



Sacramento  
Employment and  
Training  
Agency

**REGULAR MEETING OF THE  
SETA GOVERNING BOARD**

**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>

**DATE:** Thursday, December 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](http://www.seta.net).

**AGENDA**

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

- |    |   |       |
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- |    |   |       |
|----|---|-------|
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**VI. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATOR PURSUANT TO GOVERNMENT CODE SECTION 54956.8**

The Governing Board may discuss negotiations concerning the following property(ies) and person(s):

Address: 1000 C Street, Galt, California

Agency Negotiator: Kathy Kossick

Negotiating Party: Douglas and Olivia Haley; Mary Lois Passek

Under Negotiation: Price and Payment Terms of Lease

**VII. Adjournment**

**DISTRIBUTION DATE: TUESDAY, NOVEMBER 22, 2011**

ITEM II-A - CONSENT

MINUTES OF THE NOVEMBER 3, 2011 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the November 3, 2011 Governing Board meeting for your review.

RECOMMENDATION:

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

STAFF PRESENTER: Kathy Kossick

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

Minutes/Synopsis

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

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

Thursday, November 3, 2011  
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:05 a.m.

Members Present:

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

Members Absent:

Jay Schenirer, Councilmember, City of Sacramento

Mr. Nottoli stated that two items would be continued to the December 1 Governing Board meeting:

Item II-D-Consent: Approval of the Abolishment of the Program Officer and Head Start Family Services Worker Classifications – and -

III-A-3-Action: **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Specification Revisions for the Accountant I Classification and Abolishment of the Accounting Technician Classification

**II. Consent Items**

- A. Minutes of the October 6, 2011 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Appointment of Required Partner Member to the Sacramento Works, Inc. Board
- E. Approval to Modify Elk Grove Unified School District – Adult and Community Education's (EGACE) Youth Vendor Services Contract

The consent items were reviewed; no questions or corrections.

Moved/Scherman, second/Pannell, to continue Item II-D to the December 1 meeting and approve the consent items as follows:

- A. Approve the minutes of the October 6, 2011 meeting.
- B. Approve the claims and warrants for the period 9/30/11 through 10/27/11.

- C. Appoint Mr. Paul Castro to the vacant required partner seat on the Sacramento Works, Inc. Board of Directors.
- E. Approve the attached recommendation for modification of the Elk Grove USD – Adult and Community Education’s (EGACE) Youth Vendor Services contract.  
Voice Vote: Unanimous approval.

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

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

Ms. Kossick stated that Ms. Scherman would be chair, and Ms. Pannell would become Vice Chair, if the current rotation is continued.

Moved/Nottoli, second/Yee, to approve Ms. Scherman as Chair, and Ms. Pannell as Vice Chair.

Voice vote: Unanimous approval.

Ms. Kossick expressed appreciation to Mr. Nottoli for his outstanding leadership as chair. Ms. Scherman appreciated Mr. Nottoli’s consistent attendance at meetings.

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

Mr. Roy Kim introduced Ms. Carolyn Reynolds, Account Executive, for Arthur J. Gallagher. Ms. Reynolds reported that she went out to market to get the best possible coverage and pricing for SETA. Ms. Reynolds made note of the carriers that will write policies for public agencies are with either very high deductibles or the client having self insurance, which is not SETA. Philadelphia is one of the largest markets that will write insurance for organizations such as SETA.

The premiums have increased 3.7% overall with property liability partly because of the new buildings at Bright Beginnings and Bannon Creek. In addition, there was an increase in the number of employees, computers, and assets.. Bannon Creek was added to the flood policy.

Mr. Kim was asked how many new employees there were and Mr. Kim replied that there has been an increased number of employees due to expansion programs. Last year there were a number vacant and temporary employees which has since been filled. The Directors and Officers liability premium is also based on the number of employees.

Ms. Pannell asked Ms. Reynolds to check with the city because Phoenix Park may be out of the flood zone. Ms. Reynolds will check to see if they are in the flood zone or not.

All coverages renewed exactly as expired and there are no changes in the limitations or coverages. There were no losses this year. Ms. Reynolds stated that she thinks there will be a change next year with a 10-12% increase. Every ten years there are peaks and valleys which will be the same for Workers' Compensation.

The board asked if there was anything the agency could do to lower the premium and Ms. Reynolds said no; the Agency definitely needs the coverage. A lot of the Directors and Officers coverage is employment practice liability, and this experiences peaks and valleys as well.

Ms. Scherman inquired whether if insurance goes up during the next cycle, Ms. Reynolds foresees SETA needing more insurance? Ms. Reynolds replied that she does not see issues in the future and that there have been no claims in the past five years that have gone anywhere close to the limits.

Ms. Reynolds will check on the premium savings to eliminate comprehensive coverage on older vehicles.

Moved/Pannell, Scherman, to approve the purchase Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella, Errors and Omissions and Student Accident

Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

## **B. WORKFORCE DEVELOPMENT DEPARTMENT**

### **Refugee Services**

1. Approval of Revised Funding Recommendations for the Refugee Employment Social Services (RESS), Targeted Assistance (TA), Targeted Assistance Discretionary (TAD), and Older Refugee Discretionary (ORD) Programs, Program Year 2011-2012

Ms. Michelle O'Camb reviewed the revised funding recommendations for the RESS, TA, TAD and ORD programs. By leveraging the funds, staff was able to lower the costs for the program.

Ms. O'Camb explained that the Hmong Women's Heritage Association provides translation services, social services, crisis intervention, and information referral to public assistance..

Moved/Pannell, second/Scherman, to approve revised funding recommendations for the PY 2011-12 Refugee Employment Social Services (RESS), Targeted Assistance (TA), Targeted Assistance Discretionary (TAD), and Older Refugee Discretionary (ORD), as indicated on the attached funding charts.

Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

**One Stop Services:** None.

**Youth Services:** None.

## **C. CHILDREN AND FAMILY SERVICES**

1. Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council

Ms. Denise Lee reviewed the bylaw modifications. There were discussions regarding reimbursement of costs for mileage and child care.

Moved/Yee, second/Pannell, to approve the modifications to the Policy Council bylaws.

Voice Vote: Unanimous approval.

2. Workshop/Overview of the Children and Family Services Department

Ms. Denise Lee reported that the SETA Head Start program provides services to 6,200 children county-wide. There are an additional 650 children (county wide) in the Early Head Start program. There are 229 classrooms countywide. These children are served in collaboration with five delegate agencies. There are 400 staff working in the program. Ms. Lee introduced the Head Start managers: Lisa Carr, Family Support Unit, Brenda Campos, Program Support Unit, and Karen Gonzales, Program Operations Unit who presented the Board members with operational information.

Board members expressed their appreciation for the presentation.

## **IV. Information Items**

- A. Fiscal Monitoring Reports: No questions.
- B. Employer Success Stories and Activity Report: Ms. Scherman asked if staff were in contact with a collection call center in Elk Grove. Ms. Scherman stated that she will research the company and call Mr. Walker.
- C. Dislocated Worker Update: Mr. William Walker reported that Goore's will be going out of business; SETA staff has contacted the company to offer assistance.



- D. Unemployment Update/Press Release from the Employment Development Department: No questions.
- E. Head Start Reports: Ms. Lee reported that there was a follow-up review on September 28-29 regarding the tracking of in-kind hours and blood lead levels. The reviewers were able to close out and recommend clearing the findings to the Office of Head Start. All three findings were dropped.

The center on LaRiviera Drive has served 56 families. Unfortunately this center has been deteriorating over time. The church's well is dry, and after \$30,000 in improvements it was decided to close the center. Some of the improvements were offset by offering free rent. Some of the children were moved to Mather and others to Broadway. Ms. Campos is working with two different brokers and Child Action to secure another child care facility. Mr. Nottoli suggested that staff consider SCOE as a site. Also, the Franchise Tax Board has a lot of space that may be available to be utilized for a center. Ms. Campos is also working with Folsom/Cordova School District to locate a site. Mr. Nottoli stated that Capital Christian Center may be another option.

Mr. Larsen reported that their office has been working on a termination settlement on the LaRiviera Head Start lease. There is a \$3,500 credit and legal counsel has worked out an arrangement to forego the credit to get out of the lease. Mr. Larsen stated that while this item is not on the agenda today, he asked of the board was okay with Ms. Kossick signing the agreement. All board members agreed that it was alright for Ms. Kossick to sign the agreement.

**V. Reports to the Board**

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

**VI. Adjournment: The meeting was adjourned at 12:10 p.m.**

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 10/28/11 – 11/23/11, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 10/28/11 – 11/23/11.

STAFF PRESENTER: Roy Kim

## ITEM II-C- ACTION

### APPROVAL OF THE ABOLISHMENT OF THE PROGRAM OFFICER AND HEAD START FAMILY SERVICES WORKER CLASSIFICATIONS

#### BACKGROUND:

At your August 4, 2011 board meeting, the board approved a reallocation of the incumbents in the broad Program Officer classification to newly established classifications all with the name Program Officer in the title but with narrower class descriptions that more precisely define what the employees do and the qualifications they need. These changes result in a more efficient recruiting process.

The Head Start Family Services Worker classification was replaced by a new deep class Family Services Worker with multiple salary ranges that have afforded the incumbents the opportunity to advance to higher ranges. This change has given the Agency an opportunity to utilize more of the skills of these employees.

The Agency is requesting that the board officially delete the old classifications of Program Officer and Head Start Family Services Worker from the Agency Classification Plan.

#### RECOMMENDATION

Approve the abolishment of the Program Officer and Head Start Family Services Worker classifications.

STAFF PRESENTER: Rod Nishi

ITEM II-D - CONSENT

APPOINTMENT OF REQUIRED PARTNER MEMBER TO THE SACRAMENTO  
WORKS, INC. BOARD

BACKGROUND:

The Sacramento Works, Inc. Board is a 41-member board comprised of representatives from the private sector, education, economic development, labor, and required partners. The required partners represent public employment service, rehabilitation agency, and public assistance agency. A required partner seat has become vacant and staff has received an application.

Ms. JoAnne Mahaney-Buehler, Program Manager, Area 4 Agency on Aging, has submitted an application for the Required Partner seat recently vacated by Tanja Poley.

Ms. Mahaney-Buehler's application has been sent under separate cover. Legal counsel has reviewed this application.

Staff will be available to answer questions.

RECOMMENDATION:

Appoint Ms. JoAnne Mahaney-Buehler to the vacant required partner seat on the Sacramento Works, Inc. Board of Directors.

STAFF PRESENTER: Kathy Kossick

ITEM III-A- 1- ACTION

**TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF SPECIFICATION REVISIONS FOR THE ACCOUNTANT I CLASSIFICATION AND ABOLISHMENT OF THE ACCOUNTING TECHNICIAN CLASSIFICATION**

**BACKGROUND:**

The Agency Executive Director is proposing the revision of the specification for the Accountant I classification and the abolishment of the Accounting Technician classification. At the beginning of the 2011 calendar year the Accountant I classification had no incumbents and the Accounting Technician had nine incumbents. The two classes have the same salary range and both describe general accounting work at the highest para-professional accounting level in the Agency. The nine Accounting Technician incumbents worked in the Fiscal Department and the Children and Family Services Department

Two actions have now resulted in *no incumbents* being left in the Accounting Technician classification.

1. All job duties of the Accounting Technician incumbents in the Fiscal Department were reviewed as part of the overall Agency classification review. These staff were re-allocated to the Accountant I classification at your April 2011 meeting. This action was taken to allow the work in the Children and Family serves Department and the work in the Fiscal Department could be evaluated separately. This action taken in April left only CFS Department employees in the Accounting Technician classification.
2. The Accounting Technicians in the Children and Family Services Department were reviewed as part of the overall Agency classification review, and at your August 4, 2011 meeting your board established the Program Analyst classification and reallocated all of the Children and Family Services Accounting Technicians to that classification. The change reflects the fact that these CFS workers must bring program knowledge to accomplish their fiscal assignments.

**CONSIDERATIONS:**

1. The classification actions described above leaves the Accounting Technician classification vacant with no foreseeable need to use this classification again.
2. The Accountant I is now used exclusively in the Fiscal Department. The proposed specification revisions more precisely describe the fiscal work that the incumbents are assigned.

**STAFF PRESENTER:** Rod Nishi

ITEM III-A -1 - ACTION (continued)  
Page 2

A copy of the modified job classification is attached. The Agency and the union have met and come to an agreement regarding this item.

RECOMMENDATIONS:

Open a public hearing, hear testimony, close the public hearing and adopt the proposed specification revisions for the Accountant I classification, and abolish the Accounting Technician classification.

STAFF PRESENTER: Rod Nishi

## Sacramento Employment and Training Agency

Last revised: November 2011  
Revised April 2011  
Established May 1986  
Class Code: 5001

### ACCOUNTANT I

#### **ORGANIZATIONAL RESPONSIBILITIES**

An Accountant I is responsible to the Chief, Fiscal Department or designee.

#### **DEFINITION**

Under general direction, to perform beginning professional accounting work, assisting with the maintenance of fiscal records and journals; to assist with the preparation and maintenance of a variety of financial and fiscal reports; and perform related work as required.

#### **DISTINGUISHING CHARACTERISTICS**

This is a specialized classification for the positions which perform a variety of professional accounting assignments under the direction of the Chief, Fiscal Department or designee. ~~It is an entry and training level class for incumbents to become familiar with the SETA's fiscal procedures and reporting requirements. As soon as an incumbent has demonstrated sound work habits and expertise with SETA's fiscal system, they may reasonably expect promotion to the level of Accountant II, by passing a promotional only examination as outlined in SETA's Personnel Rules.~~

***Job assignments require substantial knowledge of SETA's contracting and claims reimbursement procedures, methods, and systems***

#### **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. Makes journal entries, posts ledgers, takes trial balances and reviews claims, making reconciliations;~~
- ~~2. Assists with the preparation, review, and analysis of financial reports and statements;~~
- ~~3. Gathers data for financial reports that require application of accounting and auditing principles and judgement;~~
- ~~4. Compiles financial reports;~~
- ~~5. Assists with the installation of revisions to the fiscal system;~~
- ~~6. Assists with the installation of revisions to the fiscal system;~~
- ~~7. Assists with fiscal preparations and monitoring for subgrantee and delegate agency contracts;~~
- ~~8. Assists with maintenance of internal fiscal controls;~~
- ~~9. Assists with maintenance of payroll records and preparation of requisite payroll reports;~~

- ~~10. Serves as resource on accounting methods and fiscal procedures for Account Clerk staff;~~
- ~~11. Assists with special projects as assigned.~~

- 1. Receives and processes sub-grantee and/or participant claims for all grant funded programs.**
- 2. Sets up and maintains sub-grantee records and files.**
- 3. Prepares journal entries, posts ledgers, takes trial balances and reviews claims, and performs reconciliations;**
- 4. Assists with the preparation, review, and analysis of financial reports and statements;**
- 5. Gathers data for financial reports that require application of accounting and auditing principles and judgment;**
- 6. Compiles financial reports;**
- 7. Assists with the installation of revisions to the fiscal system;**
- 8. Assists with fiscal preparations and monitoring for sub grantee and delegate agency contracts;**
- 9. Assists with maintenance of internal fiscal controls;**
- 10. Serves as resource on accounting methods and fiscal procedures for Account Clerk staff;**
- 11. Assists with special projects as assigned.**

### **MINIMUM QUALIFICATIONS**

#### Knowledge of:

- Principles, methods, and practices of accounting, financial recordkeeping, and financial administration;
- Codes, regulations, ordinances, and laws affecting public agency financial activities;
- Auditing, financial analysis, and research procedures;
- ~~Some~~ **Knowledge of** spreadsheet and word processing software.

AND

#### Ability to:

- Assist with a variety of fiscal recordkeeping and system maintenance assignments, requiring professional accounting expertise;
- Analyze fiscal information and draw sound conclusions;
- Prepare **a variety of** financial statements and **fiscal** reports;
- Serve as a resource for solving accounting problems and providing information to others;
- ~~Prepare a variety of reports;~~
- 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. Advanced educational training in finance and accounting methods and procedures.

## **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-A- 2 - ACTION

APPROVAL TO AMEND APPENDIX A OF THE CONFLICT OF INTEREST CODE  
FOR THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

BACKGROUND:

Pursuant to the Political Reform Act, SETA is required to adopt, maintain and amend, as appropriate, a Conflict of Interest Code.

Due to a number of job classification modifications, Appendix A needs to be modified to reflect the new classifications.

If your Board approves the revised Appendix A of the Conflict of Interest Code, it will then be forwarded to the Sacramento County Board of Supervisors for ratification pursuant to its responsibility as the Code Reviewing Body under the Political Reform Act. The revised Conflict of Interest Code will become effective thirty (30) days after its ratification by the Sacramento County Board of Supervisors. The proposed revised Appendix A of the Conflict of Interest Code is attached.

RECOMMENDATION:

Approve the revised Appendix A of the Conflict of Interest Code and direct Legal Counsel to forward it to the Sacramento County Board of Supervisors for ratification.

STAFF PRESENTER: Legal Counsel

**APPENDIX A**

**Sacramento Employment and Training Agency  
Conflict of Interest Code Designated Employees**

The following persons are designated employees of SETA:

Members of the SETA Governing Board	<del>MIA Supervisor</del>
Members of the Workforce Investment Board (WIB) and Youth Council	Network Engineer
Members of the Head Start Policy Council (PC)	<del>Planning Manager</del>
Members of the Head Start Parent Advisory Committee (PAC)	<del>Program Coordinator</del> <b>Facilities Coordinator</b>
Members of the Community Action Board (CAB)	<del>Program Officer</del> <b>Children and Family Services Education Program Officer</b>
WIB Legal Counsel	<b>Children and Family Services Support Services Program Officer</b>
SETA Legal Counsel	<b>Children and Family Services Administrative Program Officer</b>
Clerk of the Boards	<b>Workforce Development Analytical Program Officer</b>
Executive Director	<b>Workforce Development Operational Program Officer</b>
Fiscal Department Chief	Purchasing Analyst
Administration Department Chief	<del>Refugee Services Supervisor</del>
Information Systems Department Chief	Staff Support Officer
<del>Personnel Manager</del>	Workforce Development Professional <a href="#">1, 2, 3</a> , <a href="#">II, III</a>
Senior Personnel Analyst**	<b>Workforce System Analyst</b>
<del>Senior Personnel Clerk</del>	<b>Workforce System Administrator</b>
Public Information Officer	<b>Youth Services Supervisor</b>
<del>Personnel Manager</del>	Head Start Child Care Site Director
<del>Senior Personnel Analyst**</del>	Head Start Coordinator (Health)
Accountant I	Head Start Coordinator (Nutrition)
Accountant II**	Head Start Coordinator (Education)
Accountant III	Head Start Coordinator (Special Education)
<del>Data Base Developer</del> <b>Programmer Analyst</b>	<b>Head Start Coordinator (Food Service)</b>
Deputy Director	<b>Head Start Coordinator (Social Services/Parent Involvement Services)</b>
<del>Dislocated Worker Specialist</del>	<del>Head Start Courier/Maintenance Specialist</del>
<del>Economic Development Manager</del>	Head Start Courier/Maintenance
<del>Eligibility Supervisor</del>	Head Start Education/Special Education Specialist**
<del>Employment and Training Analyst II</del>	Head Start Education Specialist**
<del>Employment and Training Analyst III</del>	Head Start Employment and Training Coordinator**
Workforce Development Professional Supervisor	Head Start Facilities Analyst
<del>Eligibility Supervisor</del>	Head Start Facilities Specialist
<del>Facilities Specialist Supervisor</del>	Head Start Family Services Specialist**
Human Resources Manager	<del>Head Start Food Service Manager</del>
Information Technology Analyst I	Head Start Head Cook
<b>Information Technology Services Facilitator</b>	Head Start Manager
Information Technology Engineering Analyst	Head Start Nutrition Specialist**
Workforce Development Analyst Supervisor	<del>Head Start Office Manager</del>
Workforce Development Analyst II	Head Start Parent Involvement/Social Services Specialist**
<del>Management Information Analyst II</del>	Head Start <b>Clinical</b> Social Worker**
Workforce Development Analyst III	Head Start Special Project/Training Coordinator
<del>Site Supervisor</del>	Head Start Training/Staff Development Supervisor
Workforce Development Quality Control Supervisor	<del>Head Start Grants Specialist</del>
<b>Training/Staff Development Officer</b>	<b>Head Start Social Services Specialist (Non Sup)</b>
<del>Facilities Specialist Supervisor</del>	
<b>Workforce Development Manager</b>	

**\*\*** Includes both Supervisory and non-supervisory staff

ITEM III-A – 3 - ACTION

APPROVAL OF PROCUREMENT OF WORKERS COMPENSATION INSURANCE

BACKGROUND:

The Agency's insurance policy for Workers Compensation expires December 31, 2011. SETA's broker, Arthur J. Gallagher & Company, is in the process of obtaining quotations for coverage. An oral report will be provided at the meeting.

RECOMMENDATION:

Hear the oral report and recommendations and authorize the Executive Director to procure Workers Compensation coverage for calendar year 2012.

STAFF PRESENTER: Roy Kim

ITEM III-A – 4 - ACTION

APPROVAL TO MODIFY THE SALARY CLASSIFICATION PLAN FOR THE  
CLASSIFICATION OF ON-CALL COOK/DRIVER

BACKGROUND:

The Executive Director is proposing to modify the Salary Classification Plan by increasing the hourly wage rate of On-call Cook/Driver from \$9.41 to \$10.41. On-call Cook/Drivers provide the Agency with the ability to have available individuals to fill-in for Head Start Cook/Drivers on an as-needed basis. Under the general direction of the Head Start Coordinator of Food Services and the Head Cook, these individuals prepare and deliver food to the various child care centers.

The Agency has encountered difficulty in maintaining a sufficient number of individuals on this list. Head Start Courier/Maintenance staff have been called upon to deliver the meals and snacks prepared at the kitchen. While this keeps meals and snacks on schedule to be delivered to their appointed destinations, it does take staff away from their other duties and responsibilities of maintenance.

The current wage rate for on-call Cook/Drivers is \$9.41 per hour and the hourly rate for regular employees in the classification of Head Start Cook/Driver is \$13.42. The Agency wishes to increase the rate of the on-call staff to \$10.41. This rate aligns with substitute teachers.

Financial impact: \$3,800 per year based upon historical usage

RECOMMENDATION:

Approve the modification to the Salary Classification Plan by increasing the On-call Cook/Driver wage to \$10.41 per hour.

STAFF PRESENTER: Rod Nishi

ITEM III-B - 1 - ACTION

CONCURRENCE WITH THE SACRAMENTO WORKS BOARD TO APPROVE THE  
AUGMENTATION OF SACRAMENTO CHINESE COMMUNITY SERVICES CENTER  
WIA YOUTH SERVICES CONTRACT TO SUPPORT  
YOUTH ADVOCATE POSITION

BACKGROUND:

The Sacramento Works Youth Council has identified the following strategies to improve and enhance youth service delivery which include:

- Engage employers to increase youth development, cultural & diversity competencies
- Attract and prepare youth for jobs in critical occupations and career pathways.

In 2011 to support career pathways, the Youth Council incorporated service learning and career pathways as a programmatic design for the year-round WIA youth services. Several years ago, Universal Youth Specialists were assigned to work in the One Stop Career Centers to provide universal/core services to any youth visiting the career centers. The Universal Services Youth team includes a Youth Advocate whom is a former WIA or similar program participant assigned to provide assistance to the Youth Specialist. The position of the Youth Advocate is considered a career pathway vehicle into the workforce development industry.

The Youth Advocate position was initially funded as part of the year-round WIA youth providers. In 2011 since the Youth Advocates are part of the Universal Youth team, these positions were included in the Universal Youth services funding and not the year-round provider funding. Sacramento Chinese Community Services Center (SCCSC) had the previous funding to support the Youth Advocate position at the Hillsdale Career Center. During the 2011 WIA Youth procurement, SCCSC submitted a proposal for Universal Youth and Youth Advocate services at the Hillsdale Career Center. For several years, SETA has assigned internal staff to perform the duties of Youth Specialist at the Hillsdale Career Center, along with Mark Sanders and Galt, to provide the Universal Youth Services. These three career centers do not currently have youth advocates. Because of a high volume of youth visiting the SWCC Hillsdale, SETA staff is recommending the augmentation of SCCSC's Universal Services contract to provide a youth advocate for the SWCC Hillsdale.

The Sacramento Works board will meet on November 30, 2011 to review this item.

RECOMMENDATION:

Concur with the Sacramento Works Board to approve the augmentation of Sacramento Chinese Community Services Center contract for \$15,000 to support the Youth Advocate position.

## ITEM III-B – 2 - ACTION

### APPROVAL TO SUBMIT FOUNDATION PROPOSALS TO SUPPORT THE SAFE COMMUNITY PARTNERSHIP AND AUTHORIZE THE SETA EXECUTIVE DIRECTOR TO EXECUTE THE SUBGRANT AGREEMENTS, MODIFICATIONS AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCES

#### BACKGROUND:

SETA, along with the City of Sacramento Police Department and Area Congregations Together (ACT), is one of the primary partners engaged in the implementation of the City of Sacramento's Safe Community Partnership strategy using the Operation Ceasefire model. The Safe Community Partnership is an evidence-based community and law-enforcement driven concept that encourages youth to step away from violence by providing successful alternatives.

This board approved the submission of grant applications and the subsequent receipt of foundation funding to support Sacramento's Safe Community Partnership. SETA has worked closely with the City of Sacramento's Police Department and ACT to leverage CalGRIP and Safe Community Partnership funding. SETA has been authorized to coordinate and/or procure direct services for these grants, including the case management, employment services, street outreach and coordination of subcontracted services.

The Safe Community Partnership became operational in November 2010. Currently, both the Kaiser Community Benefits Foundation and the California Endowment provide funding for project technical assistance and project management to Sacramento. Recently The California Endowment expressed an interest in also funding evaluation of the project. Both foundations are soliciting proposals to provide ongoing direct services and coordination for the Sacramento strategy. Additionally, The California Wellness Foundation currently provides technical assistance and direct services funding to several Safe Community Partnership communities.

Staff is requesting approval to submit proposals to these three foundations for consultant services to provide technical assistance and policy development, qualitative research with the crime data analysis unit, program implementation, strategic planning and evaluation of the effectiveness of the services and outcomes. The anticipated request from the foundations will be:

- Kaiser Community Benefits Foundation - not to exceed \$50,000
- The California Endowment – \$60,000
- The California Wellness Foundation – not to exceed \$200,000.

STAFF PRESENTER: Christine Welsch

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

RECOMMENDATION:

Approve the submission of proposals to Kaiser Community Benefits Foundation, The California Endowment and The California Wellness Foundation to support additional direct services for the Safe Community Partnership;

Authorize the SETA Executive Director to execute the subgrant agreements, modifications and any other documents required by the funding sources.

STAFF PRESENTER: Christine Welsch



ITEM III-B - 3 - ACTION

APPROVAL OF COMMUNITY SERVICES BLOCK GRANT (CSBG) FUNDING  
RECOMMENDATIONS FOR FISCAL YEAR 2012

BACKGROUND:

On September 2, 2011, SETA released a Request for Proposals (RFP) for the CSBG program for fiscal year 2012. The RFP solicited services under Safety-Net and Family Self-Sufficiency categories as identified in the 2012/13 CSBG Community Action Plan. The amount of funding available for program services was estimated to be \$800,000, of which \$480,000 was allocated to Safety-Net or short term emergency services and \$320,000 was allocated to case managed Family Self-Sufficiency services. The deadline for receipt of proposals was October 6, 2011. Thirty-two (32) proposals were received by the 4:30 p.m. deadline, requesting a total of \$2,104,883. Thirty-one (31) proposals were evaluated.

Evaluation Process:

All applications received through this solicitation went through a review process to provide funding recommendations to the Community Action Board. Staff recommendations were developed through the deliberation of a team of seven (7) readers representing SETA's Community Services, Contracts, Head Start and Fiscal Units. The readers evaluated, scored and ranked each proposal using standardized evaluation and scoring criteria that were identified in the RFP. Proposals were ranked into three categories:

- Rank 1: Proposal responses exceed all the RFP criteria; the proposer has experience in the proposed activity, has leveraged funding and collaborative partners, and has demonstrated that a clear need for the service exists.
- Rank 2: Proposal responses meet the RFP criteria and the proposal qualifies for funding.
- Rank 3: Proposal responses minimally meet the RFP criteria and were qualified for funding.
- Rank 4: Proposal responses did not meet the RFP criteria and were not recommended funding.

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

- The proposing agency responded thoroughly and completely to all required sections of the RFP.

STAFF PRESENTER: Cindy Sherwood-Green

ITEM III ACTION (continued)

Page 2

- The proposing agency had a history of operating the proposed program or a similar program, had sufficient leveraged funding, and demonstrated the establishment of collaborative partnerships.
- The proposing agency adhered to the service priorities set forth in SETA's 2012/13 Community Action Plan.
- The proposing agency succeeded in achieving planned, contracted goals, or, if not previously funded by CSBG, the agency demonstrated a potential for success.
- The proposing agency demonstrated a need for the service.
- If applying for Family Self-Sufficiency, the proposing agency had a clear description of a case management system.

Staff also considered that all identified high-risk and underserved neighborhoods would have access to services and ensured that all identified target groups would be served.

Due to the limited availability of CSBG funding, only ranks #1, #2, and #3 are recommended for funding. Agencies that ranked #1 are recommended for an increase in funding. Agencies that ranked #2 and #3 are recommended funding at or near their requested amount. Agencies that ranked #4 are not recommended for funding.

Three (3) new agencies, Children's Receiving Home (Rank #2), Elk Grove Food Bank (Rank #3), and Volunteers of American (Rank #3), are recommended for funding.

Staff considered whether other resources and services exist in the community to avoid a duplication of services. Staff is not recommending funding for proposals that focused on employment or training services because of the employment, training, and support service resources available at the Sacramento Works Career Centers. SETA has allocated over \$9 million in formula and discretionary Workforce Investment Act funding for employment and training programs in Sacramento County for fiscal year 2012.

Daren Maeda, Director of Linkage to Education, submitted a proposal for funding to continue his position as a SETA Consultant. Mr. Maeda provides services designed to redirect the lives of high-risk youth who are being released from juvenile institutions and emancipated foster youth to prepare and place them into local colleges. Staff recommends that his position be continued as a SETA Consultant for an additional year for \$30,000.

STAFF PRESENTER: Cindy Sherwood-Green

ITEM III-B – 3 - ACTION (continued)  
Page 3

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

The SETA Community Action Board approved staff recommendations at its November 16, 2011 meeting

RECOMMENDATION:

1. Approve funding recommendations for the Fiscal Year 2012 Community Services Block Grant.
2. Approve the continued funding of Daren Maeda as a SETA Consultant for an additional year in the amount of \$30,000.

STAFF PRESENTER: Cindy Sherwood-Green

**2012 COMMUNITY SERVICES BLOCK GRANT  
STAFF FUNDING RECOMMENDATIONS**

<b>Safety-Net Services</b>									
<b>Prop #</b>	<b>Rank</b>	<b>Agency</b>	<b>Target Group</b>	<b>Target Area *</b>	<b>Current Funding</b>	<b>Funding Request</b>	<b>Cost per/ # Served</b>	<b>Staff Recomm.</b>	<b>Page #</b>
24	2	Folsom Cordova Community Partnership	Low Income Families	Rancho Cordova, Folsom	\$21,500	\$69,791	\$78 892 families	\$24,000	9
18	2	Francis House	Homeless Families	Countywide	\$70,400	\$72,560	\$320 220 families	\$70,400	7
21	2	Greater Sacramento Urban League	Families	Del Paso Heights, North Sacramento	\$22,000	\$32,705	\$292 112 families	\$24,200	8
14	2	Legal Services of Northern California	Seniors and Grandparent Caregivers	Countywide	\$20,000	\$20,000	\$17 1,200 individuals	\$20,000	6
2	2	River City Food Bank	Families	Countywide	\$16,000	\$42,000	\$3.50 12,000 families	\$20,000	1
10	2	The Salvation Army	Low Income Families	Countywide	\$56,900	\$75,000	\$182 411 families	\$60,000	4
5	2	Vol. Legal Services of Northern CA	Ex-offender, Suspended Driver's License	Countywide	\$25,000	\$29,338	\$48 520 individuals	\$27,500	3
6	3	Elk Grove Food Bank Services	Low Income Families	Elk Grove, Laguna, Wilton, Franklin	\$0	\$123,134	\$29 4,200 families	\$20,000	3
31	3	My Sister's House	Domestic Violence Survivors	South and Central Sacramento, Elk Grove	\$34,000	\$48,933	\$999 50 families	\$34,000	12
4	3	South County* Services	Low Income Families	Elk Grove, Galt and the River Delta	\$164,600	\$157,123	\$161 975 families	\$65,000	2
19	3	Travelers Aid	Families	Countywide	\$70,000	\$80,000	\$179 448 families	\$70,000	8
9	3	Volunteers of America	Homeless and Low Income Veterans	Countywide	\$0	\$65,010	\$774 84 individuals	\$20,000	4
22	3	WIND Youth Services	Homeless Youth	Countywide	\$22,600	\$22,600	\$45 500 youth	\$22,600	9
11	4	Asian Resources	Families, Ex-offenders, Youth	Countywide	\$0	\$28,642	\$19 1,500 families	\$0	4
32	4	Laborers Training and Retraining Trust Fund	Working Adults	Countywide	\$0	\$86,996	\$41 2130 working adults	\$0	13
15	4	Sacramento Area Emergency Housing Center	Homeless Families, Single Women	Countywide	\$0	\$39,582	\$204 194 families	\$0	6
<b>TOTAL SAFETY-NET RECOMMENDED:</b>								<b>\$477,700</b>	

\* South County Services was funded for \$61,600 for the 2010 CSBG program year. It was later augmented with funding provided by the County of Sacramento through SETA. At this time, it is not known if additional funds from the County of Sacramento will be available for South County Services in the 2012 program year.

<b>Family Self-Sufficiency Services – Youth</b>									
<b>Prop #</b>	<b>Rank</b>	<b>Agency</b>	<b>Target Group</b>	<b>Target Area</b>	<b>Current Funding</b>	<b>Funding Request</b>	<b>Cost per/ # Served</b>	<b>Staff Recomm.</b>	<b>Page #</b>
17	1	Waking the Village (Tubman House)	Homeless Pregnant or Parenting Youth and Their Children	Countywide	\$37,000	\$42,000	\$2,333 18 youth	\$42,000	7
25	2	Children's Receiving Home	Foster Youth	Countywide	\$0	\$60,450	\$1,209 50 youth	\$28,000	10
26	3	La Familia	Gang or Pre-Gang Youth At Risk of Dropping Out of School	South Sacramento, Meadowview, South County, Galt	\$55,000	\$99,899	\$1,387 72 youth	\$55,000	10
23	3	WIND Youth Services	Homeless Youth	Countywide	\$38,000	\$38,000	\$253 150 youth	\$38,000	9
1	4	Another Choice, Another Chance	Youth Siblings of Gang Members	South Sacramento, Parkway	\$0	\$44,858	\$1,495 30 youth	\$0	1
							<b><u>TOTALS</u></b>	<b>\$163,000</b>	

<b>Family Self-Sufficiency Services – Seniors/Disabled</b>									
<b>Prop #</b>	<b>Rank</b>	<b>Agency</b>	<b>Target Group</b>	<b>Target Area</b>	<b>Current Funding</b>	<b>Funding Request</b>	<b>Cost per/ # Served</b>	<b>Staff Recomm.</b>	<b>Page #</b>
3	2	Sacramento County DHA	Seniors	Countywide	\$26,000	\$27,500	\$1,100 25 seniors	\$27,500	2
28	2	Hmong Women's Heritage Association	Seniors	Countywide	\$19,000	\$60,670	\$1,011 60 seniors	\$23,800	11
29	3	Visions Unlimited	Seniors	South Sacramento County	\$50,000	\$63,000	\$700 90 seniors	\$50,000	12
							<b><u>TOTAL</u></b>	<b>\$101,300</b>	

### Family Self-Sufficiency Services – Homeless

Prop #	Rank	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	Staff Recomm.	Page #
16	2	Sacramento Area Emergency Housing Center	Homeless Families, Single Women	Countywide	\$55,000	\$64,787	\$151 430 families	\$58,000	6
13	4	Lutheran Social Services	Single Female Head of Household w/ Minor Children	Sacramento, Citrus Heights, Rancho Cordova, Carmichael, Arden Arcade	\$0	\$313,046	\$5,217 60 families	\$0	5
27	4	Sacramento Self Help Housing	Families	Sacramento and North Highlands	\$0	\$50,000	\$45 1,200 families	\$0	11
30	4	St. John's Shelter for Women and Children	Homeless Women and Children	Countywide	\$0	\$65,000	\$1,250 52 families	\$0	12
20	4	W.E.A.V.E.	W.E.A.V.E. Safehouse Residents	Countywide	\$0	\$65,000	\$867 75 families	\$0	8
							<b><u>TOTAL</u></b>	<b>\$58,000</b>	

### Family Self-Sufficiency Services – Other Low-Income

Prop #	Rank	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	Staff Recomm.	Page #
12	4	Asian Resources	Adjudicated youth & formerly incarcerated job seekers	South Sacramento "The Avenues"	\$0	\$58,952	\$786 75 families	\$0	5
7	4	Elk Grove Food Bank Services	Families	Elk Grove, Laguna, Wilton, Franklin	\$0	\$55,956	\$444 126 families	\$0	3
							<b><u>TOTAL</u></b>	<b>\$0</b>	

**TOTAL FAMILY SELF-SUFFICIENCY RECOMMENDED: \$322,300**

**TOTAL SAFETY-NET AND FAMILY SELF-SUFFICIENCY RECOMMENDED: \$800,000**

## ITEM IV-A - INFORMATION

### PG&E POWERPATHWAYS PROGRAM

#### BACKGROUND:

In 2010, the Fresno Workforce Investment Board, along with the Sacramento Employment and Training Agency (SETA), PG&E, Fresno Community College and American River College received WIA Veterans discretionary funding to develop a training and employment pathway for recently separated veterans to attain employment in the utility industry. The targeted jobs were Electric Power-line Installers and Repairers, or utility workers. The Sacramento component began in the summer of 2011. The following is an overview of the implementation and outcomes of the program.

#### **Implementation process:**

- **Application:** PG&E advertised the PowerPathways program and directed applicants to register at the PG&E website - approximately 375 applicants applied via the website.
- **Assessment:** Ninety-four (94) applicants completed the Key Train assessments and were eligible to move to the next step in the screening process.
- Sixty-five (65) applicants attended an orientation for more in-depth assessments. Each applicant was assessed for Reading for Information, Locating Information, and Applied Mathematics using the WorkKeys Career Readiness Credential (CRC). Only applicants scoring 4 or higher on each of these assessments were eligible to go to the next step.
- **Interview:** Forty-nine (49) applicants who scored 4 or higher on the WorkKeys Career Readiness Credential were interviewed by a team comprised of SETA staff, an industry expert, and an instructor from American River College. Final candidates were chosen from that applicant pool.
- **Enrollment in American River College:** 27 candidates enrolled in the PowerPathways program at American River College. Classes were held Monday through Friday 7am -5pm for a duration of eight weeks.
- In addition to core classroom work and field trips to PG&E work sites, SETA staff provided soft skills and job search skills services including a resume and interview workshop. Students also completed their employment profile on PG&E's Talent Connect website and enrolled in the Troops to Energy Jobs Program.

#### **Outcomes:**

- **Program Graduation:** 25 candidates completed the 8 week course on October 13, 2011.
- **Employment:** As of October 31, 2011, PG&E has not opened many full-time permanent positions. As a result, the trainees began applying for alternate employment opportunities as "stop-gap" employment. One Student has been invited

ITEM IV-A – INFORMATION (continued)  
Page 2

by PG&E to test for the Telecommunication Specialist position, the first test, the Physical Test Battery (PTB), is to be administered in November 2011. Six candidates tested and passed SMUD's Utility Worker Apprenticeship Exam and are awaiting next steps.

- Two students have obtained full time positions– one with CalTrans and another was indentured into the Ironworkers Union Local #118 as an Apprentice Iron Worker.
- Eight students have decided to continue their education at American River College and utilize their GI bill, while applying with other Utilities and Apprenticeship representatives to explore employment options.

SMUD developed a video highlighting the partnership. SETA staff will be available for any questions following the showing of the video.



## ITEM-IV - B- INFORMATION

### HEALTHY FUTURES PROJECT UPDATE

#### BACKGROUND:

In June, 2011, SETA received a Community Services Block Grant Discretionary award of \$80,000 to initiate a project entitled Healthy Futures. SETA's Workforce Development and Child and Family Services Departments have collaborated to promote wellness, better nutrition and healthy living choices to families identified to be at high risk of obesity and unhealthy lifestyle choices. The project targets former foster and probationary youth referred by Linkage to Education as well as children and their families who have been referred by the Galt and Grizzly Hollow Head Start sites. Services provided include monthly workshops in which families will learn strategies that promote better nutrition, participate in fun group physical activities and field trips, and prepare and enjoy nutritious meals. All participants are case managed by SETA staff, work with a registered dietician to develop a nutrition plan, and receive incentives to encourage participation and reach their wellness goals.

By the end of the project period, we expect most of the participants to experience better overall wellness, weight loss, lowered blood pressure, knowledge of healthier food options, decreased social isolation, and increased self-esteem and confidence.

As of September, 2011, a total of six (6) Healthy Futures workshops have been held with 24 families participating. Topics and attendance were as follows:

#### **Workshops for formerly incarcerated and emancipated foster youth**

**1. On Monday, September 5, 2011**, eleven (11) youth participated in learning Muay Thai, a graceful form of martial arts, from a certified instructor. During this outside event, families exercised and learned movements they could practice on their own. Following the event, all participants shared a healthful and easy to make meal of wraps made with fresh local ingredients.

**2. On Saturday, October 9, 2011**, eleven (11) youth participated in a field trip to Soil Born Farms, a local grower that operates a teaching component that informs visitors on how food is grown and the importance of a balanced diet in good health. The tour also included an opportunity for visitors to actually help in some aspect of hands-on farming or harvesting crops. Participants were then provided with a healthy meal of sandwiches and fresh fruits.

STAFF PRESENTER: Cindy Sherwood-Green

**Workshops for Galt Head Start families**

**3. On Thursday, September 15, 2011**, thirteen (13) Head Start families and their children met with a registered dietician and completed baseline health/nutrition/physical activity surveys and participated in a nutrition workshop facilitated by project partner, the Health Education Council.

**4. On Tuesday, October 4, 2011**, seven (7) Head Start families and their children participated in a field trip to a local (Galt) outside fresh produce market where a variety of fruits and vegetables were purchased, including some items unfamiliar to participants. Participant then returned to a kitchen site for a healthy cooking demonstration and meal facilitated by project partner, the Health Education Council.

**5. On October 18, 2011**, Three (3) Head Start Healthy Futures families and their children participated in a ZUMBA class located at the Head Start site in Galt. This new activity will now be provided on an on-going basis each week and will be open to all Healthy Futures and Head Start families in Galt. Influencing families outside of the Healthy Futures project to participate in regular fun physical activities is an unexpected community benefit we are pleased to report.

**6. On Thursday, October 27, 2011**, twelve (12) Head Start families and their children attended a presentation on the importance of reading food labels, what they mean and finding healthier alternatives to products that are not appropriate to a healthy lifestyle.

**STAFF PRESENTER:** Cindy Sherwood-Green

ITEM IV-C- INFORMATION

REVIEW OF ANNUAL AUDITOR'S REPORT AND FINANCIAL STATEMENTS FOR  
FISCAL YEAR ENDED JUNE 30, 2011

BACKGROUND:

Gilbert Associates, Inc. recently completed the June 30, 2011 annual audit of the Sacramento Employment and Training Agency. Staff will be available to answer questions regarding the audit.

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

ITEM IV-D - 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. Margaret Ingold** **DATE: October 27, 2011**

**FROM: D'et Patterson, SETA Fiscal Monitor**

**RE: On-Site Fiscal Monitoring of California Human Development Corp.**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA/ARRA	In-School Youth	\$127,300	10/1/09-6/30/10	10/1/09-6/30/10
WIA/ARRA	Summer Youth	\$26,145	5/1/10-9/30/10	5/1/10-9/30/10
WIA/ARRA	Summer Youth TANF-ECF	\$12,240	5/1/10-9/30/10	5/1/10-9/30/10

Monitoring Purpose: Initial  Follow-up  Special  Final

Date of review: Remote Monitoring

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

**Program Operator: California Human Development Corporation**

**Findings and General Observations:**

- 1) The total costs as reported to SETA from October 1, 2009 to June 30, 2010 for the In-School Youth program, and from May 1, 2010 to September 30, 2010 for the Summer Youth programs have been traced to the delegate agency records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

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

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Kim Mohler **DATE:** October 27, 2011  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of City of Sacramento

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA-Youth	Individualized Services In-school	\$ 198,156	7/1/10-06/30/11	7/1/10-06/30/11

**Monitoring Purpose:** Initial \_\_\_ \_\_\_ Final \_\_X\_\_  
**Date of review:** 10/18/11

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

**Program Operator:** City of Sacramento, Neighborhood Services Department

**Findings and General Observations:**

- 1) The total costs as reported to SETA from July 1, 2010 to June 30, 2011 for the WIA-Youth program have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

**Recommendations for Corrective Action:**

- 1) There are no corrective actions required.

cc: Kathy Kossick  
Governing Board





**Program Operator:** Elk Grove Unified School District-Adult Education

**Findings and General Observations:**

The total costs as reported to SETA from July 1, 2010 to June 30, 2011 for the WIA programs have been traced to the subgrantee's records. The records were verified and appeared to be in order.

**Recommendations for Corrective Action:**

- 1) There are no corrective actions required.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Tracy Tomasky                      **DATE:** October 21, 2011

**FROM:** Greg P. Tayros, SETA Fiscal Monitor

**RE:** On-Site Fiscal Monitoring of San Juan U. S. D.

<b><u>PROGRAM</u></b>	<b><u>ACTIVITY</u></b>	<b><u>FUNDING</u></b>	<b><u>CONTRACT PERIOD</u></b>	<b><u>PERIOD COVERED</u></b>
Head Start	Basic , COLA	\$ 4,348,543	8/01/10-07/31/11	8/01/10-6/30/11
Head Start	T & TA	15,000	8/01/10-07/31/11	8/01/10-6/30/11
HS/ARRA	Expansion	130,697	9/30/10-09/29/11	9/30/10-6/30/11
Early HS	Basic, COLA	1,245,090	8/01/10-07/31/11	8/01/10-6/30/11
Early HS	T & TA	20,112	8/01/10-07/31/11	8/01/10-6/30/11
EHS/ARRA	Expansion	432,000	9/30/10-09/29/11	9/30/10-6/30/11
EHS/ARRA	Expansion T & TA	21,600	9/30/10-09/29/11	9/30/10-6/30/11

**Monitoring Purpose:** Initial   X   Final \_\_\_\_\_

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

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

**Findings and General Observations:**

- 1) The total costs as reported to SETA from August 1, 2010 to June 30, 2011 for Head Start and Early Head Start and from September 30, 2010 to June 30, 2011 for Head Start and Early Head Start ARRA funds have been traced to the delegate agency's records. The records were verified and appeared to be in order.
- 2) There are no findings.

**Recommendations for Corrective Action:**

- 1) There are no corrective actions required.

cc: Kathy Kossick  
Governing Board  
Policy Council

**MEMORANDUM**

**TO:** Mr. Peter Cameron                      **DATE:** November 16, 2011  
**FROM:** D’et Patterson, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Vietnam Veterans of California, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA/ARRA	Veterans’ Employment- Related Assistance	\$675,000	4/1/10-6/30/11	8/1/10-6/30/11

**Monitoring Purpose:** Initial                      Follow-up                      Special                      Final      X  
**Date of review:** 10/24/11

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

**Program Operator: Vietnam Veterans of California, Inc.**

**Findings and General Observations:**

The total costs as reported to SETA from August 1, 2010 to June 30, 2011 have been traced to the delegate agency records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

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

cc: Kathy Kossick  
Governing Board

ITEM IV-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

**Employer Recruitment Activity Report**

<b>Employer</b>	<b>Jobs</b>	<b>No of Positions</b>
Accentcare	CAN/Caregiver	55
ACS Roofing	Bookkeeper/Accountant	1
	Window Cleaner - Gutter Cleaner	1
Aerotek	General Laborer	1
ALSCO, Inc.	Accounts Receivable	1
American River Parkway Foundation	Chemical Plant Mechanic	1
	Marketing Fundraising Coordinator	1
	Plant Supervisor	1
Apria Healthcare	Billing Representative	1
Area 4 Agency on Aging	Snr. Employment Program Manager	1
Baygell Properties	Commercial Property Manager	1
Berkeley Farms	Truck Driver Class A	1
Bissell Brothers	Cleaner	1
California Green Clean	Housekeeper/Cleaner	1
California Redevelopment Association	Member Services Associate PT	1
Bread of Life	Office Manager	1
Campbell Soup Company	Certified Forklift Driver	14
Capitol Autism Services	Behavior Tutor	10
Carmellia Network	Accounting and Executive Assistant	1
Carmichael Oaks Assisted Living	Caregiver	1
	Concierge/Receptionist	1
	Medication Aide	1
Child Care Careers	Infant/Preschool/School-Age Teachers	10
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
	Full Service Driver	1
	Loader-Warehouse	5
	Merchandiser	10
	Production Supervisor	1
	Quality Control Technician	1
	Quality Supervisor	1
	Relief Account Manager	1
Folsom Cordova Community Partnership	Employment Services Case Manager	1
**Fresh & Easy Neighborhood Market	Team Leader	4
	Customer Assistant	10
	Kitchen Table/Bakery Coordinator	3
G & K Services	General Laborer	1
	Route Manager	1
General Produce Company	Inside Sales Representative	1
	Receptionist	1
**Geolog Inc	Driver/Shop Technician	1
	Data Digitizer/Marketing	1
Goodwill Industries	Assistant Manager	1
	Key Holder/Supervisor	1
	Manager in Training	1
H & R Block	Client Services Professional	15
	Office Manager	20
	Tax Professional	20
HR to Go	Administrative Support	1



## Employer Recruitment Activity Report

**Hand Biomechanics Lab, Inc	Manufacturing Operations/FDA Regulatory Compliance	1	
Indecare Home Care & Living Assistance	Caregiver	10	
Jack Frost Design	Administrative Assistant	1	
KVIE	Leadership Giving Officer	1	
**KlickNation	3D Animator/Rigger	1	
	Controller	1	
	Data Analytics Specialist	1	
	Producer	1	
La Tapatia Tortilleria, INC.	Delivery Driver/Vendor	1	
Labor Ready	Construction Laborers	10	
Los Rios Community College District	Account Clerk II	1	
	Accountant	1	
	Accountant	1	
	Accountant Clerk I	1	
	Administrative Service Analyst	1	
	Audio/Visual Production Technician	1	
	Campus Patrol On Call	1	
	Clerk III	1	
	Clerk III PT	1	
	College Safety Officer	1	
	College Safety Officer (Temporary)	1	
	Confidential Chancellor's Executive Assistant	1	
	Custodian	1	
	Dean, Business Division	1	
	Director of Human Resources	1	
	Electronic Calibration & Repair Technician	1	
	Environmental Technician	1	
	Environmental Technician-Water Management	1	
	Financial Aid Clerk	1	
	Graphic Designer	1	
	Groundskeeper	1	
	Healthcare Interpreting Adjunct Professor	1	
	HVAC Mechanic	1	
	Information Technology Assistant III	1	
	Instructional Assistant - Learning Resources	1	
	Instructional Asst. - Sign Language Studies	1	
	Instructional Asst.-Microcomputer Laboratory for Assistive Technology	1	
	Library Media Technical Asst.	1	
	Operations Technician	1	
	Outreach Clerk	1	
	Physical Education/Athletic Attendant	1	
	Police Communication Dispatcher	1	
	Purchasing Supervisor	1	
	Special Project Assistant to Exec. Director	1	
	Srn. Information Technology Technician	1	
	Student Personnel Asst. - Davis Outreach Program	1	
	Student Personnel Asst. - Disables Student Programs & Services Center	1	
	Student Personnel Asst. -Student Affairs	1	
	Welding Adjunct Asst. Professor	1	
	Loving Companions Senior Services	Caregiver	20

## Employer Recruitment Activity Report

**Mallicoat Electric, Inc	Electrical Apprentice	1
Manpower	Production Packager	5
	General Laborer	2
Nonprofit Resource Center	Program Assistant	1
Northern Sheets, LLC.	Industrial Electro Mechanic	1
On My Own	Direct Service Provider	10
Opening Doors, Inc.	Survivors of Human Trafficking Program Associates	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
Relationship Skills Center	Operations Coordinator	1
Rezolve Group, Inc.	Communications Manager	1
	Sales Specialists	14
**Rite Aid	Shift Supervisor	3
**S-N-T Company	Window Installer	1
	Receptionist/Bookkeeper	1
Sacramento CASA	Case Manager	1
	Family Finding Social Worker	1
Sacramento Children's Home	Maintenance Supervisor	1
	Maintenance Supervisor	1
Sacramento Container Corporation	Corrugate Experience Machine Operators & Asst. Operators	3
	Forklift Operator	1
Sacramento Region Community Foundation	Accountant	1
Salvation Army Sac Metro	Kitchen Aide	1
	Monitor	1
	Office Assistant	1
	Program Aide	1
Self Storage	Part-time Manager	1
SETA	Children and Family Services Quality Assurance Analyst	1
	Workforce System Administrator	1
	Workforce System Analyst	1
	Teacher, Head Start	1
Sierra Pacific	Sale Representative	10
**Solar Depot	Sales/Order Administrator	1
St. John's Shelter Program for Women and Children	Accounting and Executive Assistant	1
**Sullivan Learning Systems	Tutor	25
Sumrall Solutions LLC	Fund Accountant - Associate I	15
Support For Home	Caregiver	10
	Personal Care Aides	10
**Surety Solutions Insurance Services, Inc	Customer Service Representative	1
United Way California Capital Region	Front Desk Coordinator	1
	Administrative Manager	1
Volt Staffing Services	Warehouse Person	20
	Warehouse Specialist	20
Wild Hawk Grille	Cart Attendant/Cashier	1
Xerox Corporation	Print Operator and Driver	1
<b>TOTAL</b>	Page 47	<b>503</b>

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 November 18, 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	<b>First Data</b>	8/31/2011	145	6/9/11 6/16/11
Unofficial	5/23/2011	<b>County of Sacramento</b>	7/1/2011	275	6/22-23/11 6/29-30/11
Official	6/2/2011	<b>First Banks, Inc.</b> 110 Woodmere Rd, Ste. 150 Folsom, CA 95630	9/30/2011	20	9/15/2011
Unofficial	6/11/2011	<b>CSAA</b>	7/30/2011	25	7/14/2011
Unofficial	7/19/2011	<b>Borders Books</b> 2765 East Bidwell Folsom, CA		75	6/19/11 8/29-31/11
Official	8/1/2011	<b>Valley Aggregate Transport, Inc.</b> 5121 Hedge Avenue Sacramento, CA	9/27/2011	111	Pending
Official	8/2/2011	<b>Cisco</b> 2868 Prospect Rd Rancho Cordova, CA	8/19/2011	78	Packets Delivered
Official	8/26/2011	<b>BLT Enterprises of Sacramento, LLC</b> 8491 Fruitridge Rd Sacramento, CA 95826	11/2/2011	106	Pending
Official	10/3/2011	<b>Hewlett-Packard Company</b> Rancho Cordova, CA	12/2/2011	76	Pending
Official	10/4/2011	<b>Foster Farms Dairy</b> 1221 66th Street Sacramento, CA 95819	12/2/2011	96	Pending
Official	11/7/2011	<b>Hewlett-Packard Company</b> Rancho Cordova, CA	12/2/2011	39	Pending
Official	11/1/2011	<b>A1 Door and Building Solutions</b> 4300 Jetway Ct. North Highlands, CA 95660	12/31/2011	97	Pending
Official	11/10/2011	<b>PG&amp;E</b> Sacramento, CA	1/9/2012	8	Pending
			<b>Total # of Affected Workers</b>	1,151	

ITEM IV-G – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT  
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of September is 11.5 %.

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

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

**Leisure and hospitality led month-over job losses**

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 11.4 percent in October 2011, unchanged from a revised 11.4 percent in September 2011, and below the year-ago estimate of 12.2 percent. This compares with an unadjusted unemployment rate of 11.2 percent for California and 8.5 percent for the nation during the same period. The unemployment rate was 11.0 percent in El Dorado County, 10.4 percent in Placer County, 11.8 percent in Sacramento County, and 11.1 percent in Yolo County.

**Between September 2011 and October 2011**, the total number of jobs located in the counties of El Dorado, Placer, Sacramento, and Yolo decreased by 100 to total 814,400 jobs.

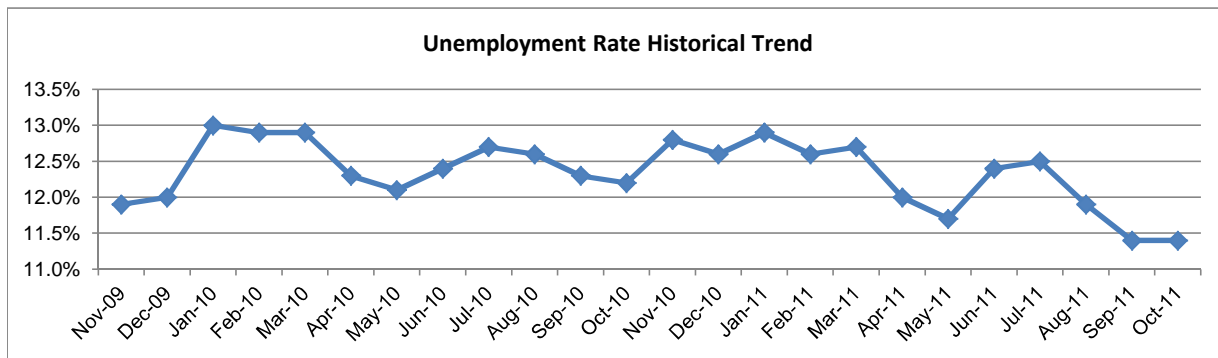
- Leisure and hospitality declined by 3,900 jobs with losses in accommodation and food services (down 3,300 jobs) and arts, entertainment, and recreation (down 600 jobs).
- Manufacturing decreased by 1,100 jobs due to cutbacks in durable goods (down 600 jobs) and nondurable goods (down 500 jobs).
- Professional and business services lost 1,000 jobs. Professional, scientific, and technical services (down 1,400 jobs) offset a 400-job increase in administrative and support and waste management and remediation services; management of companies and enterprises remained unchanged.
- On the upside, government gained 5,200 jobs. Local government (up 3,100 jobs) and state government (up 2,200 jobs) offset a 100-job decrease in federal government. The growth was concentrated in local and state government educational services.
- Education and health services expanded by 1,800 jobs. Health care and social assistance (up 1,800 jobs) accounted for the total increase.

**Between October 2010 and October 2011**, total wage and salary employment in the region decreased by 1,100 jobs or 0.13 percent.

- Trade, transportation, and utilities contracted by 2,900 jobs with losses in retail trade (down 2,200 jobs), wholesale trade (down 400 jobs), and transportation, warehousing, and utilities (down 300 jobs).
- Manufacturing shrank by 2,300 jobs with losses in durable goods (down 1,600 jobs) and nondurable goods (down 700 jobs).
- Government declined by 1,400 jobs. State government (down 2,500 jobs) and federal government (down 200 jobs) offset a 1,300-job increase in local government.
- On the upside, education and health services gained 5,200 jobs and construction added 1,200 jobs.

**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 11.4 percent in October 2011, unchanged from a revised 11.4 percent in September 2011, and below the year-ago estimate of 12.2 percent. This compares with an unadjusted unemployment rate of 11.2 percent for California and 8.5 percent for the nation during the same period. The unemployment rate was 11.0 percent in El Dorado County, 10.4 percent in Placer County, 11.8 percent in Sacramento County, and 11.1 percent in Yolo County.



Industry	Sep-2011	Oct-2011	Change		Oct-2010	Oct-2011	Change
	Revised	Prelim				Prelim	
Total, All Industries	814,500	814,400	(100)		815,500	814,400	(1,100)
Total Farm	10,000	9,100	(900)		8,900	9,100	200
Total Nonfarm	804,500	805,300	800		806,600	805,300	(1,300)
Mining and Logging	400	400	0		500	400	(100)
Construction	41,100	40,500	(600)		39,300	40,500	1,200
Manufacturing	32,400	31,300	(1,100)		33,600	31,300	(2,300)
Trade, Transportation & Utilities	129,600	130,000	400		132,900	130,000	(2,900)
Information	16,700	16,700	0		16,600	16,700	100
Financial Activities	47,700	48,400	700		47,700	48,400	700
Professional & Business Services	103,700	102,700	(1,000)		103,200	102,700	(500)
Educational & Health Services	102,400	104,200	1,800		99,000	104,200	5,200
Leisure & Hospitality	82,000	78,100	(3,900)		78,400	78,100	(300)
Other Services	28,000	27,300	(700)		28,300	27,300	(1,000)
Government	220,500	225,700	5,200		227,100	225,700	(1,400)

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

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

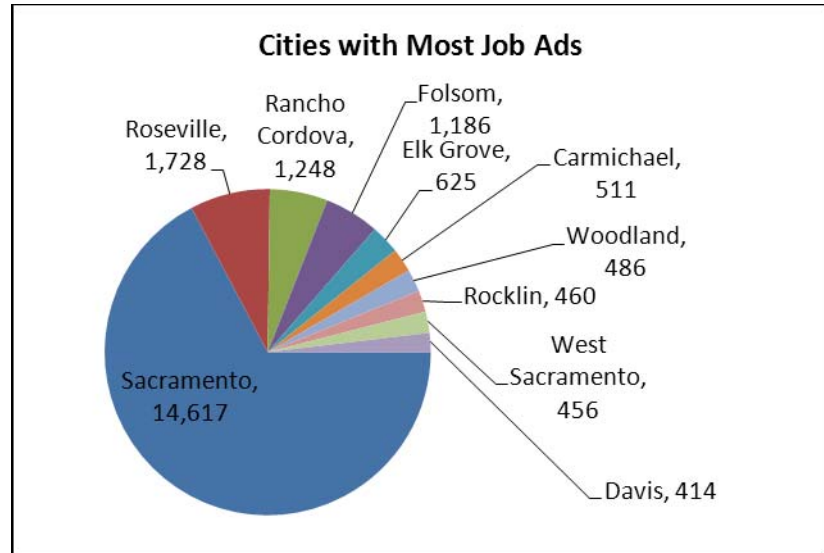
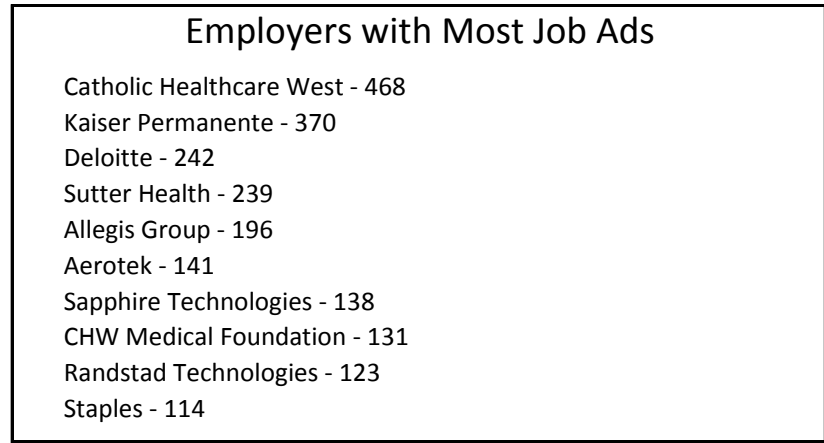
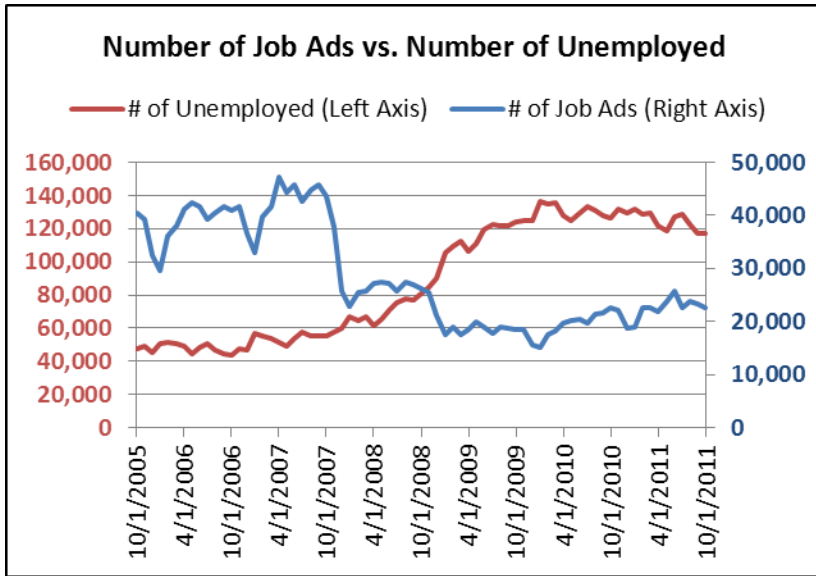
COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	<b>18,221,200</b>	<b>16,171,300</b>	<b>2,049,900</b>	<b>11.2%</b>
ALAMEDA	15	751,400	675,800	75,700	10.1%
ALPINE	57	420	350	70	17.6%
AMADOR	32	16,540	14,430	2,110	12.7%
BUTTE	30	105,600	92,600	12,900	12.2%
CALAVERAS	44	19,300	16,490	2,810	14.6%
COLUSA	46	11,640	9,900	1,750	15.0%
CONTRA COSTA	14	519,400	467,700	51,700	10.0%
DEL NORTE	32	11,600	10,120	1,470	12.7%
EL DORADO	23	89,000	79,200	9,800	11.0%
FRESNO	50	431,700	363,800	67,900	15.7%
GLENN	39	12,950	11,190	1,750	13.5%
HUMBOLDT	18	60,900	54,600	6,300	10.3%
IMPERIAL	58	76,700	54,500	22,200	28.9%
INYO	8	9,270	8,400	870	9.3%
KERN	39	374,500	324,000	50,500	13.5%
KINGS	44	61,300	52,300	9,000	14.6%
LAKE	53	24,330	20,380	3,950	16.2%
LASSEN	26	13,900	12,250	1,640	11.8%
LOS ANGELES	28	4,899,000	4,316,200	582,900	11.9%
MADERA	43	64,600	55,500	9,100	14.0%
MARIN	1	133,200	123,600	9,700	7.2%
MARIPOSA	21	9,340	8,330	1,010	10.8%
MENDOCINO	13	42,310	38,110	4,200	9.9%
MERCED	52	107,800	90,800	17,000	15.8%
MODOC	34	3,920	3,420	500	12.8%
MONO	29	7,770	6,830	940	12.0%
MONTEREY	18	217,600	195,100	22,400	10.3%
NAPA	4	75,000	68,800	6,200	8.3%
NEVADA	17	49,400	44,350	5,050	10.2%
ORANGE	5	1,596,000	1,460,900	135,100	8.5%
PLACER	20	174,600	156,500	18,100	10.4%
PLUMAS	37	9,580	8,310	1,260	13.2%
RIVERSIDE	41	913,800	788,600	125,300	13.7%
SACRAMENTO	26	666,200	587,700	78,500	11.8%
SAN BENITO	25	24,900	22,100	2,900	11.5%
SAN BERNARDINO	34	851,200	742,300	108,900	12.8%
SAN DIEGO	11	1,579,500	1,427,000	152,500	9.7%
SAN FRANCISCO	3	462,300	424,700	37,600	8.1%
SAN JOAQUIN	50	296,700	250,200	46,500	15.7%
SAN LUIS OBISPO	7	137,300	124,700	12,600	9.2%
SAN MATEO	2	377,400	347,700	29,700	7.9%
SANTA BARBARA	6	218,200	199,400	18,800	8.6%
SANTA CLARA	10	890,900	806,500	84,500	9.5%
SANTA CRUZ	15	151,600	136,300	15,400	10.1%
SHASTA	37	85,000	73,700	11,200	13.2%
SIERRA	36	1,520	1,320	200	12.9%
SISKIYOU	49	18,750	15,860	2,890	15.4%
SOLANO	22	212,400	189,300	23,200	10.9%
SONOMA	8	256,000	232,300	23,700	9.3%
STANISLAUS	47	237,300	201,300	36,000	15.2%
SUTTER	54	41,500	34,700	6,800	16.4%
TEHAMA	42	24,770	21,350	3,420	13.8%
TRINITY	55	4,930	4,120	810	16.5%
TULARE	48	208,600	176,700	31,900	15.3%
TUOLUMNE	31	25,180	22,020	3,160	12.5%
VENTURA	12	430,400	388,000	42,300	9.8%
YOLO	24	95,800	85,200	10,600	11.1%
YUBA	56	28,200	23,400	4,800	17.2%

Notes

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



# Recent Job Ads for Sacramento Arden Arcade Roseville MSA October 2011



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

Data Not Seasonally Adjusted

	Oct 10	Aug 11	Sep 11	Oct 11	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,032,200	1,029,500	1,026,400	1,025,600	-0.1%	-0.6%
Civilian Employment	905,900	906,900	909,300	908,600	-0.1%	0.3%
Civilian Unemployment	126,300	122,600	117,100	117,000	-0.1%	-7.4%
Civilian Unemployment Rate	12.2%	11.9%	11.4%	11.4%		
(CA Unemployment Rate)	12.1%	11.9%	11.4%	11.2%		
(U.S. Unemployment Rate)	9.0%	9.1%	8.8%	8.5%		

Total, All Industries (2)	815,500	815,500	814,500	814,400	0.0%	-0.1%
Total Farm	8,900	10,200	10,000	9,100	-9.0%	2.2%
Total Nonfarm	806,600	805,300	804,500	805,300	0.1%	-0.2%
Total Private	579,500	588,700	584,000	579,600	-0.8%	0.0%
Goods Producing	73,400	75,400	73,900	72,200	-2.3%	-1.6%
Mining and Logging	500	400	400	400	0.0%	-20.0%
Construction	39,300	42,000	41,100	40,500	-1.5%	3.1%
Construction of Buildings	8,900	10,200	10,100	9,900	-2.0%	11.2%
Construction - Residual	5,200	7,700	7,100	7,200	1.4%	38.5%
Specialty Trade Contractors	25,200	24,100	23,900	23,400	-2.1%	-7.1%
Building Foundation & Exterior Contractors	5,600	6,000	5,900	6,000	1.7%	7.1%
Building Equipment Contractors	10,200	10,400	10,300	10,100	-1.9%	-1.0%
Building Finishing Contractors	5,700	4,900	4,800	4,900	2.1%	-14.0%
Specialty Trade Contractors - Residual	3,700	2,800	2,900	2,400	-17.2%	-35.1%
Manufacturing	33,600	33,000	32,400	31,300	-3.4%	-6.8%
Durable Goods	22,000	21,500	21,000	20,400	-2.9%	-7.3%
Computer & Electronic Product Manufacturing	6,900	7,000	6,900	6,700	-2.9%	-2.9%
Durable Goods - Residual	15,100	14,500	14,100	13,700	-2.8%	-9.3%
Nondurable Goods	11,600	11,500	11,400	10,900	-4.4%	-6.0%
Food Manufacturing	4,900	5,200	5,100	4,600	-9.8%	-6.1%
Non-Durable Goods - Residual	6,700	6,300	6,300	6,300	0.0%	-6.0%
Service Providing	733,200	729,900	730,600	733,100	0.3%	0.0%
Private Service Producing	506,100	513,300	510,100	507,400	-0.5%	0.3%
Trade, Transportation & Utilities	132,900	130,500	129,600	130,000	0.3%	-2.2%
Wholesale Trade	22,400	22,000	21,900	22,000	0.5%	-1.8%
Merchant Wholesalers, Durable Goods	11,600	11,600	11,500	11,500	0.0%	-0.9%
Merchant Wholesalers, Nondurable Goods	8,500	8,500	8,400	8,400	0.0%	-1.2%
Wholesale Trade - Residual	2,300	1,900	2,000	2,100	5.0%	-8.7%
Retail Trade	87,900	86,300	85,400	85,700	0.4%	-2.5%
Motor Vehicle & Parts Dealer	10,200	10,100	10,100	10,000	-1.0%	-2.0%
Building Material & Garden Equipment Stores	7,200	7,300	7,100	6,900	-2.8%	-4.2%
Grocery Stores	16,500	16,600	16,700	16,700	0.0%	1.2%
Health & Personal Care Stores	5,200	5,100	5,100	5,000	-2.0%	-3.8%
Clothing & Clothing Accessories Stores	6,600	6,700	6,600	6,600	0.0%	0.0%
Sporting Goods, Hobby, Book & Music Stores	4,400	4,300	4,400	4,300	-2.3%	-2.3%
General Merchandise Stores	19,500	18,700	18,800	19,200	2.1%	-1.5%
Retail Trade - Residual	34,800	34,100	33,300	33,700	1.2%	-3.2%
Transportation, Warehousing & Utilities	22,600	22,200	22,300	22,300	0.0%	-1.3%
Information	16,600	16,700	16,700	16,700	0.0%	0.6%
Publishing Industries (except Internet)	2,800	2,900	2,800	2,900	3.6%	3.6%
Telecommunications	9,000	8,900	8,800	8,800	0.0%	-2.2%
Information - Residual	4,800	4,900	5,100	5,000	-2.0%	4.2%
Financial Activities	47,700	47,100	47,700	48,400	1.5%	1.5%
Finance & Insurance	35,800	35,200	35,800	36,500	2.0%	2.0%
Credit Intermediation & Related Activities	13,400	12,600	12,700	12,900	1.6%	-3.7%
Depository Credit Intermediation	8,300	8,400	8,400	8,500	1.2%	2.4%
Nondepository Credit Intermediation	3,100	2,300	2,300	2,400	4.3%	-22.6%
Credit Intermediation and Related Activities -	2,000	1,900	2,000	2,000	0.0%	0.0%
Finance and Insurance - Residual	4,600	4,700	5,100	5,200	2.0%	13.0%
Insurance Carriers & Related	17,800	17,900	18,000	18,400	2.2%	3.4%

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

Data Not Seasonally Adjusted

	Oct 10	Aug 11	Sep 11	Oct 11	Percent Change	
			Revised	Prelim	Month	Year
Real Estate & Rental & Leasing	11,900	11,900	11,900	11,900	0.0%	0.0%
Real Estate	9,000	9,100	9,100	9,200	1.1%	2.2%
Real Estate and Rental and Leasing - Residual	2,900	2,800	2,800	2,700	-3.6%	-6.9%
Professional & Business Services	103,200	103,300	103,700	102,700	-1.0%	-0.5%
Professional, Scientific & Technical Services	52,100	51,000	51,300	49,900	-2.7%	-4.2%
Architectural, Engineering & Related Services	8,700	8,500	8,400	8,400	0.0%	-3.4%
Professional, Scientific, and Technical Services	43,400	42,500	42,900	41,500	-3.3%	-4.4%
Management of Companies & Enterprises	9,600	9,500	9,600	9,600	0.0%	0.0%
Administrative & Support & Waste Services	41,500	42,800	42,800	43,200	0.9%	4.1%
Administrative & Support Services	39,600	40,700	40,700	41,300	1.5%	4.3%
Employment Services	14,800	14,300	14,600	15,100	3.4%	2.0%
Services to Buildings & Dwellings	10,500	10,600	10,500	10,600	1.0%	1.0%
Administrative and Support Services - Residual	14,300	15,800	15,600	15,600	0.0%	9.1%
Administrative and Support and Waste Management	1,900	2,100	2,100	1,900	-9.5%	0.0%
Educational & Health Services	99,000	101,800	102,400	104,200	1.8%	5.3%
Education and Health Services - Residual	12,000	11,500	12,300	12,300	0.0%	2.5%
Health Care & Social Assistance	87,000	90,300	90,100	91,900	2.0%	5.6%
Ambulatory Health Care Services	37,700	38,400	38,400	38,800	1.0%	2.9%
Hospitals	22,600	22,900	23,000	23,000	0.0%	1.8%
Nursing & Residential Care Facilities	14,400	14,600	14,600	14,700	0.7%	2.1%
Health Care and Social Assistance - Residual	12,300	14,400	14,100	15,400	9.2%	25.2%
Leisure & Hospitality	78,400	85,600	82,000	78,100	-4.8%	-0.4%
Arts, Entertainment & Recreation	12,100	13,300	11,700	11,100	-5.1%	-8.3%
Accommodation & Food Services	66,300	72,300	70,300	67,000	-4.7%	1.1%
Accommodation	8,200	9,800	9,400	9,100	-3.2%	11.0%
Food Services & Drinking Places	58,100	62,500	60,900	57,900	-4.9%	-0.3%
Full-Service Restaurants	26,900	29,900	28,900	27,800	-3.8%	3.3%
Limited-Service Eating Places	28,900	29,700	29,300	28,500	-2.7%	-1.4%
Food Services and Drinking Places - Residual	2,300	2,900	2,700	1,600	-40.7%	-30.4%
Other Services	28,300	28,300	28,000	27,300	-2.5%	-3.5%
Repair & Maintenance	7,800	7,800	7,700	7,700	0.0%	-1.3%
Other Services - Residual	20,500	20,500	20,300	19,600	-3.4%	-4.4%
Government	227,100	216,600	220,500	225,700	2.4%	-0.6%
Federal Government	14,100	14,000	14,000	13,900	-0.7%	-1.4%
Department of Defense	1,800	1,700	1,700	1,700	0.0%	-5.6%
Federal Government excluding Department of Defense	12,300	12,300	12,300	12,200	-0.8%	-0.8%
State & Local Government	213,000	202,600	206,500	211,800	2.6%	-0.6%
State Government	112,400	107,700	107,700	109,900	2.0%	-2.2%
State Government Education	27,800	25,300	25,400	28,200	11.0%	1.4%
State Government Excluding Education	84,600	82,400	82,300	81,700	-0.7%	-3.4%
Local Government	100,600	94,900	98,800	101,900	3.1%	1.3%
Local Government Education	57,300	51,200	56,300	60,100	6.7%	4.9%
County	18,600	18,000	17,800	17,700	-0.6%	-4.8%
City	10,000	10,700	10,000	9,700	-3.0%	-3.0%
Special Districts plus Indian Tribes	14,700	15,000	14,700	14,400	-2.0%	-2.0%

**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.

November 18, 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

	Oct 10	Aug 11	Sep 11 Revised	Oct 11 Prelim	Percent Change Month      Year
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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.

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

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios Emp</b>	<b>Census Ratios Unemp</b>
Sacramento County	666,200	587,700	78,500	11.8%	1.000000	1.000000
Arden Arcade CDP	55,400	48,900	6,500	11.7%	0.083249	0.082638
Carmichael CDP	28,600	26,000	2,600	9.2%	0.044196	0.033389
Citrus Heights city	49,200	45,200	4,100	8.3%	0.076838	0.052031
Elk Grove CDP	34,400	31,100	3,300	9.6%	0.052995	0.042014
Fair Oaks CDP	16,800	15,700	1,100	6.4%	0.026690	0.013634
Florin CDP	12,500	10,200	2,300	18.3%	0.017414	0.029215
Folsom city	26,400	25,000	1,400	5.4%	0.042525	0.018086
Foothill Farms CDP	9,600	8,000	1,500	16.0%	0.013648	0.019477
Galt city	10,700	8,700	2,000	19.0%	0.014787	0.025876
Gold River CDP	4,700	4,600	100	2.3%	0.007807	0.001391
Isleton city	400	400	100	15.6%	0.000606	0.000835
La Riviera CDP	6,800	6,300	500	7.1%	0.010764	0.006121
Laguna CDP	20,000	18,700	1,300	6.4%	0.031834	0.016416
Laguna West Lakeside CDP	5,200	4,800	400	8.4%	0.008082	0.005565
North Highlands CDP	22,200	18,200	4,000	18.2%	0.030952	0.051475
Orangevale CDP	15,500	14,200	1,200	8.0%	0.024229	0.015860
Parkway South Sacramento CD	15,800	12,600	3,200	20.5%	0.021400	0.041180
Rancho Cordova City	30,300	26,200	4,100	13.5%	0.044619	0.052031
Rancho Murieta CDP	2,200	2,100	100	3.9%	0.003619	0.001113
Rio Linda CDP	5,700	4,700	1,000	18.4%	0.007917	0.013356
Rosemont CDP	13,600	12,300	1,400	10.0%	0.020867	0.017251
Sacramento city	211,800	182,600	29,200	13.8%	0.310678	0.371731
Vineyard CDP	5,700	5,400	400	6.1%	0.009185	0.004452
Walnut Grove CDP	500	300	100	28.1%	0.000569	0.001669
Wilton CDP	2,700	2,500	200	8.1%	0.004225	0.002782

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

**Notes:**

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

**Methodology:**

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

### Data Not Seasonally Adjusted

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

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

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

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

## ITEM IV-H – 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

# Sacramento County Head Start/Early Head Start Delegate Monthly Enrollment Report

**October, 2011**

## Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Elk Grove USD	420	420	100	373	89
Sacramento City USD	1,292	1,308	101	1,140	88
Sacramento Employment and Training Agency	1,874 (2,778)	1,890	101	1,399	75
San Juan USD	700	706	101	563	80
Twin Rivers USD	211	213	101	187	89
WCIC/Playmate Head Start	120	120	100	101	84

## Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Sacramento City USD	147	147	100	99	67
Sacramento Employment and Training Agency	345	348	101	213	62
San Juan USD	161	168	105	119	74

- (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



# SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start  
(As of 10/31/11)

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)	9	(4%)	N/A	
Elk Grove USD (420)	37	(9%)	N/A	
Sacramento City USD (1292)(147)	108	(8%)	3	(2%)
San Juan USD (700) (161)	57	(8%)	13	(8%)
WCIC (120)	3	(2%)	N/A	
SETA (2796) (345) (1878 Tracks)	155	(8%)	30	(9%)
<b>County (4621)* (653)*</b>	<b>369</b>	<b>(8%)</b>	<b>46</b>	<b>(7%)</b>

\* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment



# Monthly Head Start Report

## November 2011

### **SETA Operated Program**

#### **Education Update:**

October and November are the months we have the annual Supervision Policies and Procedures and the Code of Conduct Training. This yearly training reinforces SETA's expectations that all children and families are treated with respect and are kept safe.

The first assessment of the school year is underway. The DRDP (Desired Results Developmental Profile) is completed for each child. Information is used to create goals and strategies to support school readiness.

Teachers participated in a forum on free art and creative expression. The Mentor Coaches facilitated great conversations about how to strengthen art in the classroom

#### **Family Partnership Unit:**

The Male Involvement Program provided 18 Daddy and Me workshops to the early learning sites. Fathers and their children were able to carve pumpkins together at a variety of harvest festivals. After carving pumpkins, the fathers were able to learn about the different ways they could get involved in the classrooms, and why it is so important for them to stay involved in their children's lives.

Parents also had an opportunity to take a field trip to Sacramento City College to look at the campus, to meet advisors, and pick up financial aid paperwork. SETA Head Start has a Career Incentive Program which allows Head Start to reimburse parents, as well as staff, the cost of tuition and books for whatever financial aid does not cover.

Family Service Workers completed health screenings on children and met with parents to share the results of those screenings. Pedestrian safety workshops were held in the month of October. Parents and children were reminded of the need to look both ways when crossing the streets, how to install car seats correctly, and the importance of using sidewalks and staying with parents in parking lots. FSWs will also be meeting with parents to complete the Family Partnership Agreement.

#### **Staff Development:**

On October 24, 2011, SETA CFS held an All Staff Training Day at the Scottish Rite Masonic Center. Denise Lee provided a "kickoff" of the 30<sup>th</sup> Anniversary Celebration for SETA Head Start with a power point presentation that captured key elements of each program year from 1982-2011. After the general session, there were three breakout sessions that staff rotated to throughout the day which provided professional as well as personal growth for the staff: "*Building Constructive Alliances*", "*Understanding Aggressive Behavior*", and "*Sealogs for Success-Leading through Chaos and Change*". This was a great day for staff to gather together

away from their work locations and have the opportunity to interact with each other in a whole new setting; getting to know new staff, gain knowledge, and share stories and ideas.

CFS also provided the resources for staff to get their TB tests done at the All Staff Training rather than taking their own time away from work or home to get the test done at their own medical facility. Staff was very appreciative of this convenience.

Overall, the day was a great success and staff came away from the training with new thoughts, friendships and a refreshed outlook of the future.

## **Elk Grove Unified School District**

### **Education Services Update:**

Monica Barber, Education Coordinator from Sacramento Employment and Training Agency (SETA), presented information on developing partnerships with the families of the children in the Head Start program. She explained that the goal of Head Start is to both teach children and to assist families in developing and utilizing individual and family strengths in order to successfully meet personal and family objectives. Monica gave examples of questions to ask when helping families create goals and how to help them break goals into the smaller steps that are often needed to get to the larger goal.

### **Enrollment:**

The Head Start program is fully enrolled with 380 students in the regular Head Start classrooms and 40 students in the expansion classrooms. Average Daily Attendance in the regular Head Start classrooms was 89%. Average Daily Attendance in the Head Start Expansion classrooms was 88%.

### **Disabilities Services and Mental Health Services Update:**

The program educators and clerks have worked closely with the PreK special education program specialist and the consulting psychologist in placing students with an active IEP into the Head Start program. There are 37 students with active IEPs being served.

### **Health Services Update:**

Representatives from Smile Keepers visited every Head Start classroom this month to provide fluoride treatments and discuss dental health. Program educators are monitoring files and providing additional support to ensure that children who have need of further dental treatment receive it. This month's Elk Grove Meals/Snack calendars are attached.

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

"Latino Family Literacy", a class for Spanish speaking parents, was held every Tuesday during the month of October at Samuel Kennedy Elementary School. This class teaches parents how to read aloud with their children and gives them strategies for establishing a reading routine in their home. There was an average of 5 parents in attendance at these classes.

"Parent Expectations Support Achievement" (PESA), a class for helping parents build their parenting skills, was held Wednesdays during the month of September at Charles Mack Elementary School. There was an average of eight parents in attendance at these classes.

"Read Together, Talk Together", a class that teaches parents how to make the most of the reading experience when reading with their child at home was held at Charles Mack on October 11, and Samuel Kennedy on October 18. Three parents attended the class at Charles Mack. Four parents attended the class at Samuel Kennedy.

### **Recruitment:**

Individual registrations are taking place and students are being placed on a waiting list. There is a waiting list at each of the school sites.

## **Sacramento City Unified School District**

### **Education:**

In October, teaching staff received the first of a three part training series on Language and Literacy Development by Dr. Theresa Roberts. The in-depth training focuses on three key areas: Alphabet Knowledge, Phonological Awareness and Oral Language/Comprehension. Teachers will understand and implement specific indicators for high-quality instruction for the three areas. They will also receive on-site coaching support from our Resource Teachers.

### **Health & Nutrition:**

The Dental Varnish Clinics began this month. The preschoolers are screened for dental needs and have dental varnish applied by Dental Hygienists from Smile Keepers. The Child Development Nurses are actively involved in every dental varnish clinic. The nurses follow-up on preschool children with dental needs by helping these families access dental care and by promoting good dental health practices through dental education and encouragement of routine dental care.

SCUSD nurses were also busy with health screenings of new entry preschoolers and have met their first 45 day screening deadline. Screenings continue for second year students and for children identified as needing rescreening.

Preschool teachers have begun incorporating the “I am Moving, I am Learning” objectives into their monthly parent meetings. Year One of the Head Start Three Year Goals focuses on bridging the gap between healthy lifestyle, exercise and nutrition information presented to preschoolers in the classroom and information given to their parents. Teachers were given a master list of each IMIL topic that will be covered in the classroom setting each month. Goals, objectives and master copies of handouts are provided for each monthly parent meeting and include topics such as “Share a Family Meal”, “Take Me Shopping” and “The Food Plate”.

Nurses attended the Head Start Delegate Kick-Off this month and gleaned valuable information such as California Head Start Association updates, political advocacy for the Head Start Programs and how to manage stress in the workplace.

### **Enrollment:**

All of SCUSD’s hard work recruiting and enrolling has paid off! SCUSD is now fully enrolled in all program options.

### **Mental Health:**

Social Workers continue attending the Sacramento County of Education (SCOE) Full Inclusion/CSEFEL Trainings with West Ed on Promoting “The Social Emotional Competence of Young Children.” Training includes: The Module Trainings, Train the Trainer, and Coaches Training. Social workers are starting to meet with External coaches to process training information and plan to implement strategies.

### **EHS and Home Base:**

Pregnant and parenting teen groups are on-going at American Legion and Hiram Johnson. The Social Workers are currently collaborating with the Foster Youth Social Worker at American Legion to create/facilitate a 7<sup>th</sup> period for credit parenting class for male and female teen parents. Social Workers are also working with an independent study teacher at Capital City to create /facilitate a for credit class for teen mothers.

## **San Juan Unified School District**

### **Family and Community Partnership Update:**

The Policy Committee has gotten off to a good start. SJUSD began the new school year with a breakfast for new representatives on October 4, 2011. New Representatives not only shared a morning meal together but played an ice breaker game and were introduced to the various board positions they are eligible to run for at the first meeting. Additionally, the outgoing board gave the new reps some idea of what holding a position had been like for them.

The following week was the first meeting of the year and it was very well attended. Business was conducted smoothly, the new policy of having reps sign the Statement of Economic Interest form was accomplished and new reps appeared to become comfortable speaking up to make motions. At the Executive Board Meeting the following week, the board had positive responses to how the first meeting had been conducted.

### **Early Head Start:**

Early Head Start is completing the first round of the education cycle. Child screenings and assessments (Desired Results Developmental Profile) are complete. Individualized Development Plans have been developed for each child and case management meetings have begun. Parent conferences and home visits during the next few weeks will complete the cycle. This will provide the program with the year's first data for analysis and integration.

### **Mental Health Services Update:**

The Mental Health Therapist has been participating in parent-teacher conferences to both address specific social-emotional needs of identified children as well as to provide community resources/mental health referral information. The MHT continues to provide workshops for parents and staff throughout program. Counseling interns providing weekly counseling for children program-wide.

### **Nutrition:**

The SETA Delegate Kick Off presented informational as well as motivational speakers, each of whom is dedicated to advocating for early education. Jack O'Connell, former California Superintendent of Schools, reminded the audience of the importance of providing meals to children to support not only their nutritional needs as well as children's academic success.

Grand Oaks Head Start, the recipient of the Western Growers Garden Grant, now has three garden boxes planted full of potatoes, beets, snap peas, celery, broccoli and cauliflower. The current plan is to create a "nature center" around the first garden that greets the families as they walk to the classroom. Parents will be putting in a wood chip path and donated tree stumps to be used as benches.

### **Education:**

All preschool programs have completed their first Desired Results Developmental Profile assessments. This assessment is a California state mandate. Preschool children are assessed twice a year, first within 60 calendar days of their enrollment date, then again within six months of the first assessment date.

These assessments are based on anecdotal notes and work samples gathered during the assessment period. All areas of learning are covered in the three domains of social emotional, cognitive, and physical development. Data is aggregated for individual children, individual classrooms, and there is an agency level report divided by funding sources: State, Head Start, and Head Start and State.

### **Training:**

Teachers were trained on the Early Childhood Environment Rating Scale. This assessment tool measures the quality of each child's experience in the class room. This is an evidences based assessment which is mandated for all California State Preschool programs. This assessment is completed once a year for all classrooms. An action plan is created after the assessment is completed and reviewed toward the end of the year with a follow up process.

Teachers experienced small group practice in scoring environment items, definitions of the terms and calculating substantial portion of the day where all learning centers are open for children to self direct during 1/3 of the class time daily.

**Fiscal:**

Head Start and Early Head Start Expansion ARRA funds ended on September 29<sup>th</sup>. As of October 1<sup>st</sup>, all funds that were funded under the ARRA funds were shifted, due to federal regulations under a supplemental Head Start and Early Head Start Grant. The supplemental grant now rolls into the main base grants for Head Start and Early Head Start. There is no more ARRA reporting, or any separate fiscal/in-kind reports that are due to SETA and to ACF. At this time the supplemental funds have only been funded for 6 months by the Federal Government. SJUSD hopes that the 2012 budget for Head Start will include the remaining funds needed to carry on the additional 6 months. This will be decided by the Senate and House as they work through the development of the 2012 Federal Budget.

The base grants for Head Start and Early Head Start are doing well with the year fully under way and enrolled at 100%. All fiscal reports show that the spending levels are right on schedule with the budget with 75% of SJUSD's program year remaining and 75% of the funds remaining.

Head Start submitted a modification to SETA on the 27<sup>th</sup> of October, which aligned the Head Start program and budget with the preschool reorganization. Approval of this modification should be known within 6 to 8 weeks.

**Health Services Update:**

Health is screening one day a week in the centralized screening room. Health Assistants are also screening in the field to test children that did not pass the first time & they have screened the children's growth. Health has continued doing dental screenings with Kate Varanelli. These dental screenings will continue through December. Any children that qualify and are in need of dental restoration will be referred to 'Smiles for Kids Day' to start the needed dental work on the first Saturday in February. The selected school sites are preparing for the SETA Monitoring Team that will be herein the beginning of November.

**Twin Rivers Unified School District**

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

**Events:**

All students participated in Red Ribbon Week from October 24-28<sup>th</sup>. Activities included a teacher and parent door decorating contest and take-home coloring contest. The School Social Worker held parent meetings in each classroom to provide information about the dangers of drugs and how to be healthy. On October 27<sup>th</sup>, students participated in the annual Fall Festival. Students paraded around the campus with their costumes and enjoyed a hay wagon ride during the event.

For the male involvement activity, Fathers and Football was held on October 18<sup>th</sup>. Over 60 fathers (mothers and grandparents too) participated in football drills and activities at Morey Avenue as a part of the obesity and parent involvement activities. Participants received certificates and goodie bags. Photos are attached.

**Professional Development:**

On October 31<sup>st</sup>, all district preschool staff participated in professional development related to the Enlightened Discipline philosophy. Julie Jenkins Sathe, the author of the Enlightened Discipline book, was the trainer. Preschool staff are beginning to implement the three rules of be safe, be clean and be kind as noted in the book. All preschool staff will participate in additional training with the author on two future training sessions this school year.

### **Components:**

Component leaders continue to follow up on their respective screenings and assessments that are required at the beginning of every school year.

The Nutrition Component Leader continues following up on hemoglobin and blood lead tests. The heights and weights have been completed for all students and have been input into the Childplus database.

The Health Component Leader continues the screenings for vision, hearing, blood pressure and dental for all students. Dental screenings have been scheduled for November 1<sup>st</sup>-3<sup>rd</sup>.

The School Social Worker/Counselor continues the Family Partnership Agreement with the incoming families as well as supporting classroom teachers with classroom observations and implementation of behavioral strategies/interventions. The Component Leader is also assessing mental health referrals that have been submitted by the teaching staff and parents for social skills and behavior intervention. The social skills and friendship groups will begin in November 2011 for referred students.

The Speech and Language Pathologist continues providing speech services to students with speech IEPs. All speech rescreening has been completed.

The Education Component Leader continues to support classroom teachers with file management and classroom strategies. The ECERS assessment has been completed for all classrooms as well as plans of action developed.

The ERSEA Component Leaders continue enrolling students and arranging enrollment files. Data input into the Child Plus, CDMIS and AERIES school database continues and a wait list has been formed. The component leaders also continue file monitoring to ensure all necessary documents are correctly completed.

### **Policy and Parent Committees:**

The Parent Committees at both Expansion sites held parent meetings. The Policy Committee held a meeting at Morey Avenue on October 18<sup>th</sup>. During the meeting, members approved the prior meeting minutes, fundraising idea, and the new HS teachers. Members received copies of monthly Component reports. The next Policy Committee meeting will be held on November 15<sup>th</sup> at 8:30am.

### **Parenting:**

Parents are invited to attend parenting classes in collaboration with the nearby elementary school, Garden Valley. Plans are underway to provide parenting classes in collaboration with the Mutual Assistance Network (MANN) during Spring 2012.

### **Fiscal:**

Any information on recent audits, overview of projects and expenditures of ARRA funds as well as basic funds.

Staff and PC members were provided budget information at the staff and PC meetings. Teaching staff completed their first orders based on information from their ECERS assessments.

## **WCIC**

### **Program Design and Management:**

WCIC's management values staff development/education, team leadership, team-building, and stability of diverse quality staff.

### **Family and Community Partnerships:**

WCIC/Playmate Head Start Program's management is currently developing a MOU with The Effort Clinic to

provide health assistance, such as: TB testing, lead screenings, hemoglobin, physical and dental exams.

### **Early Childhood Education:**

WCIC/Playmate Head Start Program had a Second Step Skills/Social and Academic Success, Social Emotional Skills for Early Learning Training presented by Melanie Nicolas, Program Officer, Program Support Services from SETA on October 14, 2011. She stated the brand-new Second Step Early Learning Program is designed specifically for multiple-age early learning classrooms. The curriculum is taught through 28 weekly themes, consisting of short activities to be done throughout the week. The activities build on each other to develop children's self-regulation skills and social-emotional competence. The kit contains: Color Photo Weekly Theme Cards; Join In and Sing CD; Listening Rules Cards; Feelings Cards; Boy and Girl puppets; Colorful posters; Teaching Materials Notebook; and Online Teaching Guide. There will be only two PM classes piloting this curriculum.

WCIC/Playmate Head Start Program received Language Delay training by Paul Lee, Speech Therapist, from Father Keith B. Kenny Elementary School October on 19, 2011. He addressed the parents on how you talk to your child is important and children must make verbal answers when spoken to. He passed out the following handouts: How to talk with your child is important; How children use language to satisfy needs; Asking questions, simplify your language to help your child understand; Pupil personnel services guidelines for parents; and Developmental articulation ages for females. He holds Individual Education Plan (IEP) meetings if a child has a language delay. Also, if a parent has a concern regarding their child's speech, they should inform their child's teacher so the child can be tested for any speech and language delays.

WCIC/Playmate Head Start Program teaching staff received ELLCO Training presented by Wanda Baker, Mentor Coach from SETA on October 21, 2011. She asked what is a "Mentor?" All staff gave a brief description on what a "Mentor" meant. She gave an introduction of herself and stated she has had over 100 jobs in her life. She stated we need to believe in ourselves in order to do well in life. She asked staff to give a brief description of what they are good at. She ended the training by stating she will be coming to the center to observe teachers on Mondays and Fridays.

WCIC/Playmate Head Start Program staff received Dental Health training by Garnett Volkens, Health Coordinator from Sacramento Employment Training Agency on October 28, 2011. She stated cavities, also known as tooth decay, occur when plaque, the sticky substance that forms on teeth, combines with the sugars and/or starches of the foods that we eat. This combination produces acids that attack tooth enamel. Tooth decay is also the second most prevalent disease in the United States. Cavities can be easily prevented by brushing your teeth daily, flossing daily, eating healthy, regular dental visits, replacing your sealants, using mouth rinse, and chewing sugarless gum. She also stated that if a toothbrush is not available, rinsing with water can help remove food from teeth. Tooth decay can affect a child's development and ability to learn, so children need to see a dentist regularly.

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

ACF-PI-HS-11-04 School Readiness in Programs Serving Preschool Children



## 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.