



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

BONNIE PANNELL
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

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

Main Office
(916) 263-3800

Head Start
(916) 263-3804

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

**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, September 1, 2011

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.

AGENDA

PAGE NUMBER

- I. Call to Order/Roll Call/Pledge of Allegiance**
- II. Consent Items**
 - A. Minutes of the July 7, 2011 and August 4, 2011 Regular Board Meetings 1-15
 - B. Approval of Claims and Warrants 16
 - C. Approval of Out-of-State Travel for Staff to Attend the Open Society Foundation Institute in Washington, D.C. (Robin Purdy) 17
 - D. Approval of Revised Workforce Skills Preparation Services (WSP) Request for Qualifications (RFQ) (Robin Purdy) 18-19
- III. Action Items**
 - A. GENERAL ADMINISTRATION/SETA**
 - 1. Approval to Modify Retiree Medical And Dental Insurance Program Administrative Policy for Calendar Year 2012 (Rod Nishi) 20-28

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

2. Approval of Addendum to Payroll Services Contract with High Line Corporation (Rod Nishi) 29

3. Approval of Revised Program Coordinator Job Classification and Re-Titling to Facilities Coordinator (Rod Nishi) 30-35

B. WORKFORCE DEVELOPMENT DEPARTMENT

1. Approval of the Community Services Block Grant (CSBG) Request for Proposals for the 2012 Program Year (Cindy Sherwood-Green) 36-37

Refugee Services

2. Approval of Staff Funding Recommendations for the Refugee Employment Social Services (RESS), Targeted Assistance (TA), Older Refugee Discretionary (ORD), Targeted Assistance Discretionary (TAD) Programs, Program Year 2011-2012 (Michelle O'Camb) 38-43

One Stop Services: No items.

Youth Services: No items.

IV. Information Items

A. Child and Adult Care Food Program (CACFP) Review Report and Response (Denise Lee) 44

B. Report Back on Services Provided to Parolees (Robin Purdy) 45

C. Fiscal Monitoring Reports (Roy Kim) 46-52
➤ Center for Land-Based Learning
➤ Elk Grove Unified School District
➤ River Oak Center for Children

D. Head Start Reports (Denise Lee) 53-69
✓ Fiscal Report (Roger Bartlett)
✓ Policy Council Minutes
✓ Program Report

E. Employer Success Stories and Activity Report (William Walker) 70-73

F. Dislocated Worker Update (William Walker) 74-75

G. Unemployment Update/Press Release from the Employment Development Department (Robin Purdy) 76-84

V. Reports to the Board

85

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

VI. Adjournment

DISTRIBUTION DATE: THURSDAY, AUGUST 25, 2011

ITEM II-A - CONSENT

MINUTES OF THE JULY 7 AND AUGUST 4, 2011 REGULAR BOARD MEETINGS

BACKGROUND:

Attached are the minutes of the July 7, 2011 and August 4, 2011 Governing Board meetings 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, July 7, 2011
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:09 a.m.

Members Present:

Don Nottoli, Chair, SETA Governing Board; Member, Board of Supervisors
Jimmie Yee, Member, Board of Supervisors
Jay Schenirer, Councilmember, City of Sacramento

Members Absent:

Sophia Scherman, Vice Chair, SETA Governing Board; Public Representative
Bonnie Pannell, Councilmember, City of Sacramento

Mr. Nottoli stated that Item III-A-3 will be continued to August 4; he requested a motion.

Moved/Yee, second/Schenirer, to move the Approval of New Classifications of Workforce System Analyst and Workforce System Administrator and Related Salary Ranges to the August 4 agenda.

Voice Vote: Unanimous approval.

- Recognition of Long-Term Employee: Ms. Cindy Sherwood-Green presented a 20 year service award to Mr. Mohsen Ghahremani for his outstanding work over the years.

- **Presentation:** Acknowledgement of Staff for Participation in the Volunteer Income Tax Assistance (VITA)/Earned Income Tax Credit (EITC) Project

Mr. Roy Kim stated that this item acknowledges staff that participated in the Volunteer Income Tax Assistance program. For the most recent tax year, the staff prepared a total of 2,121 returns with refunds totaling \$3.8 million. Over the past ten years, the partnerships have prepared 30,000 returns and generated over \$47 million for the community.

Allen Brock, Brigette Sullivan, Chi Cheng, Jennifer Fischer, Josie Werner, Keni Addison, Leticia Lujano, Lisa Flores, Magaly Wilson, Maria Steele, Marsha Mohtes-Chan, Mary Bonanno, Melanie Klinkamon, and Tammi

Kerch. Also recognized was Martee' Atkins for her administrative support for this program.

II. Consent Items

- A. Minutes of the June 2, 2011 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Ratify the Submission of the Application for Discretionary Targeted Assistance Grant Funds to Serve Newly Arrived Refugees, PY 2011-2012
- D. Ratify the Submission of a Proposal to the California Employment Development Department for Workforce Investment Act High Concentration of Eligible Youth Funds and Authorize the SETA Executive Director to Execute any Subgrant Agreements, Modifications and any Other Documents Required by the Funding Source
- E. Approval to Ratify the Submission of the Disability Employment Initiative Proposal to Serve Individuals with Disabilities
- F. Approval to Accept WIA 15% Discretionary Funds for Green Innovation Challenge
- G. Approval to Participate in the Jobs Innovation Accelerator Challenge Proposal for the Sacramento Region and Authorize the SETA Executive Director to Execute any Subgrant Agreements, Modifications and any other Documents Required by the Funding Source

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

- A. Approve the June 2, 2011 minutes.
- B. Approve the claims and warrants for the period 5/26/11 through 6/29/11.
- C. Ratify the submission of the application for Discretionary Targeted Assistance Discretionary Grant Funds to serve newly arrived refugees who have been unable to achieve economic self-sufficiency, PY2011-2012.
- D. Ratify the submission of a proposal to the California Employment Development Department for Workforce Investment Act High Concentration of Eligible Youth funds and; authorize the SETA Executive Director to execute any subgrant agreements, modifications and any other documents required by the funding source.
- E. Ratify the submission of the Disability Employment Initiative proposal to the State of California, EDD to improve the educational, training, and employment opportunities and outcomes of individuals with disabilities through the SWCC system.
- F. Accept \$600,000 in Workforce Investment Act 15% Governors Discretionary funds to continue providing green workforce development programs.
- G. Approve SETA's participation in the Sacramento Health Care and Biosciences Jobs and Innovation Accelerator Proposal, and authorize the Executive Director to enter into subgrant agreements, modifications, and any other documents required by the funding source.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Second Revision to the Sacramento Employment and Training Agency 2010-2011 Budget

Mr. Thatch stated that this item can be approved only with 4/5 vote; since only three members are present at the today's meeting, the board cannot take action on this. Mr. Thatch suggested that the board do an intent to approve the motion which will be presented at the August 4 meeting.

Moved/Yee, second/Schenirer, to approve an intent to approve the second revision to the Sacramento Employment and Training Agency 2010-2011 budget. Voice Vote: Unanimous approval.

2. Approval of Tentative Agreement to Labor Contract

Mr. Rod Nishi stated that this item is requesting approval of a tentative agreement with the labor union. The current labor contract that runs through 2013 has a clause that reopens benefit and salary schedules. This is an agreement that the union as voted upon and all three bargaining units have agreed to a one-time \$1,200 payment for employees on the books as of 7/1/11. The Policy Council reviewed and approved this tentative agreement at their June 28 meeting.

Moved/Yee, second/Schenirer, to approve the Tentative Agreement regarding wages and benefits. Voice Vote: Unanimous approval.

3. Approval of 2011-2012 Compensation Recommendations for Unrepresented Confidential and Management Personnel and the Personnel Resolution Covering Unrepresented Employees

Ms. Kossick stated that this item reflects what was just approved in the previous item but for unrepresented employees.

Moved/Schenirer, second/Yee, to approve the report, and adopt the resolution to authorize the implementation of the proposed 2011-2012 one-time lump sum payment for unrepresented confidential and management employees on the effective date given in the report. Voice Vote: Unanimous approval.

B. WORKFORCE DEVELOPMENT

1. Approval to Accept Sacramento County Funds, Approval to Augment South County Services, Inc. for Continuation of Services, and Authorize the Executive Director to Sign any Required Contract, Modification, or Other Documents Required by the Funding Source

Ms. Cindy Sherwood-Green reported that South County Services has been a safety net program for years, working in the southern most portion of the county. Sacramento County has requested SETA to accept \$63,000 in funds to support SCS for up to four months after the receipt of the funds. SETA will retain \$3,000 of the funds for administrative purposes such as monitoring, contracting, and processing fiscal claims, and will augment the existing SCS subcontract for \$60,000 to continue the provision of safety-net services in South Sacramento County through December 31, 2011.

Mr. Nottoli thanked SETA for working with SHRA to make available funds for South County. This is one of the only service providers that provides emergency services in the south county area.

Moved/Yee, second/Schenirer, to approve the acceptance of funds from Sacramento County, approve the augmentation of \$60,000 for South County Services to continue the provision of services in South Sacramento County, and authorize the Executive Director to sign any required contract, modification, or other documents required by the funding source.

Roll Call Vote: Aye: 3, Nay: 0, Abstentions: 0

2. Approval to Modify Sacramento City Unified School District - Skills and Business Education Center's Youth Vendor Services Contract

Ms. Marianne Sphar stated that this item requests approval to modify the Sacramento City Unified School District - Skills and Business Education Center's Youth Vendor Services contract. This was evaluated by a team and the modification is reasonable.

Moved/Yee, second/Schenirer, to approve the modification of the Sacramento City Unified School District – Skills and Business Education Center's Youth Vendor Services contract.

Voice Vote: Unanimous approval.

C. CHILDREN AND FAMILY SERVICES: No items.

IV. Information Items

- A. Fiscal Monitoring Reports: No questions or comments.

- B. Employer Success Stories and Activity Report: Mr. William Walker reported that staff is working on recruiting recently separated veterans for PG & E. So far, 74 veterans have been identified and 25 will be selected to go to class at American River College for Utility Line Workers. This is an enduring relationship that SETA has had with PG & E for years.
- C. Dislocated Worker Update: Mr. Walker reported that SETA has been asked by the Sacramento County of Education to respond to 35 individuals that will be laid off. SETA had a 'jumpstart' program with City of Sacramento Police Department; 48 individuals responded to this program.
- D. Audit Report from the Employment Training Panel: No questions or comments.
- E. Funding for Workforce Investment Act, Title I, Adult/Dislocated Worker SETA-Operated One Stop Career Centers for Program Year 2011-2012: This report is in response to a request by Ms. Scherman for a listing of one stop operators.
- F. Unemployment Update/Press Release from the Employment Development Department: No additional questions or comments.
- G. Head Start Reports: No questions or comments.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: No report.
- C. Deputy Directors: Ms. Robin Purdy reported that SETA was notified that the agency received a portion of the DOL National Emergency Grant. The applicant was coordinated with the South Bay WIB in Southern California. SETA's contracted amount will be \$1.8 million for two years.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No comments.

VI. Adjournment: The meeting was adjourned at 10:34 a.m.

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, August 4, 2011
10:00 a.m.

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

Members Present:

Don Nottoli, Chair, SETA Governing Board; Member, Board of Supervisors
Sophia Scherman, Vice Chair, SETA Governing Board; Public Representative
Bonnie Pannell, Councilmember, City of Sacramento

Members Absent:

Jay Schenirer, Councilmember, City of Sacramento
Jimmie Yee, Member, Board of Supervisors

II. Consent Items

- A. Minutes of the July 7, 2011 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of One-Stop Share of Cost Agreement with the County Department of Human Assistance, PY 2011-2012

Consent items were reviewed. No corrections.

Ms. Pannell asked that the July 7 minutes be held until the September meeting.

Moved/Scherman, second/Pannell, to approve to continue the July 7, 2011 minutes to the September 1 agenda, and approve consent Items B and C as follows:

- B. Approve the claims and warrants for the period 6/30/11 through 7/28/11.
- C. Approve the agreement for \$3,700,000 with the County Department of Human Assistance to continue One-Stop Services to CalWORKs customers and authorize the Executive Director to sign the agreement and any required documents pertaining to the agreement.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Retiree Medical Insurance Subsidy and Retiree Medical and Dental Insurance Program Administrative Policy for Calendar Year 2012

Mr. Rod Nishi stated that this item has been brought before the board every year for the retiree subsidy/medical insurance program. This year staff is recommending to continue the current subsidy for retirees that retired on or before August 31, 2007. Mr. Nishi reviewed the current subsidy payment. SETA's subsidy used to line up with the county; the county's subsidy is now significantly less, with a good chance that it will ultimately come to zero. This is where the county was a year ago. Ms. Kossick stated that because the county has several different groups with several different amounts, SETA staff wanted to be somewhat consistent.

Moved/Pannell, second/Scherman, to approve Option A for the next calendar year and approve the Retiree Medical and Dental Insurance Program Administrative Policy, effective January 1, 2012.

Voice Vote: Unanimous approval.

2. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Final Reading and Approval of the Sacramento Employment and Training Agency Budget for Fiscal Year 2011-2012

Mr. Roy Kim reported that this is the final budget for 2012 and represents a \$3.3 million decrease over last year's budget, primarily due to ARRA funds sunseting. A public hearing was opened in June.

Moved/Scherman, second/Pannell, to close the public hearing and approve the SETA budget for 2011-2012.

Voice Vote: Unanimous approval.

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING** Approval of New Classifications of Workforce System Analyst and Workforce System Administrator and Related Salary Ranges

Mr. Nishi stated that he is presenting ten timed items with new job specifications and some reallocations. Ms. Scherman questioned if most are basically a clean-up on the job classifications. Mr. Nishi agreed but there are some that go beyond that parameter.

Mr. Rod Nishi stated that the Agency implemented a new web-based system virtual system to allow people to search for jobs in their place for work or home. This system requires dedicated staff to keep the data fresh. This relates to the

new web-based system. The Workforce System Analyst position would be placed in the Clerical, Technical and Analytical bargaining unit. The Workforce System Administrator would be placed in the Supervisory bargaining unit. It is anticipated that some candidates may be internal so there may not be an additional increase in the budget.

Mr. Nottoli opened a public hearing.

Moved/Pannell, second/Scherman, to close the public hearing and adopt the modification to the Agency classification plan to approve the new job classifications for the Workforce System Analyst and Workforce System Administrator and the related salary ranges.

Voice Vote: Unanimous approval.

4. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Classifications of Children and Family Services Education Program Officer, Children and Family Services Support Services Program Officer, Children and Family Services Administrative Program Officer, Workforce Development Analytical Program Officer, Workforce Development Operational Program Officer, and the Related Salary Ranges

Mr. Nishi stated that the purpose of a job specification helps to recruit candidates for positions, and assists in the relationship between supervisor and employee. Recruitment for the position of Program Officer has been difficult since it lacks specificity for the `jobs. This board item breaks the Program Officer job classification into five specific job specifications. Mr. Nishi reviewed the responsibilities for each Program Officer job classification. There will not be a financial impact on items 4 and 5.

Mr. Nottoli opened a public hearing.

Moved/Scherman, second/Pannell, to close the public hearing and adopt the modification to the Agency classification plan to approve the classifications of Children and Family Services Education Program Officer, Children and Family Services Support Services Program Officer, Children and Family Services Administrative Program Officer, Workforce Development Analytical Program Officer, Workforce Development Operational Program Officer and the related salary ranges.

5. Reallocation of Program Officers to Children and Family Services Education Program Officer, Children and Family Services Support Services Program Officer, Children and Family Services Administrative Program Officer, Workforce Development Analytical Program Officer, and Workforce Development Operational Program Officer

This item takes all staff in the Program Officer classification and reallocates them into their specific job classification. There were no questions.

Moved/Pannell, second/Scherman, to reallocate incumbent Program Officers to the newly established classifications as outlined in the board packet.

Voice Vote: Unanimous approval.

6. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Revision to the Clerk of the Boards Job Specification and the Related Salary Range

Mr. Nishi stated that this classification was created in 1988 and expanded over the years. This position currently is in the Clerical, Technical and Analytical bargaining unit represented by the American Federation of State, County, and Municipal Employees (AFSCME). The Agency met with the Union and have reached agreement that this position is best served by being placed in the Unrepresented/Confidential Unit. The incumbent annualized financial impact would be \$2,517.

Mr. Nottoli opened a public hearing.

Moved/Pannell, second/Scherman, to close the public hearing and adopt the modification to the Agency classification plan to approve the revised job classification of Clerk of the Boards and the related salary range.

Voice Vote: Unanimous approval.

7. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of New Classification of Program Analyst and Related Salary Range

Mr. Nishi reviewed items 7 and 8 together.

The proposed Program Analyst is a new classification. The work of the Program Analyst is primarily the analysis work involving statistical recordkeeping. The new class describes this work using pertinent examples of duties undergirded by more relevant Knowledge and Ability requirements.

The Agency has met with the Union on this proposed job specification and pay range. The Union has no changes. This item and former item on the Program Officer classification was reviewed and approved by the Policy Council.

Mr. Nottoli opened a public hearing.

Moved/panel, second/Scherman, to close the public hearing and adopt the modification to the Agency classification plan to approve the new job classification of Program Analyst and the related salary range.

Voice Vote: Unanimous approval.

8. Approval to Reallocate the Accounting Technician to Program Analyst

There were no questions on this item.

Moved/Pannell, second/Scherman, to approve the reallocation of Desiree Guerra, Accounting Technician to Program Analyst.

Voice Vote: Unanimous approval.

9. Approval to Reallocate a Head Start Education Specialist to Head Start Education Specialist Supervisor

Mr. Nishi stated that in 2009, the Agency applied for ARRA funds for the Early Head Start program. An Education Specialist has been performing higher duties. It is now known that this expansion is an on-going increase. Because of continued funding under expansion, there continues to be a need for the higher duties position and the Agency is requesting approval of this reallocation.

Mr. Nishi stated that staff have met with the union and came to an agreement.

Ms. Scherman inquired how many employees does this employee supervise and Mr. Nishi replied that she supervises six Early Head Start EHS preschool teachers.

Moved/Pannell, second/Scherman, to approve the reallocation of Dettie MacCracken, Head Start Education Specialist, to Head Start Education Specialist Supervisor.

Voice Vote: Unanimous approval.

10. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of New Classification of Family Services Worker and Related Salary Ranges

Mr. Nishi stated that this new classification is considered a 'deep class' because there are three salary ranges within the classification. The Agency has set up a process by which employees can present their skills and promote within the classification. Staff have been working with CE Technologies to develop the skills set and have identified the job classification with the ability to promote from one salary range to the next. Currently, there are 37 Family Service Workers; the next board item recommends taking the 37 incumbents and reallocating them to Range 1 which is the current FSW range. The approval of the new classification allows for two additional salary ranges. The number of higher-duties FSWs at various sites is determined upon the type of services provided.

Mr. Nottoli inquired how employees will be evaluated for higher salaries. Mr. Nish replied that the employee has to be assessed and the supervisor observes the work. The higher salary is also based on available funding. The Agency will not be able to afford to promote all FSWs to the Range 3 rate. The range of the

FSWs will be based on the site the employee is assigned to and whether there is funding at the site. The steps relate to successful completion of their years of service.

Mr. Nottoli opened a public hearing.

Moved/Scherman, second/Pannell, to close the public hearing and adopt the modification to the Agency classification plan to approve the new job classification and salary ranges of Family Services Worker.

Voice Vote: Unanimous approval.

11. Approval to Reallocate Family Services Workers to Family Services Worker (Range 1)

No questions or comments.

Moved/Pannell, second/Scherman, to approve the reallocation of incumbent Family Services Workers to Range 1 of the new Family Services Worker deep classification.

Voice Vote: Unanimous approval.

12. Approval to Reallocate Incumbent of Head Start Typist Clerk III to Account Clerk II

Mr. Nishi stated that this item requests the reallocation for a Head Start Typist Clerk III to be reallocated to Account Clerk II. There will be no financial impact on this reallocation since the pay ranges are identical.

Moved/Pannell, second/Scherman, to approve the reallocation of Martee' Adkins, Head Start Typist Clerk III to Account Clerk II.

Voice Vote: Unanimous approval.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services

1. Approval to Accept Workforce Investment Act Governor's 15% Discretionary Funds for the New Start Program and Augment and Extend Subgrantees

Ms. Robin Purdy stated that this item this requests approval to augment and extend four one stop services contracts for those participating in the New Start program. SETA received funds from EDD to serve parolees coming back to Sacramento County. The augmentation in the amount of \$28,000 would cover

staffing through 3/31/12. Support services will be set aside to assist parolees in getting stable.

Mr. Nottoli inquired how staff is preparing for the additional number of parolees when the state releases them. Ms. Purdy replied that Sacramento County has more funds than most counties but the funding at six months at a time does not provide a lot of stability. This is for front-line staff to assist the parolees so they are referred to the appropriate programs. There are not a lot of funds for support services or wage subsidies for this population.

Mr. William Walker stated that approximately 2,400 more parolees are expected in Sacramento County. The Rio Cosumnes Correctional Center is being reconfigured to 'triage' the parolees into society. Accountability is the key.

Ms. Scherman inquired how will the funds be distributed. Mr. Walker stated that the funds will be based on the county facilities. All of the regions will be considered and the county will be taken as a whole. The cities within the county were at a meeting. The discussion has been around expansion of services at RCCC. It is natural that RCCC become the hub for this activity. Staff is looking at all evidence based models to come up with the best solutions.

Ms. Purdy stated that \$30-35,000 will be put in a pool for the career centers to draw on for rental assistance, tools, and other support services.

Ms. Scherman would like to have a report from the various career centers; do they need more help and more money? How will the funds be dispersed? Ms. Purdy replied that the funds will be put it in a 'pool' and each career center has the capacity to draw down from that pool. Mr. Walker's staff will work with the career centers to make sure the expenditure is allowable and reasonable. Mr. Walker will be making sure all other sources of funds are tapped prior to the use of these funds.

Mr. Nottoli asked that staff keep the board informed on how SETA and partners are able to draw funds to make a difference and assist law enforcement. The Board requested information on services and successes of the program.

Moved/Scherman, second/Pannell, to approve augmenting and extending the subgrant agreements of Asian Resources, Inc., Sacramento City Unified School District, Elk Grove Unified School District and Greater Sacramento Urban League for \$28,000 to continue funding staff to provide services through March 31, 2012. Roll Call Vote: Aye: 3, Nay: 0, Abstentions: 0

Ms. Pannell stated that she is disgusted with this amount of money; this is a ridiculous amount of money to assist parolees.

2. Approval to Release a Request for Proposals (RFP) for Office and Classroom Space for the Galt One-Stop Career Center

Ms. Purdy stated that staff is requesting approval to release an RFP for office and career center space in the Galt area. The area has been widened to include Twin Cities Road.

Mr. Nottoli asked if staff had any discussion with DHA to collocate. Ms. Purdy stated that DHA is in lease negotiation for a space across from the high school. There is not enough space for the career center to be included in the DHA space. Staff has been and will continue to work with DHA. Staff is looking at what space is available to ensure there is a wide-variety of proposals.

Moved/Nottoli, second/Pannell, to approve the release of a Request for Proposals for approximately 4,000 sq. ft. of office and classroom space in the Galt area.

Voice Vote: Unanimous approval.

Youth Services: None.

IV. Information Items

- A. Summary of Media Coverage Received for SETA and Sacramento Works from January 1, 2011 through June 30, 2011: Ms. Terri Carpenter has done an outstanding job of getting coverage for the agency.
- B. Report On American Express Corporate Account Rewards Points Program: No questions.
- C. Workforce Investment Act Reauthorization Update: No questions.
- D. New and Pending Grants: No questions or comments.
- E. Fiscal Monitoring Reports: No questions or comments.
- F. Employer Success Stories and Activity Report: No questions.
- G. Dislocated Worker Update: No questions
- H. Unemployment Update/Press Release from the Employment Development Department: No questions.
- I. Head Start Reports: Ms. Denise Lee reported that the budget on Child Development received 15% across the board cut and 10% in standard day reimbursement; it was an 11% cut and the standard day reimbursement was not touched. Across the board there were either reduced hours or some centers

shifted to not operating a full day program. For the Grantee Operated program, there was a \$600,000 reduction. Staff is looking at programs that are under earning, then determine how each contract will be reduced. There may be a reduction in the budget over the coming year. Yesterday staff received the award letter for the Head Start/Early Head Start grant. The ARRA funds will be ending September 30. Board members were reminded of the Elkhorn Open House; this center will serve 112 children in Head Start and Early Head Start. Mayor Kevin Johnson will be hosting a Sacramento Reads event at Forty Acres in Oak Park to discuss issues with poor attendance at schools.

V. Reports to the Board

A. Chair: Mr. Nottoli asked that his colleagues receive the EDD/LMI unemployment information. Good information at the policy level and e-mail it to the city clerk and county clerk and surrounding City Clerks. This information reinforces the fact that SETA is the workforce expert.

B. Executive Director: Ms. Scherman was wished a Happy Birthday on August 18. Ms. Kossick stated that staff is not sure how the recent congressional action will affect our program. All signs point to a decline in federal resources. After Labor Day, there may be some decision as to funding. Earlier in the year, the board requested occasional sessions about various SETA departments. Ms. Kossick would like to schedule the Children and Family Services Department update in September or October. Ms. Scherman suggested October and requested that staff make sure that the agenda is managed so it is not a long meeting. Ms. Scherman is particularly interested in the RCCC program for ex-offenders.

Cisco System is doing some layoffs. While a WARN letter has not yet been received, Mr. Walker's staff is already working on providing assistance.

C. Deputy Directors: No additional report.

D. Counsel: No report.

E. Members of the Board: Ms. Pannell congratulated Mr. Nottoli and his wife on recently celebrating 30 years of marriage.

F. Public: No comments.

VI. Adjournment: The meeting was adjourned at 11:18 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 7/29/11 through 8/25/11, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 7/29/11 through 8/25/11.

STAFF PRESENTER: Roy Kim

ITEM II-C - CONSENT

APPROVAL OF OUT-OF-STATE TRAVEL FOR STAFF TO ATTEND THE OPEN
SOCIETY FOUNDATION INSTITUTE IN WASHINGTON D.C.

BACKGROUND:

The Elk Grove Unified School District was recently awarded funding by the Open Society Foundation which will focus on transitioning ex-offenders to post-secondary education, workforce development and/or employment. The grant was awarded to 8 adult schools and/or community colleges in five states. Elk Grove Unified School District is planning to leverage these funds with the New Start Program and the AB 109 initiative.

The grant will fund a team from the Sacramento region to travel to Washington, D.C., from September 13 to 15 for a two-day "institute." The grant is paying for all travel and lodging costs. The purpose of the institute is to involve all project partners (adult school, correctional partner, workforce development partner, post-secondary partner) in the development of a preliminary action plan for this intensive 9-month model project. Elk Grove USD has asked William Walker, SETA's Workforce Development Manager to participate as part of the planning team.

RECOMMENDATION:

Approve out-of-state travel for William Walker to attend the Open Society Foundation Institute on September 13-15, 2011 in Washington DC, at no cost to SETA.

STAFF PRESENTER: Robin Purdy

ITEM II-D – CONSENT

APPROVAL OF REVISED WORKFORCE SKILLS PREPARATION SERVICES (WSP) REQUEST FOR QUALIFICATIONS (RFQ)

BACKGROUND:

On December 5, 2005, the SETA Governing Board approved the release of the Workforce Skills Preparation Services (WSP) Request for Qualifications (RFQ) to recruit qualified vendors on an on-going basis to provide WSP services to eligible adults and dislocated workers in an effort to prepare them for participation in the labor force and to expand SETA's WSP Vendor List. On February 2, 2006, the SETA Governing Board approved amendment of the RFQ to include Youth Development and Life Skills services. On August 7, 2007, the Governing Board approved further amendment of the RFO to include the addition of Child Development (ages 0-5) and Family Services.

Staff is requesting approval of a third amendment to the RFQ to include an On-the-Job Training/Subsidized Employment (OJT/SE) "pay-for-performance" vendor service.

The OJT/SE Pay for Performance vendor service RFQ activity would be open to qualified Community Based Organizations, training providers and staffing agencies who will enter into vendorized OJT/SE service agreements with SETA to act as intermediaries for employers. Qualified vendors will be responsible for working with SETA and the Sacramento County Department of Human Assistance ("DHA") to develop training contracts for CalWORKS recipients and for providing wage reimbursements to employers. Qualified Vendors will be required to enter into OJT/SE service agreements with SETA, which will make them eligible to receive the following outcome/benchmark performance payments from SETA:

- a. A Placement benchmark payment of \$1,000 for employment of a CalWORKS recipient, provided that the following criteria are met: (1) the Qualified Vendor has submitted to SETA a signed OJT/SE contract with an employer that meets the OJT/SE worksite criteria; (2) the employer has hired a CalWORKS recipient approved by DHA; AND (3) the CalWORKS recipient has completed 2 weeks of employment.
- b. A Training Completion benchmark payment for the wage subsidy paid to the CalWORKS recipient, not to exceed \$3,000, or 100% of the CalWORKS recipient's gross wages reimbursed during the training period, whichever is less, provided that the following criteria are met: (1) the CalWORKS recipient

STAFF PRESENTER: Robin Purdy

ITEM II-D – CONSENT (continued)
Page 2

successfully completes the training plan period; (2) the CalWORKS recipient continues to be employed at least 32 hours per week at the wage agreed to in the training plan; and (3) the documentation of wages paid (time sheets and wage records) and successful completion (evaluations and placement forms) is received by SETA.

- c. A Retention benchmark payment of \$1,000, provided that the CalWORKS recipient is: (1) successfully retained in employment for 90 days after the end of the training plan period; (2) still working at least 32 hours per week; and (3) continuing to receive a wage not less than the wage agreed to in the training plan.

RECOMMENDATION:

Approve the Release of the Revised Workforce Skills Preparation Services (WSP) Request for Qualifications (RFQ) to include an On-the-Job Training/Subsidized Employment (OJT/SE) “pay-for-performance” vendor service.

STAFF PRESENTER: Robin Purdy

ITEM III-A – 1– ACTION

APPROVAL TO MODIFY RETIREE MEDICAL AND DENTAL INSURANCE PROGRAM
ADMINISTRATIVE POLICY FOR CALENDAR YEAR 2012

BACKGROUND:

On August 4, 2011, the SETA Governing Board took action to approve the Retiree Medical and Dental Insurance Program Administrative Policy for calendar year 2012. Section IX. Eligibility for Subsidy/Offset Payments must be modified to coincide with the actions taken by the Board regarding eligibility for subsidy/offset payments.

Attached is the corrected policy for your review.

RECOMMENDATION:

Staff is recommending that Section IX. Eligibility for Subsidy/Offset Payments be modified as identified in the attachment of the Retiree Medical and Dental Insurance Program Administrative Policy, effective January 1, 2012.

STAFF PRESENTER: Rod Nishi

RETIREE MEDICAL AND DENTAL INSURANCE PROGRAM
ADMINISTRATIVE POLICY
Effective January 1, 2012
Through December 31, 2012

I. INTRODUCTION

This policy sets forth the guidelines for the administration of the Retiree Medical and Dental Insurance Program. The program includes medical insurance and dental insurance, and subsidy/offset payments as authorized by the Governing Board of the Sacramento Employment and Training Agency (SETA) for calendar year 2012. This policy constitutes a component of the SETA's Plan for Retiree Medical and Dental Insurance and is effective **only** for the calendar year 2012.

II. DISCLOSURE

This policy is effective solely for the calendar year 2012. It does not create any contractual, regulatory, or other vested entitlement to present or future retirees, their spouses, registered domestic partners, or dependents for medical and/or dental benefits, or subsidy/offset payments at any particular level, or at all.

The SETA reserves the right, in its sole discretion, to amend or terminate, in whole or in part, this Policy during its one-year term by Resolution of the SETA Governing Board.

III. MEDICAL INSURANCE COVERAGE

During the one-year term of this Policy, medical insurance coverage is offered through contracted health insurance carriers, as negotiated between the County of Sacramento and its recognized employee organizations. The County will endeavor to maintain a variety of health insurance coverage options for Annuitants but does not guarantee that any particular health insurance carrier, type, or level of coverage will be available to Annuitants, or that any coverage at all will be available to Annuitants.

Medical insurance coverage options for Annuitants living outside of the geographic boundaries of the HMO insurance plans offered to SETA Annuitants will be provided only to the extent that any such coverage option is available and offered by the health insurance carriers providing coverage to the SETA employees and Annuitants.

IV. DENTAL COVERAGE

Dental coverage is currently offered through Delta Dental. This program is separate and apart from the dental program offered to active employees. The SETA does not guarantee that any particular dental insurance carrier, type, or level of coverage will be available to Annuitants, or that any coverage at all will be available to Annuitants.

Eligible Annuitants and their dependents who enroll in or are currently participating in the Dental Plan must remain in the Dental Plan for a minimum of 12 consecutive months before being allowed to change coverage levels (by reducing dependent coverage) or waive dental coverage.

Newly eligible Annuitants must enroll within 30 days of notification of eligibility or he or she will be deemed to have waived coverage. Annuitants who enroll and then choose to terminate their participation before meeting the 12 month enrollment requirement will not be eligible to re-enroll in the Dental Plan. Annuitants that waive participation in the Dental Plan upon initial eligibility or waive coverage after 12 months of continuous enrollment will be eligible to re-enroll in the Dental Plan at the next open enrollment opportunity after a minimum 24 month period following the effective date of their termination from the Dental Plan.

If an eligible dependent is added to the Dental plan in the middle of a plan year as the result of a Qualified Status Change Event, both the Annuitant and the dependent must remain in the Dental Plan for a minimum of 12 consecutive months beginning on January 1 of the following plan year before any change in coverage is allowed.

A Qualified Status Change Event will not allow for a change out of the Dental Plan for the Annuitant unless the Annuitant has participated in the Dental plan for a minimum of 12 consecutive months. A Qualified Status Change Event that causes a loss of dependent status will allow for a reduction in the Annuitant's dependent coverage under the Dental Plan without the 12 consecutive months requirement for the dependent.

V. ELIGIBILITY TO PURCHASE MEDICAL AND/OR DENTAL COVERAGE

Annuitants as defined in Section XIV are eligible to enroll in a retiree medical and/or dental insurance plan for 2012.

Eligibility for the SETA provided subsidy/offset shall be as determined in Section IX of this policy. An Annuitant must enroll in a medical and/or dental insurance plan within 30 days of notification of eligibility or he or she will be deemed to have waived coverage. A continuing beneficiary who is a spouse or a registered domestic partner or an eligible minor child or a Survivor, may elect to purchase a retiree medical and/or dental plan whether or not they were enrolled in the program at the time of the enrolled retiree's or active member's death.

As a condition of participation in the County sponsored plan, all Annuitants or Dependents that are eligible for Medicare Part A and/or B, or who subsequently become eligible to purchase Medicare Part A and/or B, must enroll in one of the County-sponsored medical plans that provides for assignment of, or coordination with, Medicare benefits. Annuitants or Dependents who are eligible for Medicare must purchase Medicare Part A and/or B (even if such purchase is subject to a penalty under applicable federal law in order to participate in the County Sponsored plan. Annuitants not eligible for Medicare Part A and/or B under Centers for Medicare and Medicaid Services (CMS) guidelines may participate in the plan only to the extent that they remain ineligible for Medicare and are responsible for any penalties assessed by the carrier.

For Annuitants who are eligible for Medicare, failure to purchase or maintain Medicare Part A or B when eligible, or to enroll in a plan that requires assignment of, or coordination with, Medicare shall be considered a waiver of SETA-sponsored coverage and coverage will terminate. For Dependents that are eligible for Medicare, failure to purchase or maintain Medicare Part A or B when eligible, or to enroll in a plan that requires assignment of, or coordination with, Medicare shall result in loss of eligibility and the Dependent shall be dropped from coverage. It is the participant's responsibility to notify the Benefits Office of their eligibility and/or enrollment in Medicare. Any Medicare Part B late enrollment penalties as determined by CMS are the Annuitant's responsibility.

Annuitants and Dependents with Medicare eligibility that are enrolled in County-sponsored medical plans shall keep their Part D benefits available for enrollment in or coordination with SETA-sponsored Medicare Part D coverage. An Annuitant or Dependent who is enrolled in a non-County prescription drug plan under Part D of Medicare may not be enrolled in any County-sponsored health benefit plan. Any Medicare Part D late enrollment penalties as determined by CMS are the Annuitant's responsibility.

The Center for Medicare and Medicare Services requires that all participants must provide a physical address and social security number for themselves and covered dependents.

VI. DEPENDENT ELIGIBILITY

Annuitants (including Survivors) may add newly acquired Dependents to their medical and/or dental insurance coverage within 30 days of a Qualified Status Change Event (e.g. marriage, adoption, domestic partner registration, loss of other coverage, etc.) or during any enrollment period specified in the sole discretion of the County.

VII. ELECTION PERIOD

An Annuitant who is eligible to enroll in a medical and/or dental insurance plan as provided in this policy must do so within 30 days from the date of notification of program eligibility. An otherwise eligible Annuitant who waives, or is deemed to have waived coverage under the program may enroll within 30 days of a Qualified Status Change Event, or during any enrollment period specified in the sole discretion of the County. Such enrollment shall be contingent upon the Annuitant presenting proof that is satisfactory to the County that the Annuitant has been continuously covered by another group health insurance plan or individual Medicare Advantage plan for a period of not less than 12 months with no break in coverage exceeding 63 calendar days immediately prior to the requested enrollment in a County-sponsored plan. The 12 month requirement will be deemed to be met if the coverage satisfies the requirements for creditable coverage under the Health Insurance Portability and Accountability Act of 1996.

Upon the death of an Annuitant or active employee, a continuing beneficiary who is a spouse or registered domestic partner or eligible minor child or a Survivor, will have 30 days to enroll in a medical and/or dental insurance plan. Failure to do so shall constitute a waiver of medical and/or dental insurance coverage.

VIII. EFFECTIVE DATE OF COVERAGE

Upon retirement or the occurrence of a Qualified Status Change Event, the effective date of medical and/or dental coverage shall be:

Upon retirement:

the first day of the first month following the loss of active coverage providing:

- i. Submission of retiree medical and/or dental forms occurs within 30 days of the loss of active coverage, and,
- ii. Payment for the first month of retiree coverage occurs within 60 days of the start of retiree coverage.

Failure to submit medical and/or dental forms within 30 days of the loss of active coverage shall constitute a waiver of medical and/or dental coverage.

Premium balances if owed by an Annuitant for the initial period of Retiree coverage must be paid within 60 days of the coverage effective date, or coverage will be dropped retroactively to the last date of paid coverage.

Upon the occurrence of a Qualified Status Change Event:

The first day of the month coincident with or next following submission of medical and/ or dental enrollment forms. Note: Final effective dates for Medicare plans are determined by the Center for Medicare and Medicaid Services.

If an Annuitant enrolls during an open enrollment period, the effective date of medical and/or dental coverage shall be the date specified by the County in connection with that open enrollment period.

IX. ELIGIBILITY FOR SUBSIDY/OFFSET PAYMENTS

~~The Annuitants eligible to receive a SETA paid medical or dental insurance offset payment during calendar year 2012 retired for any reason on or before August 31, 2007~~

The Annuitants eligible to receive a SETA paid medical or dental insurance offset payment during calendar year 2012 retired for any reason on or before August 31, 2007. The following categories of Annuitants are eligible to receive a SETA paid medical or dental insurance offset payment during calendar year 2012:

- 1. Annuitants who retired for any reason on or before December 31, 2004.***
- 2. Annuitants who retired on or after January 1, 2005, but on or before August 31, 2007;***
 - a. under any form of disability retirement or***
 - b. having worked for at least 10 years in SCERS-covered employment.***

X. AMOUNT OF SUBSIDY/OFFSET PAYMENT

The amount of any medical subsidy/offset payment made available to Annuitants shall be calculated based on the Annuitant's SCERS service credit. For purposes of this section, "SCERS service credit" shall be the amount of service credit established by SCERS as the basis of payment for the Annuitant's pension benefit.

Neither SCERS nor the SETA guarantees that a subsidy/offset payment will be made available to Annuitants for the purchase of County sponsored medical

and/or dental insurance. Subsidy/offset payments are not a vested benefit of SETA employment or SCERS membership.

The amount of subsidy/offset payment, if any, payable on account of enrollment in a County sponsored retiree medical and/or dental insurance plan, shall be established within the sole discretion of the SETA Governing Board. For calendar year 2012, the amount of subsidy/offset payments are as follows:

<u>Years of SCERS service credit</u>	<u>Amount of subsidy/offset payment if retired on or before 8/31/07</u>
Less than 10 years	\$ 72
10 years but less than 15 years	\$ 90
15 years but less than 20 years	\$ 108
20 years but less than 25 years	\$ 126
25 years or more	\$ 144
Dental coverage subsidy	\$ 0

XI. APPLICATION OF THE MEDICAL AND/OR DENTAL SUBSIDY/OFFSET

Subsidy/offset payments, when made available, will be applied to the total premium cost incurred by an Annuitant for medical and/or dental insurance purchased through a County-sponsored plan. If the subsidy/offset payment amount exceeds the cost of the single party premium, the balance will be used to reduce the cost of dependent coverage, if applicable. If there is no dependent coverage, the amount of the subsidy/offset payment otherwise available to the Annuitant shall be limited to the actual amount necessary to pay the cost of the single party premium.

Subsidy/offset payments may only be applied to the coverage for which they are provided. A medical subsidy/offset may not be applied to dental coverage premiums. In no event shall an Annuitant receive a cash payment for any portion of a subsidy/offset payment that is not used to pay for the Annuitant's coverage through a County-sponsored medical or dental insurance plan. The subsidy/offset payment shall not be used to purchase coverage outside of a County-sponsored plan.

The amount of subsidy/offset, if any, that is used to pay for coverage of a registered domestic partner, dependent(s) of a registered domestic partner, and/or other covered dependent who do not meet the definition of "dependent" as defined in IRC §105, shall be subject to federal tax withholding based on the imputed income value of the benefit provided.

XII. PREMIUM BALANCE PAYABLE

If an Annuitant's medical or dental insurance premium is greater than the sum of the Annuitant's monthly retirement allowance plus any subsidy/offset payment provided by the SETA, the Annuitant shall be responsible for keeping premium payments current. Premium balances owed by an Annuitant must be paid within 60 days of the coverage effective date, or coverage will be dropped the first of the month following the 60 day period, retroactively to the last date of paid coverage. An Annuitant that is dropped from coverage for non-payment of premium shall not be permitted back into the program at a later date.

XIII. WAIVER OF COVERAGE

An Annuitant may waive medical coverage under the Retiree Health Insurance Program at any time by withdrawing from coverage and signing a "Waiver of Coverage" form. Any subsidy/offset payment will end if coverage is waived. Annuitants who waive medical coverage in this manner during 2011, who have previously waived medical coverage, or who are deemed to have waived medical coverage for any reason (except for non-payment of premium as set forth in Section XII above), shall be permitted to enroll in County sponsored retiree medical coverage within 30 days of a Qualified Status Change Event or during any enrollment period specified in the sole discretion of the County, subject to all terms and conditions set forth in this policy (including proof of continuous coverage as described in Section VII), provided such coverage is being offered to similarly situated Annuitants by the County at the time coverage under the re-enrollment request is to become effective. Similarly, eligibility for a subsidy/offset payment shall be restored provided that the SETA is providing subsidy/offset payments to similarly situated Annuitants at the time of the re-enrollment request.

Annuitants who waive dental coverage in this manner during 2011, who have previously waived dental coverage, or who are deemed to have waived dental coverage for any reason (except for non-payment of premium as set forth in Section XII above), shall be permitted to enroll in County sponsored retiree dental coverage within 30 days of a Qualified Status Change Event, or during any enrollment period specified in the sole discretion of the County, provided they have not been a participant in the Dental plan for a minimum of 24 consecutive months.

XIV. DEFINITIONS

Annuitant is a retiree, as defined; or is a survivor, or beneficiary who receives a monthly retirement allowance from SCERS. An individual receiving a monthly retirement allowance from SCERS solely as the result of a divorce settlement agreement is not an Annuitant for purposes of this policy or eligibility for participation in the Retiree Health Insurance Program.

Beneficiary is an individual named as a beneficiary receiving a monthly retirement allowance as a result of the death of a Retiree. For purposes of this policy, a beneficiary is a spouse or a registered domestic partner or minor child.

Deferred Member is a SCERS participant who leaves SETA employment and leaves their retirement contributions on deposit with SCERS as permitted by SCERS rules and regulations.

Dependent for purposes of this policy shall be an Annuitant's spouse or registered domestic partner and unmarried children (natural, step, adopted, legal guardianship and/or foster) including children of a registered domestic partner, who are under 26 years of age, and do not have access to other group coverage other than through a parent. Children who are at least 19 years of age and under 24 years of age and attending school as a full-time student in an accredited secondary school, college or university may also be covered. Verification of full-time student status will be needed for each semester or quarter and must be submitted to the Employee Benefits Office. Medical and Dental eligibility will be extended through a summer break if the student was enrolled full-time and completed the preceding school term, and will be attending school in the next available term.

Qualified Status Change Event shall have the same meaning as defined in Section §125 of the Internal Revenue Code and shall also include events affecting the coverage or eligibility of a registered domestic partner or the dependent(s) of a registered domestic partner. Examples of qualified status change events include: marriage or divorce, registration or dissolution of a domestic partnership, birth, adoption, change of residence affecting health plan eligibility, or a dependent ceasing to be a dependent due to age limitations. This list is intended to be illustrative and is not exhaustive.

Registered Domestic Partner shall have the same meaning as set forth in Section §297 of the California Family Code.

Retiree is a SCERS member who has met eligibility requirements and has received a service retirement or disability retirement.

Survivor is a spouse, registered domestic partner, or minor child of an employee who died during active service and is receiving a monthly retirement allowance as a result of the death of the active member.

ITEM III-A – 2 - ACTION

APPROVAL OF ADDENDUM TO PAYROLL SERVICES CONTRACT
WITH HIGH LINE CORPORATION

BACKGROUND:

In July 2010 SETA entered into an agreement with High Line Corporation to provide hosting and system support of SETA's payroll system. SETA had been working with Ingentra, Inc. since 2006 and that company went out of business in early 2010. High Line Corporation is the software provider and has been working with many companies throughout the nation to maintain their payroll system.

At that time, SETA was in the process of implementing a timesheet module for electronic input of time by each individual employee. In researching the final efforts needed for implementation, additional consulting and trouble shooting beyond the scope of the agreement is needed to fully implement this module.

In discussions with the President of High Line, the estimated work necessary for full implementation would be \$5,000 per week for support from High Line's Senior Consultant and, if needed, an additional week of modifications to tailor the payroll program for SETA.

RECOMMENDATION:

Approve a contract addendum with High Line Corporation to provide consulting and troubleshooting to implement the timesheet entry module at a cost not to exceed \$10,000.

STAFF PRESENTER: Rod Nishi

ITEM III-A – 3 - ACTION

APPROVAL OF REVISED PROGRAM COORDINATOR JOB CLASSIFICATION AND RE-TITLING TO FACILITIES COORDINATOR

BACKGROUND:

The Agency Executive Director is proposing the revision of the Program Coordinator job classification. While the scope of the duties of the classification have held fairly constant, the: tools, terminology, and specific tasks of the Program Coordinator's work need further clarification.

CONSIDERATIONS:

1. While the current Definition of the classification is written broadly enough to accommodate any number of positions; the proposed Definition describes the work of the only two positions currently assigned or contemplated to be assigned to the classification.
2. Most of the proposed new language appears in the Examples of Essential Duties section of the classification. This language outlines with specificity the essential work of the two positions assigned to the classification. This new language will make the evaluation of incumbents and the recruitment to fill any vacancies more efficient and effective.
3. Re-titling would be more descriptive of the duties and responsibilities.

An extensive Classification Study has been completed. The purpose of the study is to:

- Review of all classifications and identify those to be eliminated
- Identify classifications which may be grouped or combined into tiered or deep classifications
- Prioritize individual classifications and tiered or deep classifications or clusters to review
- Gather input on responsibilities, tasks, and skills necessary for the classifications by forming groups of staff performing work in those classifications.

The Classification Study Report 2010 is the product of the collection of data on the classifications and the factors used were:

- Supervision received and given
- Complexity of the work
- Knowledge, skill, and ability required for the work
- Consequences of error and
- Percentage of time spent on each significant task.

STAFF PRESENTER: Rod Nishi

ITEM III-A – 3 – ACTION (continued)
Page 2

The process included sending a survey to all employees. Incumbents to the job classification of Program Coordinator were part of that survey and the attached revisions to the job specifications is the product.

No financial impact.

RECOMMENDATIONS:

Approve the revised Program Coordinator job classification and the re-titling to Facilities Coordinator.

STAFF PRESENTER: Rod Nishi

PROGRAM FACILITIES COORDINATOR

ORGANIZATIONAL RESPONSIBILITY

The **Program Facilities** Coordinator is responsible to the Chief, Administration Department or his/her designee.

DEFINITION

~~Under general direction, provides administrative support, plans, organizes and directs administrative service activities; assists with planning and management of office; performs important and difficult administrative/staff work requiring independent responsibility and judgement; and performs other related duties.~~

Under general direction, plans, organizes and directs the work of staff engaged in: facilities planning and support for the Agency's Main Office and Career Center locations; or the repair and general upkeep of Agency Head Start facilities and the transport of food, supplies and documents between such facilities; and performs other related duties.

DISTINGUISHING CHARACTERISTICS

This classification is assigned supervisory responsibilities for: facility planning, repair and upkeep, ordering and storage of supplies, and courier and transportation services for the Agency.

EXAMPLES OF ESSENTIAL DUTIES

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

- ~~1. Plans, organizes, directs and participates in the work of the Agency's administrative service activities through a staff of technical and clerical personnel;~~
- ~~2. Coordinates purchasing, requisitioning, and warehousing activities;~~
- ~~3. Confers with staff to coordinate and resolve administrative service problems;~~
- ~~4. Plans and participates in administrative studies of existing organization, management practices and procedures to reflect new function, changes in operation, or improvements in existing practices;~~
- ~~5. Prepares, and reviews reports, making recommendations;~~
- ~~6. Plans, organizes, and participates in office management activities including, clerical assistance, office space, furniture, equipment and supplies;~~
- ~~7. Provides training of office staff; organizes and maintains system for record keeping and storage;~~
- ~~8. Communicates with vendors regarding equipment problems;~~
- ~~9. Arranges meetings;~~
- ~~10. Completes information and prepares reports;~~
- ~~11. Types a variety of material; stores and issues office supplies;~~
- ~~12. Represents the Agency in various business and public relation matters;~~
- ~~13. Plans, supervises, schedules and assigns the work of clerical staff; and~~
- ~~14. Performs assigned management staff functions as delegated.~~

1. Supervises and performs Main Office and Career Center facilities support work, including: mailroom, facilities planning, copy room, and supply ordering; or Head Start facilities support work including facility repair, and the delivery of food, supplies and documents between SETA Head Start facilities; security services;
2. Receives and evaluates proposals, qualifications or services and prepares recommendations for the Agency's Governing Board for approval; and may negotiate with Lessor's or vendors the approved action by the Agency's Governing Board;
3. Oversees preparation and may develop architectural related design drawings and specifications for building alteration projects. Meets with architect on drawings for further development.
4. Represents the Agency in various business and public relation matters;
5. Responds to all requests for routine/preventative/emergency repairs;
6. Develops and oversees the execution of a schedule of planned maintenance for Head Start facilities;
7. Supervises ordering and stocking of supplies, and their warehouse storage and distribution;
8. Prioritizes courier maintenance workload and projects;
9. Develops, releases, receives and reviews Request For Bid for subs to do the improvements/construction.
10. Responsible for security card system maintenance and distribution of cards and monitoring of system.
11. Provides reports on space analysis for subleasing efforts;
12. Organizes and maintains system for record keeping and storage;
13. Communicates with vendors regarding equipment problems;
14. Arranges meetings;
15. Composes a variety of written material;
16. Coordinates with the Information Technology Department for any IT equipment and wiring needs and procures vendor and determines layout need;
17. Prepares and reviews reports, making recommendations.

MINIMUM QUALIFICATIONS

Knowledge of:

- Office management methods and procedures;
- ~~Personal computer hardware and software;~~
- Filing and record keeping procedures;
- Letter and report writing;
- Principles of supervision and training;
- Proper English usage, spelling, grammar and punctuation;
- Principles of organization;
- Some word processing software.

AND

Ability to:

- ~~Perform and supervise~~ **Supervise and perform** technical and administrative work;
- Analyze situations accurately to adopt an effective course of action;
- Plan, organize, direct and coordinate work of a diversified technical and clerical staff including delegation of responsibilities and authorities;
- Establish and maintain effective working relationships as necessitated by work assignments;
- Communicate clearly and concisely orally and in writing;
- Be responsible for the office function in support of SETA;
- Interpret and apply rules, policies, and regulations with the good judgement in a variety of situations;
- Maintain a variety of complex office assistance assignments;
- Compile information and prepare accurate reports;
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions;
- Establish and maintain cooperative working relationships.

AND

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

- I. Four (4) years of increasing responsible administrative experience in office management, administrative analysis, personnel management, budgetary analysis, preferably with one year experience as a lead worker or supervisor;

AND

- II. Equivalent to an Associate of Arts degree with emphasis in business administration or a related field.

OR

- III. Equivalent to graduation from an accredited four-year college or university with major course work in business administration, public administration, economics, government, political science, sociology, or a related field;

AND

- IV. Two (2) years experience in office administrative capacity. Additional qualifying experience may be substituted for the educational training on a year-for-year basis.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid Class C California Driver's License is required. A good driving record of at least two (2) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required. Failure to obtain a Class C Driver's License will be evaluated on a case-by-case basis.

PHYSICAL DEMANDS/QUALIFICATIONS

Essential Physical Attributes:

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

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

Non-essential Physical Attributes:

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

ITEM III-B - 1 – ACTION

APPROVAL OF THE COMMUNITY SERVICES BLOCK GRANT (CSBG) REQUEST
FOR PROPOSALS FOR THE 2012 PROGRAM YEAR

BACKGROUND:

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

On June 2, 2011, the Governing Board approved the 2012/2013 Community Action Plan (CAP). The CSBG Request for Proposals (RFP) solicits proposals from qualified agencies to address the needs and services identified in the CAP.

At this time, the federal government has not approved a budget and the total amount of Community Services Block Grant funding for the 2012 program year is not known. For planning purposes, SETA has included in the RFP an available amount that is based on fifty percent of the 2011 allocation. A total of \$800,000 is projected for release, on a competitive basis, to public and private non-profit entities with the capacity and experience to meet unmet needs identified in the CAP. The available funding for the 2012 CSBG RFP is as follows:

1. Sixty percent (60%), or \$480,000, for Safety-Net Services, one-time or limited services to families who find themselves in a crisis situation.
2. Forty percent (40%), or \$320,000, for Family Self Sufficiency services, which are comprehensive, case-managed services for families.

SETA will target the most vulnerable populations in Sacramento County. For the 2012 program year, groups that will receive priority for services include low-income families, at-risk youth, homebound seniors, the disabled, and homeless individuals and families, including homeless youth.

The process and criteria for selecting delegate agencies to implement services and activities of SETA's Community Action Plan are outlined in the draft CSBG Request for Proposals (RFP) for the 2012 Fiscal Year that has been sent under separate cover.

The Community Action Board approved the CSBG RFP at its August 10, 2011 meeting.

RECOMMENDATION:

Approve the CSBG Request for Proposals for the 2012 Fiscal Year.

STAFF PRESENTER: Cindy Sherwood-Green

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
COMMUNITY SERVICES BLOCK GRANT

FUNDING CALENDAR

Fiscal Year 2012

<u>DATE</u>	<u>EVENT</u>
Friday, September 2, 2011 1:00 P.M.	Issuance of Request for Proposals Sacramento Employment and Training Agency 925 Del Paso Boulevard, Suite 100 Sacramento, CA 95815
Monday, September 12, 2011 10:00 A.M. - 12:00 P.M.	<u>Offeror's Conference</u> SETA Board Room
Wednesday, September 21, 2011 4:00 P.M.	Pre-qualification requirements submission deadline
Thursday, October 6, 2011 4:30 P.M. Deadline	<u>PROPOSALS DUE BY 4:30 P.M.</u>
Thursday, November 10, 2011 3:30 P.M.	Staff Recommendations Released Copies will be available on the SETA website www.seta.net and at the SETA receptionist desk, 925 Del Paso Blvd., Suite 100, Sacramento, CA
Wednesday, November 16, 2011 10:00 A.M. - 3:00 P.M.	Special Community Action Board (CAB) meeting for the development and approval of FY 2010 CSBG funding recommendations.
Wednesday, November 23, 2011 4:30 P.M. Deadline	Written protest submission deadline
Thursday, December 1, 2011 10:00 A.M.	SETA Governing Board Meeting Final funding decisions made on Community Services Block Grant applications
January 1, 2012	FY 2012 CSBG Program Start Date

**PLEASE NOTE THAT ALL MEETINGS WILL TAKE PLACE AT THE SETA BOARD
ROOM, 925 DEL PASO BOULEVARD, SUITE 100, SACRAMENTO, CA 95815**

ITEM III-B – 2 - ACTION

APPROVAL OF STAFF FUNDING RECOMMENDATIONS FOR THE REFUGEE EMPLOYMENT SOCIAL SERVICES (RESS), TARGETED ASSISTANCE (TA), OLDER REFUGEE DISCRETIONARY (ORD), TARGETED ASSISTANCE DISCRETIONARY (TAD) PROGRAMS, PROGRAM YEAR 2011-2012

BACKGROUND:

On April 28, 2011 the Board approved the release of a Request for Proposals (RFP) for the Refugee Employment Social Services (RESS) and Targeted Assistance (TA) programs, fiscal years (FY) 2012-2014. Under the RFP, the following services will be provided to refugees, asylees and certified victims of human trafficking who are within five (5) years of their arrival in the United States:

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

On June 17, 2011 SETA received 22 proposals. The 22 proposals were submitted by 14 applicants requesting a total of \$2,730,115.

Evaluation Process

The proposals were reviewed and scored by an Evaluation Team comprised of nine staff from SETA's Workforce Development and Fiscal Departments. Proposals were evaluated based on the criteria outlined in the RESS/TA RFP. Areas reviewed and addressed included an applicant's demonstrated experience and ability to:

- Operate, manage, deliver & evaluate all elements of the proposed refugee program
- Attain performance goals (target population, services, enrollment, entered employment, job retention)
- Serve the refugee population
- For employment service activities, develop jobs for the refugee population
- For employment service activities, provide all elements of case management, including the provision of supportive services, the tracking and documenting of services, including progress towards goal attainment, and providing follow-up and job retention services
- Partner, coordinate, and collaborate with Department of Human Assistance (DHA) and Sacramento Works Career Center (SWCC) staff

Program cost reasonableness was also evaluated. This was accomplished by comparing proposals to historical costs of similar programs, as well as comparing to the costs of other proposals submitted in response to the RFP.

STAFF PRESENTER: Michelle O'Camb

ITEM III-B – 2- ACTION (continued)

Page 2

SETA staff routinely monitors and evaluates RESS and TA-funded program services and providers on overall program performance and ability to meet contractual performance standards. Evaluation criteria reviewed for performance of current SETA-funded applicants included:

- Achievement of contractual, planned service levels (enrollment, service units, entered employment and job retention)
- Ability to enroll and serve the targeted population, with focus on eligible recipients of public cash assistance
- Submission of timely and accurate fiscal and program reports, as well as contract documents

References for non-SETA funded applicants were contacted and asked to provide an assessment of program performance and capabilities. This information was utilized in developing funding recommendations.

Proposal summaries and recommendations have been provided under separate cover.

Available Funding

SETA has not received notification of PY's 2011-12 RESS and TA or Older Refugee Discretionary (ORD) allocations. It is anticipated that SETA will receive this information in September 2011. Preliminary estimates indicate that funds available for allocation will be:

RESS: \$590,528 **TA**: \$319,638 **ORD**: \$47,725

It is anticipated that 1,182 refugees (648 in the SA & CO component and 534 in employment related components) will receive services. Of the 534 refugees receiving employment services, at least 612 (55%) will enter employment at an average wage of \$9.75 per hour.

Targeted Assistance Discretionary (TAD) Funding

On July 7, 2011 the SETA Governing Board approved ratification of the submission of SETA's application for Targeted Assistance Discretionary funds. The California Department of Social Services (CDSS)—Refugee Programs Bureau (RPB) requested that SETA submit a project proposal to RPB by the deadline of June 15. The proposed project will expand employment services to Sacramento County's newly arriving Iraqi and Bhutanese refugees who have compelling situations, which have resulted in challenges in obtaining economic self-sufficiency and a continued dependency on public assistance.

STAFF PRESENTER: Michelle O'Camb

ITEM III-B – 2- ACTION (continued)

Page 2

Services proposed under the TAD application will be delivered through the following four (4) current refugee program service providers who were either meeting or exceeding contractual service levels at the time of application submission:

- ✓ Asian Resources, Inc.
- ✓ Bach Viet Association, Inc.
- ✓ Twin Rivers Unified School District
- ✓ Sacramento Occupational Advancement Resources

SETA has not received notification of the TAD award for PY 2011-12. It is anticipated that SETA will receive this information in September 2011. Preliminary estimates indicate that funds available for allocation will be: **TAD:** \$41,090

It is anticipated that 24 Iraqi and Bhutanese refugees will receive either VESL/ES or ES Stand Alone services with the additional discretionary funding.

RECOMMENDATION:

Approve staff funding recommendations for the Refugee Employment Social Services (RESS), Targeted Assistance (TA), Older Refugee Discretionary (ORD), and Targeted Assistance Discretionary (TAD) programs, Program Year 2011-2012, as indicated on the attached funding charts. Additionally, approve the following stipulations:

- 1) VESL/ES service providers must ensure open entry and prompt placement into VESL classes for all clients that are assessed to be in need of English language training.
- 2) All VESL/ES and ES Stand Alone budgets must include a minimum allocation of 5% for supportive services.
- 3) Providers with case management and job development staff budgeted for less than 12 months, or budgeted for part-time employment, must stagger respective staff to ensure program services are available Monday through Friday, at least eight (8) hours a day, from October 1, 2011 through September 30, 2012.
- 4) If the final allocations for RESS, TA, ORD, and/or TAD are less than the anticipated amounts, SETA reserves the right to reduce amounts allocated to providers accordingly.
- 5) If the final allocations for RESS and TA are more than anticipated, Staff will return with an augmentation recommendation. If staff returns with an augmentation recommendation, priority for funding will be given to Lao Family Community Development, Inc. for the Employment Service activity.

STAFF PRESENTER: Michelle O'Camb

Sacramento Employment and Training Agency
REFUGEE PROGRAM
 Staff Funding Recommendations, PY 2011 - 2012
Component: VESL/ES

RANK	AGENCY NAME	SWCC COLLABORATION	CURRENT FUNDING PY 10-11	AMOUNT REQUESTED	# TO BE SERVED	COST PER PART.	STAFF RECOMMENDATION			
							RESS/TA AMOUNT*	TAD AMOUNT**	RESS/TA # TO SERVE	TAD # TO SERVE
1	Twin Rivers USD	Hillsdale	\$135,000	\$143,000	65	\$2,200	\$123,000	\$6,639	56	3
1	Asian Resources	Broadway, Citrus Heights	111,600	106,778	100	1,068	100,000	7,278	94	3
2	Bach Viet Association	Lemon Hill, South County	142,500	247,110	96	2,574	127,000	7,246	49	3
3	SOAR	Rancho Cordova	117,990	132,000	71	1,859	105,000	5,531	56	3
3	Lao Family Community Development	Lemon Hill, Broadway, Mark Sanders, Franklin, South County		128,646	65	1,979	85,010		43	
4	Folsom Cordova Community Partnership	Rancho Cordova/ Mather		90,704	40	2,268				
4	San Juan USD	Hillsdale		216,000	90	2,400				
4	Sacramento City USD	Lemon Hill	99,048	154,000	70	2,200				
5	Sacramento Asian American Minority	Franklin, La Familia, Mark Sanders, Hillsdale		335,451	180	1,864				
TOTALS			\$606,138	\$1,553,689	777	\$2,000	\$540,010	\$26,694	298	12

* Subject to award of 2011-12 allocations of RESS and TA funds from ORR

** Subject to approval of SETA's TAD application to CDSS-Refugee Programs Bureau on 6-15-11 and the awarding of 2011-12 TAD funds from ORR

**Sacramento Employment and Training Agency
REFUGEE PROGRAM
Staff Funding Recommendations, PY 2011 - 2012
Component: ES Stand Alone**

RANK	AGENCY NAME	SWCC COLLABORATION	CURRENT FUNDING PY 10-11	AMOUNT REQUESTED	# TO SERVE	COST PER PART.	STAFF RECOMMENDATION			
							TA AMOUNT*	TAD AMOUNT**	RESS/TA # TO SERVE	TAD # TO SERVE
1	Twin Rivers USD	Hillsdale	\$72,682	\$73,200	61	\$1,200	\$69,000	\$3,575	58	3
2	Asian Resources	Broadway, Citrus Heights	74,800	102,700	115	893	67,000	3,937	75	3
2	Bach Viet Association	Lemon Hill, South County	75,168	89,600	64	1,400	67,000	4,027	48	3
2	SOAR	Rancho Cordova	60,000	80,000	85	941	52,000	2,857	55	3
3	Lao Family Community Development	Lemon Hill, Broadway, Mark Sanders, Franklin, South County	0	84,154	75	1,122	***			
4	Sacramento City USD	Lemon Hill	60,000	121,000	55	2,200				
5	Sacramento Asian American Minority	Franklin, La Familia, Mark Sanders, Hillsdale		142,861	90	1,587				
TOTALS			\$342,650	\$693,515	545	\$1,273	\$255,000	\$14,396	236	12
* Subject to award of 2011-12 allocations of RESS and TA funds from ORR										
** Subject to approval of SETA's TAD application to CDSS-Refugee Programs Bureau on 6-15-11 and the awarding of 2011-12 TAD funds from ORR										
***If final RESS and TA allocations exceed anticipated funding levels, SETA staff will recommend funding LFCD for the ES component.										

Sacramento Employment and Training Agency
REFUGEE PROGRAM
 Staff Funding Recommendations, PY 2011 - 2012
Component: SA and CO

RANK	AGENCY NAME	SWCC COLLABORATION	CURRENT FUNDING PY 10-11	AMOUNT REQUESTED	# TO SERVE	COST PER PART.	STAFF RECOMMENDATIONS			
							RESS AMOUNTS*	ORD AMOUNTS*	RESS # TO SERVE	ORD # TO SERVE
1	Southeast Asian Assistance Center	Lemon Hill/ Franklin/ La Familia	\$40,857	\$57,000	285	\$200	\$40,156	\$10,931	201	31
2	Hmong Women's Heritage Association	Broadway	40,410	97,199	350	278	37,500	10,931	135	31
2	Slavic Assistance Center	Citrus Heights/ Broadway	43,889	45,000	225	200	37,500	21,863	188	62
3	Opening Doors	Hillsdale		22,919	205	112				
4	Sacramento Asian American Minority, Inc.	Franklin/La Familia/Mark Sanders/ Hillsdale		123,915	500	248				
5	Lao Family of Stockton	None		136,788	540	253				
TOTALS			\$125,156	\$482,821	2,105	\$229	\$115,156	\$43,725	524	124
* Subject to award of 2011-12 allocations for RESS and ORD funds from ORR										

ITEM IV-A - INFORMATION

CHILD AND ADULT CARE FOOD PROGRAM (CACFP) REVIEW REPORT AND
RESPONSE

BACKGROUND:

From May 23-27, 2011, SETA was reviewed for compliance of the Child and Adult Care Food Program (CACFP).

The results of that compliance review and staff's response will be sent under cover.

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee

ITEM IV-B INFORMATION

REPORT BACK ON SERVICES PROVIDED TO PAROLEES

BACKGROUND:

Staff was requested to provide additional information regarding services provided to parolees at Sacramento Works Career Centers.

Staff will be available to answer questions.

SETA
CA New Start Community Employment Program
Status Report

Participant data to date	Number Recruited	Parole Office Referrals	Enrollments	Workshops	Placements
8-22-11	415	58	320	680	120

Data by Career Center

Career Center	Enrollments	Cost per participant	In Training	Support Services	Cost per participant
Broadway	120	0	0	27	\$77
Lemon Hill	74	\$153	5	49	\$31
South County	64	\$42	1	18	\$60
Urban League	62	\$181	6	105	\$84

Note: The weekly PACT meeting conduct by the Department of Adult Parole Operation, which was SETA's primary recruitment source, was discontinued in November of 2010. Since that time, SETA has conducted recruitment through the local Parole Offices and through SCOE's Day Reporting Center.

At the August, 2011 SETA Governing Board meeting, these providers were augmented for staffing for the New Start program and funds were set aside to provide additional support services to New Start customers.

Challenges:

While customers lacking right to work documentation remain a major obstacle to enrollment, the number of parolees with this documentation has increased. The job coaches continue to encourage and assist them in obtaining these documents.

STAFF PRESENTER: Robin Purdy

ITEM IV-C- INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim

MEMORANDUM

TO: Ms. Mary Kimball **DATE:** August 4, 2011
FROM: D'et Patterson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Center for Land-Based Learning

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA/ARRA	Green Job Corps	\$95,501	9/25/09-2/28/11	5/1/10-2/28/11

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 7/6/11

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

Program Operator: Center for Land-Based Learning

Findings and General Observations:

- 1) We have reviewed the WIA/ARRA Green Job Corps program from May 1, 2010 to February 28, 2011. The costs reported for this program have been traced to the subgrantee's 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

Program Operator: Elk Grove Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2010 to May 31, 2011 have been traced to the delegate agency records. The records were verified and appeared to be in order.
- 2) There are no findings on the Head Start program for the current period. However, in our review of the encumbrances for the 2009-2010 program, we found that of the total encumbrances of \$99,461.47, \$94,201.52 was expended leaving a balance of \$5,259.95 of unexpended encumbrances. This amount is considered a disallowed cost because the Head Start program was not benefited pursuant to Section C.3.a of Attachment A, OMB Circular No. A-87, which states, "A cost is allocable to a particular cost objective if the goods or services involved are chargeable or assignable to such cost objective in accordance with relative benefits received."

Recommendations for Corrective Action:

- 1) Reimburse SETA from non-SETA funds the amount of \$5,259.95.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Laurie Clothier **DATE:** August 4, 2011
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of River Oak Center for Children

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u>	<u>PERIOD</u>
			<u>PERIOD</u>	<u>COVERED</u>
EHS	Expansion	\$ 467,420	9/30/10-9/29/11	9/30/10-4/30/11

Monitoring Purpose: Initial X Final
Date of review: 6/29-30/11 & 7/6/11

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

Program Operator: River Oak Center for Children

Findings and General Observations:

- 1) The total costs as reported to SETA from September 30, 2010 to April 30, 2011 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) Our monitoring letter dated March 4, 2011 contained recommendation for corrective action due to findings in the documentation of the in-kind expenses.
Our review indicated that the corrective actions have been implemented and therefore, the findings are now considered closed.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board
Policy Council

ITEM IV-D – 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

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progress of the meeting.)

As corrected 7/26/11.

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

Tuesday, June 28, 2011
9:00 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Coventry St. Mary called the meeting to order at 9:19 a.m. Ms. Rebecca Lewis read the Thought of the Day. Ms. Lisa Daniels called the roll. Ms. Blanca Rosales and Ms. Lucero Canto were seated. ***Ms. Blanca Rosales agreed to serve as the translator.***

Members Present:

Amarjit Gill, Elk Grove Unified School District
Sandra Renteria, Sacramento City Unified School District
Sarah Proteau, San Juan Unified School District
Darlene Low, San Juan Unified School District
Michela Barbosa'Gage, Twin Rivers Unified School District (arrived at 9:32 a.m.)
Lisa Daniels, WCIC/Playmate Child Development Center
Delia Ramirez, WCIC/Playmate Child Development Center
Mary Brown, SETA-Operated Program
Kiersten Gonzales, SETA-Operated Program
Kelly Martin, SETA-Operated Program
Connie Wallace, SETA-Operated Program
Haley Joslin, SETA-Operated Program (arrived at 9:35 a.m.)
Rebecca Lewis, Grandparent Representative
Dina Patterson, Foster Parent Representative
Tamara Knox, Past Parent
Coventry St. Mary, Early Head Start
Victor Goodwin, CAMP

New Members to be Seated:

Lucero Canto, Home Base
Blanca Rosales, Home Base

Members Absent:

Socorro Gutierrez, SETA-Operated Program (excused)
Laura Meza, SETA-Operated Program (excused)
David Quintero, Past Parent (excused)

II. Consent Item

A. Approval of the Minutes of the May 24, 2011 Special Meeting

There were no questions or comments.

Moved/Goodwin, second/Gill, to approve the May 24, 2011 minutes as distributed.

Show of hands vote: Aye: 16, Nay: 0, Abstentions: 1 (St. Mary)

III. Action Items

A. Approval of Fiscal Year 2011-2012 Head Start/Early Head Start Supplemental Grant Application

Ms. Denise Lee reviewed this item. This is an opportunity to roll over ARRA expansion application funds. This was originally a two-year process but it is being extended for another year. These funds will be rolled over to the base funding. SETA has not received a funding cut and is allowed to keep these funds. Head Start funds in the amount of \$1,014,150 will serve an additional 150 children, and Early Head Start funds in the amount of \$2,194,641 will serve an additional 196 children.

Moved/Brown, second/Gill, to approve the Fiscal Year 2011-2012 Head Start/Early Head Start Supplemental Refunding Application.

Show of hands vote: Aye: 16, Nay: 0, Abstentions: 1 (St. Mary)

B. Approval of the Policy Council/Parent Advisory Committee Joint Parent Activity

There are two annual PC and PAC activities; the parent bonding activity, and the End-of-Year Parent Appreciation luncheon.

Ms. Barbosa'Gage arrived at 9:32 a.m.

Ms. Joslin arrived at 9:35 a.m.

This item provides an opportunity for Policy Council approve a joint parent activity with the Parent Advisory Committee. Ms. St. Mary reviewed proposed activities. The Social/Hospitality Committee oversees and plans the events. Details on the event will be provided at a later date. A parent bonding event is scheduled for Friday, July 29, 10 a.m. – 2:30 p.m. at the Old Sacramento Underground and History Museum Tour.

Moved/Low, second/Barbosa'Gage, to approve a joint parent activity with the Parent Advisory Committee.

Show of hands vote: Aye: 18, Nay: 0, Abstentions: 1 (St. Mary)

C. Selection of Representative and Alternate to the SETA Health Services Advisory Committee (HSAC)

Ms. St. Mary asked if anyone was interested in serving on this committee. Ms. Brenda Campos reviewed the purpose of the committee. The next meeting is scheduled for Wednesday, October 26; meetings are held in the Sequoia Room and last approximately two hours. Dinner is provided.

There are a number of health professions invited to attend. Major issue this committee is dealing with is the lead blood level in children and how it is screened.

Those interested in serving on this committee: Rebecca Lewis, Amarjit Gill, Kelly Martin, Haley Joslin.

This committee focuses specifically on Head Start issues.

Moved/Daniels, second/Proteau, to suspend the rules and vote in all of those interested.

Show of hands vote: Aye: 18, Nay: 0, Abstentions: 1 (St. Mary)

D. Selection of Community Partnership Advisory Committee (CPAC) Representative and Alternate

Ms. Terri Carpenter reported that the CPAC is scheduled to meet again on Thursday, September 15 at 9:00 a.m. in the Sequoia Room. Meetings generally last 1 ½-2 hours. This committee works to share information on services available in the area. Ms. Carpenter stated that staff is always looking for other organizations to join the CPAC.

Those interested: Lisa Daniels, Amarjit Gill, Sarah Proteau, Kierstan Gonzales.

Moved/ Daniels, second/Gonzales, to suspend the rules and vote in all of those interested.

Show of hands vote: Aye: 18, Nay: 0, Abstentions: 1 (St. Mary)

Ms. Desha requested that board members that attended the May 24 board meeting sign an attendance roster.

E. Approval of Tentative Agreement to Labor Contract

Mr. Rod Nishi stated that the Agency is currently in a labor contract that began last year and ends in 2013. Each year there are re-openers on wages and benefits. This agreement allows for a lump sum payment of \$1,200 for employees on board as of July 1, 2011; the vote of the union had not occurred when the agenda packet was published. The business agent for the Supervisory

and Head Start units reported that the agreement was passed unanimously with only three nay votes.

The board asked how this came about. Mr. Nishi stated that near the beginning of the year when Congress was debating a resolution to continue the funding for the federal government, there was a charge to eliminate Head Start and other federal agencies. Management has been carefully monitoring expenses on a monthly basis to determine whether there would be funds to complete the year. Based on prudent review of budget and expenses, the Agency has been able to identify \$700,000 for the total package agreement for the Agency. This rewards the employees but also protects the Agency's budget.

Ms. Brown inquired if this includes teachers and long-term substitutes? Mr. Nishi replied that this would cover regular employees which would include teachers. It would not include substitutes since they are not regular employees. This action would go to the SETA Governing Board on July 7 and it would be paid out in the full pay period after that which would be the August 5 paycheck. Taxes will need to be paid by the employees.

Moved/Martin, second/Barbosa'Gage, to approve the tentative agreement regarding wages and benefits.

Show of hands vote: Aye: 18, Nay: 0, Abstentions: 1 (St. Mary)

Ms. St. Mary distributed a list for parents to sign up for the Parent Activity.

IV. Information Items

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett reported that the corporate card report in the amount of \$700,000 is for the agency as a whole. The Head Start portion is \$450,000. The report through May should be 83% of the grant; the budget is currently 75% of the grant. Staff is expecting to have around \$300,000 unspent. There are plans to spend money on new books and toys with the extra funds. Also, a modular building is in the process of being installed and being inspected; approximately \$450,000 is being spent on the modular. Overall, the program is in good shape. The administration expenditures are around 10% which is substantially lower than allowed.

Ms. Brown inquired why bike helmets are being purchased. Ms. Campos replied that there is a child with special needs that requires a bike helmet so it was decided that all of the children at the center would be provided a bike helmet.

- Parent/Family Support Unit Events and Activities: Ms. St. Mary reviewed the upcoming meetings.
- PC/PAC Calendar of Events: No additional report.

- Introduction of Newly Seated Representatives: Ms. Lucero Canto and Ms. Blanca Rosales introduced themselves.
- Parent/Staff Recognitions: Ms. Daniels said that her daughter and Victor Goodwin's daughter were featured in the June 16-22 "My Heart Belongs to Daddy" contest, sponsored by the Sacramento Observer and the Center for Fathers and Families.

Ms. Tamara Knox was asked to give a speech at a Soropotomist club meeting when they found out she wrote a book on the triumphs of domestic violence survivors. She was also featured in the Soropotimist flyer Women's Opportunity Award. When she went to Virginia Beach, she met the keynote speaker and asked if she would be featured in a magazine.

- PC/PAC Parent Leadership Institute Reports: Ms. Brown reported that Dr. Tracy Tomasky was the trainer, and provided a really good training entitled, "From Follower to Leader". Of the 45 people on the boards and delegate agencies that signed up to go, only 15 attended. It was a very high cost to the Agency for board members that did not attend. It was a great opportunity for board members; it was a great self-esteem building experience.
- Community Resources-Parents/Staff: No additional report.

B. Governing Board Minutes for the April 28, 2011 Meeting: No questions.

V. Committee Reports

A. Executive Committee: Ms. Lewis reviewed the meeting critique.

Ms. St. Mary left the room; point of personal privilege. Ms. Lewis, Vice Chair, took over facilitating the meeting.

- B. Budget/Planning Committee: No additional report.
- C. Personnel/Bylaws Committee: Ms. Brown reported that the members have finished reading the bylaws and are in the process making the modifications that need to be done. If there are any changes needed, notify committee members.
- D. Social/Hospitality Committee: Ms. Daniels discussed the upcoming parent activity. The End-of-Year Parent Appreciation is scheduled for Saturday, October 8 at the DoubleTree Hotel. The next committee meeting is scheduled for July 13 at 1 p.m.
- E. Monitoring and Evaluation Committee: No report.
- F. Program Area Committees
 - Early Childhood Development & Health Services Committee and Parent/Family Committee Subcommittee: Ms. Campos stated that back in January/February, the Head Start program was reviewed; one of the findings was the blood lead level testing in children. Staff received a call from the regional office and they will be coming to see how the SETA Head Start has corrected the finding. Ms. Campos stated that a meeting has been set up, August 11 from 9-11 a.m., for parents to attend and provide information on which children need lead screening.

Staff needs to know what the barriers are for parents not taking their children to get screening. Although there are procedures in place, it is really the parents taking the kids in to get the screening done. What can be done to encourage parents and advocate for the test. Ms. Campos distributed a flyer on this issue and encouraged all parents to attend.

Ms. St. Mary returned to the meeting.

- G. Male Involvement Committee/Community Advocating Male Participation: Mr. Victor Goodwin stated that the committee is planning new Daddy and Me (aka Family and me) events, hopefully at one of the water parks in the area. He will be coming with more information next month.
- H. Health Services Advisory Committee Report: October 26 is the next meeting.
- I. Community Partnerships Advisory Committee: The next meeting is scheduled for September 15.
- J. Maternal, Child and Adolescent Health Advisory Board: The next meeting is scheduled for September.

VI. Other Reports

- A. Executive Director's Report: No report.
- B. Head Start Deputy Director's Report
 - Monthly Head Start Report: Ms. Lee provided an update on State Department of Education and proposed cuts. The last time she checked there was a 15% proposed cut for all state-funded programs which was reduced to 11%. Hopefully the governor will sign the budget soon. Staff is expecting between 15-25% cut in the budget. Due to ARRA fundings, staff was able to 'rebuild' some of the hours that were cut. Staff is looking at the actual hours that the centers are providing services to children. With potential budget cuts, it will be more difficult to find child care services for children; there will be more demand in September. The SETA-operated program is a year-round program. There are only 55-65% children in seats which means that half of the kids are not coming to school on a regular basis. There was discussion in the management team regarding this issue. It was decided that basic customer service was crucial and that the clients need to know that they are a part of something important. Staff is launching a new campaign for customer services and parent participation. It is important to find out what makes a parent bring their child to school every single day. Ms. Lee received final feedback in writing regarding the federal review; the reviewers will be visiting SETA again September 28-29. The reviewers will be seeing if the two areas of findings, blood lead screening and the reporting of in-kind services, have been resolved. For every dollar received from the federal government, SETA Head Start has to match 25% of this. Although the in-kind has been done, the documentation was not clear. Staff will receive training on July 21 on how to document the in-kind services. Staff also recently finished a food-care review which is done every three years. This is done to ensure

that all of the special diets and services are being done correctly. Reviewers look at documentation on meal service in the classrooms. There were some findings regarding how the meal counts are done. Although training is done annually, a few new regulations were added so there is a need to go back and train staff. The responses are due July 20. They are small but mighty items since it is reimbursable funds. The Agency has not received a state visit but it does not mean that there will not be a review next school year.

Ms. Martin asked what was done with the leftovers at the classrooms. Ms. Campos stated that if it is hot food, the hot food must be thrown out if the temperature drops or is not eaten right away. Anything that is not expired or is cold can be kept for children but it cannot be taken off the premises.

Ms. Wallace stated that recently SETA has been sending out job opening notifications. She asked that since there are openings now, are people losing hours, and why are the positions open again? Ms. Lee replied that there is some hiring going. There has been very little hiring since 2009 but this was in anticipation of potential funding cuts. Management has been very sensitive to not fill vacancies with permanent staff or allow the use of substitutes. There was strategic planning on management's part to ensure there would be no layoffs. The Agency picked up supplemental funding and opened up new centers, some staff have taken promotions, and some staff left the Agency. When there were reduced work hours, it affected only CDE teaching staff.

Ms. Brown inquired about the staff that took Infant/Toddler position. She asked if there is going to be an inside recruitment, and what will happen to the people that are already ranked? Although people have the education and experience, some did not interview well. This does not mean that they are not a good teacher.

Ms. Lee stated that some people did not do well in the interview and were extended another opportunity to interview. Others chose to go to preschool, or chose to take another position.

- C. Chair's Report: Ms. St. Mary shared that all of the work that comes to the board comes from the committees. She directed board members to the committee listing and encouraged board members to attend meetings. June birthdays: Kelly Martin (June 8), Darlene Low (June 24), and Coventry St. Mary (June 28).
- D. Head Start Managers' Reports
 - ✓ Lisa Carr: Ms. Carr stated that the first meeting of the Customer Service/ Attendance Committee meeting was held recently; another meeting is scheduled for July 28 at 1:30 p.m. Attendees included a cross section of teachers, parents, and family service workers. There was discussion as to what can be done as an agency to get kids here. Ms. Carr stated that this will

'roll up' to a school readiness committee. There will be more formal meetings in September. It is important to deal with attendance before the next school year begins. Ms. Carr distributed a flyer for a workshop on the effects of violence on children. The workshop will be held in the evening, and childcare and dinner will be provided by the Child Abuse Council. Starting in September, the Agency will again start planning for the County-wide Parent Conference.

- ✓ Brenda Campos: At the end of August, SETA has to complete a Program Information Report (PIR) which is due to the Office of Head Start. This report includes the number of children enrolled and services provide. Three delegate agencies have already submitted their information and staff is in the process of reviewing the reports.
- ✓ Karen Gonzales: Every June, the Agency is required to perform an annual report based on desired results. There are two areas to focus on: Desired Results #1 and #2, which came from data on where children need the most support. Also, parent surveys went out. The environmental rating scales was used to develop the desired results.

E. Open Discussion and Comments: Ms. Brown reported that her young son just graduated from sixth grade; he will be honored at the State Fair for not missing a single day from first grade to sixth grade.

Mr. Goodwin reported that his daughter will be in the Little Miss CapitolCity pageant next weekend; this is part of a girls self-esteem program. The girls attend classes and then there is a pageant which includes a talent competition. She is also going to Las Vegas for the talent competition. He will be having a shoe "blowout" at his house to raise funds for the travel expenses.

Ms. Barbosa'Gage announced that her name is now Barbosa'Gage; she was married two years ago although she has been together with her husband for 27 years.

Ms. Knox reported that her son graduated from kindergarten.

Ms. Kiersten Gonzales reported that she and her husband will be holding an 'old skool' dance to help raise money to get music back to schools. This will be held on July 8, at 10:00 p.m. The cost is \$15 a person or \$25 per couple.

F. Public Participation: None.

VI. **Adjournment:** The meeting was adjourned at 11:22 a.m.

SETA Head Start Food Service Operations Monthly Report * July 2011

July 6th - Elkhorn Centers Opens two Toddlers Classes.
All Preschool classes increased to 20 count servings.

July 7th - Home Base Socials Provided Paper goods for Socials
cost \$294.39.

July 11th - Kennedy Estates classes cut to 15 count servings

July 15th - Class Changes:
Broadway - Full Day Classes to 1 AM & 1 PM Class
Fruitridge - 1 Full Day Class to 1 AM Class

July 15th & 16th - Central Kitchen was painted & FRP Repaired.
RJ Painting completed the project over the weekend.
cost \$2000.00

July 18th - WCIC Hood Fire System Serviced by Kevin Uker
from Central Valley Fire Control

Meetings and Trainings:
No Meeting or Trainings Attended this month.

Total Number of Meals and Snacks Prepared for All Kitchens	Lunch	PM Snack	Breakfast	Field Trips
	39,376	24,340	28,827	500

Total Amount of Meals and Snacks Prepared	93,043
---	--------

Purchases:

Food	\$69,816.63
Non - Food	\$13,950.99

Building Maintenance and Repair:	\$750.69
----------------------------------	----------

Kitchen Small Wares and Equipment:	\$10,093.51
------------------------------------	-------------

Vehicle Maintenance and Repair :	\$4,095.11
----------------------------------	------------

Vehicle Gas / Fuel:	\$2,093.71
Normal Delivery Days	20

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 07/31/11)

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)	21	(10%)	N/A	
Elk Grove USD (420)	71	(17%)	N/A	
Sacramento City USD (1292)(147)	170	(13%)	15	(10%)
San Juan USD (700) (161)	80	(11%)	30	(19%)
WCIC (120)	13	(11%)	N/A	
SETA (2796) (345) (1878 Tracks)	210	(11%)	64	(19%)
County (4621)* (653)*	565	(12%)	109	(17%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

**Sacramento County Head Start/Early Head Start
Delegate Monthly Enrollment Report
July, 2011
Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Elk Grove USD	380	-	-	-	-
Elk Grove ARRA Expansion	40	-	-	-	-
Sacramento City USD	1,272 (323)	250	77	136	42
Sac City ARRA Expansion	20	-	-	-	-
Sacramento Employment and Training Agency	1,860 (2,778)	1,871	101	1,093	59
Sacramento Employment Training Agency AARA Expansion	18	20	111	6	33
San Juan USD	680	-	-	-	-
San Juan ARRA Expansion	20	16	80	12	60
Twin Rivers USD	179	-	-	-	-
Twin Rivers ARRA Expansion	32	-	-	-	-
WCIC/Playmate Head Start	100 (20)	20	100	16	80
WCIC ARRA Expansion	20	-	-	-	-

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Sacramento City USD	115	115	100	46	40
Sac City ARRA Expansion	32	30	94	8	25
Sacramento Employment and Training Agency	213	221	104	143	67
Sacramento Employment Training Agency AARA Expansion	132	134	102	71	54
San Juan USD	129	135	105	111	86
San Juan ARRA Expansion	32	32	100	19	59

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

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

(c) Attendance on the last day of month



Monthly Head Start Report

July 2011

SETA Operated Program

Program Support Services Update:

Employee Wellness Program

SETA Children and Family Services is collaborating with SETA Workforce Development to implement an Employee Wellness Program. A survey was sent to staff to provide input as to types of activities which were of interest to them. The results were tabulated and the top five are: Emotional wellness and physical activity, stress management, nutrition education, weight management, and health/fitness evaluation. A committee has been formed to determine how to provide a wide variety of activities in a fun and convenient way to benefit staff whether you are in the central office, child development center or a one stop career center.

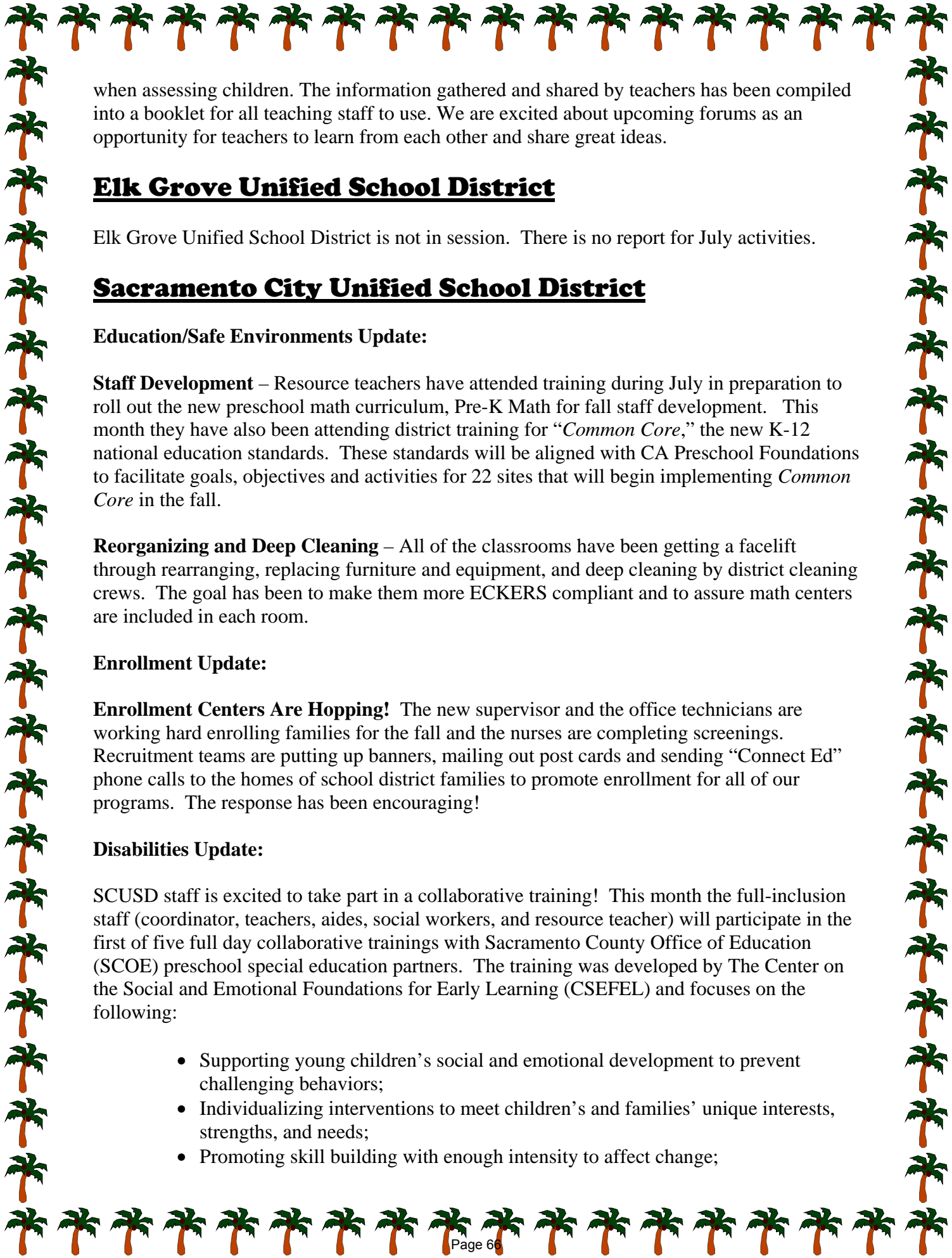
Addressing Disruptive Behaviors and Intruders at Head Start Centers

During the recent Disaster Preparedness Plan trainings, staff expressed concern regarding how to handle situations when disruptive behaviors occur or when an uninvited or unidentified person comes on campus. There is an increased awareness and incidence of disruptive behaviors. It is time to revisit the current procedures to assure effectiveness toward the safety of the children, parents and staff. The committee that includes Head Start staff, professionals in the field and law enforcement are meeting to develop policies and procedures along with a training plan for staff to continue to support a safe and healthy environment for the children and staff of SETA Head Start.

Education Update:

Head Start Teachers went through a very well received training on the latest version of the Creative Curriculum. The curriculum is now in 5 volumes with focused books on supporting literacy and mathematics. Teacher feedback indicated that the information from the training would be effectively incorporated into daily classroom activities and the environment.

The Mentor Coach project has continued to support teachers throughout the summer. They held a Teacher Forum on the Desired Results Developmental Profile and strategies to be used



when assessing children. The information gathered and shared by teachers has been compiled into a booklet for all teaching staff to use. We are excited about upcoming forums as an opportunity for teachers to learn from each other and share great ideas.

Elk Grove Unified School District

Elk Grove Unified School District is not in session. There is no report for July activities.

Sacramento City Unified School District

Education/Safe Environments Update:

Staff Development – Resource teachers have attended training during July in preparation to roll out the new preschool math curriculum, Pre-K Math for fall staff development. This month they have also been attending district training for “*Common Core*,” the new K-12 national education standards. These standards will be aligned with CA Preschool Foundations to facilitate goals, objectives and activities for 22 sites that will begin implementing *Common Core* in the fall.

Reorganizing and Deep Cleaning – All of the classrooms have been getting a facelift through rearranging, replacing furniture and equipment, and deep cleaning by district cleaning crews. The goal has been to make them more ECKERS compliant and to assure math centers are included in each room.

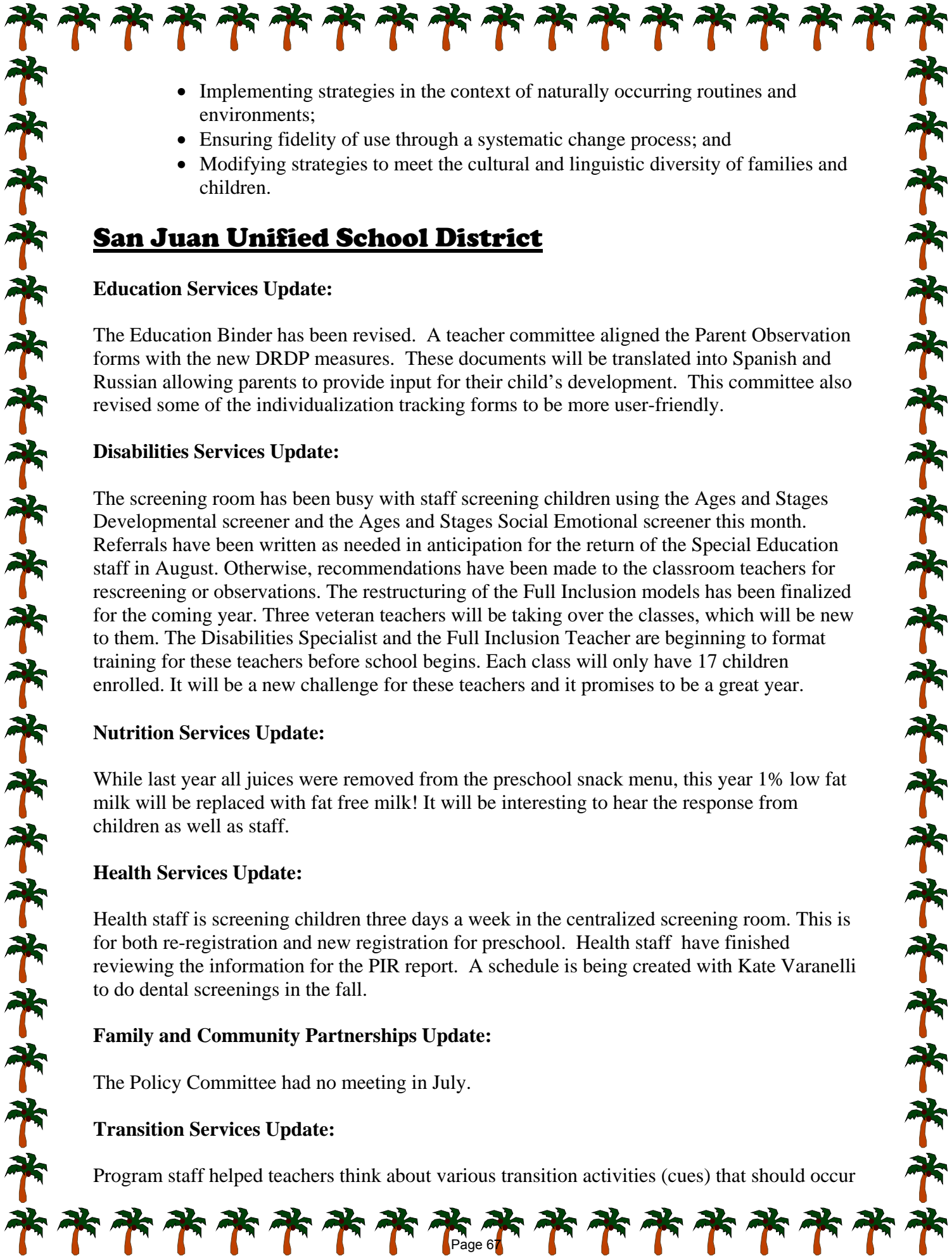
Enrollment Update:

Enrollment Centers Are Hopping! The new supervisor and the office technicians are working hard enrolling families for the fall and the nurses are completing screenings. Recruitment teams are putting up banners, mailing out post cards and sending “Connect Ed” phone calls to the homes of school district families to promote enrollment for all of our programs. The response has been encouraging!

Disabilities Update:

SCUSD staff is excited to take part in a collaborative training! This month the full-inclusion staff (coordinator, teachers, aides, social workers, and resource teacher) will participate in the first of five full day collaborative trainings with Sacramento County Office of Education (SCOE) preschool special education partners. The training was developed by The Center on the Social and Emotional Foundations for Early Learning (CSEFEL) and focuses on the following:

- Supporting young children’s social and emotional development to prevent challenging behaviors;
- Individualizing interventions to meet children’s and families’ unique interests, strengths, and needs;
- Promoting skill building with enough intensity to affect change;

- 
- Implementing strategies in the context of naturally occurring routines and environments;
 - Ensuring fidelity of use through a systematic change process; and
 - Modifying strategies to meet the cultural and linguistic diversity of families and children.

San Juan Unified School District

Education Services Update:

The Education Binder has been revised. A teacher committee aligned the Parent Observation forms with the new DRDP measures. These documents will be translated into Spanish and Russian allowing parents to provide input for their child's development. This committee also revised some of the individualization tracking forms to be more user-friendly.

Disabilities Services Update:

The screening room has been busy with staff screening children using the Ages and Stages Developmental screener and the Ages and Stages Social Emotional screener this month. Referrals have been written as needed in anticipation for the return of the Special Education staff in August. Otherwise, recommendations have been made to the classroom teachers for rescreening or observations. The restructuring of the Full Inclusion models has been finalized for the coming year. Three veteran teachers will be taking over the classes, which will be new to them. The Disabilities Specialist and the Full Inclusion Teacher are beginning to format training for these teachers before school begins. Each class will only have 17 children enrolled. It will be a new challenge for these teachers and it promises to be a great year.

Nutrition Services Update:

While last year all juices were removed from the preschool snack menu, this year 1% low fat milk will be replaced with fat free milk! It will be interesting to hear the response from children as well as staff.

Health Services Update:

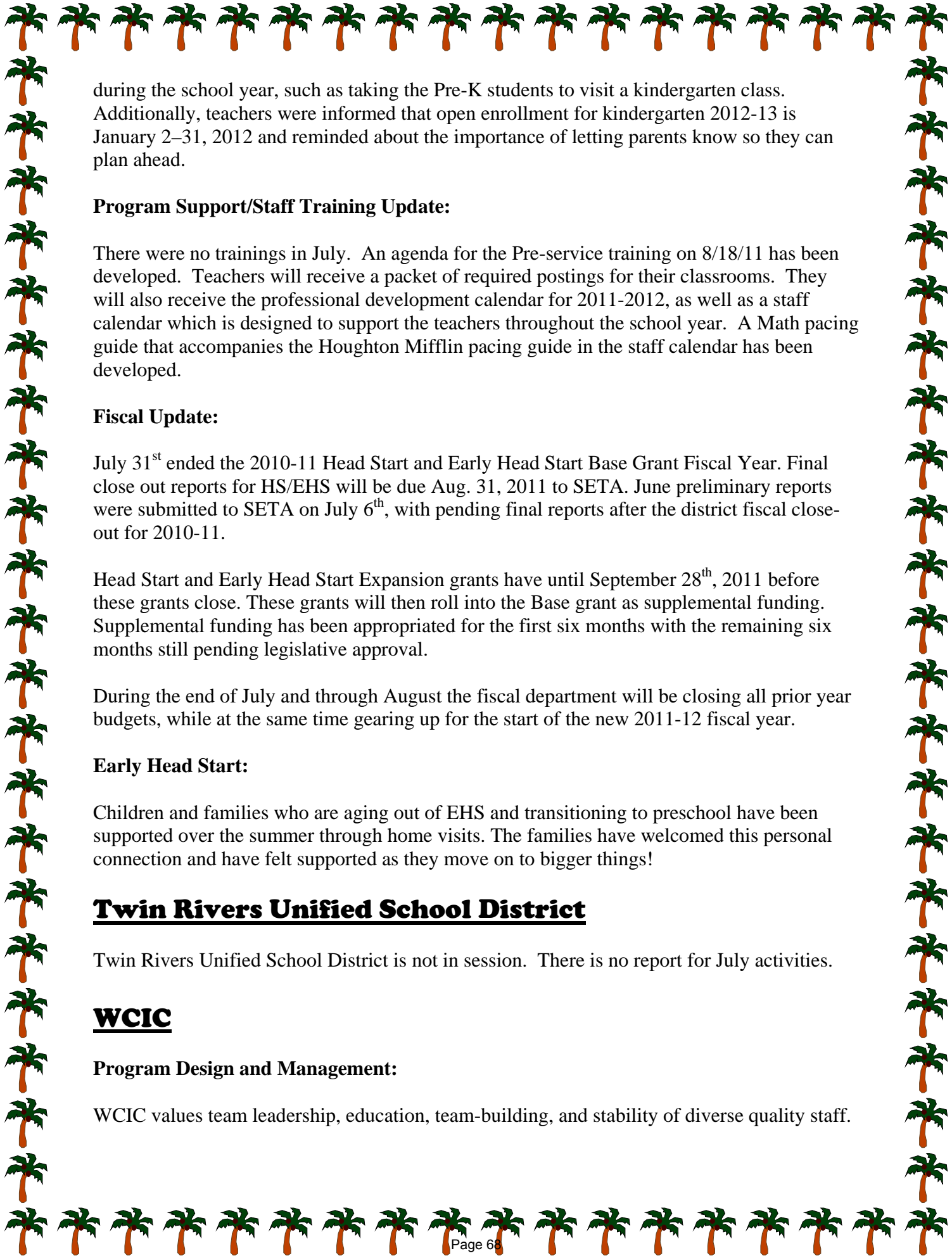
Health staff is screening children three days a week in the centralized screening room. This is for both re-registration and new registration for preschool. Health staff have finished reviewing the information for the PIR report. A schedule is being created with Kate Varanelli to do dental screenings in the fall.

Family and Community Partnerships Update:

The Policy Committee had no meeting in July.

Transition Services Update:

Program staff helped teachers think about various transition activities (cues) that should occur



during the school year, such as taking the Pre-K students to visit a kindergarten class. Additionally, teachers were informed that open enrollment for kindergarten 2012-13 is January 2–31, 2012 and reminded about the importance of letting parents know so they can plan ahead.

Program Support/Staff Training Update:

There were no trainings in July. An agenda for the Pre-service training on 8/18/11 has been developed. Teachers will receive a packet of required postings for their classrooms. They will also receive the professional development calendar for 2011-2012, as well as a staff calendar which is designed to support the teachers throughout the school year. A Math pacing guide that accompanies the Houghton Mifflin pacing guide in the staff calendar has been developed.

Fiscal Update:

July 31st ended the 2010-11 Head Start and Early Head Start Base Grant Fiscal Year. Final close out reports for HS/EHS will be due Aug. 31, 2011 to SETA. June preliminary reports were submitted to SETA on July 6th, with pending final reports after the district fiscal close-out for 2010-11.

Head Start and Early Head Start Expansion grants have until September 28th, 2011 before these grants close. These grants will then roll into the Base grant as supplemental funding. Supplemental funding has been appropriated for the first six months with the remaining six months still pending legislative approval.

During the end of July and through August the fiscal department will be closing all prior year budgets, while at the same time gearing up for the start of the new 2011-12 fiscal year.

Early Head Start:

Children and families who are aging out of EHS and transitioning to preschool have been supported over the summer through home visits. The families have welcomed this personal connection and have felt supported as they move on to bigger things!

Twin Rivers Unified School District

Twin Rivers Unified School District is not in session. There is no report for July activities.

WCIC

Program Design and Management:

WCIC values team leadership, education, team-building, and stability of diverse quality staff.



Special Events:

WCIC's staff, Board of Directors and members have been working on WCIC's 75th Anniversary Celebration. The Planning Committee members are planning an exciting weeklong schedule of events for August 1- 6, 2011. Activities include an Art Exhibit hosted by The Brick House; Children's Literacy & Storytelling hosted by NIA-Women of Purpose; Poetry and Spoken Word hosted by The Black Group, NSAA the Black Root, the Black United Fund of Sacramento Valley and Sacramento Area Black Caucus; Health, Wellness and Cease Fire Youth Symposium hosted by Enlightened Minds Group; House Party hosted by Brenda Usher and WCIC Staff; and Banquet Gala Celebration hosted by WCIC Board of Directors, staff and members.

Early Childhood Education:

During the month of July 2011, WCIC's team was busy recruiting children for the 2011-2012 program year to ensure 100% enrollment on the first day of school, which is scheduled for Tuesday, September 6, 2011.

Family and Community Partnerships:

WCIC/Playmate Head Start Program has partnered with the UC Davis Healthy Kids Project. The project has several WCIC/Playmate Head Start parents involved. There were five, 75 minute education sessions that were provided to parents. The parents received tailored nutrition and child feeding information, and set goals based on their personalized assessment. Each education session featured research-based nutritional, physical activity and child feeding information and was complimented with food tastings and interactive activities. The session topics included were: Get Moving with your Kids; Making Veggies & Fruits Yummy; Planning Healthy Meals for your Kids; Building Strong Kids; and Make a Change by Trying New Foods.

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

ACF-IM-HS-11-01 Participation in Your State's Race to the Top Early Learning Challenge Plan

ACF-IN-HS-11-01 Head Start's Father's Day Communication in Support of Responsible Fatherhood

ITEM IV-E – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

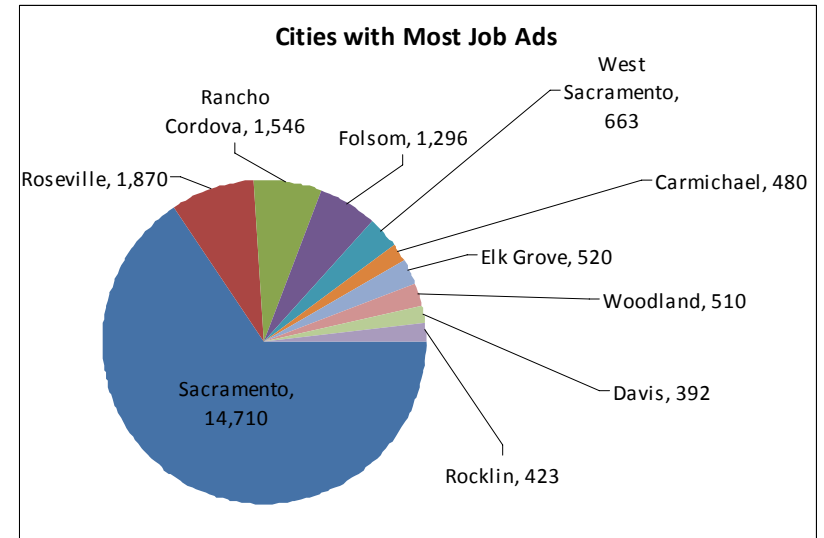
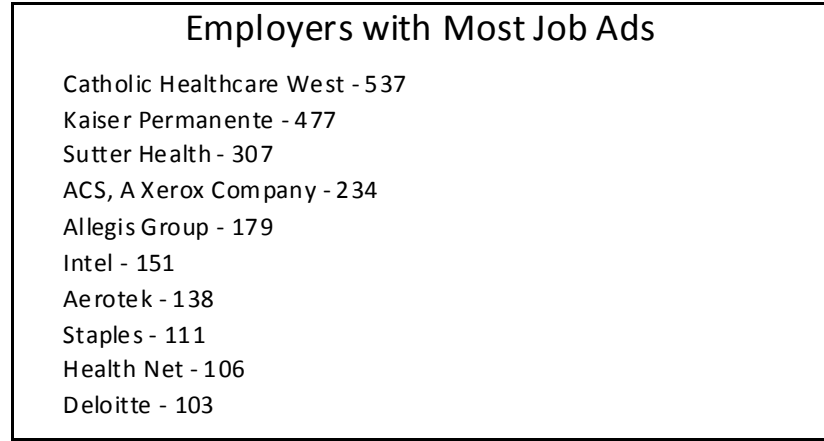
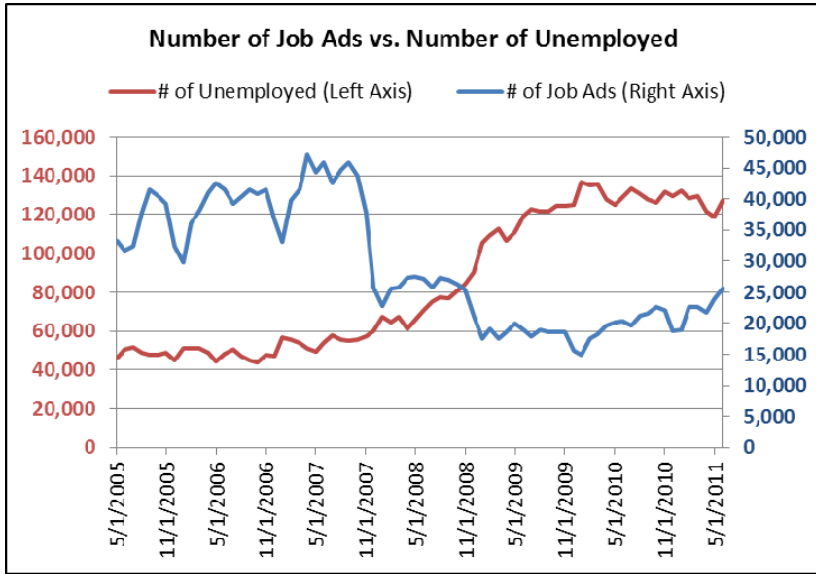
Staff at Sacramento Works Career Centers and internal Employer Services staff work with local employers to recruit qualified employees. Attached is a listing of employers recently assisted. This report covers the fiscal year beginning July 1, 2011.

Mr. William Walker will be available to answer questions.

STAFF PRESENTER: William Walker

Recent Job Ads for Sacramento Arden Arcade Roseville MSA

June 2011



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

Employer Recruitment Activity Report

July 1 - August 24, 2011

Employer	Jobs	No of Positions
Accentcare	CAN/Caregiver	55
Aerotek	General Laborer	1
Apria Healthcare	Billing Representative	1
Berkeley Farms	Truck Driver Class A	1
Bissell Brothers	Cleaner	1
Bread of Life	Office Manager	1
Campbell Soup Company	Certified Forklift Driver	14
Capitol Autism Services	Behavior Tutor	10
Carmichael Oaks Assisted Living	Cargiver	1
Carmichael Oaks Assisted Living	Concierge/Receptionist	1
Carmichael Oaks Assisted Living	Medication Aide	1
Circle K Stores	Store Manager	5
Citrus Heights Career Center	Shop Foreman	1
CVL Inc. dba Folsom Lake RV	Parts Manager	1
Downtown Sacramento Partnership, Inc.	Administrative Assistant to the DSPI	1
Dr. Pepper Snapple Group	Forklift Operator	2
Dr. Pepper Snapple Group	Full Service Driver	1
Dr. Pepper Snapple Group	Loader-Warehouse	5
Dr. Pepper Snapple Group	Merchandiser	10
Dr. Pepper Snapple Group	Production Supervisor	1
Dr. Pepper Snapple Group	Quality Control Technician	1
Dr. Pepper Snapple Group	Quality Supervisor	1
Dr. Pepper Snapple Group	Relief Account Manager	1
G & K Services	General Laborer	1
G & K Services	Route Manager	1
General Produce Company	Inside Sales Representative	1
General Produce Company	Receptionist	1
Goodwill Industries	Assistant Manager	1
Goodwill Industries	Key Holder/Suervisor	1
Goodwill Industries	Manager in Training	1
H & R Block	Client Services Professional	15
H & R Block	Office Manager	20
H & R Block	Tax Professional	20
HR to Go	Administrative Support	1
Indecare Home Care & Living Assistance	Cargiver	10
KVIE	Leadership Giving Officer	1
La Tapatia Tortilleria, INC.	Delivery Driver/Vendor	1
Labor Ready	Construction Laborers	10
Los Rios Community College District	Account Clerk II	1
Los Rios Community College District	Accountant	1
Los Rios Community College District	Campus Patrol On Call	1
Los Rios Community College District	Clerk III	1
Los Rios Community College District	Clerk III PT	1
Los Rios Community College District	College Safety Officer	1
Los Rios Community College District	College Safety Officer (Temporary)	1

Employer Recruitment Activity Report

July 1 - August 24, 2011

Employer	Jobs	No of Positions
Los Rios Community College District	Electronic Calibration & Repair Technician	1
Los Rios Community College District	Environmental Technician	1
Los Rios Community College District	Environmental Technician-Water Management	1
Los Rios Community College District	Financial Aid Clerk	1
Los Rios Community College District	Graphic Designer	1
Los Rios Community College District	Groundskeeper	1
Los Rios Community College District	HVAC Mechanic	1
Los Rios Community College District	Information Technology Assistant III	1
Los Rios Community College District	Police Communication Dispatcher	1
Los Rios Community College District	Purchasing Supervisor	1
Los Rios Community College District	Welding Adjunct Asst. Professor	1
Loving Companions Senior Services	Cargiver	10
Manpower	Production Packager	5
Nonprofit Resource Center	Program Assistant	1
Northern Sheets, LLC.	Industrial Electro Mechanic	1
PMSR Technologies	Line Operator	5
Progressive Insurance	Customer Service Representative	10
Public Relations Specialists	Communications Manager	1
REC Solar, Inc.	Events Coordinator	1
Red Dog Shred	Document Shredder	1
Rezolve Group, Inc.	Communications Manager	1
Rezolve Group, Inc.	Sales Specialists	14
Sacramento CASA	Case Manager	1
Sacramento CASA	Family Finding Social Worker	1
Sacramento Children's Home	Maintenance Supervisor	1
Sacramento Container Corporation	Corrugate Experience Machine Operators & Asst. Operators	3
Sacramento Container Corporation	Forklift Operator	1
Sacramento Region Community Foundation	Accountant	1
Self Storage	Part-time Manager	1
SETA	Workforce System Administrator	1
SETA	Workforce System Analyst	1
Support For Home	Cargiver	10
Volt Staffing Services	Warehouse Person	20
WildHawk Grille	Cart Attendant/Cashier	1
TOTAL		312

ITEM IV-F- 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, 2011.

STAFF PRESENTER: William Walker

Dislocated Worker Information PY 2011/2012

The following is an update of information as of August 23, 2011 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Unofficial	5/9/2011	First Data	8/31/2011	145	6/9/11 6/16/11
Unofficial	5/23/2011	County of Sacramento	7/1/2011	275	6/22-23/11 6/29-30/11
Official	6/2/2011	First Banks, Inc. 110 Woodmere Rd, Ste. 150 Folsom, CA 95630	9/30/2011	20	Pending
Unofficial	6/11/2011	CSAA	7/30/2011	25	7/14/2011
Unofficial	7/19/2011	Borders Books 2765 East Bidwell Folsom, CA		75	6/19/11 8/29-31/11
Official	8/1/2011	Valley Aggregate Transport, Inc. 5121 Hedge Avenue Sacramento, CA	9/27/2011	111	Pending
Official	8/2/2011	Cisco 2868 Prospect Rd Rancho Cordoca, CA	8/19/2011	78	Packets Delivered
			Total # of Affected Workers	729	

ITEM IV-G – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of July is 12.5%.

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

REPORT 400 C
Monthly Labor Force Data for Counties
July 2011 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,131,700	15,874,800	2,257,000	12.4%
ALAMEDA	14	751,500	668,900	82,600	11.0%
ALPINE	53	450	370	80	18.1%
AMADOR	26	17,050	14,850	2,200	12.9%
BUTTE	32	104,200	89,400	14,800	14.2%
CALAVERAS	42	19,490	16,430	3,060	15.7%
COLUSA	55	11,800	9,630	2,170	18.4%
CONTRA COSTA	14	520,400	462,900	57,500	11.0%
DEL NORTE	36	11,270	9,630	1,640	14.5%
EL DORADO	22	89,100	78,500	10,600	11.9%
FRESNO	47	437,400	364,400	73,000	16.7%
GLENN	48	12,540	10,370	2,170	17.3%
HUMBOLDT	22	59,300	52,300	7,000	11.9%
IMPERIAL	58	76,400	52,800	23,500	30.8%
INYO	9	9,360	8,390	970	10.4%
KERN	41	373,600	315,700	57,800	15.5%
KINGS	43	60,800	51,000	9,800	16.1%
LAKE	49	24,980	20,610	4,370	17.5%
LASSEN	30	13,320	11,510	1,820	13.6%
LOS ANGELES	28	4,861,400	4,216,200	645,200	13.3%
MADERA	40	66,200	56,000	10,200	15.4%
MARIN	1	131,500	120,900	10,700	8.1%
MARIPOSA	13	10,110	9,010	1,100	10.9%
MENDOCINO	20	41,420	36,750	4,670	11.3%
MERCED	56	105,800	86,000	19,800	18.7%
MODOC	31	3,940	3,390	550	13.9%
MONO	17	7,910	7,020	890	11.2%
MONTEREY	14	222,100	197,700	24,400	11.0%
NAPA	5	76,200	69,200	7,000	9.2%
NEVADA	21	50,090	44,400	5,690	11.4%
ORANGE	6	1,581,000	1,433,200	147,700	9.3%
PLACER	17	174,700	155,100	19,700	11.2%
PLUMAS	33	10,020	8,590	1,430	14.3%
RIVERSIDE	38	904,600	768,400	136,200	15.1%
SACRAMENTO	26	669,000	582,300	86,600	12.9%
SAN BENITO	35	25,400	21,800	3,700	14.4%
SAN BERNARDINO	33	843,600	723,400	120,300	14.3%
SAN DIEGO	10	1,578,500	1,412,100	166,400	10.5%
SAN FRANCISCO	3	456,700	415,400	41,300	9.0%
SAN JOAQUIN	49	294,400	242,900	51,600	17.5%
SAN LUIS OBISPO	10	133,000	119,000	13,900	10.5%
SAN MATEO	2	372,500	340,100	32,300	8.7%
SANTA BARBARA	4	220,700	200,500	20,100	9.1%
SANTA CLARA	7	887,700	796,600	91,100	10.3%
SANTA CRUZ	17	152,000	135,000	17,000	11.2%
SHASTA	37	82,700	70,300	12,400	15.0%
SIERRA	39	1,590	1,340	240	15.3%
SISKIYOU	45	19,150	15,970	3,180	16.6%
SOLANO	24	211,600	185,800	25,800	12.2%
SONOMA	7	252,900	226,800	26,100	10.3%
STANISLAUS	49	235,500	194,400	41,100	17.5%
SUTTER	54	42,000	34,300	7,600	18.2%
TEHAMA	44	24,310	20,300	4,010	16.5%
TRINITY	52	4,840	3,970	870	17.9%
TULARE	45	209,600	174,700	34,900	16.6%
TUOLUMNE	29	25,520	22,070	3,450	13.5%
VENTURA	12	423,700	378,300	45,300	10.7%
YOLO	24	96,200	84,400	11,700	12.2%
YUBA	57	28,700	23,100	5,500	19.3%

Notes

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2010 benchmark and Census 2000 population controls at the state level.

Sacramento Arden Arcade Roseville MSA
(El Dorado, Placer, Sacramento, and Yolo Counties)
Industry Employment & Labor Force
March 2010 Benchmark

Data Not Seasonally Adjusted

	Jul 10	May 11	Jun 11	Jul 11	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,046,600	1,014,100	1,028,200	1,029,000	0.1%	-1.7%
Civilian Employment	913,200	895,400	901,200	900,400	-0.1%	-1.4%
Civilian Unemployment	133,400	118,700	127,000	128,600	1.3%	-3.6%
Civilian Unemployment Rate	12.7%	11.7%	12.4%	12.5%		
(CA Unemployment Rate)	12.8%	11.4%	12.1%	12.4%		
(U.S. Unemployment Rate)	9.7%	8.7%	9.3%	9.3%		

Total, All Industries (2)	816,300	810,800	820,700	810,300	-1.3%	-0.7%
Total Farm	9,800	9,700	9,800	10,100	3.1%	3.1%
Total Nonfarm	806,500	801,100	810,900	800,200	-1.3%	-0.8%
Total Private	584,200	573,600	582,000	586,700	0.8%	0.4%
Goods Producing	73,900	70,500	71,700	73,400	2.4%	-0.7%
Mining and Logging	500	300	300	400	33.3%	-20.0%
Construction	40,500	37,900	39,500	40,200	1.8%	-0.7%
Construction of Buildings	9,200	8,100	8,400	8,600	2.4%	-6.5%
Construction - Residual	4,900	5,700	7,200	7,100	-1.4%	44.9%
Specialty Trade Contractors	26,400	24,100	23,900	24,500	2.5%	-7.2%
Building Foundation & Exterior Contractors	6,000	5,900	5,900	6,000	1.7%	0.0%
Building Equipment Contractors	10,700	10,000	10,200	10,400	2.0%	-2.8%
Building Finishing Contractors	5,900	4,900	5,000	5,000	0.0%	-15.3%
Specialty Trade Contractors - Residual	3,800	3,300	2,800	3,100	10.7%	-18.4%
Manufacturing	32,900	32,300	31,900	32,800	2.8%	-0.3%
Durable Goods	22,200	21,500	21,200	21,600	1.9%	-2.7%
Computer & Electronic Product Manufacturing	6,900	6,900	6,800	7,000	2.9%	1.4%
Durable Goods - Residual	15,300	14,600	14,400	14,600	1.4%	-4.6%
Nondurable Goods	10,700	10,800	10,700	11,200	4.7%	4.7%
Food Manufacturing	4,100	4,300	4,300	4,700	9.3%	14.6%
Non-Durable Goods - Residual	6,600	6,500	6,400	6,500	1.6%	-1.5%
Service Providing	732,600	730,600	739,200	726,800	-1.7%	-0.8%
Private Service Producing	510,300	503,100	510,300	513,300	0.6%	0.6%
Trade, Transportation & Utilities	132,300	128,400	129,100	130,500	1.1%	-1.4%
Wholesale Trade	22,500	22,000	22,000	22,000	0.0%	-2.2%
Merchant Wholesalers, Durable Goods	11,700	11,500	11,600	11,500	-0.9%	-1.7%
Merchant Wholesalers, Nondurable Goods	8,500	8,500	8,500	8,400	-1.2%	-1.2%
Wholesale Trade - Residual	2,300	2,000	1,900	2,100	10.5%	-8.7%
Retail Trade	87,200	84,300	85,000	86,200	1.4%	-1.1%
Motor Vehicle & Parts Dealer	10,200	10,000	10,100	10,100	0.0%	-1.0%
Building Material & Garden Equipment Stores	7,500	7,300	7,300	7,300	0.0%	-2.7%
Grocery Stores	16,400	16,500	16,500	16,600	0.6%	1.2%
Health & Personal Care Stores	5,200	5,000	5,000	5,000	0.0%	-3.8%
Clothing & Clothing Accessories Stores	6,800	6,400	6,500	6,600	1.5%	-2.9%
Sporting Goods, Hobby, Book & Music Stores	4,200	4,400	4,300	4,300	0.0%	2.4%
General Merchandise Stores	19,000	18,400	18,500	18,600	0.5%	-2.1%
Retail Trade - Residual	34,300	32,800	33,300	34,300	3.0%	0.0%
Transportation, Warehousing & Utilities	22,600	22,100	22,100	22,300	0.9%	-1.3%
Information	17,100	16,600	16,700	16,700	0.0%	-2.3%
Publishing Industries (except Internet)	3,000	2,900	2,900	2,900	0.0%	-3.3%
Telecommunications	9,200	8,900	8,900	8,900	0.0%	-3.3%
Information - Residual	4,900	4,800	4,900	4,900	0.0%	0.0%
Financial Activities	48,500	46,600	47,000	47,100	0.2%	-2.9%
Finance & Insurance	36,100	34,800	35,200	35,200	0.0%	-2.5%
Credit Intermediation & Related Activities	13,300	12,500	12,400	12,500	0.8%	-6.0%
Depository Credit Intermediation	8,300	8,300	8,300	8,300	0.0%	0.0%
Nondepository Credit Intermediation	3,000	2,200	2,200	2,200	0.0%	-26.7%
Credit Intermediation and Related Activities -	2,000	2,000	1,900	2,000	5.3%	0.0%
Finance and Insurance - Residual	4,900	4,400	5,000	4,800	-4.0%	-2.0%
Insurance Carriers & Related	17,900	17,900	17,800	17,900	0.6%	0.0%

Data Not Seasonally Adjusted

	Jul 10	May 11	Jun 11	Jul 11	Percent Change	
			Revised	Prelim	Month	Year
Real Estate & Rental & Leasing	12,400	11,800	11,800	11,900	0.8%	-4.0%
Real Estate	9,100	9,000	9,000	9,100	1.1%	0.0%
Real Estate and Rental and Leasing - Residual	3,300	2,800	2,800	2,800	0.0%	-15.2%
Professional & Business Services	103,100	101,300	103,800	103,000	-0.8%	-0.1%
Professional, Scientific & Technical Services	52,200	50,700	51,500	50,500	-1.9%	-3.3%
Architectural, Engineering & Related Services	8,900	8,400	8,500	8,400	-1.2%	-5.6%
Professional, Scientific, and Technical Services	43,300	42,300	43,000	42,100	-2.1%	-2.8%
Management of Companies & Enterprises	9,500	9,500	9,500	9,500	0.0%	0.0%
Administrative & Support & Waste Services	41,400	41,100	42,800	43,000	0.5%	3.9%
Administrative & Support Services	39,500	39,200	40,800	40,900	0.2%	3.5%
Employment Services	14,500	14,100	14,200	14,100	-0.7%	-2.8%
Services to Buildings & Dwellings	10,700	10,400	10,500	10,600	1.0%	-0.9%
Administrative and Support Services - Residual	14,300	14,700	16,100	16,200	0.6%	13.3%
Administrative and Support and Waste Management	1,900	1,900	2,000	2,100	5.0%	10.5%
Educational & Health Services	98,500	99,900	101,500	101,400	-0.1%	2.9%
Education and Health Services - Residual	11,500	12,200	12,600	12,300	-2.4%	7.0%
Health Care & Social Assistance	87,000	87,700	88,900	89,100	0.2%	2.4%
Ambulatory Health Care Services	37,500	37,900	38,200	38,300	0.3%	2.1%
Hospitals	22,400	22,800	22,900	23,000	0.4%	2.7%
Nursing & Residential Care Facilities	14,300	14,500	14,600	14,600	0.0%	2.1%
Health Care and Social Assistance - Residual	12,800	12,500	13,200	13,200	0.0%	3.1%
Leisure & Hospitality	82,400	82,000	84,100	86,200	2.5%	4.6%
Arts, Entertainment & Recreation	13,800	12,300	13,400	13,600	1.5%	-1.4%
Accommodation & Food Services	68,600	69,700	70,700	72,600	2.7%	5.8%
Accommodation	8,600	8,500	9,700	9,900	2.1%	15.1%
Food Services & Drinking Places	60,000	61,200	61,000	62,700	2.8%	4.5%
Full-Service Restaurants	28,000	27,900	28,800	28,600	-0.7%	2.1%
Limited-Service Eating Places	29,100	29,900	29,300	30,000	2.4%	3.1%
Food Services and Drinking Places - Residual	2,900	3,400	2,900	4,100	41.4%	41.4%
Other Services	28,400	28,300	28,100	28,400	1.1%	0.0%
Repair & Maintenance	8,000	7,900	7,900	7,800	-1.3%	-2.5%
Other Services - Residual	20,400	20,400	20,200	20,600	2.0%	1.0%
Government	222,300	227,500	228,900	213,500	-6.7%	-4.0%
Federal Government	15,000	13,800	13,900	14,200	2.2%	-5.3%
Department of Defense	1,800	1,700	1,700	1,700	0.0%	-5.6%
Federal Government excluding Department of Defense	13,200	12,100	12,200	12,500	2.5%	-5.3%
State & Local Government	207,300	213,700	215,000	199,300	-7.3%	-3.9%
State Government	109,900	111,200	110,900	108,000	-2.6%	-1.7%
State Government Education	25,500	28,100	27,700	25,100	-9.4%	-1.6%
State Government Excluding Education	84,400	83,100	83,200	82,900	-0.4%	-1.8%
Local Government	97,400	102,500	104,100	91,300	-12.3%	-6.3%
Local Government Education	52,100	59,500	60,000	46,900	-21.8%	-10.0%
County	19,000	18,200	18,200	18,200	0.0%	-4.2%
City	11,000	10,000	10,700	11,000	2.8%	0.0%
Special Districts plus Indian Tribes	15,300	14,800	15,200	15,200	0.0%	-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.

August 19, 2011
 Employment Development Department
 Labor Market Information Division
 (916) 262-2162

Sacramento Arden Arcade Roseville MSA
(El Dorado, Placer, Sacramento, and Yolo Counties)
 Industry Employment & Labor Force
 March 2010 Benchmark

Data Not Seasonally Adjusted

	Jul 10	May 11	Jun 11 Revised	Jul 11 Prelim	Percent Change Month Year
--	--------	--------	-------------------	------------------	---------------------------------

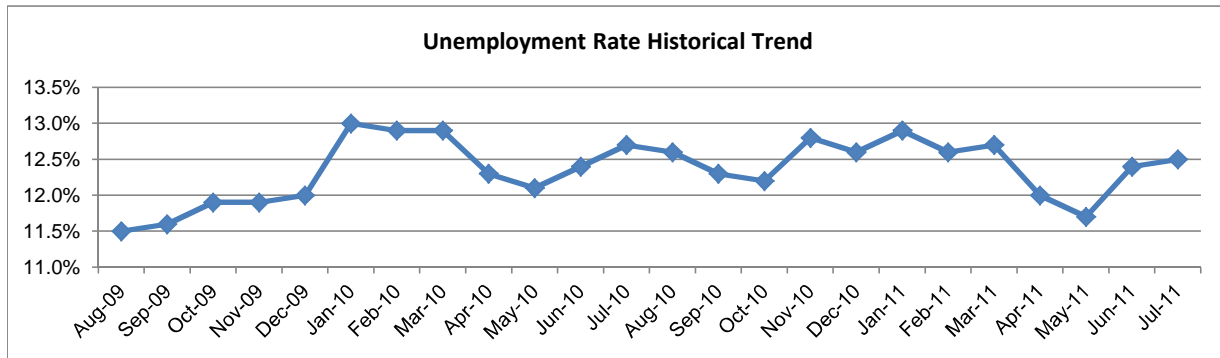
These data are produced by the Labor Market Information Division of the California
 Employment Development Department (EDD). Questions should be directed to:
 Justin Wehner 916/227-0298 or Diane Patterson 916/262-2286

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 12.5 percent in July 2011, up from a revised 12.4 percent in June 2011, and below the year-ago estimate of 12.7 percent. This compares with an unadjusted unemployment rate of 12.4 percent for California and 9.3 percent for the nation during the same period. The unemployment rate was 11.9 percent in El Dorado County, 11.2 percent in Placer County, 12.9 percent in Sacramento County, and 12.2 percent in Yolo County.



Industry	Jun-2011	Jul-2011	Change		Jul-2010	Jul-2011	Change
	Revised	Prelim				Prelim	
Total, All Industries	820,700	810,300	(10,400)		816,300	810,300	(6,000)
Total Farm	9,800	10,100	300		9,800	10,100	300
Total Nonfarm	810,900	800,200	(10,700)		806,500	800,200	(6,300)
Mining and Logging	300	400	100		500	400	(100)
Construction	39,500	40,200	700		40,500	40,200	(300)
Manufacturing	31,900	32,800	900		32,900	32,800	(100)
Trade, Transportation & Utilities	129,100	130,500	1,400		132,300	130,500	(1,800)
Information	16,700	16,700	0		17,100	16,700	(400)
Financial Activities	47,000	47,100	100		48,500	47,100	(1,400)
Professional & Business Services	103,800	103,000	(800)		103,100	103,000	(100)
Educational & Health Services	101,500	101,400	(100)		98,500	101,400	2,900
Leisure & Hospitality	84,100	86,200	2,100		82,400	86,200	3,800
Other Services	28,100	28,400	300		28,400	28,400	0
Government	228,900	213,500	(15,400)		222,300	213,500	(8,800)

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

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

Government decline led month-over job loss

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 12.5 percent in July 2011, up from a revised 12.4 percent in June 2011, and below the year-ago estimate of 12.7 percent. This compares with an unadjusted unemployment rate of 12.4 percent for California and 9.3 percent for the nation during the same period. The unemployment rate was 11.9 percent in El Dorado County, 11.2 percent in Placer County, 12.9 percent in Sacramento County, and 12.2 percent in Yolo County.

Between June 2011 and July 2011, the total number of jobs located in the counties of El Dorado, Placer, Sacramento, and Yolo decreased by 10,400 to total 810,300 jobs.

- Government declined by 15,400 jobs, a larger decline than its average 14,300-job decrease from June to July over the last two years. Losses in local government (down 12,800 jobs) and state government (down 2,900 jobs) more than offset a 300-job increase in federal government.
- Professional and business services cut back 800 jobs. A decrease in professional, scientific, and technical services (down 1,000 jobs) offset a gain in administrative and support and waste management and remediation services (up 200 jobs).
- On the upside, leisure and hospitality increased by 2,100 jobs. Accommodation and food services expanded by 1,900 jobs and arts, entertainment, and recreation gained 200 jobs.
- Other industries that reported job gains from June to July included trade, transportation, and utilities (up 1,400 jobs), manufacturing (up 900 jobs), and construction (up 700 jobs).

Between July 2010 and July 2011, total wage and salary employment in the region decreased by 6,000 jobs or 0.74 percent.

- Government decreased by 8,800 jobs. Local government (down 6,100 jobs), state government (down 1,900 jobs), and federal government (down 800 jobs) accounted for the decline.
- Trade, transportation, and utilities lost 1,800 jobs, and financial activities shrank by 1,400 jobs.
- On the upside, leisure and hospitality increased by 3,800 jobs. Accommodation and food services (up 4,000 jobs) offset a loss in arts, entertainment, and recreation (down 200 jobs).
- Education and health services gained 2,900 jobs. Health care and social assistance (up 2,100 jobs) and residual education and health services (up 800 jobs) accounted for the increase.

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 July 2011 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Rate	Census Ratios Emp	Unemp
Sacramento County	669,000	582,300	86,600	12.9%	1.000000	1.000000
Arden Arcade CDP	55,600	48,500	7,200	12.9%	0.083249	0.082638
Carmichael CDP	28,600	25,700	2,900	10.1%	0.044196	0.033389
Citrus Heights city	49,300	44,700	4,500	9.2%	0.076838	0.052031
Elk Grove CDP	34,500	30,900	3,600	10.5%	0.052995	0.042014
Fair Oaks CDP	16,700	15,500	1,200	7.1%	0.026690	0.013634
Florin CDP	12,700	10,100	2,500	20.0%	0.017414	0.029215
Folsom city	26,300	24,800	1,600	6.0%	0.042525	0.018086
Foothill Farms CDP	9,600	7,900	1,700	17.5%	0.013648	0.019477
Galt city	10,900	8,600	2,200	20.7%	0.014787	0.025876
Gold River CDP	4,700	4,500	100	2.6%	0.007807	0.001391
Isleton city	400	400	100	16.9%	0.000606	0.000835
La Riviera CDP	6,800	6,300	500	7.8%	0.010764	0.006121
Laguna CDP	20,000	18,500	1,400	7.1%	0.031834	0.016416
Laguna West Lakeside CDP	5,200	4,700	500	9.3%	0.008082	0.005565
North Highlands CDP	22,500	18,000	4,500	19.8%	0.030952	0.051475
Orangevale CDP	15,500	14,100	1,400	8.9%	0.024229	0.015860
Parkway South Sacramento CD	16,000	12,500	3,600	22.3%	0.021400	0.041180
Rancho Cordova City	30,500	26,000	4,500	14.8%	0.044619	0.052031
Rancho Murieta CDP	2,200	2,100	100	4.4%	0.003619	0.001113
Rio Linda CDP	5,800	4,600	1,200	20.1%	0.007917	0.013356
Rosemont CDP	13,600	12,200	1,500	10.9%	0.020867	0.017251
Sacramento city	213,100	180,900	32,200	15.1%	0.310678	0.371731
Vineyard CDP	5,700	5,300	400	6.7%	0.009185	0.004452
Walnut Grove CDP	500	300	100	30.4%	0.000569	0.001669
Wilton CDP	2,700	2,500	200	8.9%	0.004225	0.002782

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

Notes:

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

Methodology:

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

Data Not Seasonally Adjusted

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

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

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

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

ITEM V - REPORTS TO THE BOARD

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

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

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

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

- C. DEPUTY DIRECTORS: 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.