weekly in July and finalized the DRDP forms and resources necessary to begin the school year.



### **Disabilities Services Update**

Developmental Screening began for those students enrolling in the 2015-2016 program year. The Screening Center opened its doors on June 30 and served families three days a week for the entirety of July. The center was staffed with School Community Workers, Bilingual Assistants and the Health Team, all of whom were ready to assist families with any needs or concerns and to support the screening process. Several children have enrolled with current IEPs and several more have been identified during the screening process as needing assessments. For those children, a referral form has been filled out and placed in the child’s CUM file, so the parent signature can be obtained and the form can be submitted to the Special Education Department as soon as school begins in August.



### **Mental Health Services Update**

The Mental Health Therapist continued to lend direct support to families/children with identified mental health needs as parents begin the screening process for fall enrollment. Children with elevated ASQ-SE assessment scores will receive ongoing follow up mental health services as needed.



### **Health & Nutrition Services Update**

Health is reviewing students’ health, nutrition, and immunization status, as well as completing and reviewing health files for the upcoming 2015-2016 school year. For returning students, the team is reviewing files to see what they will need for the start of the 2015-2016 program year. The School Nurse is completing and updating Individualized Student Health Plans for those who have health concerns. Health is screening children three days a week during the summer.



### **Family and Community Partnerships Update**

There was no Policy Committee meeting for the month of July. Most of the Program Governance work this month surrounded the transition of this content from Janet Schwartz-Edmisten to Cathy Carpenter





and Catherine De La Torre, the Preschool Lead Teachers now in charge of this content area. The next Policy Committee meeting is scheduled for August 11, 2015.



### **Transition Services Update**



File purging for the outgoing T-K and Kindergarten children was completed in July and the files were then placed in groups to be sent out to the corresponding elementary schools. Registration is in full swing as so many new families are transitioning into Head Start in San Juan Unified. Some class lists are already filled to capacity and many others are on their way. New families are met in the screening center by various staff members, including School Community Workers, who assist in answering questions about the program and assure parents that the whole family is supported within the Head Start framework.



### **Program Support/Staff Training Update**



There was no training in July due to teachers being off contract. Teachers and Child Development Assistants return on August 19, at which point trainings will resume. These will focus on various content areas and updates in order to ensure that all teaching staff have the knowledge and resources to best serve their students.



### **Fiscal Update**



All HS and EHS June Preliminary reports were submitted to SETA by the 10 of July. Final reports will be submitted for June by August 5, along with the final FY: 2014-2015 HS/EHS Fiscal and In-kind Report to be submitted at the end of August.



During the month of July, accounting staff attended a weeklong conference given by WIPFLI that dealt with the new Uniform Guidance, which became effective for federal funds under the FY: 2016 federal funding levels. These new rules and regulations will begin for San Juan Unified School District on August 1, 2015 for the HS and EHS Contract, and July 1 for the State CCTR and CSPP Contracts.



The accounting staff is in the process of closing FY 2014-2015, and doing the required 45 Day Budget Revisions that are due in the middle of August. All revenue changes or corrections need to be adjusted to actual contracts and grants during this time.



### **Early Head Start**



An EHS Administrator and Lead Teacher attended the CHSA management conference held in Monterey in mid-July. Topics addressed included implementation of school readiness goals and safe environment considerations.



Center Based programs operated full time at Encina EHS, Fair Oaks Annex, and San Juan EHS. Home Based programs were also in operation in July. Roxanne Aurelio replaced Mary Jo Luscombe in the Home Based program. The Infant Toddler School Community Worker organized several library days for families and provided trainings on cribs donated from a community organization. Whole Foods donated a gift card for a special socialization day picnic for Marvin Marshall and General Davie families, which was held on Friday, July 24 at Seely Park.



New parent calendars were created for families that included parent handbook information in an easily accessible format. EHS staff created reflective practice-based staff calendars for the next school year that will be introduced during the kick-off training on August 11 and 12.







## **Twin Rivers Unified School District**

Closed for summer



### **WCIC**

#### **Enrollment Update**

WCIC/Playmate Head Start Program has 60 children returning from the 2014-2015 Program Year.

During the month of July 2015, WCIC/Playmate Head Start Program's staff worked on recruitment of an additional 60 children in order to meet 100% of funded enrollment @ 120 slots:

- Made Phone Calls.
- Passed out Recruitment /Enrollment Fliers.
- Posted Fliers on Oak Park Community Center's Bulletin Boards.
- Made Home Visits.



#### **Classroom Reorganization**

ECERS-R Summary Report recommendations included the revision of the classroom schedules in order to allow frequent times for handwashing.

1. Ordered more classroom furnishings/supplies in order to increase the quality of the classrooms environment.
2. Ordered more Disability Supplies for all classrooms.
3. Ordered more Disability Books to increase more awareness of Disabilities and Literacy.



#### **Safe Environment Indoors and Outdoors Update**

1. City of Sacramento's Maintenance Staff installed Velcro to eliminate and prevent safety issues with computers hanging cords.
2. City of Sacramento's Maintenance Staff installed new Outlet Covers to prevent safety issues throughout the facility.
3. WCIC/Playmate Head Start Program's Staff Members continue daily reviews of the Head Start and Administration Facilities for Safety Concerns:
  - Daily Safety Checks Indoors and Outdoors.
  - Playground Equipment Checked for Cleanliness and Safety.
  - Ongoing Parking Lot and Pedestrian Safety.



#### **Recent Program Instruction Memos from Administration for Children and Families (ACF)**

ACF-PI-HS-15-01 Notice of Proposed Rule Making: Head Start Program Performance Standards

ACF-IM-HS-15-03 Policy and Program Guidance for the Early Head Start-Child Care Partnerships (EHS-CCP)



**Sacramento County Head Start/Early Head Start  
Monthly Enrollment Report  
July 2015**

**Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment 7/31/15</b>	<b>(b) % Actual to Funded</b>	<b>Average Daily Attendance for Month %</b>
Elk Grove USD	480	Not in Session	N/A	N/A
Sacramento City USD	1,312 (112)	112*	100%	100%
SETA	2,002 (1,662)	1,704*	102%	57%
San Juan USD	700	Not in Session	N/A	N/A
Twin Rivers USD	243	Not in Session	N/A	N/A
WCIC/Playmate	120	Not in Session	N/A	N/A
<b>Total</b>	<b>1,774</b>	<b>1,816</b>		

\* Reduced enrollment during the month of July.

**Early Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment 7/31/15</b>	<b>(b) % Actual to Funded</b>	<b>Average Daily Attendance for Month %</b>
Sacramento City USD	144	144	100%	100%
SETA	349	354	101%	68%
San Juan USD	160	159	99.4%	72.5%
<b>Total</b>	<b>653</b>	<b>657</b>		

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

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

(c) Average Daily Attendance for month, excluding Home Based



# SETA Head Start Food Service Operations Monthly Report \*July 2015

**July 6th** - Food Service Parent Intern Starts.

**July 16th** - Job Corps closed the afternoon classes due to a water line break.

**June 29th to July 30th** - SCOC Summer Program.  
Marina Vista classes held at Alder Grove due to construction.

**Meetings & Trainings:**

None

**Total Number of Meals and Snacks Prepared for All Kitchens:**

Lunch	PM Snack	Breakfast	Field Trips
33,790	20,992	22,286	800

**Total Amount of Meals and Snacks Prepared** **77,868**

**Purchases:**

Food	\$66,858.80
Non - Food	\$13,332.75

**Building Maintenance and Repair:** **\$305.00**

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

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

**Vehicle Maintenance and Repair :** **\$2,383.19**

**Vehicle Gas / Fuel:** **\$1,632.85**  
     Normal Delivery Days **22**

# SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start  
(July 31, 2015)

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

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

<u>Agency/AFE (HS)*(EHS)**</u>	<u>Head Start #IEP (% AFE)</u>	<u>Early Head Start #IFSP ( % AFE)</u>
Twin Rivers USD (243)	26 (10.6 %)	N/A
Elk Grove USD (480)	47 (9.8 %)	N/A
Sacramento City USD (1312)(144)	162 (12.3 %)	17 (11.8%)
San Juan USD (700) (160)	95 (13.3%)	27 (17 %)
WCIC (120)	12 (10 %)	N/A
SETA (2002) (349)	247 (12 %)	84 (24%)
<b>County (4857)* (653)**</b>	<b>592 (12%)</b>	<b>128 (19.2%)</b>

\*AFE = Annual Funded Enrollment

\*\*% AFE = Percentage of Annual Funded Enrollment

# Strategic Plan 2015-2018

## Year 1 of 3

*Over the next three years, how will SETA's Children and Family Services engage its stakeholders, partners and community to be a premier agency for employment and enrollment by providing and sustaining creative, high quality services?*

Strategy 1: By supporting staff with change and technology through COACHING AND TRAINING.

*SMART Goals:*

**Provide positive coaching** ► *Develop and implement a fully functional coaching template by: training staff on the TLC model; using GoPro cameras for coaching; creating a group email and core group forum to check in on process*

**Support staff with technology** ► *Ensuring all staff has access to a computer at all locations (sites, dept, and home base) by: surveying staff needs, taking inventory of current unassigned systems; confirming wireless options; and deploying new/unassigned computers for staff use.*

Strategy 2: By enhancing CUSTOMER SERVICE to strengthen relationships with parents, community, partners and staff.

*SMART Goals:*

**Cultivate community partners** ► *Broaden community connections by establishing 3 new partnerships with written MOUs by: creating an internal database; updating template MOU for staff to use; creating a policy/procedure to communicate with staff on how to formalize community partnerships; adding partners to SETA website; creating a feedback loop to evaluate customer's experiences; creating different venues for recognizing partners*

**Develop internal and external customer service** ► *Develop and implement a comprehensive customer service initiative by: creating a staff/parent task force; defining what SETA customer service means; creating a mystery shopper system; creating training videos/materials of exemplary customer service from staff, developing information/training materials; creating medium to deliver message; and training staff on customer service*

**Empower parents beyond Head Start** ► *Develop multiple pathways for parents to transition from the program by: building on current IDP process about what to expect in public school; enhancing parent meeting topic for transition in early summer; developing training for PAC/PC on getting involved in elementary school after HS*

Strategy 3: By recruiting, hiring and retaining staff through IMPROVED SYSTEMS, INFORMATION and exploring FUNDING RESOURCES.

*SMART Goals:*

**Understand wage packages and pursuing additional resources** ► *Create multiple visual tools on 3 topic areas (financial info, benefits, and resources/reimbursements) to inform employees and potential applicants by: gathering detailed information about benefits, resources, etc.; developing visuals to share information effectively; and developing webinars/videos for future viewing*

**Improve recruitment, hiring and promotional processes** ► *Develop four effective recruitment, interview and hiring processes by: piloting conversational interview style; expanding recruitment outreach to universities and colleges; reviewing and improving current exam processes; improving information provided to applicants regarding hiring process, benefits and work descriptions*

**Develop a promotion model for specific job classifications** ► *Develop a promotion model for some job classifications by: recruiting task force committee members; exploring ideas, models, obstacles and classification priorities; developing a plan; vetting the plan through appropriate channels; and piloting the plan*

Strategy 4: By MARKETING AND BRANDING to make SETA Head Start/Early Head Start a household name.

*SMART Goals:*

**Develop marketing and branding materials** ► *Increase program recognition by: creating multi-media tools to use on TV, radio and the website; creating family/parent/child success videos; creating a catchy jingle/phrase to instill name recognition/branding; wrapping agency vehicles in student dictations/art work and new catch phrase; identifying new advertisement outlets to attract new enrollment; developing a staff/parent speakers bureau to send out to community events; creating a culture of everyone being a walking advertisement/testimony for SETA; coordinating outreach/advertisements with current and new developed partnerships*

*If successful in three years, SETA will...*

*Have well-paid, effective, enthusiastic and knowledgeable staff*

*Have streamlined, effective recruiting and hiring processes for internal and external candidates*

*Be a household name with waiting lists for enrollment and staff positions*

*Have sustainable, effective coaching for a quality workforce*

*Have improved programs through staff access to and use of technology*

*Have high quality internal and external customer service*

*Have strong community collaborations that strengthen program services*

*Have successful and self-sufficient parents*



## Quality Assurance Summary Close-out Report 2014-2015

TO: SETA Parent Advisory Committee, Policy Council and Governing Board members  
 RE: Countywide Quality Assurance/Monitoring Closeout Report – 2014-2015

Agency	Types of Reviews	Types of Reviews	End of the Year Status
<b>Elk Grove USD</b>	<ul style="list-style-type: none"> <li>• Unannounced Safety and Supervision reviews</li> <li>• Self-Assessment Follow-up</li> <li>• Quality Assurance Monitoring Review (Dec 2014/Jan 2015)</li> </ul>	<p>100% of classes</p> <p>100% of classes</p> <p>6 centers, 8 classes, 16 files</p>	<p>No significant concerns/issues during unannounced visits</p> <p>All findings/concerns have been cleared from the annual self-assessment</p> <p>No significant concerns/issues during QA visit</p>
<b>Sacramento City USD</b>	<ul style="list-style-type: none"> <li>• Unannounced Safety and Supervision reviews</li> <li>• Self-Assessment Follow-up</li> <li>• Quality Assurance Monitoring Review (May-June 2015)</li> </ul>	<p>100% of classes</p> <p>100% of classes</p> <p>9 Head Start centers, 10 classes, 20 files</p>	<p>Continue to monitor for safety and supervision</p> <p>All findings/concerns have been cleared from the annual self-assessment</p> <p>Response Plan due to SETA August 8th. Follow-up for corrective action will take place in new school year.</p>
<b>San Juan USD</b>	<ul style="list-style-type: none"> <li>• Unannounced Safety and Supervision reviews</li> <li>• Self-Assessment Follow-up</li> <li>• Quality Assurance Monitoring Review (April-May 2015)</li> </ul>	<p>100% of classes</p> <p>100% of classes</p> <p>6 centers, 10 classes, 22 files</p>	<p>All findings/concerns have been cleared from unannounced visits</p> <p>All findings/concerns have been cleared from the annual self-assessment</p> <p>Response Plan submitted. Follow-up on corrective action will take place in new school year.</p>
<b>Twin Rivers USD</b>	<ul style="list-style-type: none"> <li>• Unannounced Safety and Supervision reviews</li> <li>• Self-Assessment Follow-up</li> <li>• Quality Assurance Monitoring Review (March-April 2015)</li> </ul>	<p>100% of classes</p> <p>100% of classes</p> <p>3 centers, 10 classes, 20 files</p>	<p>Enhanced grantee support plan for the following areas for 2015-2016:</p> <ul style="list-style-type: none"> <li>- Family Partnership Agreements and Parent Meetings</li> <li>- Safety and Supervision</li> <li>- Mandated Screenings and Follow-up</li> <li>- Individualization</li> <li>- Enrollment and Attendance</li> </ul>

<b>Women's Civic Improvement Club (WCIC)</b>	• Unannounced Safety and Supervision reviews	100% of classes	No significant concerns/issues during unannounced visits
	• Self-Assessment Follow-up	100% of classes	All findings/concerns have been cleared from the annual self-assessment
	• Quality Assurance Monitoring Review (March/April 2015)	1 center, 4 classes, 8 files	No significant concerns/issues during QA visit

***Exemplary Practices (Above Compliance) Noted During Reviews:***

- Enriched and nurturing learning environments were very evident in the classrooms. Teachers were engaged with children in creative activities that fostered learning. Teacher-child interactions were marked with enthusiasm and positive attitude.
- Strong support system for teaching staff was observed by reviewers. There were 3 teaching staff in most classrooms that were observed. Substitute teachers were able to articulate program procedures and they carried out the daily schedule and activities smoothly.
- Socialization event at the park was very well attended and appeared to be enjoyed by all families and staff. All elements of EHS socialization in an outdoor setting were met. Staff's team work and creativity were evident in the planning and conduct of socialization in atypical setting.
- Parents' milestones and achievements were recognized and celebrated at the socialization. A community gathered to focus on families' strengths and successes.
- Family and staff relationships were warm, caring and supportive. This was evident at home visits and during the socialization event.
- Strong teamwork among staff
- Relationship between staff and families was observed to be friendly, warm and comfortable
- Creativity in a variety of class activities
- Organized and neat classrooms in a number of centers
- Staff works well with each other
- Teaching staff show a clear interest in the families they serve and are kind and inviting to families.
- Outstanding teamwork and pride in their program
- Clean and safe outdoor play environment
- Excellent practice of daily health check: orderly, thorough, pleasant and welcoming
- Organized and thorough recordkeeping of parent meetings and workshops

***Continued Commitment to Excellence:***

SETA's commitment to safety and supervision remains a program priority, therefore unannounced site visits will continue in 2015-2016. Compliance with *5 Steps to SUPERvision* is required.

Delegate agencies are expected to participate in countywide projects that promote quality services including coaching for teachers (*Practiced Based Coaching* or alternate model), *Teaching Pyramid* (CA CSEFEL model), and *CLASS* observations and feedback.



## ITEM VI - REPORTS TO THE BOARD

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

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

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

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

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

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

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

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