



Sacramento  
Employment and  
Training  
Agency

**GOVERNING BOARD**

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

**ALLEN WARREN**  
Councilmember  
City of Sacramento

**JAY SCHENIRER**  
Councilmember  
City of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

**JIMMIE YEE**  
Board of Supervisors  
County of Sacramento

**KATHY KOSSICK**  
Executive Director

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**REGULAR MEETING OF THE  
SETA GOVERNING BOARD**

**DATE:** Thursday, April 3, 2014

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

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

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

**AGENDA**

**PAGE NUMBER**

- I. Call to Order/Roll Call/Pledge of Allegiance**
- ➔ **Recognition of Long-Term Employees**
  - ◆ **Barbara Meyer**, Workforce Development Professional III (30 yrs.)
  - ◆ **Marty Araiza**, Workforce Development Quality Control Sup. (30 yrs.)
  - ◆ **Melanie Nicolas**, CFS Administration Program Officer (20 yrs.)
- ➔ **Presentation on SB 837:** Karen Ziebron-Sen. Steinberg's Office
- II. Consent Items**
- A. Minutes of the March 6, 2014 Regular Board Meeting 1-6
- B. Approval of Claims and Warrants 7
- C. Approval to Modify Greater Sacramento Urban League's Adult Vendor Services Contract (Marianne Sphar) 8-9

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

D. Approval to Submit an Application to the Office of Refugee Resettlement Under the Rescue & Restore Victims of Human Trafficking Program and Authorize the Executive Director to Execute the Agreement and any Modifications to the Agreement (Mary Jennings) 10-11

E. Appointment of Private Sector Applicant to the Sacramento Works, Inc. Board (Kathy Kossick) 12

### III. Action Items

#### A. GENERAL ADMINISTRATION/SETA

1. Approval of Selection of Audit Firm (Loretta Su) 13-14

2. Ratification of the Submission of the Capital Region MC3 Grant Application to the California Workforce Investment Board (Christine Welsch) 15

#### B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services

1. Approval to Augment North State Building Industry Foundation WIA Dislocated Worker 25 Percent Additional Assistance Funds for On-the-Job Training (OJT) Opportunities to Eligible Dislocated Workers and Veterans (William Walker) 16-17

#### C. CHILDREN AND FAMILY SERVICES:

### IV. Information Items

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B. Fiscal Monitoring Reports (Loretta Su) 20-26  
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✓ Sacramento City Unified School District  
✓ Women's Civic Improvement Club

C. Employer Success Stories and Activity Report (William Walker) 27-34

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F.	Head Start Reports (Denise Lee)	51-75
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	➤ Policy Council Minutes	
	➤ Program Report	
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A.	Chair	
B.	Executive Director	
C.	Deputy Directors	
D.	Counsel	
E.	Members of the Board	
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<b>VI.</b>	<b><u>Adjournment</u></b>	

**DISTRIBUTION DATE: THURSDAY, MARCH 27, 2014**

ITEM II-A - CONSENT

MINUTES OF THE MARCH 6, 2014 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the March 6, 2014 Governing Board meeting for your review.

RECOMMENDATION:

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

STAFF PRESENTER: Kathy Kossick

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

Minutes/Synopsis

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

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

Thursday, March 6, 2014  
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Councilmember Allen Warren called the meeting to order at 10:01 a.m.

Members Present:

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

⇒ **CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

The board went into closed session at 10:03 a.m. The board went into open session at 10:18 a.m. Mr. Greg Thatch stated that there was no report out of closed session.

Mr. Nottoli arrived at 10:06 a.m.

II. **Consent Items**

- A. Minutes of the February 6, 2014 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Out-of-State Travel to Attend the WIPFLI OMB "Super Circular" Training Workshop
- D. Ratification of the Submission of an Application to the Sierra Health Foundation for the 2014 Responsive Grants Program-Round One
- E. Approval of Staff Recommendation for the Adult Vendor Services (VS) List

The consent items were reviewed; there were no questions or corrections.

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

- A. Approve the February 6, 2014 minutes as distributed.
- B. Approve the claims and warrants for the period 1/26/14 through 2/28/14.
- C. Approve out-of-state travel to the WIPFLI OMB "Super Circular" Training Workshop for an approximate cost of \$1,500.
- D. Ratify the submission of the application to round one of Sierra Health Foundation's Responsive Grants Program funding opportunity to launch a 12-month outreach and marketing campaign, conduct staff development training and hold targeted outreach events aimed at increasing enrollments in SETA's TTW Program.
- E. Approve the recommendation to add Northern California Construction Training, Inc. to the Adult Vendor Services List.  
 Roll call vote:  
 Aye: 4 (Nottoli, Scherman, Yee, Warren)  
 Nay: 0  
 Abstentions: 0

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

**B. WORKFORCE DEVELOPMENT DEPARTMENT**

Refugee Services: None.  
Community Services Block Grant: None.

One Stop Services

- 1. Approval to Release a Request for Proposals (RFP) for Office and Classroom Space for a Job Center

Ms. Robin Purdy reviewed this board item asking for approval to release an RFP for the south city/south county area. The Agency has had a job center on Franklin Blvd. for almost 20 years. The lease is up September 2014.

Ms. Purdy noted a change in the RFP; the RFP will be corrected to show the due date as April 18, 4:00 p.m. In addition, staff will be adding language for allowance of electronic submission of proposals. Proposers will be asked to provide information regarding access to public transportation. The final RFP will include a calendar and a map of the proposed area.

Ms. Scherman requested to move the line southward to Laguna Blvd.

The language in the proposal and the map will match each other. The map will be attached to the RFP.

Moved/Scherman, second/Nottoli, to approve the release of a Request for Proposals for Office and Classroom space for a Job Center in South Sacramento.

Roll call vote:

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

Nay: 0

Abstentions: 0

**C. CHILDREN AND FAMILY SERVICES:**

1. Approval of 2014-2017 Countywide Head Start/Early Head Start 3-Year Goals

Ms. Robyn Caruso stated that the community assessment is required to be done every three years. This provides a firm understanding of the needs in the community. This also drives the fiscal decisions and the provision of services.

In January, Ms. Caruso gathered a large group of stakeholders, including staff, delegate staff and parents to gather data for the community assessment. A vote was taken to decide the top three areas on which services should be focused. Details of the Community Assessment were thoroughly presented by Ms. Caruso.

Mr. Schenirer arrived at 10:23 a.m.

Mr. Schenirer spoke of how important it is for parents to learn of insurance coverage availability for their children.

Grantee and delegate providers are developing their own goals similar to those offered for approval.

Ms. Scherman asked what happens to children that do not receive the proper immunizations? Ms. Denise Lee stated that when children do not have up-to-date immunizations, it is mostly because the family has signed a waiver due to religious or other preference of the family. This will be changing because the doctor will be required to validate the waiver. Ms. Lee stated that staff works very hard to educate parents about the value of immunizing their children.

Mr. Yee left at 10:35 a.m.

Mr. Warren asked how children are dealt with when they come to class sick. Ms. Lee replied that the agency has policies and procedures for dealing with children who come to school ill. If children are sick when they arrive to school, they are sent home and depending on the illness, they can come back with a doctor's release

Mr. Schenirer inquired if there are there metrics in place to provide results that show a goal has been met? Ms. Caruso replied that after the January assessment meeting, the delegates each went back with their planning team and developed their own objectives for each program year. There will be certain objectives for each of the three years and each of the objectives are measurable. As part of the refunding application, results are measured and reported.

In response to a question from the Board, Mr. Thatch stated that the Governing Board cannot take a position on state issues because this Agency's funding comes from the state. It is fine to get all of the information the board wants, but the agency cannot take a stand one way or the other. Ms. Kossick stated that the board can request any kind of presentation and staff would be willing to reach out to the legislators.

Moved/Schenirer, second/Nottoli, to approve the 2014-2017 countywide Head Start/Early Head Start Three-year Goals.

Roll call vote:

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

Nay: 0

Abstentions: 0

#### **IV. Information Items**

- A. Media Coverage Summary for the Period July 1, 2013 – December 31, 2013: Ms. Carpenter reported that the Agency is averaging two stories per month and she is always trying to get more stories in the media. Ms. Scherman stated that she has a contact at the Elk Grove Citizen; she offered to provide the contact information. The Citizen also runs a web site and for a minimal fee they will run a banner ad on their web site.
- B. Sacramento Works Workforce Investment Board Named a High Performance WIB: Ms. Kossick thanked Ms. Purdy and her staff for their hard work that went into achieving the High Performing WIB status; only 16 WIBs in the state have been named a High Performance WIB.
- C. Fiscal Monitoring Reports: No comments.
- D. Employer Success Stories and Activity Report: Mr. Walker staff has been working with Volt to hire a number of employees.
- E. Dislocated Worker Update: Chrysler Dodge in Folsom will be selling the property but not closing their doors.

Mr. Schenirer requested an update on the dislocated workers from Campbell's Soup. He wants to know what is going on with the new ownership and the number of dislocated workers helped.



Ms. Kossick stated that the Labor Market Information from the Employment Development Department was not included in the packet because it had not been received by the time the packet went to publication.

- F. Head Start Reports: Staff is going through a community assessment and grant planning. The sequestration funds have been fully restored. The Agency will be able to restore 147 Head Start and 24 Early Head Start slots that were surrendered during the sequestration. Staff is working with delegate agencies to restore the Head Start slots in areas identified as the highest needs. Early Head Start slots will be restored with River Oak Center for Children, where they originally were served. There will be a 1.3% COLA in the new grant which begins August 1.

Ms. Lee has not yet received notification of SETA's federal review but she expects it to be around the end of April.

**V. Reports to the Board**

- A. Chair: No report.  
B. Executive Director: No report.  
C. Deputy Directors: No reports.  
D. Counsel: No report.  
E. Members of the Board: Ms. Scherman stated that Apple has an Elk Grove call center and within that call center is a unit that has Spanish speaking employees; they are in dire need for fluent Spanish speakers.  
F. Public: No comments.

- VI. Adjournment**: The meeting was adjourned at 10:57 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 3/1/14 through 3/27/14, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 3/1/14 through 3/27/14.

STAFF PRESENTER: Kathy Kossick

ITEM II-C - CONSENT

APPROVAL TO MODIFY GREATER SACRAMENTO URBAN LEAGUE'S  
ADULT VENDOR SERVICES CONTRACT

BACKGROUND:

In 2011, the SETA Governing Board approved the Greater Sacramento Urban League (GSUL) to become a contracted vendor under SETA's fee-for-service Adult Vendor Services List.

In April, 2013 the SETA Governing Board approved an amendment to include the addition of Adult Literacy as a "pay-for-performance" vendor activity in SETA's Vendor Services (VS) List Request for Qualifications (RFQ).

As a result, GSUL submitted an application to add the Adult Literacy activity, specifically Adult Basic Education (ABE), to their current Adult VS List contract. A team comprised of program and contracting staff reviewed and evaluated the application and determined that GSUL effectively demonstrated its ability to provide the proposed Adult Literacy activity.

Staff is seeking approval of the attached recommendation for modification.

RECOMMENDATION:

Approve the attached recommendation to add the Adult Literacy activity, specifically ABE, to GSUL's Adult VS contract.

STAFF PRESENTER: Marianne Sphar

## **Modification of Adult Vendor Services (VS) List Contract**

### **Staff Recommendation**

**Applicant:**        **Greater Sacramento Urban League**

**Location:**   **3725 Marysville Boulevard, Sacramento, CA 95838**

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

Greater Sacramento Urban League (GSUL), an affiliate of the National Urban League, was formed in 1968 and their stated mission is to assist all people in achieving self-sufficiency and equality. By collaborative partnerships, GSUL is providing direct services, advocacy, and education to youth and adults from the urban communities of Sacramento County.

With approval to add the activity of Adult Basic Education (ABE), GSUL will provide group instruction and individualized tutoring for SETA customers who do not meet competency levels to enter GED Preparation. By addressing the basic educational needs of these customers, GSUL's ABE program will bridge the gap for SETA customers who are in need of obtaining a GED to increase employability.

<b>Activity</b>	<b>Individual Rate</b>
• Adult Basic Education	\$938 per participant

## ITEM II-D – CONSENT

### APPROVAL TO SUBMIT AN APPLICATION TO THE OFFICE OF REFUGEE RESETTLEMENT UNDER THE RESCUE & RESTORE VICTIMS OF HUMAN TRAFFICKING PROGRAM AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT AND ANY MODIFICATIONS TO THE AGREEMENT

#### BACKGROUND:

The U.S. Department of Health and Human Services, Administration for Children and Families, Office of Refugee Resettlement (ORR) announced its Rescue & Restore Victims of Human Trafficking Regional Program funding opportunity. ORR is seeking to increase identification and protection of human trafficking victims in the U.S. and to promote local capacity to prevent human trafficking and protect victims. Under the solicitation, awardees will implement the program to achieve four objectives: 1) Identification and referral of foreign victims of human trafficking; 2) Training and technical assistance; 3) Coalition building; and 4) Public awareness. Grants will be awarded up to 36 months upon the submission and approval of annual renewal applications. The maximum award per year will not exceed \$150,000.

Since July 1, 2011, SETA has administered the Sacramento Rescue & Restore Regional Program under a cooperative agreement funded by the ORR Partners under the grant include WEAVE, Opening Doors, and My Sister's House. To date, SETA and partners have identified more than 115 domestic and foreign national cases of trafficking, collaborated with law enforcement, and provided services to victims and family members. Members of the Sacramento Rescue & Restore Coalition contribute to the regional program by conducting outreach and filling identified service gaps.

Staff is seeking approval to submit an application in response to ORR's Rescue & Restore Victims of Human Trafficking Program funding opportunity. The application will be prepared and submitted to ORR to continue Sacramento's regional program for up to an additional three years. The application in the amount of \$150,000 per year will be submitted by the required deadline of April 21, 2014. Staff is working with partners to develop the application that will emphasize the following areas:

- Identifying and referring male and female, adult and minor foreign victims of human trafficking to appropriate services, so they can safely rebuild their lives;
- Providing training and technical assistance on human trafficking to local social service and law enforcement agencies, and other relevant professional, community-based and faith-based organizations who may come into contact with victims;

STAFF PRESENTER: Mary Jennings

ITEM II-D - CONSENT (continued)  
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- Leading the Sacramento Rescue & Restore Coalition by promoting new or more efficient ways to combat human trafficking, improve coalition effectiveness, or assist trafficking victims in the Sacramento region; and
- Conducting strategic public awareness activities that will increase knowledge by professional and/or community persons about human trafficking.

RECOMMENDATION:

Approve the submission of an application to ORR in response to its Rescue & Restore Victims of Human Trafficking Program funding opportunity requesting \$150,000 per year to continue Sacramento's Rescue & Restore Regional Program, and authorize SETA's Executive Director to execute the agreement and other documents required by ORR.

STAFF PRESENTER: Mary Jennings

ITEM II-E – CONSENT

APPOINTMENT OF PRIVATE SECTOR APPLICANT TO  
THE SACRAMENTO WORKS, INC. BOARD

BACKGROUND:

The Sacramento Works Workforce Investment Board is a 41-member board charged with providing policy, planning and oversight for local workforce development initiatives. The SETA Governing Board makes member appointments to this board.

The Sacramento Works Board currently has one private sector vacancy. Board members and staff have been making efforts for the last several months to recruit applicants that represent the critical occupational groups identified by the board. Types and size of employers, as well as diversity of the board composition is also taken into consideration.

An application was received for the Private Sector slot.

- ✓ Dale Waldschmitt, Pacific Coast Companies

The application has been reviewed by legal counsel and will be sent under separate cover.

The Sacramento Works Executive Committee met on Monday, March 24 to nominate an applicant to be forwarded to the SETA Governing Board for appointment.

RECOMMENDATION:

Review the Private Sector application and make an appointment to the Sacramento Works, Inc. board.

STAFF PRESENTER: Kathy Kossick

ITEM III-A – 1 - ACTION

APPROVAL OF SELECTION OF AUDIT FIRM

BACKGROUND:

On February 6, 2014, SETA released a Request for Proposals (RFP) to procure audit services for the fiscal year ending June 30, 2014. Under the terms of the RFP, the resulting contract may be renewed by SETA for up to two additional one year terms.

SETA’s fiscal staff conducted the following procurement:

- **February 7, 2014** - A Public Notice announcement was posted on the California Society of Municipal Finance Officers website. In addition, SETA emailed copies of public notices to twenty-three local audit firms and the RFP was available to download from SETA’s website.
- **February 14, 2014** - A proposers’ conference was held with five accounting firms in attendance.
- **February 28, 2014** - Seven firms submitted proposals:

<b>Proposal #</b>	<b>Audit Firm</b>	<b>Audit Hours</b>	<b>Audit Fees</b>
1	James Marta & Company, LLP	458	\$ 54,000
2	Vavrinek, Trine, Day & Company, LLP	438	48,600
3	Richardson & Company	550	46,900
4	Gilbert Associates, Inc.	525	45,500
5	R.J. Ricciardi, Inc.	918	124,400
6	Badawi & Associates	404	40,650
7	Nigro & Nigro	512	50,000

A proposal evaluation team, consisting of individuals from the County Department of Finance and SETA’s Fiscal Department, evaluated and ranked the proposals.

After careful consideration of each firm’s prior audit experience, size and structure, qualifications of staff, responsiveness and fees, the evaluation team recommended that the contract be awarded to Gilbert Associates, Inc. Gilbert’s proposal was superior in demonstrating its specialization and expertise in the governmental auditing sector, and offered a competitive fee structure. In addition, Gilbert presented an audit team with special expertise in auditing programs financed by the federal and state government,

STAFF PRESENTER: Loretta Su



ITEM III-A – 1 – ACTION (continued)  
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and an extensive background in government and non-profit accounting including the implementation of the Governmental Accounting Standards Board issued Statements No. 67 & 68, Accounting and Financial Reporting for Pension Plans.

RECOMMENDATION:

Approve the selection of Gilbert Associates, Inc. for audit services for SETA for the fiscal year ending June 30, 2014 for a fee not to exceed \$45,500 for one year with two optional, additional one-year terms.

STAFF PRESENTER: Loretta Su

## ITEM III-A – 2 -ACTION

### RATIFICATION OF THE SUBMISSION OF THE CAPITAL REGION MC3 GRANT APPLICATION TO THE CALIFORNIA WORKFORCE INVESTMENT BOARD

#### BACKGROUND:

The California Workforce Investment Board (CWIB) has released a solicitation for grant applications for Proposition 39 Pre-apprenticeship Support, Training, and Placement Program. The CWIB has allocated up to \$3 million in Proposition 39 Clean Energy Job Creation funds to implement and support energy efficiency-focused “earn-and-learn” job training and placement programs targeting disadvantaged job seekers. The State Board will fund projects that fill critical workforce skill gaps by creating opportunities for California job seekers to earn industry-valued credentials and enter into apprenticeship or direct employment in the energy efficiency or construction sector.

SETA and Golden Sierra Job Training Agency have joined together to submit a regional proposal in partnership with community colleges, community-based organizations, labor organizations, industry associations and employers to provide training, “earn and learn” activities, support services, and job placement assistance. The CRMC3 will serve 65 youth, veterans, and/or other disconnected/disadvantaged adults with at least 60% enrollments from veterans and/or opportunity youth (ages 18 to 25). Other performance outcomes include:

- 100% will be enrolled in a pre-apprenticeship training
- 80% will complete the training
- 90% will attain one or more industry recognized certificates or credentials
- 50% of those without a diploma or GED will attain GED
- 70% will be placed in industry-related employment.

Employer outcomes will include:

- At least two industry roundtables will be held during the grant period
- Ten new employers will be identified to partner with the CRMC3 strategy.

Innovation and system change goals will include:

- Development of a MC3 certification process for new pre-apprenticeship training programs
- Development of stackable credentials in the construction-energy sector
- Institutionalizing a partnership between the public workforce system, community colleges, organized labor and the building trades councils.

#### RECOMMENDATION:

Ratify the submission of the Capital Region MC3 grant application requesting \$750,000 to the California Workforce Investment Board.

STAFF PRESENTER: Christine Welsch

ITEM III-B – 1 – ACTION

APPROVAL TO AUGMENT NORTH STATE BUILDING  
INDUSTRY FOUNDATION WIA DISLOCATED WORKER 25 PERCENT  
ADDITIONAL ASSISTANCE FUNDS FOR ON-THE-JOB TRAINING (OJT)  
OPPORTUNITIES TO ELIGIBLE DISLOCATED WORKERS  
AND VETERANS

BACKGROUND

On February 13, 2013, the Sacramento Employment and Training Agency (SETA) entered into a statewide collaboration of 13 counties represented by 14 Workforce Investment Boards heavily impacted by job losses due to mass layoffs by employers such as Campbell's Soups, Comcast, Bank of America, and Hostess. The \$19,049,512 grant provides job training and job search assistance to 2,497 laid-off workers in Alameda, Colusa, Contra Costa, Glenn, Imperial, Los Angeles, Orange, Sacramento, San Benito, San Joaquin, San Luis Obispo, Sutter and Yuba counties. Eligibility for this program was recently extended to veterans.

The program is funded by Workforce Investment Act (WIA) Dislocated Worker 25 Percent Additional Assistance funds. The fiscal agent of the Multi-Sector Workforce Partnership is South Bay Workforce Investment Board. SETA received \$5,900,000 to serve 832 workers dislocated by 16 employers in Sacramento County. The SETA Governing Board approved allocating WIA 25 percent funds to the Sacramento Works America's Job Centers and Sacramento Works Training Centers to identify and enroll eligible dislocated workers. The funding provides coaching, case management, and job placement assistance to eligible dislocated workers and, recently, veterans. Services also include, but are not limited to, registering eligible customers in the SacWorks system, conducting skill assessments, career planning, identifying appropriate training programs to retrain workers in high demand skills, and the provision of job placement assistance.

In an effort to expand subsidized employment opportunities for eligible dislocated workers and veterans under this grant, staff is recommending an augmentation of \$57,890 in WIA 25 Percent funds to North State Building Industry Foundation (NSBIF) to provide On-the-Job Training (OJT) to 10 eligible dislocated workers or veterans by June 30, 2014. The OJT activity is intended to engage prospective employers in providing appropriate and meaningful training opportunities to eligible individuals. It is designed to place customers into full-time jobs in high skill, high growth occupations. OJT is a "hire first" activity that provides a reimbursement of the wages paid by an

STAFF PRESENTER: William Walker

ITEM III-B – 1 – ACTION (continued)  
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employer to an employee during the training period. Wage reimbursement rates under the OJT are provided on a sliding scale based on employer size:

- Up to 90% for employers with 50 or fewer employees
- Up to 75% for employers with 51 to 250 employees
- Up to 50% for employers with 251 or more employees

NSBIF is a SETA OJT provider secured pursuant to a formal Request for Proposals (RFP) process. The organization currently provides OJT opportunities under National Emergency Grant (NEG) OJT and WIA Dislocated Worker funding targeting long-term dislocated workers.

RECOMMENDATION

Augment \$57,890 in WIA Dislocated Worker 25 Percent Additional Assistance funding to NSBIF to provide 10 OJT opportunities to eligible dislocated workers and veterans.

STAFF PRESENTER: William Walker

## ITEM IV-A - INFORMATION

### UPDATE ON CREATING A WORKFORCE PIPELINE FOR THE SACRAMENTO DOWNTOWN ENTERTAINMENT AND SPORTS COMPLEX

#### BACKGROUND:

The Sacramento Kings, in consultation with Turner Construction (“Turner”), the Sacramento-Sierra Building Trades Council (“Council”), Sacramento Employment and Training Agency (“SETA”), and a diverse coalition of community organizations (“Community Partners” as defined below) have developed a Priority Construction Apprenticeship Hiring Program (“Program”) to promote participation (“Priority Workers,” as defined in section B below) in joint labor-management sponsored construction apprenticeship opportunities related to the construction of the Sacramento Downtown Entertainment and Sports Complex (ESC).

The Proposed Project will include demolition of approximately 858,043 square feet of existing retail/commercial and office space and approximately 2,380 below-grade parking spaces, and the subsequent construction of a 17,500-seat (approximately 697,000-square foot) entertainment and sports center, including a practice court facility and associated arena and team operations (approximately 82,000 square feet), along with up to 1.5 million square feet of retail/commercial, office, hotel, and residential space, along with up to approximately 2,100 below-and-above grade parking spaces and associated public and private open spaces. On a net basis, the Proposed Project will add the proposed ESC and approximately 1.0 million square feet of mixed use development. (City of Sacramento Entertainment and Sports Center Draft Environmental Impact Report).

The demolition work is scheduled to begin in fall of 2014.

#### **SETA/Sacramento Works – Priority Construction Apprenticeship Hiring Program**

As a principle in the Priority Construction Apprenticeship Hiring Program, the SETA/Sacramento Works Job and Training System will conduct outreach, recruitment and screening of “Priority Workers” to enroll in pre-apprenticeship programs that will prepare them for upcoming construction jobs in the region.

Priority Workers are individuals who reside in the City of Sacramento and meet at least two of the following Priority Worker criteria: economically disadvantaged, receiving cash public assistance, receiving food stamps, emancipated from the foster care system, are homeless, have a criminal record or involvement with the criminal justice system and/or are veterans.

STAFF PRESENTER: William Walker

ITEM IV-A – INFORMATION (continued)

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SETA will fund pre-apprenticeship programs at the American River College STRIPE Project, and Northern California Construction Training. SETA will also provide wage subsidies to employers who hire graduates of the pre-apprenticeship programs and assist in securing Work Opportunity Tax Credits and comparable incentives for employers. The goal is that 20 Apprentices will be Priority Workers, recruited and trained by the Sacramento Works System and Community Partners; and an additional 50 Apprentices shall either satisfy the Priority Worker criteria and/or reside in one of eleven economically disadvantaged areas (“Priority Zip Codes”). These Apprentices may be new entrants or existing participants in apprenticeship programs.

**Turner School of Construction Management**

In addition to participating in the Priority Construction Apprenticeship Hiring Program, SETA is also hosting the Turner School of Construction Management (TSCM) at the SETA Headquarters on Del Paso Blvd. Turner Construction Company has operated in Sacramento since 1982, and has built strong and lasting relationships throughout the community, even before being selected as the builder of the Sacramento Entertainment and Sports Complex (ESC).

As part of the ESC Project, Turner Construction made a commitment to implement a local (LBE) and small business (SBE) utilization plan and implemented the Turner School of Construction Management in February, 2014. The free 7-week course was offered to 24 small, disadvantaged and underutilized businesses in the Sacramento region. TSCM classes were led by experienced Turner professionals and industry leaders who volunteer their time. Class topics included: Contract and Risk Management, Insurance and Bonding, Estimating, Scheduling, Accounting, Field Operations, and Sales and Marketing. This year’s TSCM classes included partnerships and sponsorships with Union Bank, SETA, and the Sacramento Regional Builders Exchange.

**STAFF PRESENTER:** William Walker

ITEM IV-B - INFORMATION  
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Loretta Su

MEMORANDUM

**TO:** Mr. Chaosarn Chao **DATE:** January 30, 2014  
**FROM:** Mayxay Xiong, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Lao Family Community Development

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	OJT CalWORKs	\$314,801	7/1/12-6/30/13	7/1/12-6/30/13
WIA	OJT Adult	\$233,240	7/1/12-6/30/13	7/1/12-6/30/13
WIA	OJT CalWORKs	\$314,801	7/1/13-6/30/14	7/1/13-10/31/13
WIA	OJT Adult	\$233,240	7/1/13-6/30/14	7/1/13-10/31/13
RESS	VESL/ES	\$63,874	10/1/12-9/30/13	10/1/12-9/30/13
TA	VESL/ES	\$9,575	10/1/12-9/30/13	10/1/12-9/30/13

**Monitoring Purpose:** Initial  Follow-up  Special  Final   
**Date of review:** 4/22/13

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



**Program Operator: Lao Family Community Development**

**Findings and General Observations:**

- 1) The total costs as reported to SETA from July 1, 2012 to October 31, 2013 for the WIA OJT programs, and from October 1, 2012 to October 31, 2013 for the RESS VESL program have been traced to the delegate agency records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

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

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Dr. Wanda Roundtree **DATE:** March 7, 2014  
**FROM:** Tammi L. Kerch, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Sacramento City Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 8,376,924	8/1/12-7/31/13	8/1/12-7/31/13
Head Start	T & TA	\$ 20,000	8/1/12-7/31/13	8/1/12-7/31/13
Early HS	Basic	\$ 1,517,317	8/1/12-7/31/13	8/1/12-7/31/13
Early HS	T & TA	\$ 27,564	8/1/12-7/31/13	8/1/12-7/31/13

**Monitoring Purpose:** Initial \_\_\_\_ Follow-Up \_\_\_\_ Special \_\_\_\_ Final X

**Date of review:** Sept. 26, Oct 14, Dec 10, 13, 16, and 17, 2013

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

Memorandum  
Fiscal Monitoring Findings  
Page 2

**Program Operator:** Sacramento City Unified School District

**Findings and General Observations:**

The total costs as reported to SETA from August 1, 2012 to July 31, 2013 have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

There are no findings

**Recommendations for Corrective Action:**

There are no corrective actions required.

cc: Kathy Kossick  
Governing Board  
Policy Council

**MEMORANDUM**

**TO:** Ms. Edenausageboye Davis      **DATE:** February 20, 2014

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

**RE:** On-Site Fiscal Monitoring of WCIC

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic, COLA	\$ 815,467	8/01/12-7/31/13	8/01/12-7/31/13
Head Start	T & TA	\$7,500	8/01/12-7/31/13	8/01/12-7/31/13

**Monitoring Purpose:**      **Initial**      **Final**   X    
**Date of review:** 2/11-2/12/14

	<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	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Program Improvement	X			
8	OJT Contracts/Files/Payment		N/A		
9	Indirect Cost Allocation		N/A		
10	Adherence to Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records	X			

**Program Operator: WCIC**

**Findings and General Observations:**

- 1) The total costs as reported to SETA from August 1, 2012 to July 31, 2013 have been traced to the subgrantee's records. The records were verified and appeared to be in order.

**Recommendations for Corrective Action:**

- 1) There are no corrective actions required.

cc: Kathy Kossick  
Governing Board  
Policy Council

ITEM IV-C - INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

STAFF PRESENTER: William Walker

**Employer Activity Report  
July 1, 2013 -March 13, 2014**

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Above All Consulting, Inc.	1	Administrative Assistant	1
Aceit! Tutoring Powered by Sylvan Learning	1	Math & Language Arts Teachers	10
ADT Security	1	High Volume Residential Installer	2
	1	Small Business Security System Installer	2
Advanced Call Center Technologies	1	Bilingual Customer Service Representatives	5
	10	Director of Staffing and Employment	1
Allied Custom Upholsterers	10	Furniture Upholsterer	1
AlSCO, Inc.	1	Account Sales Consultant ( ASC)	1
	1	General Office Clerk	1
	10	Load Builder/Assembler	1
	7	Maintenance Technician	1
	9	Route Relief/Utility RSR	1
	10	Soil Counter/Sorter	1
Alien Transport LLC	8	Utility Laundry Worker	10
	9	Class A Driver	6
Allstate Insurance- Alain Ione SCU Office	1	Insurance Sales Representative	1
Allstate Insurance- Carmichael Office	1	Insurance Broker	1
Alternatives Unlimited	1	Enrollment Team Member	5
American Council of Engineering Companies	1	Office Assistant	1
Asian Resources, Inc.	1	Universal Youth Specialist	1
Aspect Glass Inc.	7	Glazier	2
Atlas Disposal Industries	7	Diesel Mechanic	1
Babe's Famous for Ribs	8	Cashier Host/Hostess	2
Bath Fitter Northern California	10	Canvasser	3
Beck's Furniture	10	Furniture Delivery Drivers & Helpers	6
Bonney Plumbing, Heating, Air & Rooter Service	3	Plumbing Apprentice Trainee	2
Brewer Insurance Agency	1	Customer Service Representative	2
	10	Marketer	1
California Foundation for Independent Living	1	Program Coordinator - Digital Access	1
	6	Web Designer / Front-End Developer	1
California Association for Health Services at Home	1	Registration Assistant	1
California Association of School Business Officials	1	Bookkeeper	1
California Association of Winegrape Growers	1	Administrative Assistant	1
California Department of Fish & Wildlife	10	Fish and Wildlife Seasonal Aide	1
California Primary Care Association	1	Senior Administrative Assistant	1
CE Cabinet Installations	3	Cabinet Maker	
Center for Employment Training	1	Business Office Technology Instructor/Advisor	1
	1	Medical Assistant Instructor/Advisor	1
Cenveo	1	Adjuster	2
	1	Adjuster Trainee	2
	7	Machine Operator	1
Certified Employment Group	1	Customer Service Representative (CSR)	30
CES Premier Real Estate Services	1	Experienced Real Estate Agents	5
Child Action	5	Bi-lingual Case Manager (Vietnamese)	1
	1	Payment Clerk	1
City of Roseville	10	Meter Reader	1
City of Sacramento, Troops For Fitness	10	Fitness & Nutrition Instructor	7
Community Action Partnership of San Luis Obispo County, Inc.	1	Human Resources Director	1
Community Link Capital Region	10	Chief Executive Officer (CEO)	1
	10	Director, Finance & Administration	1
Convergence Marketing	10	Cosmetic Merchandiser	15
	10	Cosmetic Team Lead	3
CPC Logistics, Inc.	9	Class A Driver	10
Crocker Art Museum	1	Museum Store Manager	1
	1	Facility Use Manager	1
Crossroads Diversified Services	1	Adult Education Instructor	1
Crossroads Facility Services	1	Gardener Lead	1
	1	Job Developer	1
	10	President/CEO	1
CVS Pharmacy	1	Assistant Store Manager	1
Daniel B. Dunleuy, M.D., Inc.	1	Receptionist	1

**Employer Activity Report  
July 1, 2013 -March 13, 2014**

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Diamond Bay Realty & Property	1	Payables Clerk	2
	1	Customer Service	10
	1	Receptionist	1
Diamond Gold Vault	1	Office Assistant	1
Diamond Personnel Services	10	Political Phone Surveyor	10
	1	Spanish Bi-Lingual Outreach Members	10
Dickeys Barbecue	1	Cashier	20
	8	Food Service Counter Clerk	20
Direct Marketing Specialists (DMS)	1	Residential Account Executive	15
Donor Development Strategies	1	Grassroots Canvassing and Field Managers in Training	5
Dr. Pepper Snapple Group	1	Cashier	1
DSV Inc.	9	Equipment Operator with Class A License	1
DuctTesters, Inc.	7	HERS II Rater	1
Elk Grove Food Bank Services	1	Administrative Assistant	1
Energyguy	7	Permit Technician / HERS Rater Trainee	1
Excel Managed Care & Disability Services, Inc.	1	Intake Coordinator	1
Express Employment Professionals	9	Warehouse General Labor and Production	5
Fair Oaks Recreation & Park District	1	Recreation Leader I	1
Fair Oaks Recreation & Park District	1	Recreation Leader III	1
Fairytale Town	1	Cafe Coordinator	1
	1	Education & Program Assistant	1
	1	Guest Service Representative: Admissions Cashier	1
	1	Part-Time Grounds Keeper	1
Focus Strategies	1	Executive Assistant/Administrative Analyst	1
Fortune School of Education	1	Response To Intervention Aide	1
	1	Sub Teachers	25
Francis House Center	1	Job Development Center Manager	1
Fretlys Limousine Svc	9	Chauffeur/Driver	2
General Produce Company	1	Accounting Assistant	1
	1	Accounts Payable Clerk	1
	9	Commercial Driver	4
	9	Delivery Route Truck Driver	3
	9	Order Selector	5
Global Communications Center	1	Virtual Customer Service Professional	150
Global Touchpoints Inc.	1	HR Recruiting	4
Greater Sacramento Urban League	1	Case Manager for 25% Dislocated Worker Program	1
	1	Case Manager for Adult and Dislocated Worker Program	1
	1	Case Manager for Youth Program	1
	1	Employment Developer	1
	1	Intake Specialist	1
	1	GED Instructor	1
	1	Youth Coordinator	1
Gold Country Water	1	Customer Service/ Driver and Delivery	1
Golden State Overnight	1	Customer Service Representatives	5
Hands4Hope	1	Office/Communication Manager	1
	1	Youth Development Program Assistant Part Time	1
Hardware	1	First Line Supervisor-Retail	2
Harlow's Help At Home	4	Certified home Health Aide	25
	4	Certified Home Health Aide / CHHA / CNA / Caregiver	25
	4	Certified Home Health Aide, Certified Nursing Assistant and Experienced Caregiver	25
	4	Certified Home Health Aide, Certified Nursing Assistant and Experienced Caregiver	25
Hobby Town USA Folsom	1	Retail Hobby Sales Clerk & Cashier	2
Hupp Draft Services, Inc.	7	Beer Line Cleaning Technician	1
International Homestay America	10	Homestay Host Family	25
Island Angels	1	Book Keeper	1
J & C Custom Cabinets	1	Office Assistant	1
Kids Quest	10	Shift Leader	5
KVIE	1	Fundraising Events Specialist	1
Kyle's Rock & Redi-Mix, Inc.	10	Yard Laborer	1



**Employer Activity Report  
July 1, 2013 -March 13, 2014**

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L-3 Narda Microwave-West	1	Administrative Assistant	1
	1	Inspection Specialist	1
	9	Process Engineer	1
	9	Senior General Accountant	1
La Familia Counseling Center, Inc.	1	Case Manager	1
	1	Out of School Youth Employment Training Specialist	1
	1	Youth Advocate	1
LCA Services	1	Case Manager	1
	1	Employment Specialist	1
	5	Program Monitor	1
Leslie's Cleaning Service	10	Maid, Cleaning Technician	5
Lighthouse Counseling and Family Resource Center	1	Part-Time Bi-Lingual Office Manager/Administrative Assistant	1
	1	Development Associate	1
Lincoln Financial Advisors	1	Financial Practice Analyst	1
Lobel Financial	1	Loan Processor	3
Lord & Sons Inc.	9	Driver/Warehouse Associate	1
	9	Warehouse Associate	1
Los Rios Community College District	1	Account Clerk II	1
	1	Account Clerk III	1
	1	Accounting Assistant Professor	1
	1	Adjunct Head Volleyball Coach	1
	1	Administrative Assistant I	1
	1	Administrative Assistant II	3
	1	Admissions/Records Clerk II	1
	1	Admissions/Records Evaluator I	2
	1	Admissions/Records Evaluator/Degree Auditor	1
	1	Assistant Financial Aid Officer	1
	1	Assistant Technical Director - Visual and Performing Arts Center (VAPAC), Harris Center for the Arts	1
	1	Associate Vice Chancellor of Information Technology	1
	1	Associate Vice President of Instruction & Learning Resources	1
	1	Associate Vice President of Instruction and Student Learning	1
	1	Athletic Trainer	1
	1	Automotive Collision Technology Adjunct Professor Pool	1
	1	Automotive Technology Assistant Professor	1
	1	Bookstore Stock Clerk	1
	1	Business (Real Estate Emphasis)/Management Assistant Professor	1
	1	Business Law/Business Assistant Professor	1
	1	Chemistry Assistant Professor	1
	1	Children's Center Clerk	1
	1	Clerk II	2
	1	Clerk III	1
	4	College Nurse	1
	1	College Police Sergeant	2
	1	College Relations Specialist	1
	1	Communications and Public Information Officer	1
	1	Computer Information Science Assistant Professor (Programming/Web Development/Applications)	1
	1	Confidential Administrative Assistant I	2
	1	Confidential Human Resources Specialist I	1
	1	Counseling Clerk II	1
	1	Custodian	3
	1	Dean of Business and Family Science	1
	1	Dean of Humanities and Social Science	1
	1	Dean of Instruction - Workforce Development, Kinesiology,	1
	1	Dean of Student Services	1
1	Dean, West Sacramento Center	1	
1	Director of Institutional Advancement	1	
1	Director, Administrative Services	1	
1	Educational Media Design Specialist	1	
1	Electronics Technology Assistant Professor	1	

**Employer Activity Report  
July 1, 2013 -March 13, 2014**

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
<small>Critical Occupational Clusters Key: 1=Administrative &amp; Support Services; 2=Architecture &amp; Engineering; 3=Construction; 4=Healthcare &amp; Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance &amp; Repair; 8=Tourism/Hospitality; 9=Transportation &amp; Production; 10=Non-Critical Occupations</small>			
	1	Facilities Management Operations Supervisor	1
	1	Facilities Planning Specialist	1
	1	Financial Aid Clerk II	3
	1	Financial Aid Officer	1
	1	Grant Coordination Clerk	1
	1	Groundskeeper	1
	1	Head Coach for Men's Tennis Adjunct Pool	1
	1	History Assistant Professor	1
	1	Information Technology Analyst I - Business Analyst	1
	1	Information Technology Assistant II - Institutional Research	1
	1	Instructional Assistant - Accounting	1
	1	Instructional Assistant - Biology	1
	1	Instructional Assistant - Campus Computer Laboratory	1
	1	Instructional Assistant - Chemistry	1
	1	Instructional Assistant - Learning Resources	1
	1	Instructional Assistant - Math	1
	1	Instructional Assistant - Mechanical Electrical Technology	1
	1	Instructional Assistant - Mechanical/Electrical Technology	1
	1	Instructional Assistant - Writing/English/Reading	1
	1	Instructional Development Coordinator	3
	1	Instructional Services Assistant I	1
	1	Instructional Services Assistant II	1
	1	Interpreter, American Sign Language (ASL)	1
	1	Lifeguard	1
	1	Maintenance Technician II	1
	1	Occupational Therapy Assistant (OTA) Assistant Professor	1
	1	Outreach Clerk	1
	1	Payroll Clerk I	1
	1	Persian Adjunct Assistant Professor Pool	1
	1	Physical Therapist Assistant, Assistant Professor	1
	1	Police Lieutenant	1
	1	President, American River College	1
	6	Programmer II	1
	1	Public Services Librarian	1
	1	Radio, Television, and Film Production Assistant Professor	1
	1	Senior Information Technology Technician - Lab/Area Microcomputer Support	1
	1	Special Projects - Human Resources Training	1
	1	Staff Resource Center Assistant	1
	1	Student Personnel Assistant - Assessment/Testing	1
	1	Student Personnel Assistant - Career & Job Opportunity Services	1
	1	Student Personnel Assistant - Disabled Student Programs and Services (DSP&S)	1
	1	Student Personnel Assistant - Extended Opportunity Programs and Services (EOPS)	11
	1	Student Personnel Assistant - Student Life	1
	1	Student Personnel Assistant - Student Services	1
	1	Student Personnel Assistant - TANF	1
	1	Student Services Supervisor - CalWORKs/Career Center/Re-Entry & Veterans Information Center	1
	5	TANF/CalWORKs Specialist	1
	1	Tutorial Services Assistant	1
	1	Vice Chancellor of Finance and Administration	1
	1	Vice President, Administrative Services and Student Support	1

**Employer Activity Report  
July 1, 2013 -March 13, 2014**

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			
Mathiot Group Homes	1	Youth Counselor	7
Matrix Absence Management	1	Clerical Assistant	1
	1	Workers' Compensation Claims Assistant	1
Meyer Associates	1	Office Manager/Bookkeeper	1
Mid Valley Funding	1	Mortgage Loan Processor	1
Midtown Grocery Outlet	1	Cashier	5
MRPE, Inc.	2	Engineer	1
	1	Executive Secretary	1
NAMI California	1	Programs Administrative Assistant	1
	1	Program Coordinator	1
Nelson Staffing Solutions	9	General Laborers/Production Workers	70
	9	Warehouse Technician/Lift Truck Operator	70
New Life Christian Preschool And Learning Center	1	Preschool/After School Teacher	1
Nonprofit Resource Center	1	Administrative Assistant	1
Northern Sheets LLC	1	Customer Service Representative	1
	9	Production Workers	3
NW Elite	1	Outside Sales Consultants	10
Opening Doors Inc.	1	Accounting Clerk	1
Pacific Crest Trail Association	1	Trail Permit Assistant	1
	1	Volunteer Programs Assistant	1
Pacific Gas and Electric Company	3	Entry to Electric Operations	30
Pacific Protection INC	1	Unarmed Security Officer	4
Paramount Equity	1	Account Executives	15
PDQ Automatic Transmission Parts, Inc.	7	Lathe Operator	1
	7	Production Worker	1
Premier Healthcare Services	4	Licensed Vocational Nurse	1
Prime Flight Aviation Services	10	Cabin Service Cleaner	3
Relationship Skills Center	1	Flourishing Families Program Instructor	6
	10	REact Coordinator	1
Retail Business Development	1	Sales Representative - South Sacramento	3
Rim Hospitality	8	Bistro Server	1
	8	Housekeeping Inspector	1
Sacramento Children's Home	4	Child Care Worker	3
	1	Crisis Nursery Supervisor	1
	1	Family Partner	1
	1	Family Resource Aide	2
	1	Home Visitor	1
	1	Infant Aide	1
	4	Lead Child Care Worker	1
	4	Mental Health Specialist	1
	4	Residential Counselor	1
	4	Residential Counselor - Medical Support Aide	1
	4	Therapist	1
	4	Youth Peer Mentor	1
Sacramento Covered	1	Community Outreach Workers	8
Sacramento Employment and Training Agency	1	Associate Teacher III	1
	1	CFS Administration Program Officer	1
	1	Head Start Coordinator	1
	9	Head Start Courier/Maintenance	1
	1	Head Start Home Visitor	
	1	Head Start Quality Assurance Analyst	1
	6	Information Technology Engineering Analyst	1
	1	Site Supervisor	1
	1	Workforce Development Professional Range 2	1
Sacramento Housing Alliance	1	Executive Director	1
Sacramento Loaves & Fishes	1	Part-Time Student Resource Specialist	1
Sacramento Native American Health Center, Inc.	1	Custodian	1

**Employer Activity Report**  
**July 1, 2013 -March 13, 2014**

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS	
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Sacramento Regional Transit District	1	Bus Operator	1	
	1	Clerk II	1	
	1	Customer Service Representative	1	
	1	Customer Service Supervisor	1	
	4	Facilities Maintenance Mechanic	1	
	7	Mechanic A (Bus Maintenance Department)	1	
	7	Service Worker (Bus and/or Light Rail)	2	
Safety Center Incorporated	1	Program Staff III Marketing Coordinator	1	
	10	Sales Coordinator / Training Instructor	1	
Salvation Army Sac Metro	9	Driver (On-Call)	1	
	1	Kitchen Aide	1	
	10	On-Call Personal Care Attendant	1	
Sears Home Services	7	Sears Repair Technician	12	
Seavers and Family	1	Lawn Care Helper/General Laborer	1	
Sentinel Fire Equipment Company	1	Shop Helper	1	
Serenity Respite	4	Respite Caregiver	25	
Sheet Metal Workers Local 104	1	Executive Secretary	1	
Smitty's Services	1	Office Assistant	1	
Society for the Blind	1	Part-Time Administrative Assistant	1	
SolarCity	1	Inside Solar Sales Specialist	25	
Southgate Recreation & Park District	7	Maintenance Assistant (Seasonal)	1	
Staffing Network LLC	9	Production Workers	10	
Stroppini Enterprises	7	Machinists	3	
Support For Home	4	Home Care Aide	1	
SVS Group, Inc.	3	Construction Laborer in El Dorado Hills	2	
	7	Electrical Technician	5	
	10	General Laborer	50	
	1	Landscape Laborer	2	
Tetra Tech, Inc.	2	Environmental Engineer	1	
The Fresh Market	10	Assistant Deli Manager	1	
	10	Assistant Front End Manager	1	
	10	Assistant Grocery Specialist	2	
	10	Assistant Produce Manager	2	
	10	Baker	4	
	10	Bulk Specialist	4	
	10	Candy/Coffee Specialist	4	
	10	Cheese Specialist	4	
	10	Gift/Floral Specialist	4	
	10	Meat Cutter	4	
	10	Seafood Specialist	4	
	Tony's Fine Foods, Inc.	1	Administrative Assistant	1
10		Buyer	1	
1		Category Manager Coordinator	1	
9		Class A Feeder Driver - West Sacramento	1	
9		Class A Route Driver - West Sacramento	1	
9		Crane Operator	1	
1		Customer Service Representative - Part Time	2	
9		Forklift Operator - Graveyard Shift	1	
9		Loader		
10		Order Selector - Truckee	1	
10		Order Selector - West Sacramento	4	
10		Pricing Specialist	1	
9		Regional Route Driver	3	
1		Sales Representative -Military Division	1	
1		Sales Support Assistant	1	
1		Staff Accountant	1	
1		Traffic Clerk	1	
1	Will Call Clerk	1		
Transglobal Solutions, LLC.	9	Class A Commercial Truck Driver	20	
Trillium Staffing	3	Laborer	5	
TRUGREEN	10	Inside Sales Representative	8	
	10	Outside Sales Representative	8	
Two Star Personnel	1	Accounting Assistant	3	
	9	Warehouse Pricing and Inventory	3	

**Employer Activity Report  
July 1, 2013 -March 13, 2014**

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
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Ultimate Staffing	10	Counter Parts Specialist	1
Visiting Angels Senior Home Care	1	Appointment Scheduler/Office Assistant	1
	10	Caregiver	5
Volt Workforce Solutions	7	Rework Technician	100
Wabash National Trailer Center	1	Trailer Account Manager	1
Walt's Auto Service	7	Heavy Duty Mechanic	1
Waste Management, Inc. Fruitridge Road	1	HR Generalist II	1
Wendy's	7	Maintenance Technician	1
Western Propane Gas Association	1	Part-Time Administrative Assistant	1
Wind Youth Services	5	Director of Development	1
Windwalker Security Patrol, Inc.	1	Security Guard	4
Women's Empowerment	1	Employment Specialist	1
	5	Social Worker	1
Yolo County Public Agency Risk Management Insurance Authority	1	Part-time Administrative Assistant	1
Youth Development Network	5	Youth Development Trainer Specialist	1
<b>TOTAL</b>			<b>1418</b>

ITEM IV-D – INFORMATION  
DISLOCATED WORKER UPDATE

BACKGROUND:

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

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

STAFF PRESENTER: William Walker

## Dislocated Worker Information PY 2013/2014

The following is an update of information as of March 14, 2014 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County.

	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Official	7/1/2013	<b>AT&amp;T</b> 7405 Greenhaven Drive Sacramento, CA 95831	9/1/2013	97	8/26/2013
Official	7/9/2013	<b>Point Walker, Inc. dba Lucky Derby Casino</b> 7433 Greenback Lane Citrus Heights, CA 95610	7/29/2013	113	7/25/2013
Unofficial	8/5/2013	<b>Orchard Supply Hardware</b> 6124 San Juan Ave. Citrus Heights, CA 95610	8/31/2013	48	8/11/2013
Unofficial	8/9/2013	<b>Sears</b> 1200 Blumfeld Dr. Sacramento, CA 95815	8/30/2013	20	8/21/2013
Unofficial	9/6/2013	<b>Fresh &amp; Easy</b> 2540 Watt Ave. Sacramento, CA 95821	9/6/2013	72	9/16 - 19/2013
Official	9/6/2013	<b>Bimbo Bakery</b> 7125 Governors Cir. Sacramento, CA 95823	9/6/2013	100	9/24/2013
Unofficial	10/1/2013	<b>Cenveo</b> 9950 Mills Station Rd. Sacramento, CA 95827	12/30/2013	46	11/5/2013
Unofficial	10/1/2013	<b>Sutter Health</b> 2600 L Street Sacramento, CA 95816	12/2/2013	135	11/20/2013 12/2/13
Unofficial	10/9/2013	<b>Kmart</b> 2344 Sunrise Blvd. Rancho Cordova, CA 95670	12/30/2013	97	11/21/2013
Unofficial	10/24/2013	<b>Bank of America</b> Rancho Cordova, CA 95670	11/29/2013	110	Declined Services
Official	10/25/2013	<b>RAS Medical Group</b> 500 University Avenue Ste. #200 Sacramento, CA 95825	12/31/2013	56	Declined Services
Official	1/9/2014	<b>BCI Coca-Cola Bottling Company</b> 4101 Gateway Park Blvd, Sacramento, CA 95834	3/7/2014	49	2/25/2014 3/4/14
Official	1/30/2014	<b>LexisNexis</b> 3831 North Freeway Blvd. Ste. 200 Sacramento, CA 95834	3/31/2014	65	3/19/2014
Official	1/30/2014	<b>Aerojet Rocketdyne</b> 2001 Aerojet Rd. Rancho Cordova, CA 95670	3/31/2014	61	Pending
Official	2/12/2014	<b>Servicelink</b> 5039 Dudley Blvd. McClellan, CA 95652	4/13/2014	97	Pending
Official	3/4/2014	<b>Folsom CJD, LLC</b> 12545 Folsom Blvd. Folsom, CA 95630	5/4/2014	95	Pending
Official	3/6/2014	<b>The Fresh Market, Inc.</b> 2339 Fair Oaks Blvd. Sacramento, CA 95825	5/6/2014	62	3/13/14 3/14/14
			<b>Total # of Affected Workers</b>	1,323	

ITEM IV-E – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT  
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of February was 8.2%.

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

Staff will be available to answer questions.

STAFF PRESENTER: Robin Purdy



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

**Educational and health services and government lead month and year-over job growth**

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 8.2 percent in February 2014, down from a revised 8.3 percent in January 2014, and below the year-ago estimate of 9.4 percent. This compares with an unadjusted unemployment rate of 8.5 percent for California and 7.0 percent for the nation during the same period. The unemployment rate was 8.3 percent in El Dorado County, 7.1 percent in Placer County, 8.1 percent in Sacramento County, and 10.4 percent in Yolo County.

**Between January 2014 and February 2014**, combined employment located in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 3,800 to total 875,500 jobs.

- Educational and health services grew by 2,000 jobs, its largest month-over gain going back to 1990. The 1,600 job gain in healthcare and social assistance led the increase. Private education added 400 jobs.
- Government showed a higher than average seasonal increase of 1,900 jobs over the month. Local government added 1,000 jobs with 900 of these jobs coming from public education. State government grew by 1,000 jobs, and federal government dipped by 100 jobs over the month.
- Construction expanded by 700 jobs. Specialty trade contractors' increase of 400 jobs helped spur the industry upward in a month that historically sees construction down an average of 100 jobs.
- Trade, transportation, and utilities led the month-over decrease with a 1,600-job loss. The cut-back in jobs was on par with seasonal averages for the industry. Retail trade was down 1,700 jobs, and transportation, warehousing, and utilities dropped 100 jobs over the month. Wholesale trade added 200 jobs.

**Between February 2013 and February 2014**, total jobs in the region increased by 11,900 or 1.4 percent.

- Educational and health services maintained its robust year-over growth with an upswing of 4,800 jobs. Healthcare and social assistance dominated the industry's year-over gain, adding 3,900 jobs. Private education contributed 900 jobs.
- Government grew by 3,200 jobs over the year. State government accounted for all of the gains, adding 3,600 jobs. Federal and local government each declined by 200 jobs over the year.
- Leisure and hospitality dipped 2,300 jobs since this time last year. Arts, entertainment, and recreation led the industry decline dropping 2,200 jobs.

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)  
 February 2014 - 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	99,500	89,200	10,300	10.4%	1.000000	1.000000
Davis city	39,100	36,500	2,600	6.7%	0.409375	0.251572
Esparto CDP	1,000	900	100	11.1%	0.009693	0.010482
West Sacramento city	16,800	14,100	2,700	16.0%	0.157748	0.259958
Winters city	3,700	3,200	400	11.8%	0.036250	0.041929
Woodland city	29,200	25,600	3,600	12.3%	0.287346	0.345912

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

**Notes:**

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

**Methodology:**

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

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

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

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

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	<b>18,621,200</b>	<b>17,044,300</b>	<b>1,576,900</b>	<b>8.5%</b>
ALAMEDA	9	782,000	729,900	52,000	6.7%
ALPINE	32	390	350	40	10.7%
AMADOR	26	15,800	14,260	1,550	9.8%
BUTTE	29	104,500	94,100	10,400	10.0%
CALAVERAS	30	19,030	17,090	1,940	10.2%
COLUSA	58	11,140	8,450	2,690	24.2%
CONTRA COSTA	10	540,300	502,500	37,900	7.0%
DEL NORTE	36	10,960	9,690	1,270	11.5%
EL DORADO	21	89,400	82,000	7,400	8.3%
FRESNO	48	449,900	389,000	60,900	13.5%
GLENN	41	12,890	11,230	1,650	12.8%
HUMBOLDT	22	57,900	52,900	5,000	8.6%
IMPERIAL	57	79,100	62,500	16,600	21.0%
INYO	20	8,920	8,190	730	8.2%
KERN	39	391,100	342,200	48,900	12.5%
KINGS	52	59,200	50,400	8,900	15.0%
LAKE	35	26,710	23,670	3,050	11.4%
LASSEN	39	12,060	10,560	1,500	12.5%
LOS ANGELES	23	4,964,200	4,524,800	439,300	8.9%
MADERA	38	68,600	60,300	8,200	12.0%
MARIN	1	143,100	136,300	6,800	4.8%
MARIPOSA	28	9,310	8,390	920	9.9%
MENDOCINO	16	43,080	39,660	3,420	7.9%
MERCED	55	113,800	95,500	18,300	16.1%
MODOC	46	3,550	3,080	470	13.2%
MONO	18	8,260	7,600	660	8.0%
MONTEREY	44	215,200	187,000	28,200	13.1%
NAPA	5	78,000	73,200	4,800	6.1%
NEVADA	15	49,740	46,070	3,680	7.4%
ORANGE	4	1,619,600	1,525,200	94,400	5.8%
PLACER	12	178,900	166,100	12,800	7.1%
PLUMAS	50	9,110	7,800	1,310	14.3%
RIVERSIDE	25	958,000	867,100	90,900	9.5%
SACRAMENTO	19	677,300	622,100	55,100	8.1%
SAN BENITO	41	27,600	24,000	3,500	12.8%
SAN BERNARDINO	24	869,900	788,800	81,100	9.3%
SAN DIEGO	10	1,592,700	1,482,000	110,700	7.0%
SAN FRANCISCO	3	490,100	464,600	25,500	5.2%
SAN JOAQUIN	44	296,800	257,900	39,000	13.1%
SAN LUIS OBISPO	7	140,800	132,100	8,700	6.2%
SAN MATEO	2	406,500	386,100	20,400	5.0%
SANTA BARBARA	12	220,700	204,900	15,800	7.1%
SANTA CLARA	5	933,400	876,300	57,100	6.1%
SANTA CRUZ	33	149,700	133,400	16,400	10.9%
SHASTA	34	80,700	71,800	8,900	11.0%
SIERRA	49	1,450	1,250	200	13.6%
SISKIYOU	54	17,790	15,060	2,730	15.3%
SOLANO	16	217,600	200,300	17,300	7.9%
SONOMA	7	261,600	245,300	16,200	6.2%
STANISLAUS	47	237,100	205,400	31,600	13.3%
SUTTER	56	41,400	34,400	7,000	16.8%
TEHAMA	36	25,080	22,200	2,880	11.5%
TRINITY	41	4,930	4,300	630	12.8%
TULARE	53	207,100	175,900	31,300	15.1%
TUOLUMNE	26	24,030	21,670	2,360	9.8%
VENTURA	14	437,500	405,700	31,700	7.3%
YOLO	31	99,500	89,200	10,300	10.4%
YUBA	51	26,500	22,600	3,900	14.7%

Notes

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2013 benchmark and Census 2010 population controls at the state level.

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

Area	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	<b>18,621,200</b>	<b>17,044,300</b>	<b>1,576,900</b>	<b>8.5%</b>
BAKERSFIELD DELANO MSA (Kern Co.)	44	391,100	342,200	48,900	12.5%
CHICO MSA (Butte Co.)	34	104,500	94,100	10,400	10.0%
EL CENTRO MSA (Imperial Co.)	63	79,100	62,500	16,600	21.0%
FRESNO MSA (Fresno Co.)	53	449,900	389,000	60,900	13.5%
HANFORD CORCORAN MSA (Kings Co.)	57	59,200	50,400	8,900	15.0%
LOS ANGELES LONG BEACH GLENDALE MD (Los Angeles Co.)	27	4,964,200	4,524,800	439,300	8.9%
MADERA CHOWCHILLA MSA (Madera Co.)	43	68,600	60,300	8,200	12.0%
MERCED MSA (Merced Co.)	61	113,800	95,500	18,300	16.1%
MODESTO MSA (Stanislaus Co.)	52	237,100	205,400	31,600	13.3%
NAPA MSA (Napa Co.)	6	78,000	73,200	4,800	6.1%
OAKLAND FREMONT HAYWARD MD	12	1,322,300	1,232,400	89,900	6.8%
Alameda Co.	11	782,000	729,900	52,000	6.7%
Contra Costa Co.	13	540,300	502,500	37,900	7.0%
OXNARD THOUSAND OAKS VENTURA MSA (Ventura Co.)	17	437,500	405,700	31,700	7.3%
REDDING MSA (Shasta Co.)	39	80,700	71,800	8,900	11.0%
RIVERSIDE SAN BERNARDINO ONTARIO MSA	29	1,827,900	1,655,900	172,000	9.4%
Riverside Co.	30	958,000	867,100	90,900	9.5%
San Bernardino Co.	28	869,900	788,800	81,100	9.3%
SACRAMENTO ARDEN ARCADE ROSEVILLE MSA	23	1,045,100	959,400	85,700	8.2%
El Dorado Co.	25	89,400	82,000	7,400	8.3%
Placer Co.	15	178,900	166,100	12,800	7.1%
Sacramento Co.	22	677,300	622,100	55,100	8.1%
Yolo Co.	36	99,500	89,200	10,300	10.4%
SALINAS MSA (Monterey Co.)	49	215,200	187,000	28,200	13.1%
SAN DIEGO CARLSBAD SAN MARCOS MSA (San Diego Co.)	13	1,592,700	1,482,000	110,700	7.0%
SAN FRANCISCO SAN MATEO REDWOOD CITY MD	3	1,039,700	986,900	52,700	5.1%
Marin Co.	1	143,100	136,300	6,800	4.8%
San Francisco Co.	4	490,100	464,600	25,500	5.2%
San Mateo Co.	2	406,500	386,100	20,400	5.0%
SAN JOSE SUNNYVALE SANTA CLARA MSA	10	960,900	900,300	60,600	6.3%
San Benito Co.	46	27,600	24,000	3,500	12.8%
Santa Clara Co.	6	933,400	876,300	57,100	6.1%
SAN LUIS OBISPO PASO ROBLES MSA (San Luis Obispo Co.)	8	140,800	132,100	8,700	6.2%
SANTA ANA ANAHEIM IRVINE MD (Orange Co.)	5	1,619,600	1,525,200	94,400	5.8%
SANTA BARBARA SANTA MARIA GOLETA MSA (Santa Barbara Co.)	15	220,700	204,900	15,800	7.1%
SANTA CRUZ WATSONVILLE MSA (Santa Cruz Co.)	38	149,700	133,400	16,400	10.9%
SANTA ROSA PETALUMA MSA (Sonoma Co.)	8	261,600	245,300	16,200	6.2%
STOCKTON MSA (San Joaquin Co.)	49	296,800	257,900	39,000	13.1%
VALLEJO FAIRFIELD MSA (Solen Co.)	19	217,600	200,300	17,300	7.9%
VISALIA PORTERVILLE MSA (Tulare Co.)	58	207,100	175,900	31,300	15.1%
YUBA CITY MSA	60	67,800	57,000	10,800	16.0%
Sutter Co.	62	41,400	34,400	7,000	16.8%
Yuba Co.	56	26,500	22,600	3,900	14.7%
Alpine Co.	37	390	350	40	10.7%
Amador Co.	31	15,800	14,260	1,550	9.8%
Calaveras Co.	35	19,030	17,090	1,940	10.2%
Colusa Co.	64	11,140	8,450	2,690	24.2%
Del Norte Co.	41	10,960	9,690	1,270	11.5%
Glenn Co.	46	12,890	11,230	1,650	12.8%
Humboldt Co.	26	57,900	52,900	5,000	8.6%
Inyo Co.	23	8,920	8,190	730	8.2%
Lake Co.	40	26,710	23,670	3,050	11.4%
Lassen Co.	44	12,060	10,560	1,500	12.5%
Mariposa Co.	33	9,310	8,390	920	9.9%
Mendocino Co.	19	43,080	39,660	3,420	7.9%
Modoc Co.	51	3,550	3,080	470	13.2%
Mono Co.	21	8,260	7,600	660	8.0%
Nevada Co.	18	49,740	46,070	3,680	7.4%
Plumas Co.	55	9,110	7,800	1,310	14.3%
Sierra Co.	54	1,450	1,250	200	13.6%
Siskiyou Co.	59	17,790	15,060	2,730	15.3%
Tehama Co.	41	25,080	22,200	2,880	11.5%
Trinity Co.	46	4,930	4,300	630	12.8%
Tuolumne Co.	31	24,030	21,670	2,360	9.8%

Notes

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2013 benchmark and Census 2010 population controls at the state level.

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)  
 February 2014 - 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	89,400	82,000	7,400	8.3%	1.000000	1.000000
Cameron Park CDP	8,800	8,300	500	5.8%	0.100610	0.068627
Diamond Springs CDP	2,300	2,100	300	11.0%	0.025356	0.034314
El Dorado Hills CDP	10,200	9,700	500	5.0%	0.118237	0.068627
Georgetown CDP	500	500	100	13.8%	0.005559	0.009804
Placerville city	5,300	4,600	700	12.4%	0.056407	0.088235
Pollock Pines CDP	2,400	2,200	200	9.8%	0.026576	0.031863
Shingle Springs CDP	1,500	1,400	100	6.0%	0.017492	0.012255
South Lake Tahoe city	15,000	13,300	1,700	11.4%	0.162034	0.230392

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

**Notes:**

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

**Methodology:**

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

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

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

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)  
 February 2014 - 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	178,900	166,100	12,800	7.1%	1.000000	1.000000
Auburn city	9,000	8,500	500	5.7%	0.051276	0.040598
Colfax city	1,100	1,000	100	10.3%	0.005744	0.008547
Dollar Point CDP	1,300	1,200	100	8.3%	0.007265	0.008547
Foresthill CDP	1,400	1,200	200	12.0%	0.007265	0.012821
Granite Bay CDP	13,200	12,600	700	5.0%	0.075688	0.051282
Kings Beach CDP	3,100	2,800	200	7.1%	0.017148	0.017094
Lincoln city	7,700	6,700	1,000	13.1%	0.040463	0.079060
Loomis town	4,600	4,400	200	4.2%	0.026356	0.014957
Meadow Vista CDP	2,300	2,100	200	7.2%	0.012756	0.012821
North Auburn CDP	7,500	6,900	600	8.4%	0.041308	0.049145
Rocklin city	27,300	25,900	1,400	5.1%	0.156192	0.108974
Roseville city	56,300	52,200	4,000	7.2%	0.314327	0.316239
Sunnyside Tahoe City CDP	2,000	1,800	200	8.3%	0.010897	0.012821
Tahoe Vista CDP	1,600	1,400	200	12.0%	0.008447	0.014957

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

**Notes:**

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

**Methodology:**

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

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

This method assumes that the rates of change in employment and unemployment, since 2000, are exactly the same in each city and CDP as at the county level (i.e., that the shares are still accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area

**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>

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)  
 February 2014 - 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	677,300	622,100	55,100	8.1%	1.000000	1.000000
Arden Arcade CDP	56,300	51,800	4,600	8.1%	0.083249	0.082638
Carmichael CDP	29,300	27,500	1,800	6.3%	0.044196	0.033389
Citrus Heights city	50,700	47,800	2,900	5.7%	0.076838	0.052031
Elk Grove CDP	35,300	33,000	2,300	6.6%	0.052995	0.042014
Fair Oaks CDP	17,400	16,600	800	4.3%	0.026690	0.013634
Florin CDP	12,400	10,800	1,600	12.9%	0.017414	0.029215
Folsom city	27,500	26,500	1,000	3.6%	0.042525	0.018086
Foothill Farms CDP	9,600	8,500	1,100	11.2%	0.013648	0.019477
Galt city	10,600	9,200	1,400	13.4%	0.014787	0.025876
Gold River CDP	4,900	4,900	100	1.6%	0.007807	0.001391
Isleton city	400	400	0	10.9%	0.000606	0.000835
La Riviera CDP	7,000	6,700	300	4.8%	0.010764	0.006121
Laguna CDP	20,700	19,800	900	4.4%	0.031834	0.016416
Laguna West Lakeside CDP	5,300	5,000	300	5.8%	0.008082	0.005565
North Highlands CDP	22,100	19,300	2,800	12.8%	0.030952	0.051475
Orangevale CDP	15,900	15,100	900	5.5%	0.024229	0.015860
Parkway South Sacramento CD	15,600	13,300	2,300	14.6%	0.021400	0.041180
Rancho Cordova City	30,600	27,800	2,900	9.4%	0.044619	0.052031
Rancho Murieta CDP	2,300	2,300	100	2.6%	0.003619	0.001113
Rio Linda CDP	5,700	4,900	700	13.0%	0.007917	0.013356
Rosemont CDP	13,900	13,000	1,000	6.8%	0.020867	0.017251
Sacramento city	213,800	193,300	20,500	9.6%	0.310678	0.371731
Vineyard CDP	6,000	5,700	200	4.1%	0.009185	0.004452
Walnut Grove CDP	400	400	100	20.6%	0.000569	0.001669
Wilton CDP	2,800	2,600	200	5.5%	0.004225	0.002782

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

**Notes:**

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

**Methodology:**

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



### Data Not Seasonally Adjusted

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios</b>	
					<b>Emp</b>	<b>Unemp</b>

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

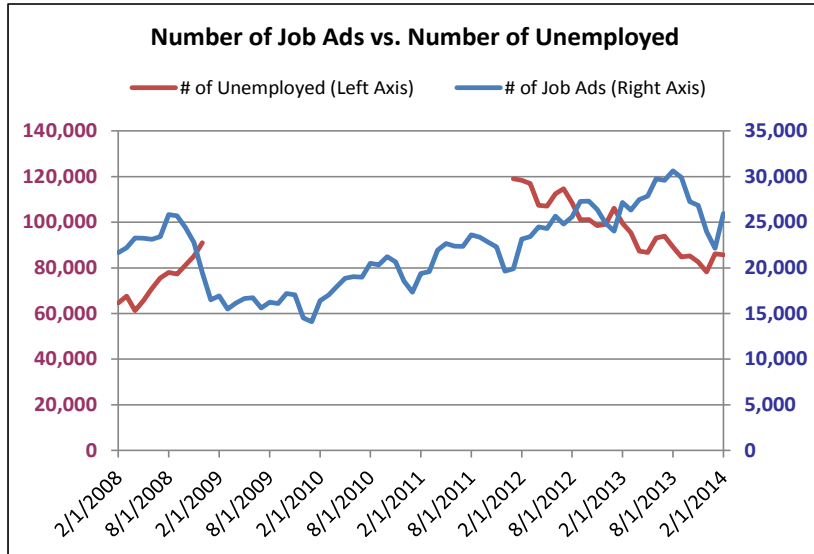
City and CDP unrounded employment and unemployment are summed to get the labor force. The unemployment rate is calculated by dividing unemployment by the labor force. Then the labor force, employment, and unemployment are rounded.

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

# Recent Job Ads for Sacramento Arden Arcade Roseville MSA

## February 2014

“Unemployment data for the years 2009 – 2011 are unavailable due to the annual [benchmarking](#) process. Data will be added as it is released by the Bureau of Labor Statistics.”

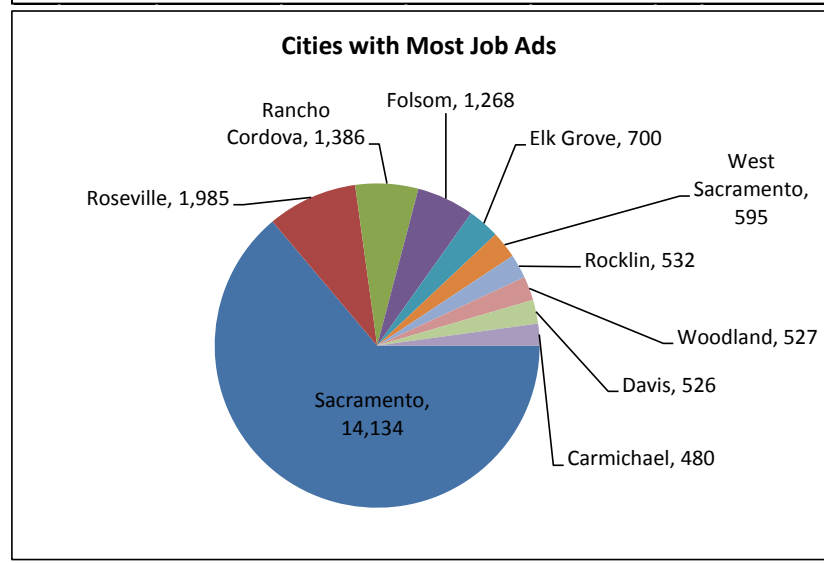


**Employers with Most Job Ads**

Sutter Health - 744
Dignity Health - 580
Kaiser Permanente - 232
Intel - 231
Randstad - 175
Candidate Ready - 140
Sears Holdings Corporation - 126
Firestone Complete Auto Care - 122
Soliant - 115
Hewlett-Packard Company - 107

**Occupations with Most Job Ads**

Registered Nurses - 1062
First-Line Supervisors of Retail Sales Workers - 637
Retail Salespersons - 571
Customer Service Representatives - 545
First-Line Supervisors of Office and Administrative Support - 515
Computer Systems Analysts - 442
Heavy and Tractor-Trailer Truck Drivers - 437
Computer User Support Specialists - 434
Sales Representatives, Wholesale and Manufacturing - 387
Medical and Health Services Managers - 370



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

Data Not Seasonally Adjusted

	Feb 13	Dec 13	Jan 14 Revised	Feb 14 Prelim	Percent Change Month	Year
Civilian Labor Force (1)	1,056,700	1,037,500	1,044,200	1,045,100	0.1%	-1.1%
Civilian Employment	957,200	959,200	958,000	959,400	0.1%	0.2%
Civilian Unemployment	99,500	78,200	86,200	85,700	-0.6%	-13.9%
Civilian Unemployment Rate	9.4%	7.5%	8.3%	8.2%		
(CA Unemployment Rate)	9.7%	7.9%	8.5%	8.5%		
(U.S. Unemployment Rate)	8.1%	6.5%	7.0%	7.0%		

Total, All Industries (2)	863,600	883,800	871,700	875,500	0.4%	1.4%
Total Farm	7,300	6,900	6,700	7,200	7.5%	-1.4%
Total Nonfarm	856,300	876,900	865,000	868,300	0.4%	1.4%
Total Private	633,800	654,500	641,200	642,600	0.2%	1.4%
Goods Producing	73,400	77,100	75,300	76,200	1.2%	3.8%
Mining and Logging	300	500	500	500	0.0%	66.7%
Construction	39,600	43,600	41,800	42,500	1.7%	7.3%
Construction of Buildings	8,900	8,900	8,600	8,700	1.2%	-2.2%
Specialty Trade Contractors	26,200	30,700	29,000	29,400	1.4%	12.2%
Building Foundation & Exterior Contractors	6,800	7,300	7,000	7,000	0.0%	2.9%
Building Equipment Contractors	10,400	11,700	11,400	11,400	0.0%	9.6%
Building Finishing Contractors	5,700	7,100	6,800	6,900	1.5%	21.1%
Manufacturing	33,500	33,000	33,000	33,200	0.6%	-0.9%
Durable Goods	23,100	23,400	23,400	23,600	0.9%	2.2%
Computer & Electronic Product Manufacturing	7,500	7,100	7,100	7,200	1.4%	-4.0%
Nondurable Goods	10,400	9,600	9,600	9,600	0.0%	-7.7%
Food Manufacturing	4,100	3,400	3,300	3,400	3.0%	-17.1%
Service Providing	782,900	799,800	789,700	792,100	0.3%	1.2%
Private Service Providing	560,400	577,400	565,900	566,400	0.1%	1.1%
Trade, Transportation & Utilities	139,100	149,400	142,900	141,300	-1.1%	1.6%
Wholesale Trade	24,800	25,000	25,300	25,500	0.8%	2.8%
Merchant Wholesalers, Durable Goods	14,000	14,100	14,200	14,200	0.0%	1.4%
Merchant Wholesalers, Nondurable Goods	8,300	8,100	8,100	8,200	1.2%	-1.2%
Retail Trade	91,700	99,700	94,600	92,900	-1.8%	1.3%
Motor Vehicle & Parts Dealer	12,100	12,500	12,400	12,400	0.0%	2.5%
Building Material & Garden Equipment Stores	7,400	7,600	7,500	7,600	1.3%	2.7%
Grocery Stores	17,300	17,700	17,600	17,500	-0.6%	1.2%
Health & Personal Care Stores	5,200	5,500	5,200	5,100	-1.9%	-1.9%
Clothing & Clothing Accessories Stores	7,100	8,300	7,300	7,000	-4.1%	-1.4%
Sporting Goods, Hobby, Book & Music Stores	4,300	4,600	4,200	4,100	-2.4%	-4.7%
General Merchandise Stores	19,100	22,600	20,200	19,500	-3.5%	2.1%
Transportation, Warehousing & Utilities	22,600	24,700	23,000	22,900	-0.4%	1.3%
Information	15,300	14,800	14,600	14,600	0.0%	-4.6%
Publishing Industries (except Internet)	2,700	2,500	2,500	2,500	0.0%	-7.4%
Telecommunications	7,800	7,700	7,700	7,600	-1.3%	-2.6%
Financial Activities	49,100	49,300	49,000	49,400	0.8%	0.6%
Finance & Insurance	36,500	36,300	36,100	36,500	1.1%	0.0%
Credit Intermediation & Related Activities	13,100	12,700	12,700	12,700	0.0%	-3.1%
Depository Credit Intermediation	8,200	7,800	7,700	7,700	0.0%	-6.1%
Nondepository Credit Intermediation	2,500	2,600	2,600	2,600	0.0%	4.0%
Insurance Carriers & Related	19,200	19,200	19,000	19,200	1.1%	0.0%
Real Estate & Rental & Leasing	12,600	13,000	12,900	12,900	0.0%	2.4%
Real Estate	9,700	10,000	9,900	9,900	0.0%	2.1%
Professional & Business Services	113,500	117,100	114,800	115,500	0.6%	1.8%
Professional, Scientific & Technical Services	52,400	52,800	52,800	52,600	-0.4%	0.4%
Architectural, Engineering & Related Services	8,500	8,800	8,900	9,100	2.2%	7.1%
Management of Companies & Enterprises	10,100	10,400	10,400	10,400	0.0%	3.0%
Administrative & Support & Waste Services	51,000	53,900	51,600	52,500	1.7%	2.9%
Administrative & Support Services	48,400	51,500	49,700	50,800	2.2%	5.0%
Employment Services	20,300	23,200	21,900	22,500	2.7%	10.8%

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

Data Not Seasonally Adjusted

	Feb 13	Dec 13	Jan 14 Revised	Feb 14 Prelim	Percent Change	
					Month	Year
Services to Buildings & Dwellings	10,000	10,700	10,500	10,500	0.0%	5.0%
Educational & Health Services	127,000	130,600	129,800	131,800	1.5%	3.8%
Education Services	13,300	13,800	13,800	14,200	2.9%	6.8%
Health Care & Social Assistance	113,700	116,800	116,000	117,600	1.4%	3.4%
Ambulatory Health Care Services	41,100	42,200	41,800	42,700	2.2%	3.9%
Hospitals	23,700	23,800	23,800	23,900	0.4%	0.8%
Nursing & Residential Care Facilities	15,300	15,700	15,700	15,700	0.0%	2.6%
Leisure & Hospitality	87,900	87,400	86,400	85,600	-0.9%	-2.6%
Arts, Entertainment & Recreation	16,200	14,200	14,000	14,000	0.0%	-13.6%
Accommodation & Food Services	71,700	73,200	72,400	71,600	-1.1%	-0.1%
Accommodation	8,600	8,200	8,000	8,000	0.0%	-7.0%
Food Services & Drinking Places	63,100	65,000	64,400	63,600	-1.2%	0.8%
Full-Service Restaurants	29,400	29,700	29,200	29,000	-0.7%	-1.4%
Limited-Service Eating Places	30,500	31,600	31,500	30,800	-2.2%	1.0%
Other Services	28,500	28,800	28,400	28,200	-0.7%	-1.1%
Repair & Maintenance	8,200	8,300	8,300	8,400	1.2%	2.4%
Government	222,500	222,400	223,800	225,700	0.8%	1.4%
Federal Government	13,400	13,600	13,300	13,200	-0.8%	-1.5%
Department of Defense	1,700	1,600	1,600	1,600	0.0%	-5.9%
State & Local Government	209,100	208,800	210,500	212,500	1.0%	1.6%
State Government	109,200	111,400	111,800	112,800	0.9%	3.3%
State Government Education	27,800	28,500	28,300	28,700	1.4%	3.2%
State Government Excluding Education	81,400	82,900	83,500	84,100	0.7%	3.3%
Local Government	99,900	97,400	98,700	99,700	1.0%	-0.2%
Local Government Education	57,900	55,100	56,500	57,400	1.6%	-0.9%
Local Government Excluding Education	42,000	42,300	42,200	42,300	0.2%	0.7%
County	18,000	18,200	18,100	18,200	0.6%	1.1%
City	9,400	9,500	9,500	9,600	1.1%	2.1%
Special Districts plus Indian Tribes	14,600	14,600	14,600	14,500	-0.7%	-0.7%

**Notes:**

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

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

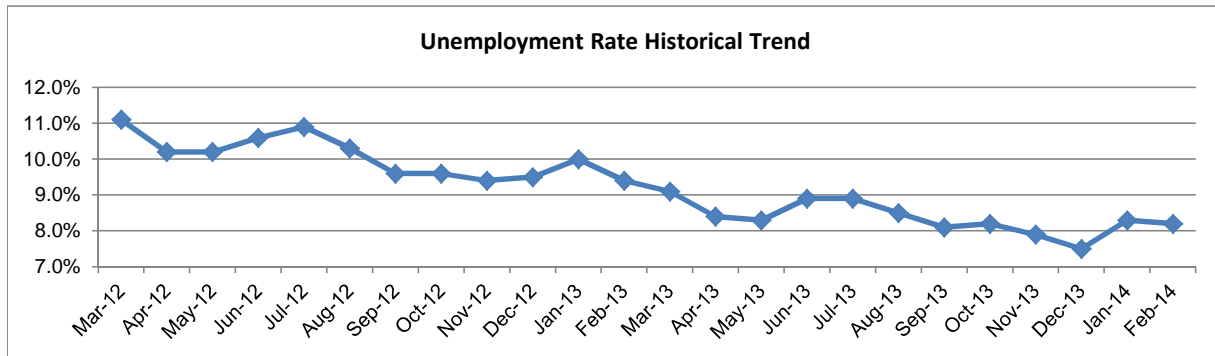
These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: George Marley 916/227-0298 or Nati Martinez 209/941-6551

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

#####

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

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 8.2 percent in February 2014, down from a revised 8.3 percent in January 2014, and below the year-ago estimate of 9.4 percent. This compares with an unadjusted unemployment rate of 8.5 percent for California and 7.0 percent for the nation during the same period. The unemployment rate was 8.3 percent in El Dorado County, 7.1 percent in Placer County, 8.1 percent in Sacramento County, and 10.4 percent in Yolo County.



Industry	Jan-2014	Feb-2014	Change		Feb-2013	Feb-2014	Change
	Revised	Prelim				Prelim	
Total, All Industries	871,700	875,500	3,800		863,600	875,500	11,900
Total Farm	6,700	7,200	500		7,300	7,200	(100)
Total Nonfarm	865,000	868,300	3,300		856,300	868,300	12,000
Mining and Logging	500	500	0		300	500	200
Construction	41,800	42,500	700		39,600	42,500	2,900
Manufacturing	33,000	33,200	200		33,500	33,200	(300)
Trade, Transportation & Utilities	142,900	141,300	(1,600)		139,100	141,300	2,200
Information	14,600	14,600	0		15,300	14,600	(700)
Financial Activities	49,000	49,400	400		49,100	49,400	300
Professional & Business Services	114,800	115,500	700		113,500	115,500	2,000
Educational & Health Services	129,800	131,800	2,000		127,000	131,800	4,800
Leisure & Hospitality	86,400	85,600	(800)		87,900	85,600	(2,300)
Other Services	28,400	28,200	(200)		28,500	28,200	(300)
Government	223,800	225,700	1,900		222,500	225,700	3,200

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

## ITEM IV-F – 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.)*

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

Tuesday, January 28, 2014  
9:00 a.m.

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

Ms. LaTasha Windham called the meeting to order at 9:06 a.m. Ms. Colleen Fietzek read the Thought of the Day. Mr. Steven Wormley was asked to serve as Secretary and called the roll; a quorum was established.

#### Members Present:

Steven Wormley, Sacramento City Unified School District  
Benjamin Bailey, Sacramento City Unified School District  
Lynda Williams, San Juan Unified School District  
Kristyn Ingram, Twin Rivers Unified School District  
Richina Siackasorn, WCIC/Playmate Child Development Center (arrived at 9:24 a.m.)  
Kenneth Tate, SETA-Operated Program  
Colleen Fietzek, SETA-Operated Program  
Derek Adams, SETA-Operated Program  
LaTasha Windham, SETA-Operated Program  
Colleen Fietzek, SETA-Operated Program  
Rodney Pontiflet, SETA-Operated Program (arrived at 9:45 a.m.)  
Justin Fietzek, Home Base Option  
Jenna Kline, Community Representative  
Willie Jean Peck, Foster Parent Representative

#### Members Absent:

Linda Litka, San Juan Unified School District (excused)  
Celina Fimbres, Sacramento City Unified School District (unexcused)  
Saleema Ali, Twin River Unified School District (excused)  
Toni Espinoza, Elk Grove Unified School District (excused)  
Angeles Soberanes, SETA-Operated Program (unexcused)

#### New members to be seated:

Genevieve Deignan, Sacramento Food Bank

#### New Members to be seated not Present:

Lisa Burke, Home Base Option (unexcused)

Ms. Genevieve Deignan, Sacramento Food Bank, was seated and welcomed to the board.

Ms. Windham read a letter from Legal Counsel regarding a modification on the voting procedure. Ms. Kathy Kossick stated that after discussion with Counsel it was determined that as long as the public has a recording in the minutes of each person and how they voted, that is the spirit of the act. No further modification of the voting process is needed.

## **II. Consent Items**

### **A. Approval of the Minutes of the December 17, 2013 Special Meeting**

Ms. Kline asked that the minutes be revised to reflect her presence at the meeting.

Moved/ C. Fietzek, second/Williams, to approve the minutes of the December 17, 2013 minutes as modified.

Show of hands vote:

Aye: 11 (Adams, Bailey, Deignan, C. Fietzek, J. Fietzek, Ingram, Kline, Peck, Tate, Williams, Wormley)

Nay: 0

Abstentions: 1 (Windham)

### **B. Approval to Amend Appendix A of the Conflict of Interest Code for the Sacramento Employment and Training Agency: This item is dropped from the agenda.**

## **III. Action Items**

### **A. Selection of Committee Representatives for Program Year 2013-2014**

- 1) Head Start Personnel/Bylaws Committee Representatives: Ms. Desha reviewed the purpose of the committee.

Those interested in serving: Richina Siackasorn (Parliamentarian), Kenneth Tate, Derek Adams, Steven Wormley, LaTasha Windham

- 2) Start Budget/Planning Committee Representatives: Ms. D'et Patterson reviewed the purpose of this committee. The budget development meetings will begin next month; board members will be notified of the meeting dates.

Those interested in serving: Benjamin Bailey, Jenna Kline, LaTasha Windham, Steven Wormley, Kenneth Tate

Ms. Richina Siackasorn was seated at 9:24 a.m.

- 3) Head Start Social/Hospitality Committee: Ms. Desha stated that the first committee meeting (all committees) will be scheduled by staff and after that, committee members will set the time/day. This particular committee plans all of the parent activities. There are two activities: a parent bonding activity and the



End-of-Year Parent Appreciation dinner. Both Parent Activities must be educational in nature.

Those interested in serving: Steven Wormley (Secretary), Toni Espinoza (Treasurer), Richina Siackasorn, Lynda Williams, Kristyn Ingram, Benjamin Bailey, LaTasha Windham, Willie Jean Peck

- 4) Head Start Parent Ambassador Committee: Ms. Alma Hawkins reported that this is a fairly new committee. Last year, committee members revised the recruitment information while working with the agency public information officer. This year, the committee will be working on the Two Dollar per Child Campaign to raise awareness of advocacy rights for parents. This committee meets as needed. Former parents will also be part of this committee.

Those interested in serving: Justin Fietzek, Benjamin Bailey, Lynda Williams, Derek Adams, Richina Siackasorn, LaTasha Windham, Willie Jean Peck. Ms. Windham announced that Angeles Soberanes, Steven Wormley, and Toni Espinoza are already part of this committee.

5) Program Area Committees

- a) Early Child Development and Health Services and Parent, Family Support & Engagement Committee: Ms. Lisa Carr shared that this committee looks at the services offered to children and families such as safety curriculum, family engagement, services survey, new curriculum around orientation and parent conferences and home visits. This committee meets four times per year.  
Those interested in serving: Benjamin Bailey, Genevieve Deignan, Richina Siackasorn, Jenna Kline, Willie Jean Peck, Steven Wormley, LaTasha Windham.
- b) Monitoring & Evaluation (aka: Self-Assessment) Committee: This is a committee of the whole. Ms. Denise Lee gave an overview of the committee.
- c) Male Involvement Committee: Ms. Carr stated that this committee looks for ways to incorporate men/fathers into activities at the child care centers. This committee is always looking at the importance of a male figure in the classroom. Staff is planning on offering a male involvement curriculum at the classroom level. In addition, a discipline class, Love and Logic, will be offered specifically for fathers.

Mr. Rodney Pontiflet was seated at 9:45 a.m.

Those interested in serving: Lynda Williams, Richina Siackasorn, Derek Adams, Benjamin Bailey, Steven Wormley, Justin Fietzek, LaTasha Windham, Kenneth Tate, Rodney Pontiflet.

Moved/Williams, second/J. Fietzek, to ratify the committee membership.

Show of hands vote:

Aye: 12 (Adams, Bailey, Deignan, C. Fietzek, J. Fietzek, Ingram, Kline, Peck, Pontiflet, Tate, Williams, Wormley)

Nay: 0

Abstentions: 2 (Windham and Siackasorn)

- B. Election of Representative and Alternate to the Community Action Board went through the procurement process.

LaTasha Windham: 8 votes  
Benjamin Bailey: 2 votes  
Steven Wormley: 3 votes

Moved/Siackasorn, second/Williams, to elect a representative and alternate to the Community Action Board.  
Motion was not voted on.

Moved/Tate, second/Peck, to ratify the election of LaTasha Windham as representative, and Steven Wormley as alternate, to the Community  
Show of hands vote:

Aye: 13 (Adams, Bailey, Deignan, C. Fietzek, J. Fietzek, Ingram, Kline, Peck, Pontiflet, Siackasorn, Tate, Williams, Wormley)

Nay: 0

Abstentions: 1 (Windham)

- C. Selection of Representatives to the SETA Head Start Health Services Advisory Committee (HSAC)

Ms. Windham reviewed the purpose of this committee; those interested in health services would be a good fit for participation on the HSAC.

Those interested in serving: Richina Siackasorn, Steven Wormley, Benjamin Bailey, Lynda Williams, LaTasha Windham.

Moved/J. Fietzek, second/Williams, to select representatives to the SETA Head start Health Services Advisory Committee.

Show of hands vote:

Aye: 13 (Adams, Bailey, Deignan, C. Fietzek, J. Fietzek, Ingram, Kline, Peck, Pontiflet, Siackasorn, Tate, Williams, Wormley)

Nay: 0

Abstentions: 1 (Windham)

- D. Selection of Community Partnerships Advisory Committee (CPAC) Representatives

Ms. Lisa Carr stated that this committee would be of interest for those interested in social services. The committee meets twice a year to talk about services available and how to bring the services to the HS/EHS population.

Those interested in serving: Willie Jean Peck, Genevieve Deignan, Ben bailey, Lynda Williams, Rodney, Steven Wormley, LaTasha Windham and Kris Ingram.

Moved/Ingram, second/Peck, to select Community Partnerships Advisory Committee representatives.

Show of hands vote:

Aye: 12 (Adams, Bailey, Deignan, C. Fietzek, J. Fietzek, Ingram, Kline, Peck, Pontiflet, Tate, Williams, Wormley)

Nay: 0

Abstentions: 1 (Windham)

(Siackasorn out of room during the vote.)

Ms. Lynda Williams stepped out of the room at 10:17 a.m. and returned at 10:19 a.m.

E. Election of Sacramento Medi-Cal Dental Advisory Committee Representative and Alternate

Richina: 3

LaTasha: 4

Benjamin: 5

Steven: 1

Colleen: 0

Mr. Benjamin Bailey will serve as the representative and Ms. LaTasha Windham will serve as the alternate to the Sacramento Medi-Cal Dental Advisory Committee.

Moved/Wormley, second/Williams, to elect Benjamin Bailey as representative and Ms. LaTasha Windham as alternate to service

Show of hands vote:

Aye: 13 (Adams, Bailey, Deignan, C. Fietzek, J. Fietzek, Ingram, Kline, Peck, Pontiflet, Siackasorn, Tate, Williams, Wormley)

Nay: 0

Abstentions: 1 (Windham)

F. Selection of Maternal Child & Adolescent Advisory Board Representative and Alternate

Ms. Marie Desha reviewed the purpose of the committee.

Justin: 6

Ben: 1

Colleen: 0

Steven: withdrew his name.

Richina: 6

Ms. Windham broke the tie and voted for Ms. Siackasorn to serve as representative and Mr. Fietzek to serve as alternate.

Moved/C. Fietzek, second/Wormley, to ratify the selection of Ms. Richina Siackasorn as representative and Mr. Justin Fiezek as alternate Maternal Child & Adolescent Advisory Board.

Show of hands vote:

Aye: 13 (Adams, Bailey, Deignan, C. Fietzek, J. Fietzek, Ingram, Kline, Peck, Pontiflet, Siackasorn, Tate, Williams, Wormley)

Nay: 0

Abstentions: 1 (Windham)

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

The board went into closed session at 10:36 a.m. The board went into open session at 11:05 a.m. and reported out of closed session that the following eligible lists were: Approval of Eligibility List for CFS Quality Assurance Analyst; Associate Teacher, Tier III; and Associate Teacher/Infant Toddler. In addition, the board approved the dismissal of an employee.

The following members left the meeting during closed session: Ms. Willie Jean Peck (10:40 a.m.), Mr. Ben Bailey and Ms. Kristyn Ingram (11:01 a.m.). Mr. Derek Adams left and returned at 11:10 a.m.

**IV. Information Items**

**A. Standing Information Items**

- PC/PAC Calendar of Events: No additional information.
- Parent/Staff Recognitions: None.
- PC/PAC Orientation & Officer Training Reports: Mr. Tate provided an overview of the new member orientation.
- Community Resources-Parents/Staff: Ms. Desha reviewed various community resources available to the board.

Ms. Genevieve Deignan announced that the Sacramento Food Bank will be hiring for a variety of staff positions. Ms. Deignan distributed copies of the job announcements. Go to [www.sacramentofoodbank.org](http://www.sacramentofoodbank.org) for additional information.

Ms. Desha asked Ms. Deignan and Ms. Kline to share information on their programs at the February meeting.

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Patterson stated that there will be a budget committee meeting on February 11. There will be budget planning meetings for the coming year on February 21 and 28. The fiscal report was reviewed through December 31 and expenses are currently at 41.1% of budget. The administrative costs are at 9.8% county-wide. The in-kind is great and Ms. Patterson thanked board members for their

participation. Ms. Fietzek asked why there are different amounts of flood insurance payments on the American Express report. Ms. Patterson replied that the premium is dependent upon the location and size of the center which explains the disparity between the premiums.

B. Governing Board Minutes of November 7, 2013: No questions.

## V. Committee Reports

- Executive Committee Meeting Critique: Ms. Deignan read the critique.
- Budget/Planning Committee: Mr. Tate provided an overview of the last meeting.

## VI. Other Reports

A. Executive Director's Report: Ms. Kathy Kossick reviewed the organization chart for the agency. The Governing Board is the board of the joint powers agency which is between the city and the county. Mr. Fietzek inquired about the public representative on the Governing Board. Ms. Kossick stated that the public representative is appointed by the city and the county.

B. Head Start Deputy Director's Report: Ms. Denise Lee distributed new Head Start organizational chart. Three goals were developed at the recent community assessment development meeting. Ms. Lee reviewed the county-wide three-year goals for 2014-2017 as follows:

Goal 1: School Readiness

Goal 2: Mental Health/Social Services

Goal 3: Enrollment/Recruitment

The president has signed the official appropriations for this year and next year. This appropriation allows the restoration of the cuts during sequestration. Sacramento County took a \$2.5 million cut though reduced services, sites closure, fewer kids served, and reduced staff hours. There may be a formula for restoration of services when the funds are restored. Ms. Lee announced that there may be a 1.2% COLA 1.2% increase in the next fiscal year.

Mr. Fietzek asked what kind of discussions were being held as to what services will be restored. Ms. Lee replied that staff is still waiting to hear back from the government for guidelines. For the SOP, there was a complicated formula in that the track program was deleted. This is the federal review year. The review may or may not be announced. The exact date has not been announced but the letter should be sent shortly; Ms. Lee expects it to be March/April. This could be an extended review (18 days) or a regular review (5 days). Ms. Lee would like to see the parents actively engaged in the classrooms and board members will be interviewed by the review panel.

Ms. Lee acknowledged Ms. Alma Hawkins' 30 years with SETA Head Start.

Ms. Deignan was excused at 11:46 a.m.

- C. Head Start Managers' Reports
  - ✓ Brenda Campos: Grantee Program Support Services: No report.
  - ✓ Lisa Carr: Parent, Family Support and Community Engagement: No report.
    - ⇒ Attendance and Chronic Absences Presentation: Tabled.
  - ✓ Karen Gonzales: Child Development & Education Services: No report.
- D. Chair's Report: Ms. Windham asked board members to sign some cards send to current and former PC/PAC representatives that have had recent tragedies in their family. Ms. Annette Duran will be asked to return to the February PC meeting to consider appointing her as a Past Parent Representative.
- E. Open Discussion and Comments: Ms. Williams updated her phone number.
- F. Public Participation: Mr. Tate expressed concern that there has been an increase in violence and spoke about a recent situation at the Illa Collin center. Once the lockdown was released and he went to Illa Collin to pick up his grandson. The staff at Illa Collin did not even know there was a violent event going on nearby. Mr. Tate asked if the schools are notified of possible violent incidences. Ms. Lee replied that the school districts are already notified by the police department. SETA staff notifies the police that they need to notify the Agency of events. There are staff that hear of issues on the radio. If parents pass along issues to SETA management, the classroom staff can be notified. There is a disaster plan that includes how to deal with lockdown situations.

**VII. Adjournment:** The meeting was adjourned at 11:59 a.m.



(Where is the rain?)

# Monthly Head Start Report

## March 2014

### **SETA Operated Program**

#### **Family Engagement**

The new Program Officer for ERSEA, Monica Avila, has started her new position, and has been conducting eligibility training for some of the new Family Service Workers and EHS Educators. She also has been busy familiarizing herself with all of the requirements of her new position.

Staff has been busy enrolling new families into the program, and providing continued services to those children and parents who continue to stay enrolled. In an effort to continue to meet full enrollment, a new recruitment plan was implemented, and work has begun on developing new strategies for outreach countywide.

All of the Home Base staff completed a four-part training on supporting positive relationships between parents and children. This training came from our regional office and gave ideas on strategies to enhance relationship building, and building trust and competency in the birth to five year old home base clients we serve.

#### **Program Support Services**

*Quality Assurance Unit* - The following programs were monitored by QA Unit in February 2014: San Juan Unified School District Head Start/Early Head Start (five school locations); Elk Grove Unified School District Head Start (five school locations) and SETA-Operated Program (two site locations). Reports are available in March. Exit Meetings for the reviews completed in January 2014 are scheduled on Friday, March 7, 2014 for SETA-Operated Program and Thursday, March 13, 2014 for EHS Partners River Oak Center for Children EHS and SCOE EHS.

*New Quality Assurance Staff* - Beginning March 10, 2014, we welcome new staff Nancy Fugate and James Saetern into our unit. Former QA staff Heather Brandusa and Monica Avila accepted new positions in our SETA-Operated Program as Education Coordinator (Home-based HS and EHS) and Family Support Program Officer, respectively. Thank you and congratulations to incoming and outgoing Quality Assurance staff!



**Program Operations**

This month, teachers are focusing on increasing Instructional Support throughout the day. There are so many opportunities for learning that take place in all routines of the typical preschool day. How can tooth brushing be a time to introduce advanced language? How can transitions into the classroom from the playground be a time to model language? These are some of the questions that teachers are finding answers to. In February, Head Start Teachers and Site Supervisors attended training on how they can ensure we take advantage of all opportunities to get children kindergarten ready. Feedback from participants has been very positive and they are excitedly trying new strategies.

Our second assessment period data has been analyzed and we are seeing great growth! The areas we see as continuing to need concerted effort are in the domains of literacy and math. In literacy, emergent writing is a strength while phonemic awareness needs more support. In math concepts, number sense of quantity and counting is a strong skill while patterning needs support. These trends are very typical of this age group of children. Our data tells us that strong teaching strategies in these areas are exactly where our focus should continue to be.

**Elk Grove Unified School District**

**Education Services Update**

Vanessa Sibley from Risk Management delivered CPR and First Aid training to our teachers. The California Department of Social Services Community Care Licensing requirements stipulate that all teachers must receive CPR and First Aid training every other year.

**Enrollment**

The Elk Grove Unified School District Head Start program is funded to serve 420 students and is fully enrolled. The average daily attendance (ADA) in January was 88%.

**Disabilities Services and Mental Health Services Update**

Our program educators and clerks have worked closely with Teresa Gannon, PreK psychologist, to place students with active IEPs into the Head Start program. There are 65 (15%) Head Start students with active IEPs being served.

**Health Services Update**

Representatives from “Smile Keepers” are continuing their second round of visits to our Head Start classrooms this year. The representatives provide fluoride treatments and discuss dental health with our students.

Program Educators are taking results from height and weight graphs and contacting families whose children are underweight, overweight or obese to offer information regarding healthy eating and physical activity, and if desired, referral to a registered dietician or their personal physician.

In February, 10,192 meals were served to our Head Start students. The February Elk Grove Meals and Snack calendars are attached.





**Family and Community Partnerships Update**

Family education opportunities are offered in conjunction with the School Readiness grant funded by First 5 California. Class offerings are dictated, in part, by the desires and needs of families expressed in a yearly survey and, in part, by the School Readiness grant. Parents are informed of education opportunities at monthly meetings and by publication of a monthly calendar.

“Latino Family Literacy” workshops were held on February 5, 12, 19 and 26, 2014, at Samuel Kennedy Elementary School. These classes provided Spanish speaking parents with strategies for working with their children in the area of literacy and ways to establish a reading routine in their home. Two (2) families attended these workshops.

“English Family Literacy” workshops were held at Herman Leimbach Elementary School on February 4, 11, 18, and 25, 2014. This presentation provided our English speaking families with the same information on literacy, techniques and strategies as those provided in “Latino Family Literacy”. An average of four (4) families attended this workshop.

“What To Do with the Mad You Feel”, a class for parents to learn strategies on how to help their children learn the self-control necessary to manage anger and channel it into a productive activity, was held at Florin Elementary School on February 13. Two (2) families attended this workshop.

“Financial Fitness” was presented in partnership with KVIE, Sacramento at Charles Mack Elementary School on February 27. Six (6) parents attended this class. “Financial Fitness” is a workshop designed to help parents develop their children’s knowledge about spending, saving, and giving money away. In addition, parents learned strategies that can be applied to their money management.

**Recruitment**

The Head Start classes are fully enrolled. Each school has a waiting list and families are notified when space becomes available.

An internal office calendar with registration dates for January through June has been created to ensure sufficient time is allowed to have full enrollment by the end of June for the 2014-2015 school year.

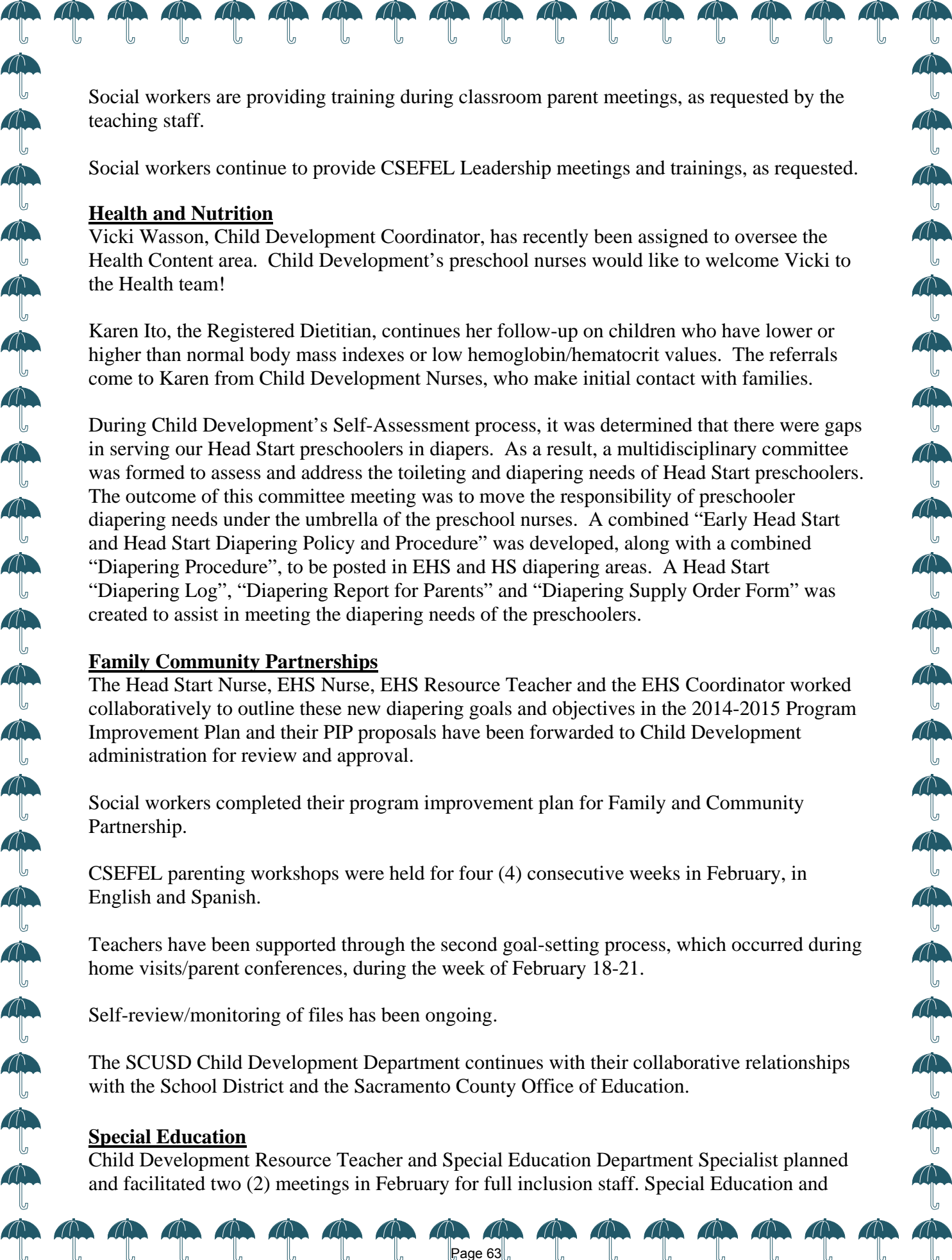
**Sacramento City Unified School District**

**Mental Health**

Training was provided to all the teachers regarding changes to our Child Discipline Policy, during the February 14<sup>th</sup> professional learning day.

Social workers will follow-up with teachers regarding rescreening children with needs initially identified from Social/Emotional screeners.

The social workers completed the program improvement plan for Family and Community Partnerships.



Social workers are providing training during classroom parent meetings, as requested by the teaching staff.

Social workers continue to provide CSEFEL Leadership meetings and trainings, as requested.

**Health and Nutrition**

Vicki Wasson, Child Development Coordinator, has recently been assigned to oversee the Health Content area. Child Development’s preschool nurses would like to welcome Vicki to the Health team!

Karen Ito, the Registered Dietitian, continues her follow-up on children who have lower or higher than normal body mass indexes or low hemoglobin/hematocrit values. The referrals come to Karen from Child Development Nurses, who make initial contact with families.

During Child Development’s Self-Assessment process, it was determined that there were gaps in serving our Head Start preschoolers in diapers. As a result, a multidisciplinary committee was formed to assess and address the toileting and diapering needs of Head Start preschoolers. The outcome of this committee meeting was to move the responsibility of preschooler diapering needs under the umbrella of the preschool nurses. A combined “Early Head Start and Head Start Diapering Policy and Procedure” was developed, along with a combined “Diapering Procedure”, to be posted in EHS and HS diapering areas. A Head Start “Diapering Log”, “Diapering Report for Parents” and “Diapering Supply Order Form” was created to assist in meeting the diapering needs of the preschoolers.

**Family Community Partnerships**

The Head Start Nurse, EHS Nurse, EHS Resource Teacher and the EHS Coordinator worked collaboratively to outline these new diapering goals and objectives in the 2014-2015 Program Improvement Plan and their PIP proposals have been forwarded to Child Development administration for review and approval.

Social workers completed their program improvement plan for Family and Community Partnership.

CSEFEL parenting workshops were held for four (4) consecutive weeks in February, in English and Spanish.

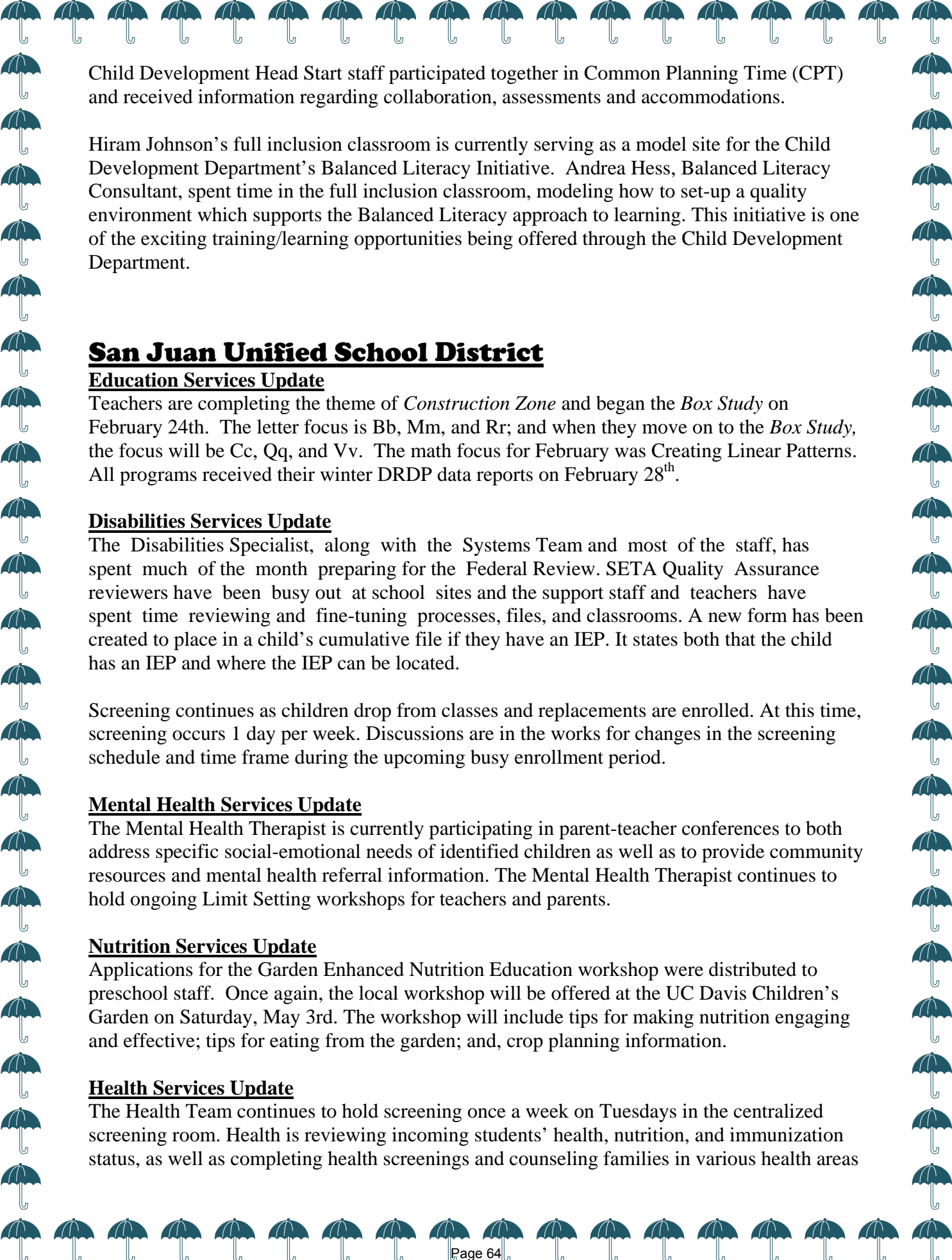
Teachers have been supported through the second goal-setting process, which occurred during home visits/parent conferences, during the week of February 18-21.

Self-review/monitoring of files has been ongoing.

The SCUSD Child Development Department continues with their collaborative relationships with the School District and the Sacramento County Office of Education.

**Special Education**

Child Development Resource Teacher and Special Education Department Specialist planned and facilitated two (2) meetings in February for full inclusion staff. Special Education and



Child Development Head Start staff participated together in Common Planning Time (CPT) and received information regarding collaboration, assessments and accommodations.

Hiram Johnson's full inclusion classroom is currently serving as a model site for the Child Development Department's Balanced Literacy Initiative. Andrea Hess, Balanced Literacy Consultant, spent time in the full inclusion classroom, modeling how to set-up a quality environment which supports the Balanced Literacy approach to learning. This initiative is one of the exciting training/learning opportunities being offered through the Child Development Department.

## **San Juan Unified School District**

### **Education Services Update**

Teachers are completing the theme of *Construction Zone* and began the *Box Study* on February 24th. The letter focus is Bb, Mm, and Rr; and when they move on to the *Box Study*, the focus will be Cc, Qq, and Vv. The math focus for February was Creating Linear Patterns. All programs received their winter DRDP data reports on February 28<sup>th</sup>.

### **Disabilities Services Update**

The Disabilities Specialist, along with the Systems Team and most of the staff, has spent much of the month preparing for the Federal Review. SETA Quality Assurance reviewers have been busy out at school sites and the support staff and teachers have spent time reviewing and fine-tuning processes, files, and classrooms. A new form has been created to place in a child's cumulative file if they have an IEP. It states both that the child has an IEP and where the IEP can be located.

Screening continues as children drop from classes and replacements are enrolled. At this time, screening occurs 1 day per week. Discussions are in the works for changes in the screening schedule and time frame during the upcoming busy enrollment period.

### **Mental Health Services Update**

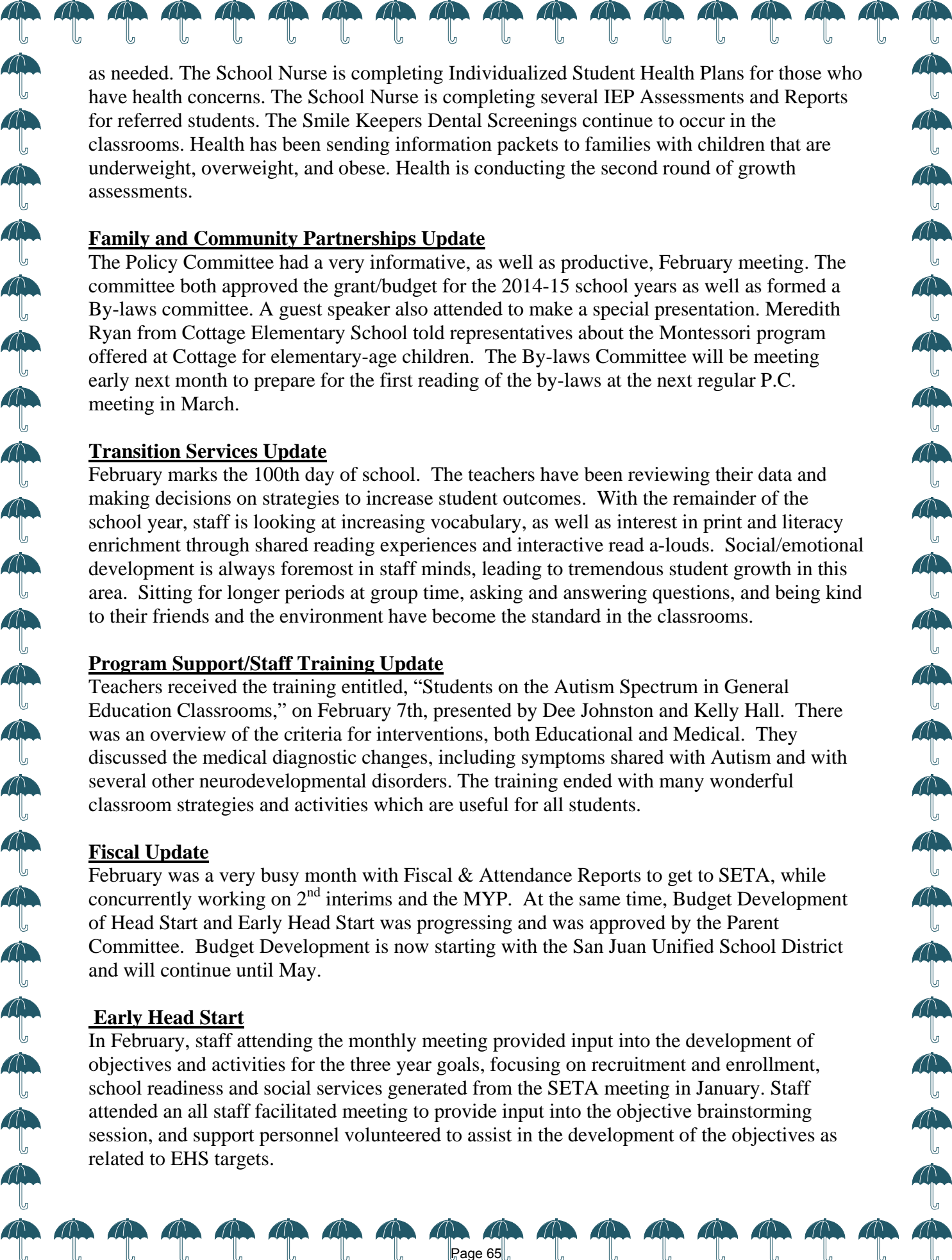
The Mental Health Therapist is currently participating in parent-teacher conferences to both address specific social-emotional needs of identified children as well as to provide community resources and mental health referral information. The Mental Health Therapist continues to hold ongoing Limit Setting workshops for teachers and parents.

### **Nutrition Services Update**

Applications for the Garden Enhanced Nutrition Education workshop were distributed to preschool staff. Once again, the local workshop will be offered at the UC Davis Children's Garden on Saturday, May 3rd. The workshop will include tips for making nutrition engaging and effective; tips for eating from the garden; and, crop planning information.

### **Health Services Update**

The Health Team continues to hold screening once a week on Tuesdays in the centralized screening room. Health is reviewing incoming students' health, nutrition, and immunization status, as well as completing health screenings and counseling families in various health areas



as needed. The School Nurse is completing Individualized Student Health Plans for those who have health concerns. The School Nurse is completing several IEP Assessments and Reports for referred students. The Smile Keepers Dental Screenings continue to occur in the classrooms. Health has been sending information packets to families with children that are underweight, overweight, and obese. Health is conducting the second round of growth assessments.

**Family and Community Partnerships Update**

The Policy Committee had a very informative, as well as productive, February meeting. The committee both approved the grant/budget for the 2014-15 school years as well as formed a By-laws committee. A guest speaker also attended to make a special presentation. Meredith Ryan from Cottage Elementary School told representatives about the Montessori program offered at Cottage for elementary-age children. The By-laws Committee will be meeting early next month to prepare for the first reading of the by-laws at the next regular P.C. meeting in March.

**Transition Services Update**

February marks the 100th day of school. The teachers have been reviewing their data and making decisions on strategies to increase student outcomes. With the remainder of the school year, staff is looking at increasing vocabulary, as well as interest in print and literacy enrichment through shared reading experiences and interactive read a-louds. Social/emotional development is always foremost in staff minds, leading to tremendous student growth in this area. Sitting for longer periods at group time, asking and answering questions, and being kind to their friends and the environment have become the standard in the classrooms.

**Program Support/Staff Training Update**

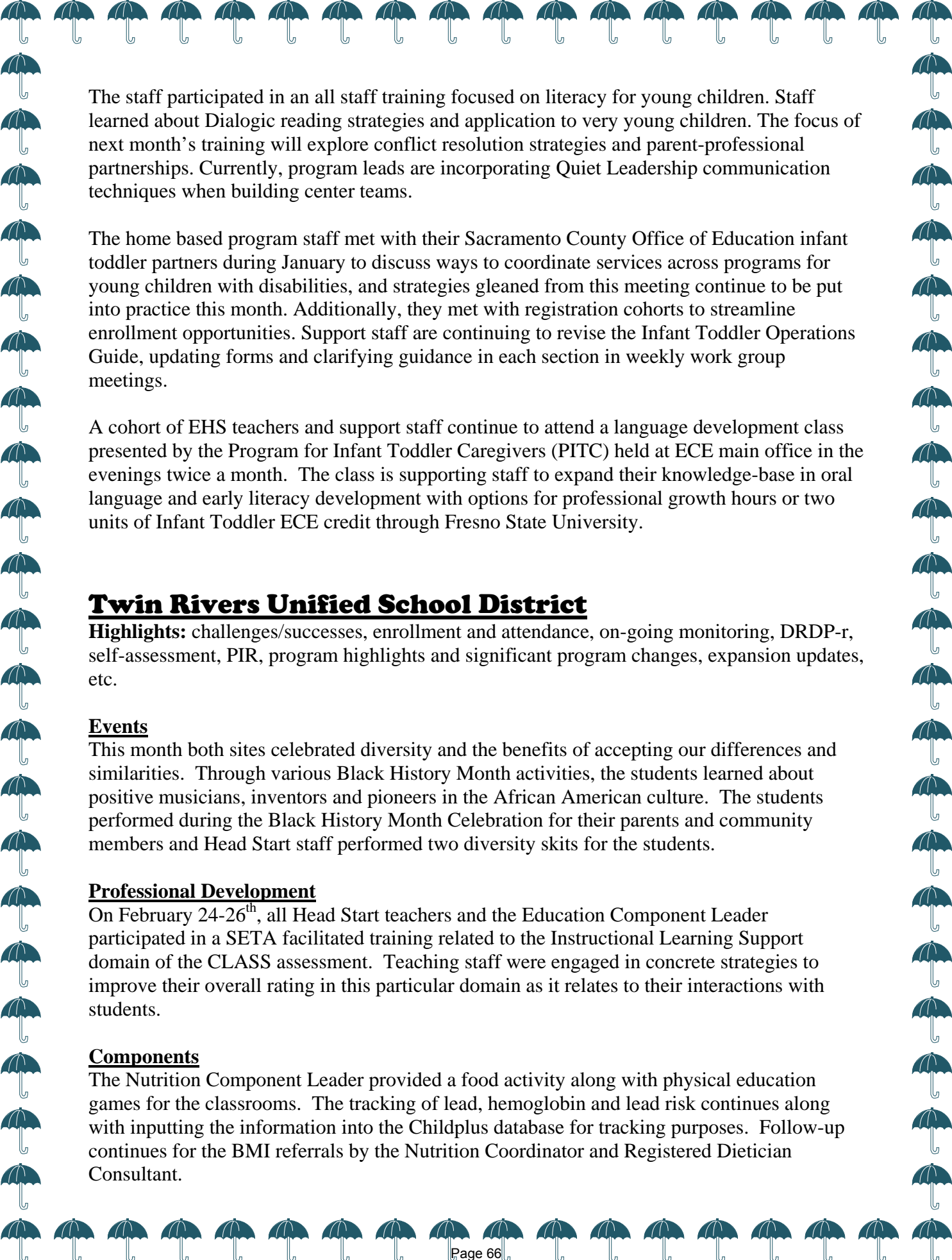
Teachers received the training entitled, “Students on the Autism Spectrum in General Education Classrooms,” on February 7th, presented by Dee Johnston and Kelly Hall. There was an overview of the criteria for interventions, both Educational and Medical. They discussed the medical diagnostic changes, including symptoms shared with Autism and with several other neurodevelopmental disorders. The training ended with many wonderful classroom strategies and activities which are useful for all students.

**Fiscal Update**

February was a very busy month with Fiscal & Attendance Reports to get to SETA, while concurrently working on 2<sup>nd</sup> interims and the MYP. At the same time, Budget Development of Head Start and Early Head Start was progressing and was approved by the Parent Committee. Budget Development is now starting with the San Juan Unified School District and will continue until May.

**Early Head Start**

In February, staff attending the monthly meeting provided input into the development of objectives and activities for the three year goals, focusing on recruitment and enrollment, school readiness and social services generated from the SETA meeting in January. Staff attended an all staff facilitated meeting to provide input into the objective brainstorming session, and support personnel volunteered to assist in the development of the objectives as related to EHS targets.



The staff participated in an all staff training focused on literacy for young children. Staff learned about Dialogic reading strategies and application to very young children. The focus of next month's training will explore conflict resolution strategies and parent-professional partnerships. Currently, program leads are incorporating Quiet Leadership communication techniques when building center teams.

The home based program staff met with their Sacramento County Office of Education infant toddler partners during January to discuss ways to coordinate services across programs for young children with disabilities, and strategies gleaned from this meeting continue to be put into practice this month. Additionally, they met with registration cohorts to streamline enrollment opportunities. Support staff are continuing to revise the Infant Toddler Operations Guide, updating forms and clarifying guidance in each section in weekly work group meetings.

A cohort of EHS teachers and support staff continue to attend a language development class presented by the Program for Infant Toddler Caregivers (PITC) held at ECE main office in the evenings twice a month. The class is supporting staff to expand their knowledge-base in oral language and early literacy development with options for professional growth hours or two units of Infant Toddler ECE credit through Fresno State University.

**Twin Rivers Unified School District**

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

**Events**

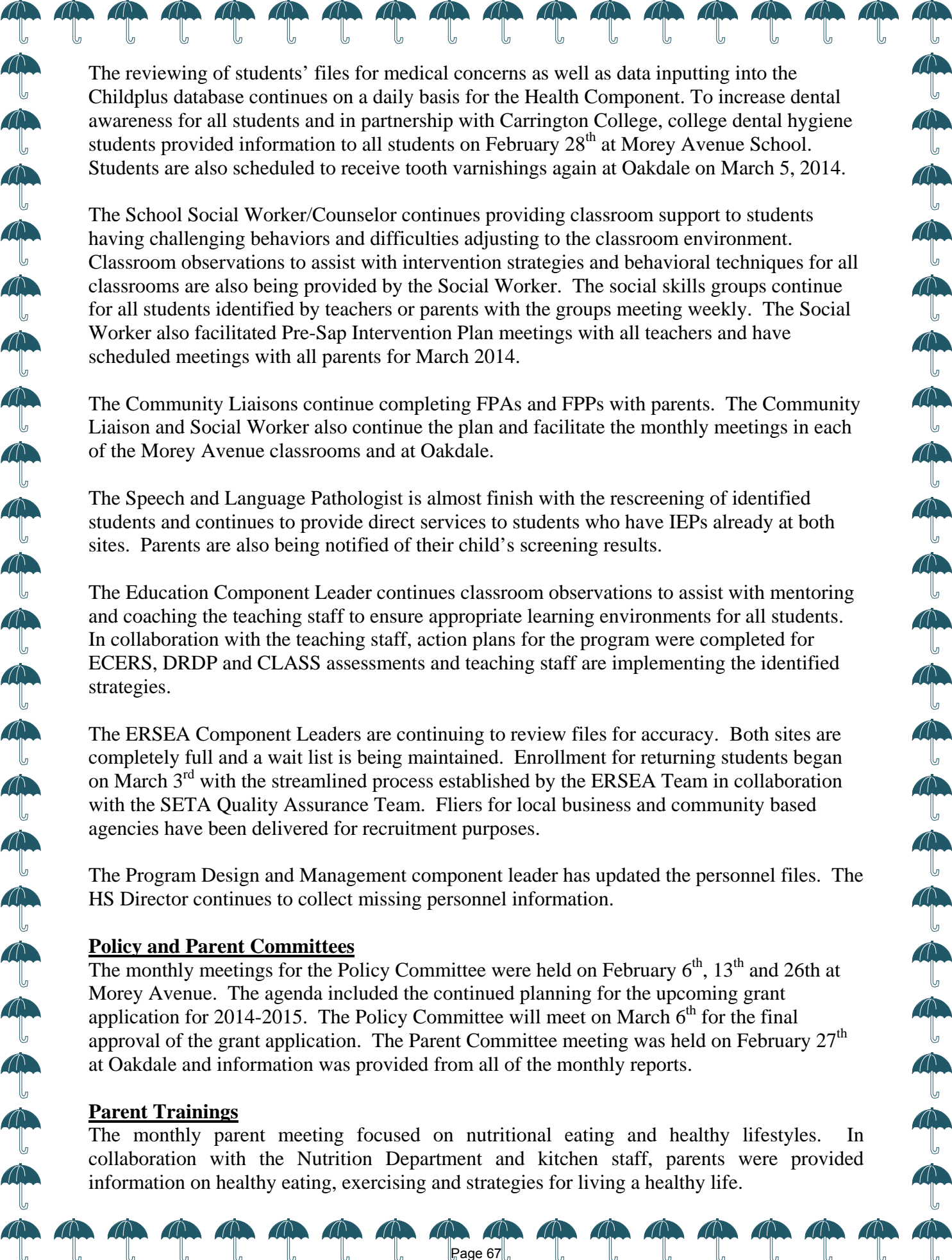
This month both sites celebrated diversity and the benefits of accepting our differences and similarities. Through various Black History Month activities, the students learned about positive musicians, inventors and pioneers in the African American culture. The students performed during the Black History Month Celebration for their parents and community members and Head Start staff performed two diversity skits for the students.

**Professional Development**

On February 24-26<sup>th</sup>, all Head Start teachers and the Education Component Leader participated in a SETA facilitated training related to the Instructional Learning Support domain of the CLASS assessment. Teaching staff were engaged in concrete strategies to improve their overall rating in this particular domain as it relates to their interactions with students.

**Components**

The Nutrition Component Leader provided a food activity along with physical education games for the classrooms. The tracking of lead, hemoglobin and lead risk continues along with inputting the information into the Childplus database for tracking purposes. Follow-up continues for the BMI referrals by the Nutrition Coordinator and Registered Dietician Consultant.



The reviewing of students' files for medical concerns as well as data inputting into the Childplus database continues on a daily basis for the Health Component. To increase dental awareness for all students and in partnership with Carrington College, college dental hygiene students provided information to all students on February 28<sup>th</sup> at Morey Avenue School. Students are also scheduled to receive tooth varnishings again at Oakdale on March 5, 2014.

The School Social Worker/Counselor continues providing classroom support to students having challenging behaviors and difficulties adjusting to the classroom environment. Classroom observations to assist with intervention strategies and behavioral techniques for all classrooms are also being provided by the Social Worker. The social skills groups continue for all students identified by teachers or parents with the groups meeting weekly. The Social Worker also facilitated Pre-Sap Intervention Plan meetings with all teachers and have scheduled meetings with all parents for March 2014.

The Community Liaisons continue completing FPAs and FPPs with parents. The Community Liaison and Social Worker also continue the plan and facilitate the monthly meetings in each of the Morey Avenue classrooms and at Oakdale.

The Speech and Language Pathologist is almost finish with the rescreening of identified students and continues to provide direct services to students who have IEPs already at both sites. Parents are also being notified of their child's screening results.

The Education Component Leader continues classroom observations to assist with mentoring and coaching the teaching staff to ensure appropriate learning environments for all students. In collaboration with the teaching staff, action plans for the program were completed for ECERS, DRDP and CLASS assessments and teaching staff are implementing the identified strategies.

The ERSEA Component Leaders are continuing to review files for accuracy. Both sites are completely full and a wait list is being maintained. Enrollment for returning students began on March 3<sup>rd</sup> with the streamlined process established by the ERSEA Team in collaboration with the SETA Quality Assurance Team. Fliers for local business and community based agencies have been delivered for recruitment purposes.

The Program Design and Management component leader has updated the personnel files. The HS Director continues to collect missing personnel information.

### **Policy and Parent Committees**

The monthly meetings for the Policy Committee were held on February 6<sup>th</sup>, 13<sup>th</sup> and 26<sup>th</sup> at Morey Avenue. The agenda included the continued planning for the upcoming grant application for 2014-2015. The Policy Committee will meet on March 6<sup>th</sup> for the final approval of the grant application. The Parent Committee meeting was held on February 27<sup>th</sup> at Oakdale and information was provided from all of the monthly reports.

### **Parent Trainings**

The monthly parent meeting focused on nutritional eating and healthy lifestyles. In collaboration with the Nutrition Department and kitchen staff, parents were provided information on healthy eating, exercising and strategies for living a healthy life.



**Fiscal**

Appropriate spending for items related to ECERS, DRDP and the CLASS assessment continues for all classrooms. Budget planning meetings with staff for the 2014-2015 school year were conducted on February 7<sup>th</sup> and 25<sup>th</sup>.

**WCIC**

**Fiscal**

WCIC/Playmate Head Start Program's June 30, 2013 Audit Exit Interview took place on February 13, 2014; the following Leadership/Management Members attended: Board's Executive Committee (Ms. Usher, Mr. Brixie, Mr. McKinney and Mr. Boyer); Ms. Davis, Executive Director/Head Start, and Mr. Anderson, Bookkeeper.

Fiscal Monitoring took place on February 11, 2014 by Ms. Mayxay Xiong, Fiscal Monitor with SETA (Grantee). Written Report Forthcoming.

**Board and PC Training**

WCIC's Board of Directors and Policy Committee (PC) Members received an Ethics Training on February 19, 2014 by Mr. Victor Bonanno.

**Community Engagement**

Ms. Davis, Executive Director/Head Start and Mr. Dale McKinney, WCIC's 1<sup>st</sup> Vice - President were elected to the Oak Park Business Association Board on February 12, 2014: **Congratulations!!!**

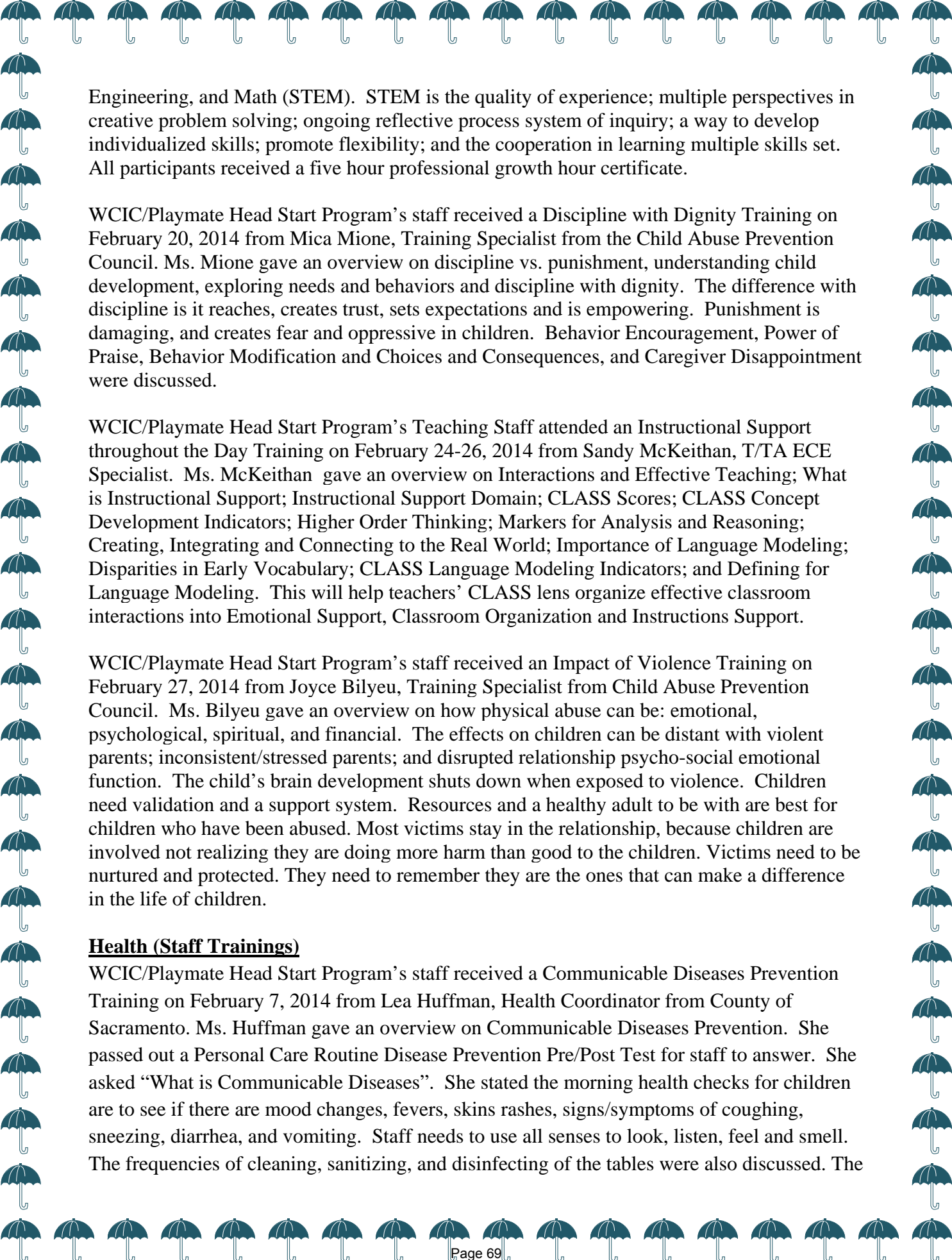
WCIC has a Memorandum of Understanding (MOU) with Sacramento City College to join the employee/student and Sacramento City College in a Job Placement Program. This Program gives both partners an opportunity to work together to allow students to partake in the interview process for job opportunities when openings occur. There are great benefits to both partners such as: a motivated and enthusiastic employee/student and time for the Education Coach to periodically "check in" with the employee/student.

**Enrollment**

During the month of February 2014, WCIC's Enrollment Team continued non-stop to maintain 100% Enrollment.

**Education (Staff Trainings)**

WCIC/Playmate Head Start Program's staff attended the Common Core State Standards and Early Childhood Education Workshop in Salida, California on Saturday, February 8, 2014. Teresa Ruiz and John Holanda were the presenters. John and Teresa discussed the Early Childhood Curriculum Alignment with the Common Core State Standards (CCSS). Handouts on Early Childhood Education Alignment, Open Ended Questions, Self and Parallel Talk CLASS, Linking STEM to the Creative Process Geometric Shape Activity were passed out. John gave several examples of the Arts and how it is related to the Science, Technology,



Engineering, and Math (STEM). STEM is the quality of experience; multiple perspectives in creative problem solving; ongoing reflective process system of inquiry; a way to develop individualized skills; promote flexibility; and the cooperation in learning multiple skills set. All participants received a five hour professional growth hour certificate.

WCIC/Playmate Head Start Program's staff received a Discipline with Dignity Training on February 20, 2014 from Mica Mione, Training Specialist from the Child Abuse Prevention Council. Ms. Mione gave an overview on discipline vs. punishment, understanding child development, exploring needs and behaviors and discipline with dignity. The difference with discipline is it reaches, creates trust, sets expectations and is empowering. Punishment is damaging, and creates fear and oppressive in children. Behavior Encouragement, Power of Praise, Behavior Modification and Choices and Consequences, and Caregiver Disappointment were discussed.

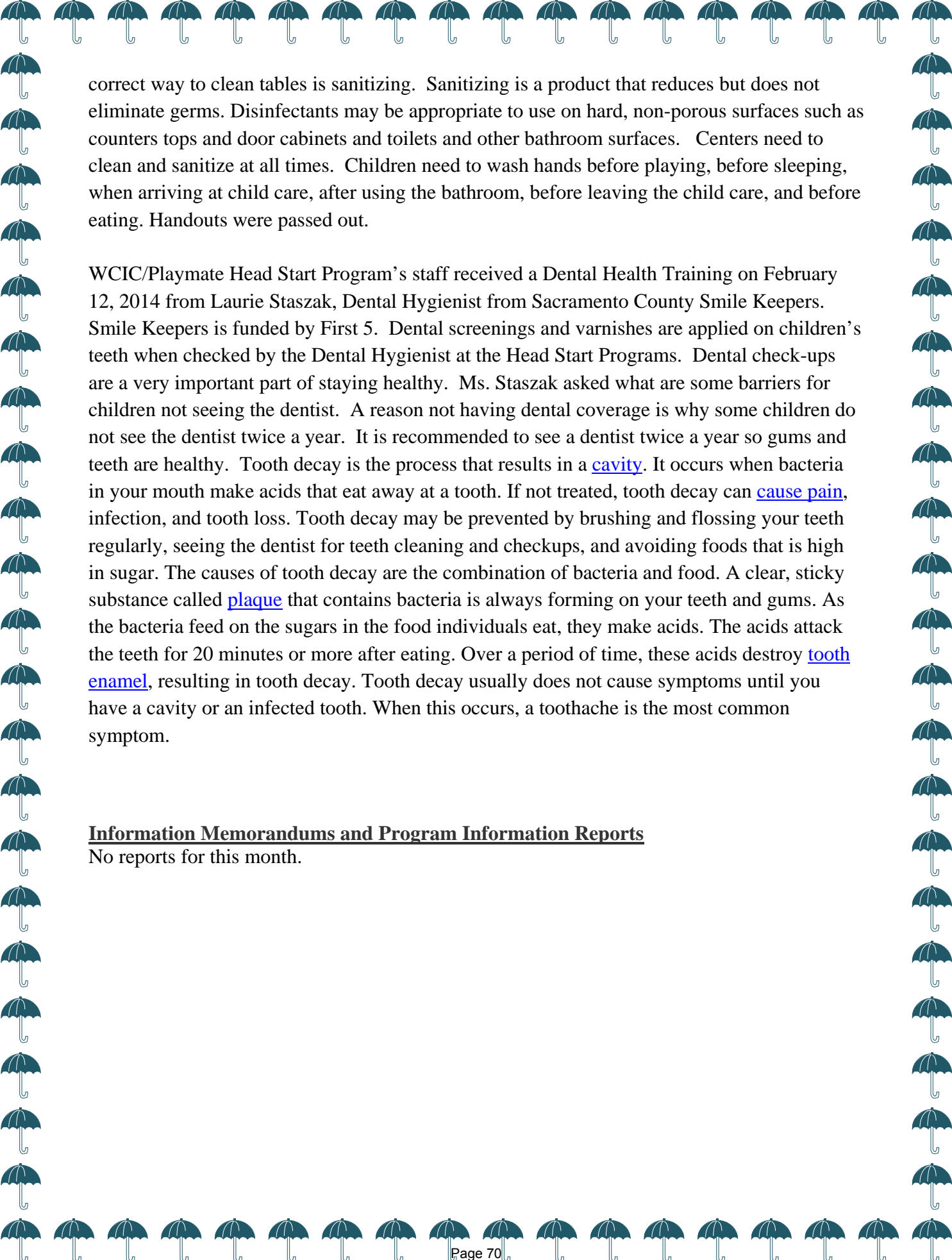
WCIC/Playmate Head Start Program's Teaching Staff attended an Instructional Support throughout the Day Training on February 24-26, 2014 from Sandy McKeithan, T/TA ECE Specialist. Ms. McKeithan gave an overview on Interactions and Effective Teaching; What is Instructional Support; Instructional Support Domain; CLASS Scores; CLASS Concept Development Indicators; Higher Order Thinking; Markers for Analysis and Reasoning; Creating, Integrating and Connecting to the Real World; Importance of Language Modeling; Disparities in Early Vocabulary; CLASS Language Modeling Indicators; and Defining for Language Modeling. This will help teachers' CLASS lens organize effective classroom interactions into Emotional Support, Classroom Organization and Instructions Support.

WCIC/Playmate Head Start Program's staff received an Impact of Violence Training on February 27, 2014 from Joyce Bilyeu, Training Specialist from Child Abuse Prevention Council. Ms. Bilyeu gave an overview on how physical abuse can be: emotional, psychological, spiritual, and financial. The effects on children can be distant with violent parents; inconsistent/stressed parents; and disrupted relationship psycho-social emotional function. The child's brain development shuts down when exposed to violence. Children need validation and a support system. Resources and a healthy adult to be with are best for children who have been abused. Most victims stay in the relationship, because children are involved not realizing they are doing more harm than good to the children. Victims need to be nurtured and protected. They need to remember they are the ones that can make a difference in the life of children.

**Health (Staff Trainings)**

WCIC/Playmate Head Start Program's staff received a Communicable Diseases Prevention Training on February 7, 2014 from Lea Huffman, Health Coordinator from County of Sacramento. Ms. Huffman gave an overview on Communicable Diseases Prevention. She passed out a Personal Care Routine Disease Prevention Pre/Post Test for staff to answer. She asked "What is Communicable Diseases". She stated the morning health checks for children are to see if there are mood changes, fevers, skins rashes, signs/symptoms of coughing, sneezing, diarrhea, and vomiting. Staff needs to use all senses to look, listen, feel and smell. The frequencies of cleaning, sanitizing, and disinfecting of the tables were also discussed. The





correct way to clean tables is sanitizing. Sanitizing is a product that reduces but does not eliminate germs. Disinfectants may be appropriate to use on hard, non-porous surfaces such as counters tops and door cabinets and toilets and other bathroom surfaces. Centers need to clean and sanitize at all times. Children need to wash hands before playing, before sleeping, when arriving at child care, after using the bathroom, before leaving the child care, and before eating. Handouts were passed out.

WCIC/Playmate Head Start Program’s staff received a Dental Health Training on February 12, 2014 from Laurie Staszak, Dental Hygienist from Sacramento County Smile Keepers. Smile Keepers is funded by First 5. Dental screenings and varnishes are applied on children’s teeth when checked by the Dental Hygienist at the Head Start Programs. Dental check-ups are a very important part of staying healthy. Ms. Staszak asked what are some barriers for children not seeing the dentist. A reason not having dental coverage is why some children do not see the dentist twice a year. It is recommended to see a dentist twice a year so gums and teeth are healthy. Tooth decay is the process that results in a [cavity](#). It occurs when bacteria in your mouth make acids that eat away at a tooth. If not treated, tooth decay can [cause pain](#), infection, and tooth loss. Tooth decay may be prevented by brushing and flossing your teeth regularly, seeing the dentist for teeth cleaning and checkups, and avoiding foods that is high in sugar. The causes of tooth decay are the combination of bacteria and food. A clear, sticky substance called [plaque](#) that contains bacteria is always forming on your teeth and gums. As the bacteria feed on the sugars in the food individuals eat, they make acids. The acids attack the teeth for 20 minutes or more after eating. Over a period of time, these acids destroy [tooth enamel](#), resulting in tooth decay. Tooth decay usually does not cause symptoms until you have a cavity or an infected tooth. When this occurs, a toothache is the most common symptom.

**Information Memorandums and Program Information Reports**  
No reports for this month.



## Quality Assurance Summary Report

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

Agency	Centers Visited	# of Classrooms	# of Files	Monitoring Purpose
SETA Operated Program	Illa Collin Broadway Fruitridge Walnut Grove New Helvetia II	12  11 Head Start 1 Early Head Start	35  33 Head Start 2 Early Head Start	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

### **Exemplary Practices (Above Compliance)**

- Warm and positive relationships with parents
- Good parent participation (i.e., parent aids in the classrooms)
- Staff's adaptability and great ability to manage site activities smoothly

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
<b>Health</b> <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	85% HS 79% EHS	1- Incomplete Emergency Cards 2- Health screens were completed by not all within the 30-45 day time line 3- Not all dental exam results were in the child's file 4- Some ChildPlus did not match contents of the child's file 5 – Not all health history items had documented follow-up in the file
<b>Nutrition</b> <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	92% HS 81% EHS	No noted findings
<b>Safe Environments</b> <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	87% HS 77% EHS	1-Not all center postings were displayed 2-Some classrooms had uncovered outlets
<b>Family , Parent and Community Engagement</b> <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition))</i>	83%	1-Limited evidence that all immediate need or information requested had adequate follow-up (not documented in the child's file)

<b>Adult Mental Health</b> <i>(Parent/Guardian Mental Health)</i>	74%	1-No all referrals were not processed in a timely manner 2-Mental Health professional contact information not clearly posted at the center
<b>Education</b> <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	87% HS 89% EHS	1-Some developmental screens were missing in file and/or not within 30-45 day time line 2-Not all contents of the child's file matched in ChildPlus
<b>Written Individualization</b> <i>(Assessments, Individual Development Plans, Home Visits/Parent Conferences)</i>	68% HS 57% EHS	1-Not all assessments were completed in a timely manner and/or contained limited written observations 2-Not all files contained Individual Development Plans
<b>Curriculum/Implementation of Individualization</b> <i>(Ratios, Supervision, Daily Schedule, Lesson Plans, Indoor/Outdoor Environments)</i>	91% HS 93% EHS	1-Supervision of all children needs improvement when children are using the restroom
<b>ERSEA</b> <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	85%	1-Missing or inaccurate information on some enrollment forms 2-Inaccuracies between data in ChildPlus and information in the child's file

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

**Corrective Action Plans:**

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



# SETA Head Start Food Service Operations Monthly Report \*February 2014

February 7th - Closed Classes due to Co-Hort Training:  
Hillsdale 2 AM Classes & Northview 1 PM Class.  
Minimum Day Preschool & EHS Full Day Classes.

February 14th - North Avenue Daddy & Me 40 Guests for Breakfast & Lunch

February 17th - Holiday - President's Day

## Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
37,242	21,786	24,342	80

Total Amount of Meals and Snacks Prepared 83,450

## Purchases:

Food	\$65,512.25
Non - Food	\$11,631.48

Building Maintenance and Repair: \$173.90

Janitor & Restroom Supplies \$0.00

Kitchen Small Wares and Equipment: \$1,514.88

Vehicle Maintenance and Repair : \$765.27

Vehicle Gas / Fuel: \$1,489.80  
Normal Delivery Days 19

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

**Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment (February 28)</b>	<b>(b) % Actual to Funded</b>	<b>Attendance on Last day of Month (February 28)</b>	<b>(c) % Attend. to Funded</b>
Elk Grove USD	420	420	100	364	87%
Sacramento City USD	1,292	1,292	100	1,081	84%
SETA	1,974	1,989	107	1,540	78%
San Juan USD	693	709	102	502	72%
Twin Rivers USD	211	211	100	182	86%
WCIC/Playmate	120	120	100	102	85%

**Early Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment (February 28)</b>	<b>(b) % Actual to Funded</b>	<b>Attendance on Last day of Month (February 28)</b>	<b>(c) % Attend. to Funded</b>
Sacramento City USD	147	147	100	72	49%
SETA	328	352	102	257	78%
San Juan USD	161	172	107	118	73%

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

# SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start  
(As of 2/28/14)

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

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

<u>Agency/AFE (HS)*(EHS)**</u>	<u>Head Start #IEP (% AFE)</u>	<u>Early Head Start #IFSP ( % AFE)</u>
Twin Rivers USD (211)	15 (7 %)	N/A
Elk Grove USD (420)	65 (15%)	N/A
Sacramento City USD (1292)(147)	158 (12%)	16 (11%)
San Juan USD (693) (161)	93 (13%)	20 (12%)
WCIC (120)	12 (10%)	N/A
SETA (1974) (345)	162 (8%)	42 (12%)
<b>County (4710)* (653)**</b>	<b>505 (11%)</b>	<b>78 (12%)</b>

AFE = Annual Funded Enrollment

%AFE = Percentage of Annual Funded Enrollment

## ITEM IV - REPORTS TO THE BOARD

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

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

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

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

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

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

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

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