

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE DECEMBER 1, 2016
REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the December 1, 2016 Governing Board meeting for your review.

RECOMMENDATION:

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

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, December 1, 2016
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Schenirer called the meeting to order at 10:00 a.m. Ms. Kossick led the board in the Pledge of Allegiance. The roll was called and a quorum established.

Members Present:

Jay Schenirer, Chair, Governing Board; Councilmember, City of Sacramento
Allen Warren, Councilmember, City of Sacramento
Sophia Scherman, Chair, Governing Board; Public Representative
Patrick Kennedy, Vice Chair; Member, Board of Supervisors (arrived at 10:14 a.m.)
Don Nottoli, Member, Board of Supervisors (arrived at 10:15 a.m.)

II. Consent Items

- A. Minutes of the November 3, 2016 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council
- D. Approval to Transfer Workforce Innovation and Opportunity Act Dislocated Worker Funds to Adult Funds, Program Year 2016-17, and Authorize Staff to Submit a Request to the State of California, Employment Development Department

The consent items were reviewed; no questions or corrections.

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

- A. Approve the November 3, 2016 minutes.
- B. Approve claims and warrants for the period 10/28/16 through 11/22/16.
- C. Approve modifications to the Policy Council bylaws.
- D. Concur with the Sacramento Works Board to approve the transfer of \$2,319,181 in WIOA dislocated worker formula funds to the WIOA adult program for PY 2016-17, and authorize staff to submit a transfer request to the State of California, EDD.

Roll call vote:

Aye: 3 (Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy & Nottoli)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Procurement of Workers' Compensation Insurance

Mr. Ken Urrutia stated that the Insurance Company of the West submitted a quote for Workers' Compensation insurance. Mr. Urrutia is recommending the board approve the purchase with Insurance Company of the West again. Overall, over the last couple of years, there has been a 31% savings in premium of approximately \$400,000.

Moved/Warren, second/Scherman, to authorize the Executive Director to procure Workers' Compensation coverage for the calendar year 2017.

Roll call vote:

Aye: 3 (Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy & Nottoli)

Ms. Scherman asked if anything happened last year that the board should be aware of. Mr. Urrutia stated that agency staff has been working over the years to improve the losses. The improvement in the losses has made SETA more marketable in the market place and now the agency has a good loss history.

2. Review and Approval of the Agency's Independent Auditor's Report & Financial Statements for Fiscal Year Ended June 30, 2016

Ms. Loretta Su presented the recently completed audit done by Gilbert Associates, Inc. There were no findings related to the financial statements. .

Moved/Scherman, second/Warren, to approve the Annual Auditor's Report and Financial Statements of the Agency for the fiscal year ended June 30, 2016.

Roll call vote:

Aye: 3 (Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy & Nottoli)

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Revisions to the Salary Schedule for Head Start Parent Intern, Student Intern, Head Start Child Care Teacher Assistant, Head Start On-Call Cook Driver, and Head Start Substitute Child Care Teacher

Mr. John Allen reviewed the changes to the salary schedules for several Head Start positions.

Mr. Schenirer opened a public hearing; there was no public testimony.

Moved/Scherman, second/Warren, to close the public hearing and approve the new pay ranges for the Head Start Parent Intern, Student Intern, Head Start Child Care Teacher Assistant, Head Start On-Call Cook Driver, and Head Start Substitute Child Care Teacher.

Roll call vote:

Aye: 3 (Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy & Nottoli)

4. Approval of Lease for Head Start Early Learning Center Space Located at 925 Del Paso Boulevard and Authorize the Executive Director to Execute the Lease

Mr. Thatch reported that the agency and the landlord negotiated a 10 year lease with two five-year extensions, at \$1.40 per square foot. There will be painting and carpeting after year five and drainage issues to be fixed in 90 days. The new lease results in an overall savings of approximately \$42,000 per year. Ms. Kossick stated that the savings will be utilized in programming.

Moved/Scherman, second/Warren, to approve the new lease for the Head Start Early Learning Center space at 925 Del Paso Boulevard and authorize the Executive Director to execute the lease.

Roll call vote:

Aye: 3 (Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy & Nottoli)

Mr. Thatch was thanked for negotiating the lease. The Board thanked Ms. Kossick and Mr. Thatch for working hard in the best interest of the agency.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant

1. Approval of Community Services Block Grant Funding Extension Recommendations for Program Year 2017

Ms. Julie Davis-Jaffe reviewed this item. The state approved an extension for discretionary funds which allowed WIND to spend their funds. All of the

operators are performing at a satisfactory level or higher. By the end of September, 30 people were employed through the self-sufficiency program. Staff is hoping this number to be doubled if not more.

The Community Action Board reviewed the funding extensions. Ms. Davis-Jaffe requested the approval of all extensions correcting the amount to River City Food Bank in the amount of \$20,500 which increase the overall amount for the year to \$878,381.

Ms. Scherman inquired how many people are served at River City Food Bank and Ms. Davis-Jaffe replied around 2,419 households. For nine months the Elk Grove Food Bank served 37 for three months but they received funding late in the year.

Moved/Scherman, second/Warren, to approve the staff recommendations to extend all CSBG subcontracts for an additional one year term, contingent upon satisfactory program performance, and maintain Daren Maeda as a SETA consultant for an additional year at \$30,000.

Roll call vote:

Aye: 3 (Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy & Nottoli)

One Stop Services

2. Approval of the Workforce Innovation and Opportunity Act Resource Sharing Agreement & Authorize SETA's Executive Director to Negotiate Changes Subject to Legal Counsel Approval (Roy Kim)

Mr. Kennedy arrived at 10:14 a.m.

Mr. Kim stated this item requests approval for Phase 2 which is the resource sharing. This was approved by the Sacramento Works Inc. board. Because of likelihood of terms and conditions, staff is also requesting approval to authorize the Executive Director to negotiate the changes.

Moved/Scherman, second/Warren, to approve the WIOA Resource Sharing Agreement (RSA) for the Sacramento Workforce Development Area and authorize SETA's Executive Director to negotiate changes to the RSAs with One-Stop Required Partners, subject to approval by the Sacramento Works and the SETA Governing Board's legal counsels.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Nottoli)

3. Approval to Release a Request for Proposals for Project Slingshot – Capital Region

Mr. Nottoli arrived at 10:15 a.m.

Mr. Kim stated that this is the second of the Request for Proposals for a central component of a project designed by the state.

Mr. Kim updated the board on the first RFP. The Phase 1 RFP was released and after the initial pre-qualifications, there were over 20 potential applicants that may be eligible to submit proposals.

Moved/Scherman, second/Nottoli, to approve the release of a second Request for Proposals for Project Slingshot – Capital Region.

Roll call vote:

Aye: 5 (Kennedy, Nottoli, Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 0

4. Approval to Allocate WIOA Title I Youth Funds to Support a Transitional Foster Youth Employment Pilot

Ms. Terri Carpenter stated that this item comes forward based on input from the Youth Committee. The bulk of the funding goes directly to the youth in the form of paid work experience. Mr. Kennedy stated that he was glad to see so much of the money going to the youth.

The program will launch in January and will follow through to June 30. Stanford Youth Options will assist in youth stabilization and provide intensive interactive classroom work readiness training.

Moved/Schenirer, second/Kennedy, to approve the allocation of \$74,380 WIOA Title I Youth Funds to support a Transitional Foster Youth Employment Pilot.

Roll call vote:

Aye: 5 (Kennedy, Nottoli, Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 0

5. Approval to Release a Request for Proposals for WIOA Title I Youth Program Services for the Galt Area

Ms. Terri Carpenter stated that on November 9, 2016, the Sacramento Works Youth Committee approved the release of a Request for Proposals (RFP) specifically to serve disconnected youth in the Galt area. On November 16, 2016, the SWI Board concurred with the Youth Committee recommendations.

Mr. Nottoli corrected the boundaries of the RFP. Ms. Kossick stated that the RFP will be corrected with the suggestions provided by Mr. Nottoli.

Moved/Nottoli, second/Scherman, to approve the Release of a Request for Proposals for WIOA Title I Youth Program Services for the Galt Area with the corrected boundary area.

Roll call vote:

Aye: 5 (Kennedy, Nottoli, Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 0

C. CHILDREN AND FAMILY SERVICES: No items.

IV. Information Items

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

Ms. Denise Lee introduced Head Start Managers, Robyn Caruso, Lisa Carr, Martha Cisneros, and Karen Griffith. The managers provided an overview of the Head Start program through Program Year 2015-2016.

Mr. Warren left the meeting at 11:05 a.m.

B. Fiscal Monitoring Reports: No comments.

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

D. Dislocated Worker Update: No additional report.

E. Unemployment Update/Press Release from the Employment Development Department: No questions.

F. Head Start Reports: No additional report.

V. Reports to the Board

A. Chair: Mr. Schenirer thanked the board for electing him Chair. He recently had a discussion with the Executive Director and wants to change the meeting structurally. He would like to deal with one substantive issue per meeting. Mr. Schenirer is proposing to set out a schedule over the next year including policy

discussions and putting more things on the consent calendar. He would prefer to have every other meeting held to have a substantive policy to discuss. Our knowledge base will increase and the board will be able to provide more direction to staff. Ms. Kossick stated that staff is in the process of identifying what will be presented before the board. Mr. Thatch stated that the board has to have individual votes on funding items. One issue to consider is how much authority to give the Executive Director monetarily. Currently, Ms. Kossick has authority to approve items less than \$100,000 without board approval.

- B. Executive Director: Ms. Kossick recognized Mr. Nottoli and Mr. Schenirer's birthdays. The building renovations have begun. Phase 2 will be construction in the board room beginning January. The January Governing Board meeting will be held at the Board of Supervisors chambers. Staff is still searching for a location in February. Staff will check on February at the City.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: None.

VI. **Adjournment:** The meeting was adjourned at 11:26 a.m.

ITEM II-B-CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 11/23/16 through 12/20/16, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 11/23/16 through 12/20/16.

PRESENTER: Kathy Kossick

ITEM II-C - CONSENT

APPROVAL TO ADD ABWORKSHOPS TO SETA'S VENDOR
SERVICES (VS) LIST

BACKGROUND:

On December 5, 2005, the SETA Governing Board approved the release of the Vendor Services (VS) Request for Qualifications (RFQ) to recruit qualified vendors on an on-going basis to provide services to eligible adults and youth in an effort to prepare them for participation in the labor force and to expand SETA's VS List. Since that time, the SETA Governing Board has approved several amended releases of the RFQ to expand the selection of Adult and Youth Workforce Development Services and Child Development (ages 0-5) and Family Services. Vendor services are fee-for-service activities that provide additional options for adults and youth who face a myriad of challenges to academic success and/or gainful employment.

All vendors recommended for inclusion on SETA's VS List have demonstrated that the services proposed are justified and align with SETA's programs.

Staff is seeking approval of the attached recommendation.

RECOMMENDATION:

Approve the attached recommendation to add ABworkhops to SETA's VS List.

PRESENTER: Marianne Sphar

Vendor Services (VS) List

Staff Recommendation

Applicant: ABworkshops

Location: 5537 Tares Way
Elk Grove, CA 95757

Applicant's Background:

ABworkshops was organized in 2016 to provide workshops and consulting for the small business and job seeker community. The workshops and consultations made available by ABworkshops address the information needs of small businesses seeking to grow, and provide valuable employment and job retention skills training to job seekers throughout the Sacramento region.

As an approved vendor, ABworkshops will assist in serving small businesses and job seekers of the Sacramento Works America's Job Centers of California (SWAJCC) system who are seeking to strengthen their business, or prepare for employment and long-term job retention.

Activity	Workshop Rate
<p>Business Development and Business Process Improvement*:</p> <ul style="list-style-type: none">▪ Business Metrics, KPIs & CSFs – What They Are and How They Can Help Your Business Grow▪ Nine Ways to Initiate an Effective Workplace Culture▪ Effective Leadership▪ Retention Starts with Proper Onboarding▪ Engagement, Productivity and Retention	<p>\$250 per One Hour Workshop (One Topic)</p> <p>\$400 per Two Hour Workshop (One or Two Topics)</p> <p>\$800 per Half Day Workshop (Up to Four Topics)</p> <p>\$1,500 per Full Day Workshop (Covers all Five Topics)</p> <p>Minimum 6/Maximum 25 Customers per Workshop</p>

Activity	Workshop Rate
<p>Job Readiness/Pre-Employment Skills Training*</p> <ul style="list-style-type: none"> ▪ Self-Exploration and Intro to Business ▪ Marketing Materials ▪ The Interview Process ▪ Networking ▪ You, The Internet, and Social Media 	<p>\$250 per One Hour Workshop (One Topic) \$400 per Two Hour Workshop (One or Two Topics) \$800 per Half Day Workshop (Up to Four Topics) \$1,500 per Full Day Workshop (Covers all Five Topics) Minimum 6/Maximum 25 Customers per Workshop</p>
Activity	Workshop Rate
<p>Job Retention Skills/Life Skills/Success Skills*:</p> <ul style="list-style-type: none"> ▪ Job Retention Begins at Home ▪ Keeping the Job ▪ Money Management & Financial Planning ▪ It's Your Life – Navigating the Pitfalls 	<p>\$250 per One Hour Workshop (One Topic) \$400 per Two Hour Workshop (One or Two Topics) \$800 per Half Day Workshop (Up to Four Topics) \$1,500 per Full Day Workshop (Covers all Four Topics) Minimum 6/Maximum 25 Customers per Workshop</p>

*Services subject to prior management approval.

ITEM II-D - CONSENT

APPROVAL TO RELEASE A REQUEST FOR PROPOSALS FOR AUDIT SERVICES

BACKGROUND:

On April 3, 2014, the SETA Governing Board approved an audit services contract with Gilbert Associates, Inc., which was subsequently extended for two years and ended on June 30, 2016.

It is necessary to release a Request for Proposals (RFP) to procure audit services for the fiscal year ending June 30, 2017. Under the RFP, the resulting contract may be renewed for up to two additional one year terms.

The RFP will be sent under separate cover.

RECOMMENDATION:

Approve the release of the Request for Proposals for Audit Services.

PRESENTER: Loretta Su

ITEM II-E- CONSENT

APPROVAL TO RELEASE A REQUEST FOR PROPOSALS FOR
HEAD START JANITORIAL SERVICES

BACKGROUND:

The Sacramento Employment and Training Agency (SETA) Children and Family Services Department (Head Start program) provides comprehensive child developmental services to low-income infants, toddlers and preschool children and their families in 30 Early Learning Centers located throughout Sacramento County. Early Learning Centers are in a variety of venues including community centers, churches, school campuses, and housing complexes. Janitorial services are needed for the upkeep and cleanliness of 28 centers and one industrial kitchen. The Agency last procured janitorial services in 2012 and is seeking new proposals.

Procurement for these services will be under the guidelines of the Agency's procurement policy established to insure fair and equitable use of the Federal funds utilized for services. A Request for Proposals (RFP) shall be the method utilized to procure the janitorial services for the cleaning of 28 Early Learning Centers and one industrial kitchen. The centers range from 1 to 4 classrooms with lavatory, food preparation areas, and offices. Two centers also include an industrial kitchen on-site.

The facilities are arranged into eight (8) geographic groups, with the eighth group being a stand-alone industrial kitchen. Proposers will be able to offer their services to as many groups as they wish. Bids are not accepted for individual centers. Details of each center will be provided along with a schedule for center visits to each location.

Tentative schedule of RFP:

Governing Board action to release the RFP	Thursday, January 5, 2017
Release of RFP	Friday, January 6, 2017
Offerors' Conference	Friday, January 20, 2017
Site Visits	Week of January 23-26, 2017
Proposals Due at SETA by 4 p.m.	Thursday, February 16, 2017
Publish SETA staff recommendations	Thursday, March 30, 2017
Governing Board action on recommendations	Thursday, April 6, 2017

PRESENTER: D'et Saurbourne

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A service contract will be developed with each successful proposer in this solicitation process. The period of time covered in this agreement shall be for a two year period with up to three (3) one-year extension options at the discretion of SETA.

The Request for Proposals will be sent under separate cover.

Staff will be available to answer questions.

RECOMMENDATION

Approve the release of a Request for Proposals for janitorial services to the Head Start program.

PRESENTER: D'et Saurbourne

ITEM III-A – 1 - ACTION

TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:
APPROVAL OF WORKFORCE DEVELOPMENT PLANNER (I AND II)
CLASSIFICATION AND SALARY SCHEDULE

BACKGROUND:

At present the Workforce Development Department of the Sacramento Employment and Training Agency (SETA) does not have a dedicated position focused on coordinating grant applications and special projects or initiatives. With the transition to WIOA's focus on regional planning, partner alignment and coordination of services, and sector-based pathways and initiatives, along with the implementation of special projects and initiatives like Project Slingshot, the White House's Health Career Pathways, the Promise Zone, the Oak Park Promise Neighborhood, the Strong Workforce Taskforce, the Gang Prevention and Intervention Taskforce, and other special projects, this classification has become imperative in order to continue to develop programs, partnerships and resources for the community.

Under general direction, the Workforce Development Planner will coordinate and oversee grant applications, programs and special projects or initiatives for the Workforce Development Department. This classification will have two tiers. Tier II is the Senior role requiring additional experience.

The Workforce Development Planner will coordinate the work of a variety of teams and collaborative workgroups to support the acquisition and implementation of programs and services for the Agency. This position will facilitate, coordinate and oversee proposal and program development, grant applications and other funding opportunities, grant/program implementation activities and/ or special projects or initiatives, typically involving multiple external partners.

The proposed salary range of the classification is in line with a Workforce Development Professional Supervisor and Workforce Development Operational Program Officer.

Current Salary Range	Step A	Step B	Step C	Step D	Step E
Workforce Development Professional Supervisor	\$24.19	\$25.41	\$26.70	\$27.68	\$29.41
Workforce Development Operational Program Officer	\$26.34	\$27.66	\$29.05	\$30.49	\$32.02

Proposed Salary Range	Step A	Step B	Step C	Step D	Step E
Workforce Development Planner I	\$24.19	\$25.41	\$26.70	\$27.68	\$29.41
Workforce Development Planner II	\$26.34	\$27.66	\$29.05	\$30.49	\$32.02

PRESENTER: John Allen

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The Agency has met with AFSCME regarding the establishment of this classification. This classification will be in the Supervisory Unit.

RECOMMENDATION:

Open a public hearing, receive input, close the public hearing and approve the classification and salary schedule for the Workforce Development Planner (I and II).

PRESENTER: John Allen

Workforce Development Planner (I & II)

ORGANIZATIONAL RESPONSIBILITY

A Workforce Development Planner is responsible to the Deputy Director, Workforce Development Department or designee.

DEFINITION

Under general direction, oversees grant applications, programs and special projects or initiatives for the Workforce Development Department. Tier II is the Senior role.

DISTINGUISHING CHARACTERISTICS

Coordinates the work of a variety of teams and collaborative workgroups to support the acquisition and implementation of programs and services for the Agency. Facilitates and oversees proposal and program development, grant applications and other funding opportunities, grant/program implementation activities and/ or special projects or initiatives, typically involving multiple external partners.

INTERPERSONAL SKILLS EXPECTATIONS

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

- Must be able to establish and maintain cooperative working relationships and interact positively and professionally with partners, customers, and staff.
- Must be open and able to share, discuss, and work through ideas with others in order to arrive at solutions, conclusions, and/or agreements.
- Must be able to listen, interact and work with a diversity of persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be ready and willing to work on assignments and special projects with a quick turnaround time and a can-do attitude to tackle a job and get it done.
- Must be self-directed and able to work collaboratively with team members to complete assigned projects.

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. Manages the full range of grant related activities including: facilitating efficient proposal and program development processes; conducting effective project planning; coordinating proposal and program development teams; researching, reviewing and recommending funding opportunities; analyzing competitive positioning and risk; editing grant proposals; researching legislation, institutional and sponsor policies and regulations to ensure general procedural compliance.
2. Participates in institutional cross-functioning with other departments' staff to ensure successful coordination and performance in the technical, fiscal, administrative and related grant/project activities.
3. Maintains a complete and orderly administrative record of all proposals, contracts, partnerships, grants and other pre-award and post-award instruments.
4. Facilitates and supports strategic partnerships with business/industry, education, community organizations and other stakeholders by engaging partners, participating in partnership meetings, and coordinating project activities with partners.
5. Coordinates, as needed, with program and contracting officers at the various local, state and federal grantor agencies on grant management and related issues.
6. Participates in the daily/annual departmental responsibilities including strategic planning; operational plan implementation; general office administration; professional development; annual evaluation and reporting; budgeting; purchasing; and the development of policies and procedures.
7. Coordinates the reporting and tracking of grant/project information and activities, and is responsible for ensuring timely updates and the accuracy of information.
8. Participates on various teams as appointed.
9. Monitors progress of grant/project to include goals, objectives, outcomes, deliverables, and all other project terms and conditions.
10. Coordinates effective and timely support to for all assigned projects; provides progress reports as needed to Deputy Director or designee.
11. Other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Advanced data entry and math skills;
- Word processing software;
- Record-keeping procedures;
- Principles of organization and management;

- Principles of staff development and training;
- Principles of supervision;
- Federal funding requirements such as RFP process, grant awards, fiscal/program monitoring and performance outcomes;
- Problems and needs of low-income families;

AND

Ability to:

- Deal tactfully and courteously with others;
- Speak and write effectively;
- Work swiftly and meet tight timelines;
- Organize, manage and control workflow;
- Prioritize, organize and schedule work assignments/projects and meet deadlines;
- Demonstrate strong verbal, written, analytical, presentation and interpersonal skills;
- Manage and oversee multiple functions of work;
- Interpret and apply rules, policies and regulations with good judgment in a variety of situations;
- Coordinate collaborative partners in the development of grant applications and implementation of programs;
- Prepare grant applications, technical reports and Board items.

AND

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

Tier I

1. Bachelor's degree from an accredited college or university and one (1) to three (3) years of professional work experience directly related to the essential job duties in the areas of project team development, project management, grant proposal development and grant management.

OR

2. Any combination of experience or training which would adequately prepare a candidate for the position.

Tier II

1. At least three (3) years working for SETA in the Tier I role, with a satisfactory or higher rating on the performance evaluation for each of these years.

OR

2. Bachelor's degree from an accredited college or university and at least five (5) years of professional work experience directly related to the essential job duties in the areas of project team development, project management, grant proposal development and grant management.

PHYSICAL DEMANDS/QUALIFICATIONS

<i>Required Activity</i>	<i>Description</i>
<i>Dexterity</i>	Frequently picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in handling
<i>Talking</i>	Regularly expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
<i>Hearing</i>	Regularly perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
<i>Repetitive Motion</i>	Frequently making substantial movements (motions) of the wrists, hands, and/or fingers.
<i>Sedentary Work</i>	Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<i>Visual Acuity</i>	The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
<i>Environment</i>	The worker is not substantially exposed to adverse environmental conditions.
<i>Relational</i>	The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.

ITEM IV-A – INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: Loretta Su

MEMORANDUM

TO: Mr. Robert Sanger **DATE: November 30, 2016**
FROM: Tammi Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Folsom Cordova Community Partnership

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$24,000	1.1.16-12.31.16	1.1.16-8.31.16
CSBG	Family Self Sufficiency	\$60,000	1.1.16-12.31.16	1.1.16-8.31.16
WIOA	SWTC CalWorks	\$97,230	7.1.15-6.30.16	9.1.15-6.30.16
WIOA	SWTC Adult	\$41,670	7.1.15-6.30.16	9.1.15-6.30.16
CSBG	Safety Net	\$24,000	1.1.15-12.31.15	7.1.15-12.31.15
WIOA	OJT Adult//Carryover	\$3,308	7.1.15-9.30.16	7.1.15-9.30.16
WIA	OJT CalWorks ESE	\$314,934	7.1.15-6.30.16	10.1.15-6.30.16
WIA	OJT Adult	\$128,080	7.1.15-6.30.16	10.1.15-6.30.16
WIA	OJT CalWorks SE	\$198,875	7.1.15-6.30.16	10.1.15-6.30.16

Monitoring Purpose: Initial Follow-up Special Final
Date of review: October 17-18, 2016

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

Program Operator: Folsom Cordova Community Partnership

Findings and General Observations:

- 1) The total costs as reported to SETA from October 1, 2015 to September 30, 2016 for the WIOA, Cal Works, and CSBG programs, have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Kathleen Willard **DATE:** November 15, 2016
FROM: Tammi Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of River Oak Center for Children

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early Head Start	Basic	\$432,017	8/1/15-7/31/16	10/1/15-7/31/16

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: Oct 10 & 11, 2016

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

Program Operator: River Oak Center for Children

Findings and General Observations:

- 1) The total costs as reported to SETA for the Early Head Start program from October 1, 2015 to July 31, 2016 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Beth Maerten **DATE:** November 21, 2016
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: Desk review of
Sacramento County Department of Human Assistance

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	One Stop Services Adult	\$270,617	7/1/15-6/30/16	7/1/15-6/30/16

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 10/21/16

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

Program Operator: Sacramento County Department of Human Assistance

Findings and General Observations:

The total costs as reported to SETA for the WIOA Adult One Stop Services program from July 1, 2015 to June 30, 2016 has been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Jim Walters DATE: December 1, 2016

FROM: Mayxay Xiong, SETA Fiscal Monitor

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

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
Head Start	Basic	\$ 4,570,140	8/1/15-7/31/16	11/1/15-7/31/16
Head Start	T & TA	\$15,000	8/1/15-7/31/16	11/1/15-7/31/16
Early HS	Basic	\$1,711,124	8/1/15-7/31/16	11/1/15-7/31/16
Early HS	T & TA	\$30,912	8/1/15-7/31/16	11/1/15-7/31/16

Monitoring Purpose: Initial Follow Up Special Final _X_
Date of Review: 9/26-9/28/16

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

Program Operator: San Juan Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from November 1, 2015 to July 31, 2016 for the Head Start and Early Head Start programs have been traced to the delegate agency's records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Edenausageboye Davis **DATE:** November 14, 2016
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Women's Civic Improvement Club

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
Head Start	Basic	\$ 826,068	8/1/15-7/31/16	8/1/15-7/31/16
Head Start	T & TA	\$7,500	8/1/15-7/31/16	8/1/15-7/31/16

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 9/23, 9/30, & 10/3/16

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

Program Operator: WCIC

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2015 to July 31, 2016 for the Head Start program have been traced to the sub-recipient's records. The records were verified and appeared to be in order.
- 2) During the grant year, WCIC transitioned to a new accounting agency and financial reporting system. As part of this review, SETA examined reports and records from the old and the new systems and noted some discrepancies in the financial reports in which the organization was unable to reconcile. As a result, WCIC over claimed expenditures for the Head Start program by \$5,671 which was reimbursed to SETA prior to the close of the grant year. It is recommended that WCIC strengthen its internal controls over reporting to avoid any discrepancies in the future.

Recommendations for Corrective Action:

- 1) It is recommended that the agency strengthen internal controls to ensure greater accuracy of financial reporting. Please submit a written corrective action plan detailing the policies and procedures the agency will implement to address the concerns noted above and strengthen internal controls.

cc: Kathy Kossick
Governing Board
Policy Council

ITEM IV-B – INFORMATION

SACRAMENTO WORKS FOURTH QUARTER PERFORMANCE REPORT

BACKGROUND:

The fourth quarter performance report for fiscal year 2015-2016 is attached for review.

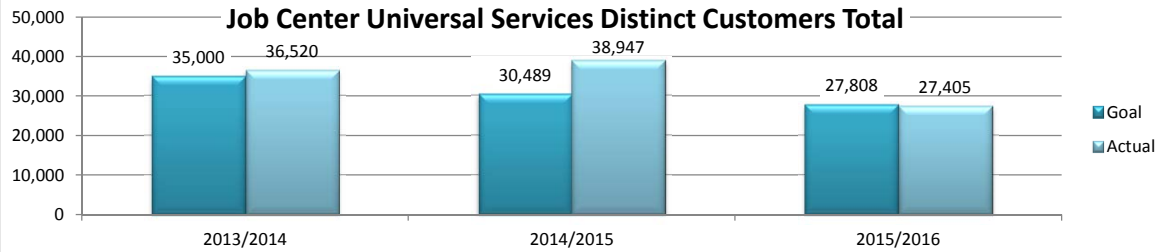
Staff will be available to answer questions.

PRESENTER: Ralph Giddings

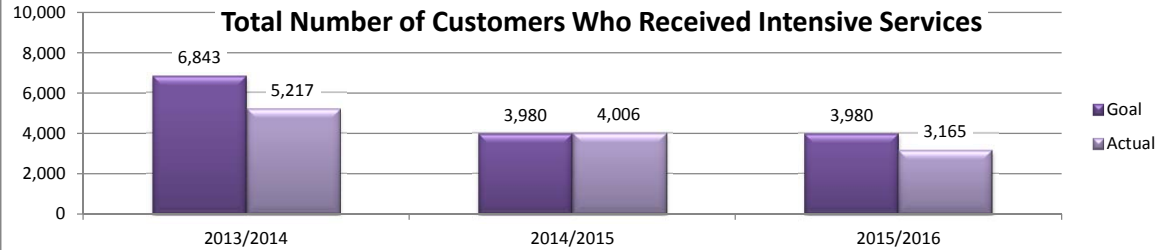
Sacramento Works System Cumulative Report (Fiscal Year 7/1/2015- 6/30/2016)

Dashboard Question

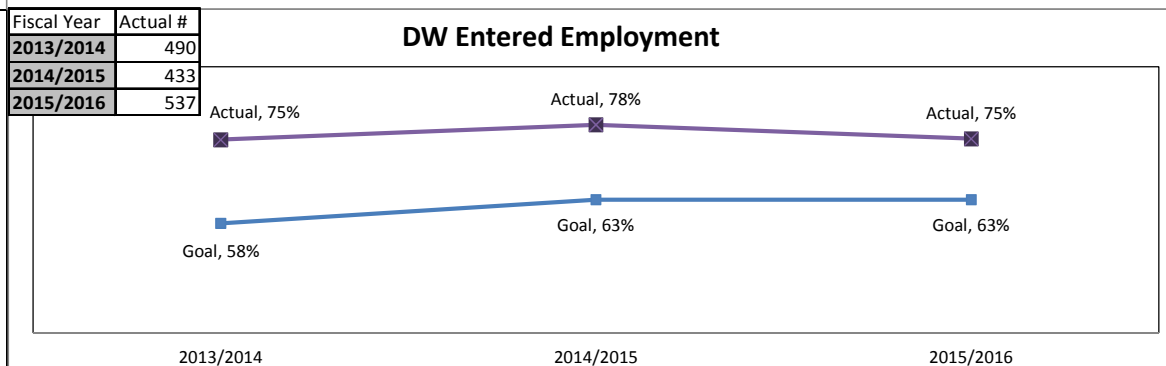
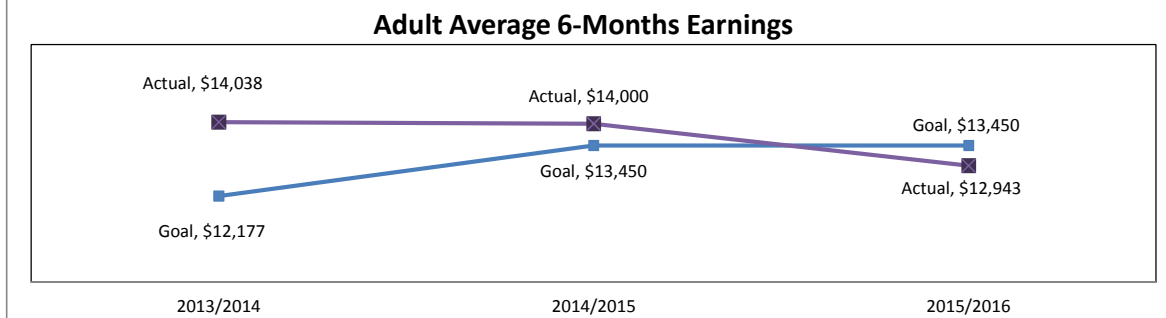
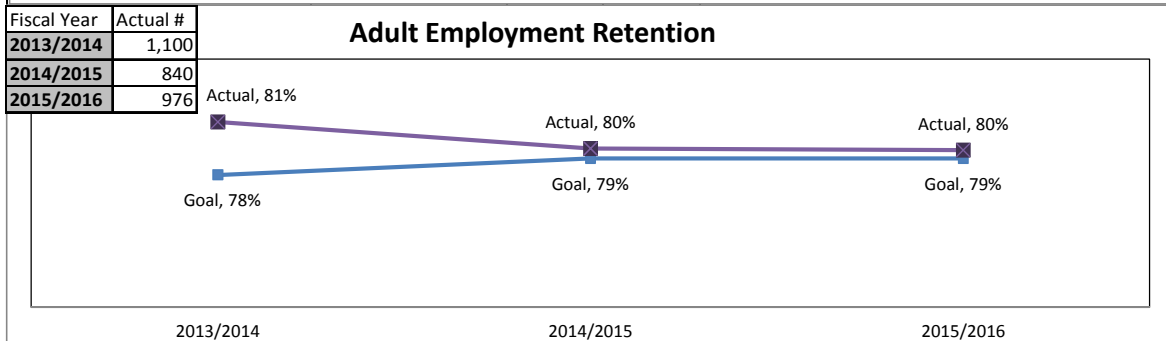
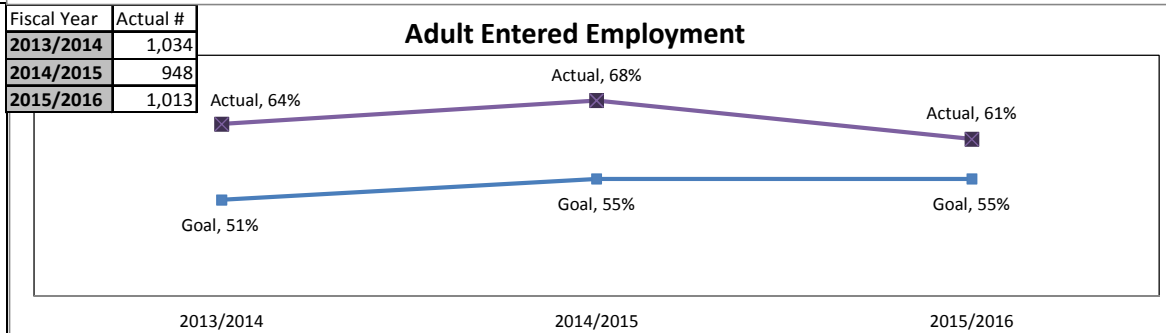
Sacramento Works Job & Training Center Universal Access:
Is the Sacramento Works system meeting the goal of providing universal access services to job seekers?



Intensive & Training Services Adult/Dislocated Worker:
Is the Sacramento Works system meeting the enrollment goal?



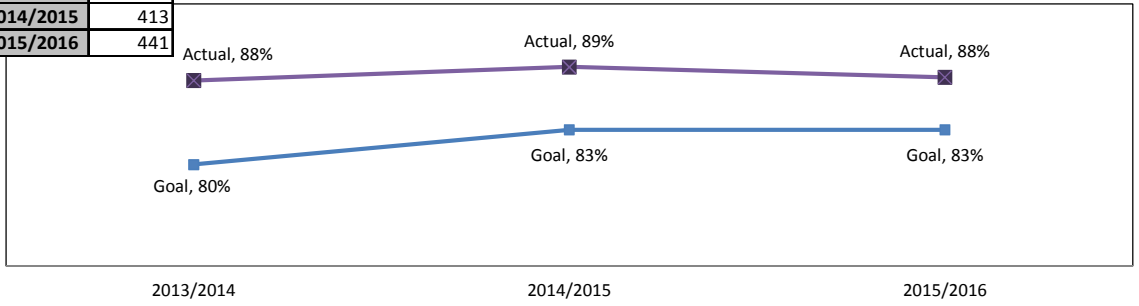
Adult Measure:
Is the Sacramento Works system meeting its performance measures for the Adult/Dislocated Worker program?



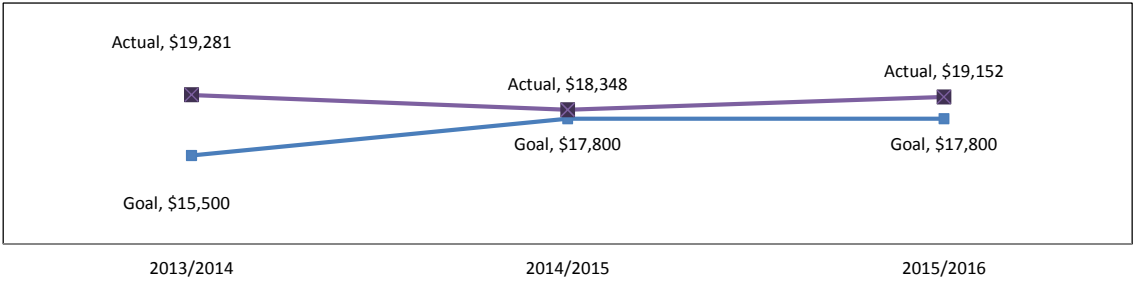
Dislocated Worker Measure:
Is the Sacramento Works system meeting its performance measures for the Adult/Dislocated Worker program?

Fiscal Year	Actual #
2013/2014	519
2014/2015	413
2015/2016	441

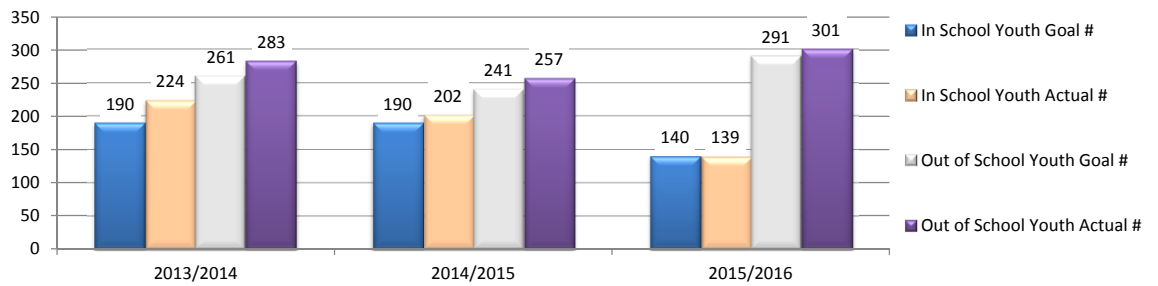
DW Employment Retention



DW Average 6-Months Earnings



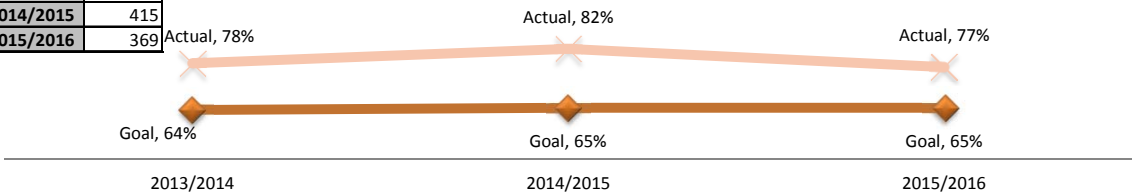
of New Enrollments



Youth Measures
Is the Sacramento Works system meeting its performance measures for the Youth Worker program?

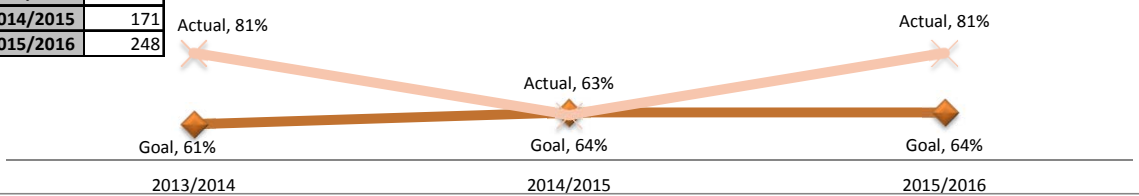
Fiscal Year	Actual #
2013/2014	451
2014/2015	415
2015/2016	369

Youth Entered Employment or Education



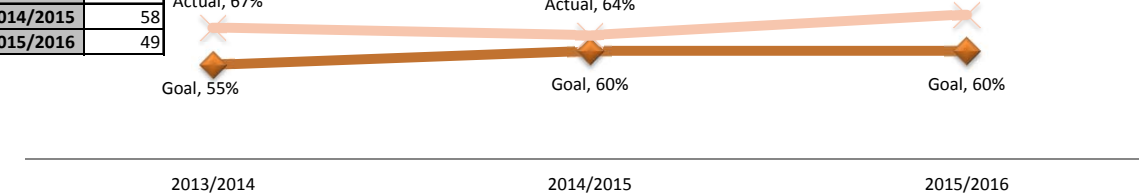
Fiscal Year	Actual #
2013/2014	259
2014/2015	171
2015/2016	248

Youth Attained Degree/Certificate

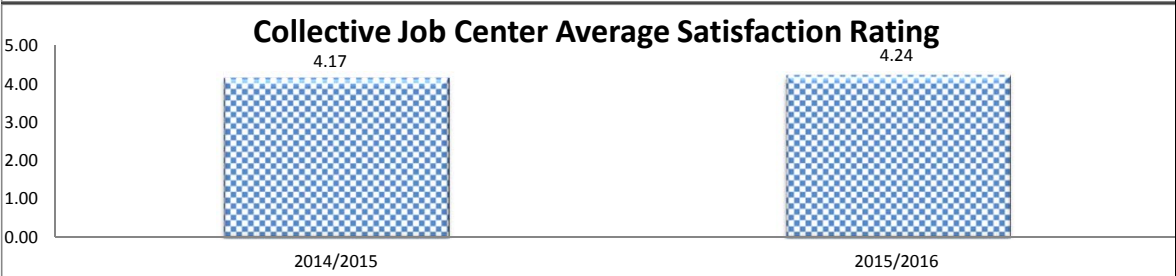
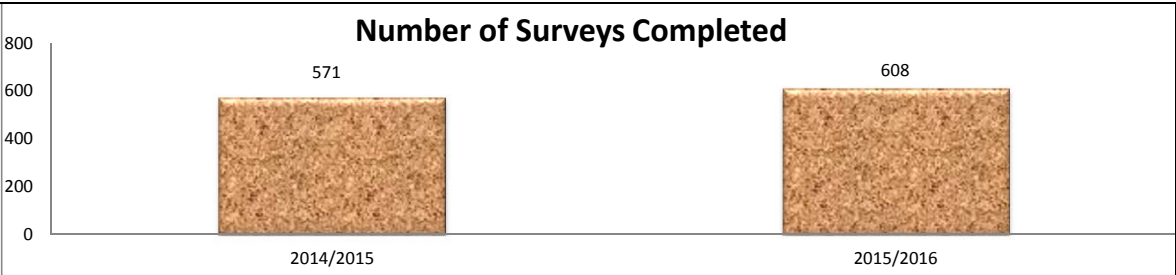


Fiscal Year	Actual #
2013/2014	87
2014/2015	58
2015/2016	49

Literacy Numeracy Gains

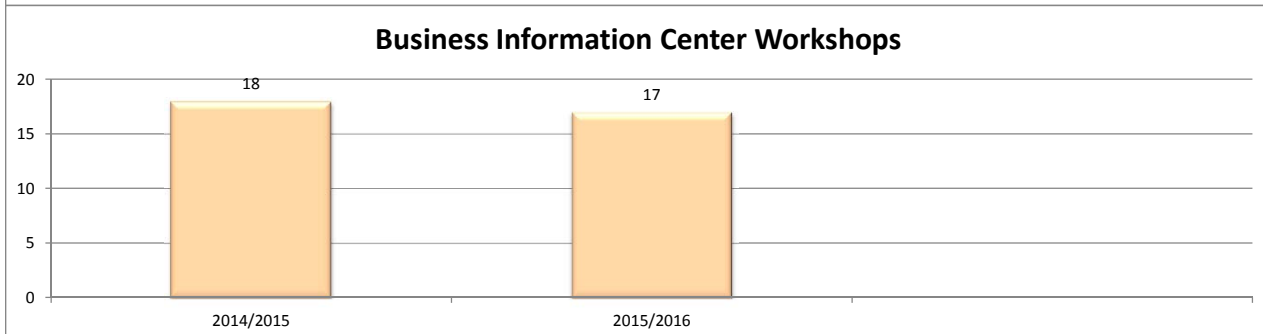
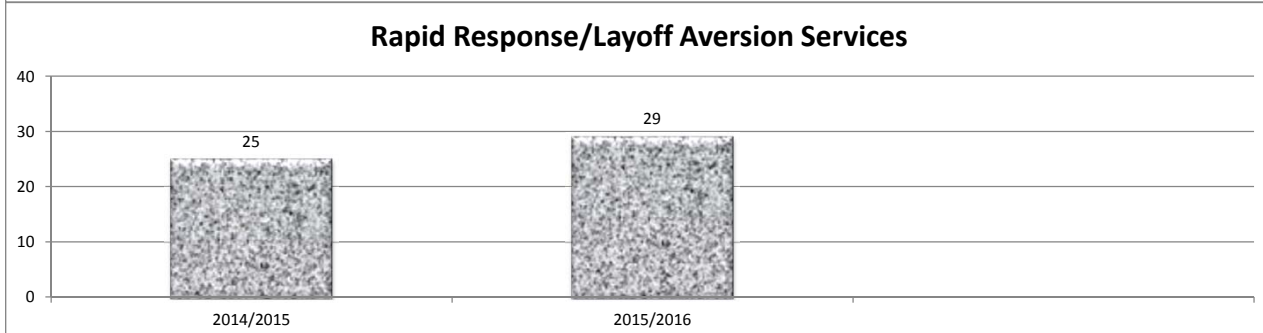
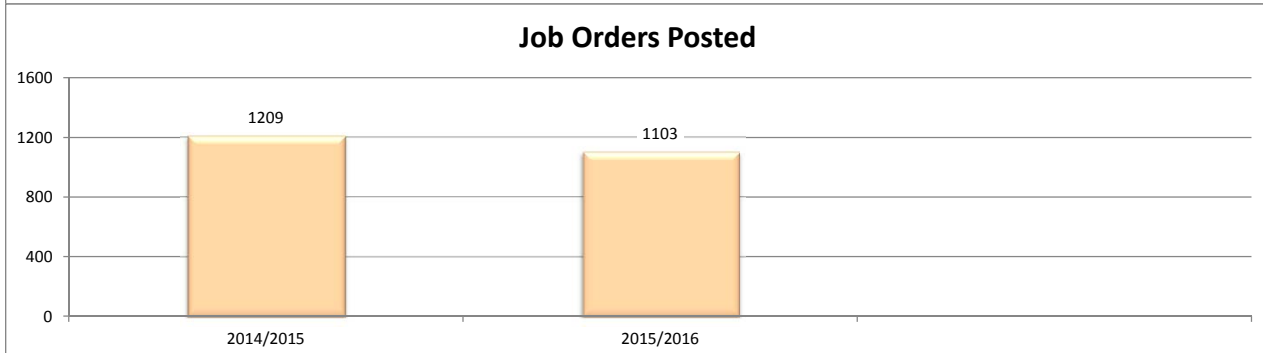


Job Seeker Customer Satisfaction Survey:
Are customers satisfied with the services received? (On a scale from 1-5 with 5 being the highest.)

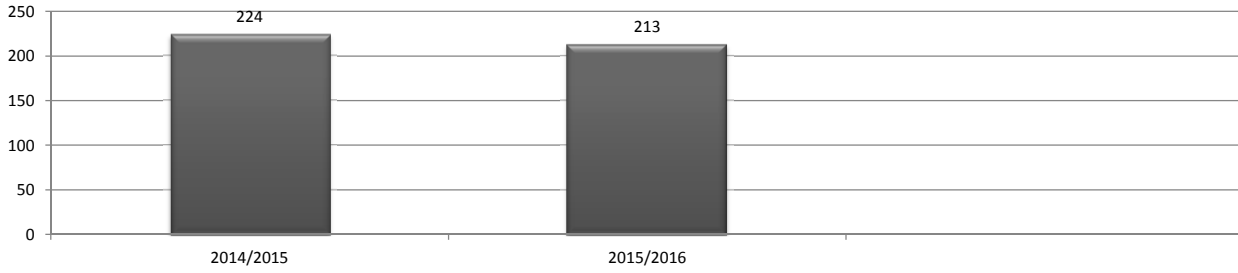


Employer Services:

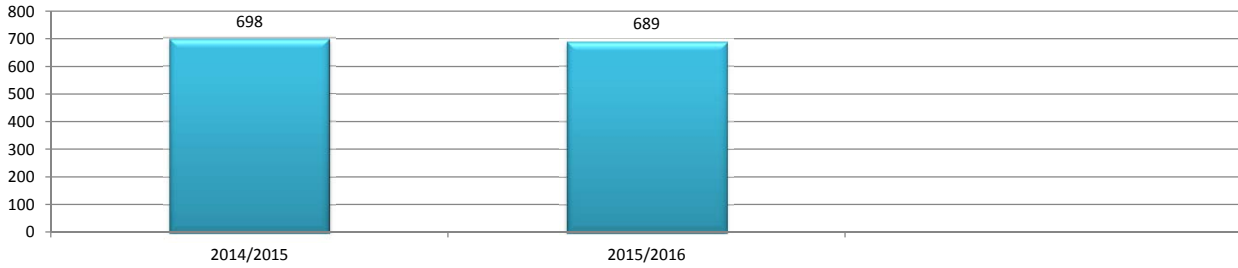
Is the Sacramento Works system meeting the needs of the region's employers?



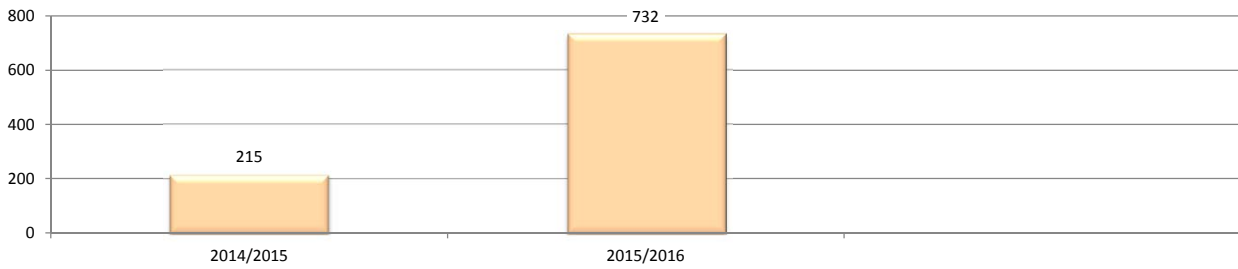
New Employer Registrations



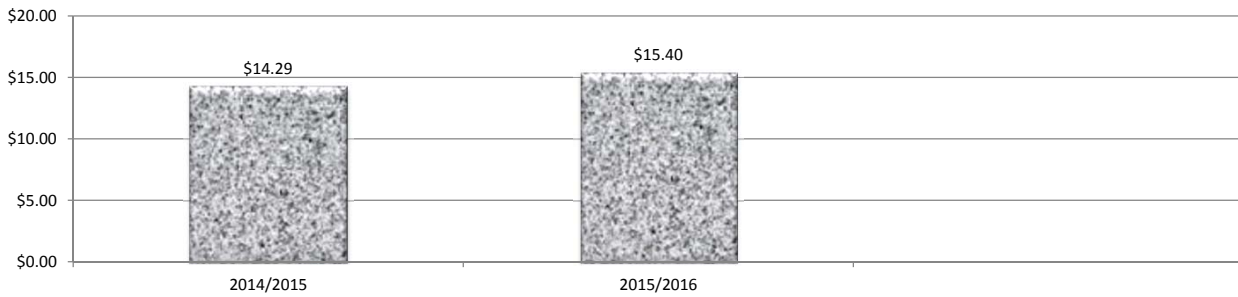
Event-SacWorks Referrals



Event-Hires



Average Wage



ITEM IV-C – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

PRESENTER: William Walker

ERA
July 1 - December 16, 2016

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
1STOlighting	1	Customer Service	1
	1	Warehouse Technician	1
347Group	7	Machine Operator/Laborer	6
Amador Stage Lines Inc.	9	Motorcoach Operator	20
Aggressive Legal Svc Inc.	1	Court Runner	1
America's Lawns Inc.	1	Landscaping Crew	3
Arcade Creek Manor	1	Groundskeeper	1
Assurance Roofing and Construction	3	Laborer	1
Black Dog Graphics	1	Warehouse Technician	1
California Caregivers	4	Caregiver	20
California Native Plant Society	1	Director of Communications and Marketing	1
Capitol Architectural Production	3	Welder/Shop Helper	1
Carson's Coatings Inc.	3	CADD Tech	1
Chico Comcast	7	Installation Technician	1
Children's Law Ctr-Sacramento	1	Part Time Administrative Assistant	1
Cosumnes River College	1	Instructional Services Assistant II	1
D V Austin Contractors	3	Helpers--Painters, Paperhangers, Plasterers, and Stucco Masons	1
Davis Academy Driving School	1	Driving Instructor	2
Davis Center	1	Administrative Assistant I	1
Denio's Roseville Farmers Market and Auction, Inc.	1	Cashier	4
Electrofreeze of Northern California	1	Office Administrator	1
Elite Cleaning	1	Housecleaner	2
Enterprise Holdings, Inc.	1	Service Agent	4
Excel Network LLC	1	Core Gas Agent	65
Falafel Corner	8	Line Server	1
Farmers Insurance	1	Bilingual Insurance Sales	1
Fedex Freight	9	City Driver	1
Folsom Dam Car Wash	1	Car Wash Line Work	5
Frito-Lay	9	Route Sales Representative - General	13
Fulton-El Camino Rec-Park District	10	Recreational Leaders	20
Handyman Network	7	Handyman/Contractor	5
Health and Life Organization	1	Member Service I	1
	4	Registered Dental	2
Imko Workforce Solutions	7	Automotive Mechanics	1
	3	Mig Welder	1
InSync Consulting Services LLC	1	Customer Service Professional	90
JUMA Ventures	1	Enterprise Manager	1
L - 3 Communications Corporation	1	Contracts Administrator	1
	1	Sr. Proposal Administrator	1
Labor Finders	9	Labor	1
La Bou Bakery & Cafe	8	Food Prep/Sandwich Maker/Cashier	1
Lewis Group Of Companies	4	Maintenance Technician	3
LICAP Technologies	9	Maintenance & Facility Technician	1
	2	R & D Engineer	1
Los Rios Community College	6	Information Technology Business/Technical Analyst I	1
	1	Accountant	2
	1	Administrative Assistant I	3
	1	Administrative Assistant II	3
	1	Admissions/Records Evaluator I	1
	1	Admissions/Records Clerk II	1
	1	Admissions/Records Clerk III	1
	1	Art Assistant Professor (Studio Art)	1
	1	Associate Vice Chancellor, Resource Development	1
	1	Athletic Trainer	1
	1	Clerk II	1

ERA
July 1 - December 16, 2016

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Los Rios Community College	1	Clerk III	3
	1	College Police Detective	1
	1	Confidential Human Resources Specialist I	1
	1	Counseling Clerk I	1
	1	Counseling Clerk II	1
	1	Counselor	2
	1	Culinary Arts Management Adjunct Assistant Professor	1
	1	Dean of Career and Technical Education	1
	1	Dean of Distance Education, Virtual Education Center	1
	1	Dean of Institutional Effectiveness	1
	1	Dean of Kinesiology, Health, and Athletics	1
	1	Dean of Student Services Admissions and Transition Services	1
	1	Director of Facilities Planning and Construction	1
	1	Director of Human Resources	1
	1	Director of Marketing and Communication, Harris Center for the Arts	1
	6	Educational Media and Web Design Specialist	1
	1	Employee Benefits Supervisor	1
	1	Engineering Assistant Professor	1
	2	Facilities Planning and Engineering Specialist	1
	1	Financial Aid Clerk II	2
	1	Financial Aid Supervisor	1
	1	Foreign Languages Assistant Professor	1
	1	Foster and Kinship Care Education Coordinator	1
	1	Groundskeeper	1
	1	Head Grounds Maintenance Technician	1
	1	Healthcare Interpreting Assistant Professor	1
	6	Information Technology Systems/Database Administrator Analyst II	1
		Instructional Assistant -Costuming and Makeup	
	1	Instructional Assistant - Disabled Student Program & Services	1
	1	Instructional Assistant - Learning Resources	1
	1	Instructional Assistant-Music	1
	1	Instructional Assistant -Tutorial Center	2
	1	Instructional Assistant - Welding Technology	1
	6	IT Business/Technical Analyst I	1
	1	Journalism Assistant Professor	1
	1	Laboratory Technician-Science Chemistry	1
	7	Lead Laboratory Technician - Mechanics	1
	1	Lead Library Media Technical Assistant	1
	3	Lead Maintenance Electrician	1
	1	Learning Skills and Tutorial Services Coordinator	1
	1	Legal Assisting Assistant Professor	1
	1	Library Media Technical Assistant	1
7	Maintenance Plumber	1	
1	Mathematics Assistant Professor	1	
3	Mechanical-Electrical Systems Technician	1	
1	Nursing (LVN) Assistant Professor	1	
1	Physical Education/Athletic Attendant	1	
1	Physical Therapy Assistant Professor	1	
1	Project Director for TRIO, Educational Talent Search	1	
1	Project Director for TRIO, Student Support Services, STEM, and Veterans Programs	1	
1	Respiratory Care Assistant Professor	1	
6	Senior IT Network Administrator Analyst	1	

ERA
July 1 - December 16, 2016

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Los Rios Community College	1	Student Personnel Assistant-Assessment and Testing	1
	1	Student Personnel Assistant-Cultural Awareness Center	1
	1	Student Personnel Assistant-DSP&S	1
		Student Personnel Assistant-Student Services	1
	1	Student Success and Support Program Specialist	1
	1	Theater Arts (Technical) Adjunct Assistant Professor	1
	1	Vice President of Instruction	1
	1	Vice President of Student Services	1
	1	Women's Basketball Adjunct Faculty Head Coach	1
	1	Women's Track and Field Head Coach	1
McLane Company, Inc.	10	Independent Sales Representative	1
ProWraps, Inc.	1	Office Manager/Project Manager	1
MGO Strategic Staffing	1	Administrative Assistant	1
	1	Senior Accountant	1
Mr. Security Camera	7	Installation Technician	1
Nor Cal Mobile Mechanics	7	Auto Technician	1
Ramos Oil Company	1	Maintenance Worker	1
Resource Staffing Group	1	Document Agent	30
	1	Inbound Customer Service Representative	2
	9	Warehouse Clerk	3
Retail Business Development	1	Wireless Sales Ambassador	8
RIMNETICS	9	Manufacturing/Production Worker	5
River City Rickshaw LLC.	9	Pedicab Driver	1
Sacramento Employment & Training Agency	1	Accountant II (Supervisory)	1
	1	Administrative Assistant	1
	1	Children and Family Services Facilities Supply Clerk	1
	1	Payroll Specialist	1
	1	Senior Payroll Specialist	1
Sacramento Regional Transit District	1	Director, Office Management and Budget	1
Safety Center Inc.	4	Alcohol and Drug Program Counselor	1
	1	Alcohol and Drug Program Staff I	1
	1	Bi-Lingual Alcohol and Drug Program Counselor	1
Saint Claire's Nursing Home	1	Cook	3
	4	Dietary Aid	3
	1	Laundry Worker/Housekeeper	3
	1	Janitorial Maintenance Worker	3
Universal Security & Fire Inc.	1	Alarm Technician Trainee	2
University Of The Pacific, Mc George School Of Law	1	Legal Advocate	1
Tele Direct	10	Customer Service Representative (CSR)	30
The Kensington	4	Caregiver	1
	8	Server	1
Tots of Love Child Development Center, LLC.	1	Preschool Teacher	3
Urban Strategies Inc.	1	Education Liaison	1
Victoria S Mosur DDS PC	4	Registered Dental Assistant (RDA)	1
Villara Corporation	1	Sales	1
Volunteers of America Sacramento	1	Support Staff/Monitor	6
Weidmann-ACTI Inc.	9	Shipping Technician	1
WFVC Contact Centers	1	Phone Banker I	1
Wheel Pros	9	Warehouse Worker	2
	9	Warehouse Driver/Worker	1
Total			503

ITEM IV-D – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

PRESENTER: William Walker

Dislocated Worker Information PY 2016/2017

The following is an update of information as of December 16, 2016 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County.

	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Unofficial	3/10/2016	Orchard Supply Hardware 905 E. Bidwell St. Folsom, CA 95630	8/1/2016	40	7/7/2016 7/14/16
Unofficial	5/19/2016	Sports Authority 3350 Arden Way Sacramento, CA 95815	8/31/2016	150	7/28/2016
Official	6/10/2016	CVS Health: Financial Services Center 11092 Sun Center Dr. Rancho Cordova, CA 95670	9/30/2016	152	8/29/2016 8/31/16 9/20/16 9/22/16
Unofficial	6/27/2016	Hancock Fabrics 2711 El Camino Sacramento, CA 95821	7/13/2016	22	6/6/16 6/8/16
Official	6/27/2016	CST California Stations 4625 San Juan Avenue Fair Oaks, CA 95628	7/5/2016	6	8/18/2016
Unofficial	6/29/2016	CalStar 4933 Bailey Loop McClellan, CA 95652	9/15/2016	20	8/24/2016
Official	6/30/2016	DCS Facility Services 3731 Metro Dr. Suite 600 Sacramento, CA 95215	8/31/2016	11	Packets Delivered
Unofficial	7/5/2016	California State Senate 1020 N Street Sacramento, CA 95814	11/20/2016	40	8/5/16 9/28/16
Unofficial	7/24/2016	Flapjacks 2721 El Camino Ave. Sacramento, CA 95821	7/23/2016	27	7/29/2016
Unofficial	8/1/2016	Farrell's Ice Cream 1625 Watt Ave Sacramento, CA 95864	8/1/2016	100	8/3/2016
Official	9/6/2016	ITT Technical Institute 10863 Gold Center Dr. Ranch Cordova, CA 95670	9/16/2016	104	Pending
Official	10/3/2016	Sutter VNA & Hospice 8330 Ferguson Ave Sacramento, CA 95828	12/2/2016	15	Pending
Official	10/10/2016	Red Lion Hotel Woodlake 500 Leisure Ln Sacramento, CA 95815	12/12/2016	120	Pending
Official	10/11/2016	Verizon Wireless 10734 International Dr. Rancho Cordova, CA 95670	1/27/2016	1,180	Job Fair 11/30/16
Unofficial	10/14/2016	AAA 8880 Cal Center Dr. Sacramento, CA 95826	12/31/2016	15	12/8/2016
Official	11/3/2016	Marvell Semiconductor, Inc. 890 Glenn Dr. Folsom, CA 95630	1/27/2017	12	Pending
			Total # of Affected Workers	2,014	

ITEM IV-E – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of November was 4.9%.

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

Staff will be available to answer questions.

PRESENTER: Roy Kim

**SACRAMENTO—ROSEVILLE—ARDEN-ARCADE METROPOLITAN STATISTICAL AREA
(MSA)
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)
Seasonal gains in retail trade led month-over job growth**

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 4.9 percent in November 2016, down from a revised 5.2 percent in October 2016, and below the year-ago estimate of 5.6 percent. This compares with an unadjusted unemployment rate of 5.0 percent for California and 4.4 percent for the nation during the same period. The unemployment rate was 4.8 percent in El Dorado County, 4.2 percent in Placer County, 5.0 percent in Sacramento County, and 5.5 percent in Yolo County.

Between October 2016 and November 2016, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 3,000 to total 964,200 jobs.

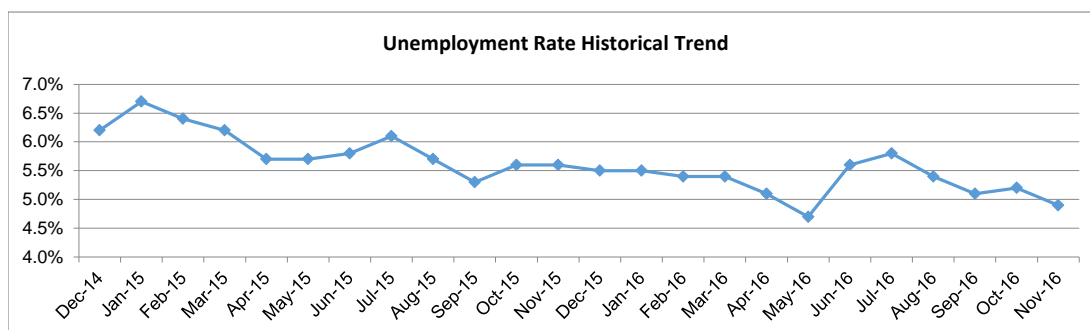
- Trade, transportation, and utilities (up 3,200 jobs) led the region with a normal seasonal job gain from October to November, as holiday hiring began. Retail trade accounted for nearly 97 percent of the job additions, picking up 3,100 jobs.
- Government gained 1,600 jobs over the month. Local government (up 1,500 jobs) and state government (up 200 jobs) were responsible for the increase. These gains offset a slight loss in federal government (down 100 jobs).
- Professional and business services expanded by 1,300 jobs, in contrast to its usual decline during this time of year. Professional, scientific, and technical services was responsible for 69.2 percent of the gain for the industry.
- Six major industries experienced month-over declines: leisure and hospitality (down 2,100 jobs), farm (down 1,500 jobs), other services (down 1,300 jobs), manufacturing (down 200 jobs), information (down 100 jobs), and financial activities (down 100 jobs).

Between November 2015 and November 2016, total jobs in the region increased by 26,100, or 2.8 percent.

- Private educational and health services continued to lead year-over growth, adding 7,000 jobs. Health care and social assistance led the expansion by adding 6,300 jobs.
- Professional and business services added 6,500 jobs from last November. Professional, scientific, and technical services grew by 3,400 jobs. Administrative and support and waste services gained 2,800 jobs.
- Construction gained 6,400 jobs, with the majority of the increase in specialty trade contractors (up 4,700 jobs). Construction of buildings contributed 1,600 jobs over the year.
- Five major industries experienced job reductions from last November, led by other services (down 900 jobs), information (down 200 jobs), and leisure and hospitality (down 200 jobs).

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

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 4.9 percent in November 2016, down from a revised 5.2 percent in October 2016, and below the year-ago estimate of 5.6 percent. This compares with an unadjusted unemployment rate of 5.0 percent for California and 4.4 percent for the nation during the same period. The unemployment rate was 4.8 percent in El Dorado County, 4.2 percent in Placer County, 5.0 percent in Sacramento County, and 5.5 percent in Yolo County.



Industry	Oct-2016	Nov-2016	Change		Nov-2015	Nov-2016	Change
	Revised	Prelim			Prelim		

Total, All Industries	961,200	964,200	3,000		938,100	964,200	26,100
Total Farm	9,500	8,000	(1,500)		8,100	8,000	(100)
Total Nonfarm	951,700	956,200	4,500		930,000	956,200	26,200
Mining, Logging, and Construction	58,500	59,800	1,300		53,500	59,800	6,300
Mining and Logging	500	500	0		600	500	(100)
Construction	58,000	59,300	1,300		52,900	59,300	6,400
Manufacturing	36,900	36,700	(200)		35,900	36,700	800
Trade, Transportation & Utilities	151,200	154,400	3,200		152,200	154,400	2,200
Information	13,900	13,800	(100)		14,000	13,800	(200)
Financial Activities	53,100	53,000	(100)		51,400	53,000	1,600
Professional & Business Services	125,100	126,400	1,300		119,900	126,400	6,500
Educational & Health Services	148,600	149,500	900		142,500	149,500	7,000
Leisure & Hospitality	94,900	92,800	(2,100)		93,000	92,800	(200)
Other Services	30,900	29,600	(1,300)		30,500	29,600	(900)
Government	238,600	240,200	1,600		237,100	240,200	3,100

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

Data Not Seasonally Adjusted

	Nov 15	Sep 16	Oct 16 Revised	Nov 16 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,058,500	1,087,300	1,087,100	1,082,700	-0.4%	2.3%
Civilian Employment	999,300	1,031,500	1,030,600	1,029,600	-0.1%	3.0%
Civilian Unemployment	59,300	55,800	56,500	53,200	-5.8%	-10.3%
Civilian Unemployment Rate	5.6%	5.1%	5.2%	4.9%		
(CA Unemployment Rate)	5.8%	5.3%	5.3%	5.0%		
(U.S. Unemployment Rate)	4.8%	4.8%	4.7%	4.4%		
Total, All Industries (2)	938,100	958,900	961,200	964,200	0.3%	2.8%
Total Farm	8,100	9,800	9,500	8,000	-15.8%	-1.2%
Total Nonfarm	930,000	949,100	951,700	956,200	0.5%	2.8%
Total Private	692,900	716,600	713,100	716,000	0.4%	3.3%
Goods Producing	89,400	99,900	95,400	96,500	1.2%	7.9%
Mining, Logging, and Construction	53,500	61,500	58,500	59,800	2.2%	11.8%
Mining and Logging	600	500	500	500	0.0%	-16.7%
Construction	52,900	61,000	58,000	59,300	2.2%	12.1%
Construction of Buildings	10,600	12,500	12,300	12,200	-0.8%	15.1%
Specialty Trade Contractors	36,300	40,800	39,600	41,000	3.5%	12.9%
Building Foundation & Exterior Contractors	9,900	11,200	11,100	11,300	1.8%	14.1%
Building Equipment Contractors	13,900	15,300	15,300	15,500	1.3%	11.5%
Building Finishing Contractors	7,800	9,200	8,800	8,800	0.0%	12.8%
Manufacturing	35,900	38,400	36,900	36,700	-0.5%	2.2%
Durable Goods	25,000	25,900	25,700	25,600	-0.4%	2.4%
Computer & Electronic Product Manufacturing	6,500	6,800	6,800	6,800	0.0%	4.6%
Nondurable Goods	10,900	12,500	11,200	11,100	-0.9%	1.8%
Food Manufacturing	3,300	4,700	3,700	3,700	0.0%	12.1%
Service Providing	840,600	849,200	856,300	859,700	0.4%	2.3%
Private Service Providing	603,500	616,700	617,700	619,500	0.3%	2.7%
Trade, Transportation & Utilities	152,200	150,000	151,200	154,400	2.1%	1.4%
Wholesale Trade	24,700	24,700	24,900	24,400	-2.0%	-1.2%
Merchant Wholesalers, Durable Goods	13,100	13,500	13,500	13,300	-1.5%	1.5%
Merchant Wholesalers, Nondurable Goods	9,000	8,900	9,000	8,800	-2.2%	-2.2%
Retail Trade	101,900	99,800	101,400	104,500	3.1%	2.6%
Motor Vehicle & Parts Dealer	13,500	13,900	14,000	14,000	0.0%	3.7%
Building Material & Garden Equipment Stores	7,700	8,000	8,000	7,900	-1.3%	2.6%
Grocery Stores	18,500	18,600	18,700	18,700	0.0%	1.1%
Health & Personal Care Stores	5,500	5,500	5,600	5,700	1.8%	3.6%
Clothing & Clothing Accessories Stores	8,000	6,600	6,800	7,800	14.7%	-2.5%
Sporting Goods, Hobby, Book & Music Stores	4,800	4,600	4,800	5,100	6.3%	6.3%
General Merchandise Stores	23,400	21,800	22,300	24,400	9.4%	4.3%
Transportation, Warehousing & Utilities	25,600	25,500	24,900	25,500	2.4%	-0.4%
Information	14,000	13,800	13,900	13,800	-0.7%	-1.4%
Publishing Industries (except Internet)	2,400	2,300	2,300	2,300	0.0%	-4.2%
Telecommunications	6,200	6,000	6,000	6,000	0.0%	-3.2%
Financial Activities	51,400	52,300	53,100	53,000	-0.2%	3.1%
Finance & Insurance	37,200	36,800	37,300	37,500	0.5%	0.8%
Credit Intermediation & Related Activities	11,900	11,900	12,100	12,200	0.8%	2.5%
Depository Credit Intermediation	6,400	6,400	6,400	6,400	0.0%	0.0%
Nondepository Credit Intermediation	2,900	2,900	2,900	3,000	3.4%	3.4%
Insurance Carriers & Related	21,600	21,500	21,700	21,700	0.0%	0.5%
Real Estate & Rental & Leasing	14,200	15,500	15,800	15,500	-1.9%	9.2%
Real Estate	11,000	11,800	11,800	11,700	-0.8%	6.4%
Professional & Business Services	119,900	124,500	125,100	126,400	1.0%	5.4%
Professional, Scientific & Technical Services	52,300	54,500	54,800	55,700	1.6%	6.5%
Architectural, Engineering & Related Services	9,100	9,200	9,300	9,400	1.1%	3.3%
Management of Companies & Enterprises	10,200	11,000	10,700	10,500	-1.9%	2.9%
Administrative & Support & Waste Services	57,400	59,000	59,600	60,200	1.0%	4.9%
Administrative & Support Services	54,400	56,200	56,800	57,000	0.4%	4.8%
Employment Services	22,000	22,400	22,700	23,100	1.8%	5.0%

Data Not Seasonally Adjusted

	Nov 15	Sep 16	Oct 16	Nov 16	Percent Change	
			Revised	Prelim	Month	Year
Services to Buildings & Dwellings	11,600	12,200	12,100	12,000	-0.8%	3.4%
Educational & Health Services	142,500	147,600	148,600	149,500	0.6%	4.9%
Education Services	12,100	12,100	12,700	12,800	0.8%	5.8%
Health Care & Social Assistance	130,400	135,500	135,900	136,700	0.6%	4.8%
Ambulatory Health Care Services	46,100	47,500	48,000	48,800	1.7%	5.9%
Hospitals	24,200	24,900	25,000	25,000	0.0%	3.3%
Nursing & Residential Care Facilities	16,700	17,200	17,200	17,300	0.6%	3.6%
Leisure & Hospitality	93,000	96,300	94,900	92,800	-2.2%	-0.2%
Arts, Entertainment & Recreation	14,200	14,500	14,100	13,800	-2.1%	-2.8%
Accommodation & Food Services	78,800	81,800	80,800	79,000	-2.2%	0.3%
Accommodation	8,400	8,400	8,200	7,800	-4.9%	-7.1%
Food Services & Drinking Places	70,400	73,400	72,600	71,200	-1.9%	1.1%
Restaurants	66,000	68,900	68,200	67,000	-1.8%	1.5%
Full-Service Restaurants	31,500	33,300	32,900	31,900	-3.0%	1.3%
Limited-Service Eating Places	34,500	35,600	35,300	35,100	-0.6%	1.7%
Other Services	30,500	32,200	30,900	29,600	-4.2%	-3.0%
Repair & Maintenance	8,700	9,000	9,000	8,900	-1.1%	2.3%
Government	237,100	232,500	238,600	240,200	0.7%	1.3%
Federal Government	13,900	14,100	14,200	14,100	-0.7%	1.4%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	223,200	218,400	224,400	226,100	0.8%	1.3%
State Government	117,000	115,300	117,500	117,700	0.2%	0.6%
State Government Education	29,700	27,900	30,000	29,800	-0.7%	0.3%
State Government Excluding Education	87,300	87,400	87,500	87,900	0.5%	0.7%
Local Government	106,200	103,100	106,900	108,400	1.4%	2.1%
Local Government Education	60,800	56,600	60,700	62,300	2.6%	2.5%
Local Government Excluding Education	45,400	46,500	46,200	46,100	-0.2%	1.5%
County	18,500	18,800	18,800	18,800	0.0%	1.6%
City	10,000	10,400	10,200	10,200	0.0%	2.0%
Special Districts plus Indian Tribes	16,900	17,300	17,200	17,100	-0.6%	1.2%

Notes:

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

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

These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Cara Welch 916/227-0298 or Luis Alejo 530/749-4885

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

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**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 November 2016 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Sacramento County	704,100	668,700	35,400	5.0%	1.000000	1.000000
Arden Arcade CDP	45,200	42,600	2,600	5.7%	0.063708	0.073225
Carmichael CDP	30,400	28,700	1,700	5.7%	0.042896	0.049253
Citrus Heights city	44,200	41,900	2,300	5.3%	0.062606	0.066109
Elk Grove CDP	80,300	77,200	3,100	3.9%	0.115430	0.087482
Fair Oaks CDP	16,800	16,100	700	4.3%	0.024089	0.020444
Florin CDP	20,100	18,500	1,600	7.7%	0.027683	0.043810
Folsom city	36,500	35,400	1,200	3.2%	0.052870	0.033508
Foothill Farms CDP	16,200	15,400	800	5.2%	0.023006	0.023675
Galt city	11,200	10,500	700	5.9%	0.015735	0.018722
Gold River CDP	4,200	4,100	100	2.1%	0.006200	0.002541
Isleton city	300	300	0	8.9%	0.000473	0.000867
La Riviera CDP	5,800	5,500	300	5.4%	0.008235	0.008869
North Highlands CDP	18,000	17,200	800	4.5%	0.025707	0.022985
Orangevale CDP	17,600	16,700	900	5.1%	0.024970	0.025527
Rancho Cordova City	34,200	32,300	1,900	5.6%	0.048244	0.053744
Rancho Murieta CDP	2,800	2,800	100	3.2%	0.004112	0.002552
Rio Linda CDP	6,800	6,500	300	4.9%	0.009698	0.009363
Rosemont CDP	11,700	11,200	600	4.8%	0.016685	0.015989
Sacramento city	233,100	220,700	12,400	5.3%	0.330031	0.350305
Vineyard CDP	12,900	12,400	500	3.8%	0.018491	0.013869
Walnut Grove CDP	700	600	100	9.0%	0.000889	0.001656
Wilton CDP	1,800	1,700	0	2.4%	0.002610	0.001224

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2009-2013 5-Year American Community Survey (ACS).

Notes:

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

Methodology:

Monthly city labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each city at the time of the 2009-2013 American Community Survey. Ratios for cities were developed from special tabulations based on ACS employment, unemployment, and population and Census population from the Bureau of Labor Statistics. For smaller cities and CDPs, ratios

Data Not Seasonally Adjusted

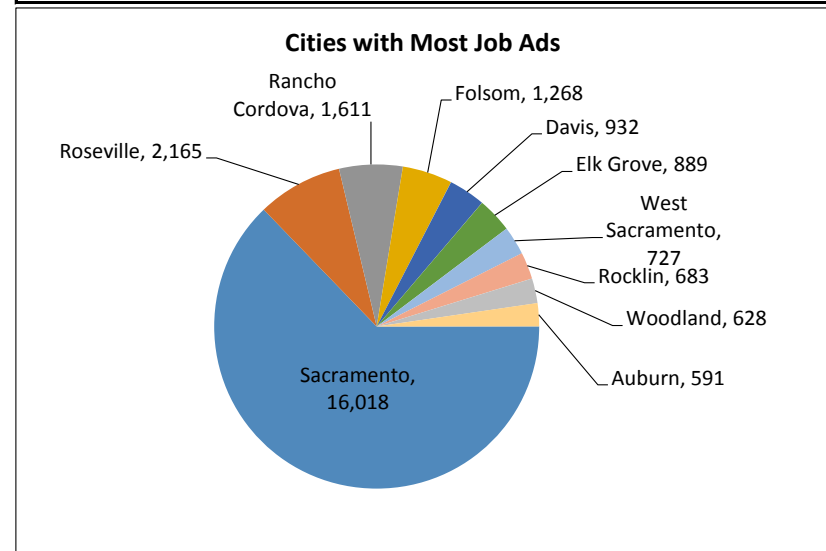
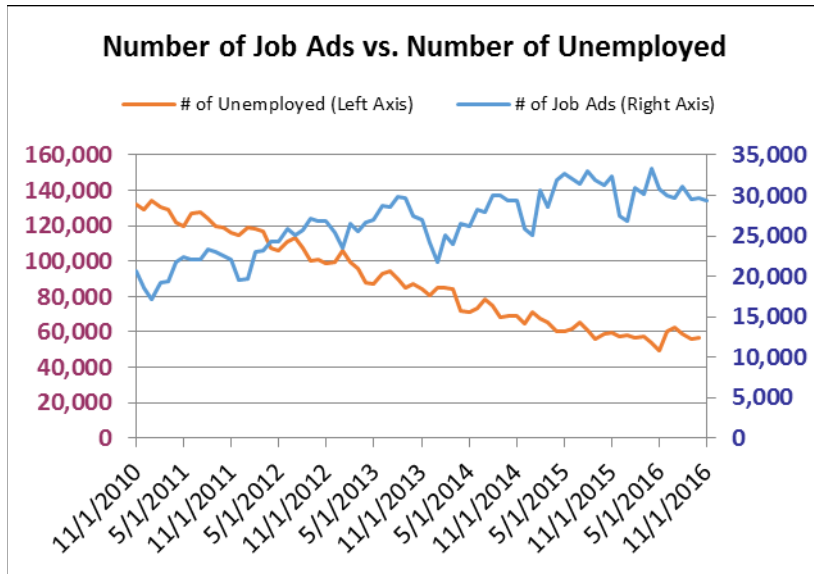
Area Name	Labor Force	Employ- ment	Unemployment Number	Rate	Census Ratios Emp	Unemp
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were calculated from published census data.

Monthly CDP's labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each CDP at the time of the 2009-2013 ACS survey. Ratios for CDPs' were developed from special tabulations based on ACS employment and unemployment from the Bureau of Labor Statistics.

This method assumes that the rates of change in employment and unemployment since the 2009-2013 American Community Survey are exactly the same in each city and CDP as at the county level (i.e., that the shares are still accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

Recent Job Ads for Sacramento Roseville Arden Arcade MSA Not Seasonally Adjusted - November 2016



Note: The data provided does not suggest that the occupations of the unemployed directly align with the occupations of the advertised vacancies.
Sources: Employment Development Department, Labor Market Information Division; Help Wanted Online from The Conference Board and WANTED Technologies

REPORT 400 C
Monthly Labor Force Data for Counties
November 2016 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,358,000	18,381,600	976,400	5.0%
ALAMEDA	8	843,600	810,100	33,500	4.0%
ALPINE	43	500	460	40	7.6%
AMADOR	25	14,860	14,040	820	5.5%
BUTTE	30	104,100	97,900	6,200	5.9%
CALAVERAS	24	20,650	19,530	1,120	5.4%
COLUSA	57	11,010	9,310	1,700	15.5%
CONTRA COSTA	9	561,500	538,300	23,200	4.1%
DEL NORTE	41	9,690	8,990	700	7.2%
EL DORADO	16	91,000	86,700	4,400	4.8%
FRESNO	52	445,800	404,200	41,600	9.3%
GLENN	41	13,200	12,250	950	7.2%
HUMBOLDT	13	62,970	60,150	2,820	4.5%
IMPERIAL	58	78,400	62,500	15,900	20.3%
INYO	16	9,160	8,720	440	4.8%
KERN	51	399,300	362,600	36,700	9.2%
KINGS	52	57,900	52,500	5,400	9.3%
LAKE	39	29,530	27,580	1,950	6.6%
LASSEN	33	10,940	10,270	670	6.2%
LOS ANGELES	16	5,106,000	4,860,300	245,700	4.8%
MADERA	50	60,200	54,800	5,400	9.0%
MARIN	2	145,500	141,000	4,400	3.0%
MARIPOSA	34	7,610	7,130	490	6.4%
MENDOCINO	21	39,950	37,920	2,040	5.1%
MERCED	55	115,400	104,500	10,900	9.5%
MODOC	46	3,260	3,000	260	7.9%
MONO	29	8,330	7,850	480	5.8%
MONTEREY	39	221,500	207,000	14,600	6.6%
NAPA	10	76,200	73,100	3,200	4.2%
NEVADA	13	48,730	46,520	2,210	4.5%
ORANGE	5	1,636,600	1,575,900	60,700	3.7%
PLACER	10	182,200	174,700	7,600	4.2%
PLUMAS	49	7,850	7,170	680	8.7%
RIVERSIDE	27	1,062,100	1,001,700	60,400	5.7%
SACRAMENTO	19	704,100	668,700	35,400	5.0%
SAN BENITO	30	30,500	28,700	1,800	5.9%
SAN BERNARDINO	23	951,600	901,200	50,400	5.3%
SAN DIEGO	12	1,597,600	1,528,200	69,500	4.3%
SAN FRANCISCO	3	564,800	547,300	17,500	3.1%
SAN JOAQUIN	44	317,600	292,900	24,700	7.8%
SAN LUIS OBISPO	7	145,300	139,700	5,600	3.8%
SAN MATEO	1	455,200	442,300	12,900	2.8%
SANTA BARBARA	15	224,000	213,500	10,400	4.7%
SANTA CLARA	4	1,057,100	1,020,300	36,900	3.5%
SANTA CRUZ	32	146,600	137,600	9,000	6.1%
SHASTA	34	74,400	69,600	4,800	6.4%
SIERRA	38	1,320	1,230	90	6.5%
SISKIYOU	44	17,880	16,490	1,390	7.8%
SOLANO	21	212,000	201,100	10,800	5.1%
SONOMA	5	262,000	252,300	9,700	3.7%
STANISLAUS	46	246,300	226,900	19,400	7.9%
SUTTER	52	44,300	40,200	4,100	9.3%
TEHAMA	34	24,970	23,380	1,590	6.4%
TRINITY	34	5,270	4,930	340	6.4%
TULARE	56	201,200	179,400	21,800	10.8%
TUOLUMNE	27	21,710	20,480	1,230	5.7%
VENTURA	19	432,900	411,000	21,800	5.0%
YOLO	25	105,400	99,500	5,800	5.5%
YUBA	46	28,200	26,000	2,200	7.9%

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 2015 benchmark and Census 2010 population controls at the state level.

REPORT 400 M
Monthly Labor Force Data for California
Counties and Metropolitan Areas
November 2016 - Preliminary
 Data Not Seasonally Adjusted

Area	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,358,000	18,381,600	976,400	5.0%
ANAHEIM-SANTA ANA-IRVINE MD (Orange Co.)	7	1,636,600	1,575,900	60,700	3.7%
BAKERSFIELD MSA (Kern Co.)	57	399,300	362,600	36,700	9.2%
CHICO MSA (Butte Co.)	35	104,100	97,900	6,200	5.9%
EL CENTRO MSA (Imperial Co.)	64	78,400	62,500	15,900	20.3%
FRESNO MSA (Fresno Co.)	58	445,800	404,200	41,600	9.3%
HANFORD CORCORAN MSA (Kings Co.)	58	57,900	52,500	5,400	9.3%
LOS ANGELES LONG BEACH GLENDALE MD (Los Angeles Co.)	19	5,106,000	4,860,300	245,700	4.8%
MADERA MSA (Madera Co.)	56	60,200	54,800	5,400	9.0%
MERCED MSA (Merced Co.)	61	115,400	104,500	10,900	9.5%
MODESTO MSA (Stanislaus Co.)	51	246,300	226,900	19,400	7.9%
NAPA MSA (Napa Co.)	13	76,200	73,100	3,200	4.2%
OAKLAND HAYWARD BERKELEY MD	10	1,405,100	1,348,400	56,700	4.0%
Alameda Co.	10	843,600	810,100	33,500	4.0%
Contra Costa Co.	12	561,500	538,300	23,200	4.1%
OXNARD THOUSAND OAKS VENTURA MSA (Ventura Co.)	23	432,900	411,000	21,800	5.0%
REDDING MSA (Shasta Co.)	39	74,400	69,600	4,800	6.4%
RIVERSIDE SAN BERNARDINO ONTARIO MSA	29	2,013,700	1,902,800	110,800	5.5%
Riverside Co.	32	1,062,100	1,001,700	60,400	5.7%
San Bernardino Co.	27	951,600	901,200	50,400	5.3%
SACRAMENTO--ROSEVILLE--ARDEN-ARCADE MSA	22	1,082,700	1,029,600	53,200	4.9%
El Dorado Co.	19	91,000	86,700	4,400	4.8%
Placer Co.	13	182,200	174,700	7,600	4.2%
Sacramento Co.	23	704,100	668,700	35,400	5.0%
Yolo Co.	29	105,400	99,500	5,800	5.5%
Yuba Co.	44	221,500	207,000	14,600	6.6%
SALINAS MSA (Monterey Co.)	44	221,500	207,000	14,600	6.6%
SAN DIEGO CARLSBAD MSA (San Diego Co.)	15	1,597,600	1,528,200	69,500	4.3%
SAN FRANCISCO REDWOOD CITY SOUTH SAN FRANCISCO MD	2	1,020,000	989,600	30,400	3.0%
San Francisco Co.	4	564,800	547,300	17,500	3.1%
San Mateo Co.	1	455,200	442,300	12,900	2.8%
SAN JOSE SUNNYVALE SANTA CLARA MSA	6	1,087,700	1,049,000	38,700	3.6%
San Benito Co.	35	30,500	28,700	1,800	5.9%
Santa Clara Co.	5	1,057,100	1,020,300	36,900	3.5%
SAN LUIS OBISPO PASO ROBLES ARROYO GRANDE MSA (San Luis Obispo Co.)	9	145,300	139,700	5,600	3.8%
SAN RAFAEL MD (Marin Co.)	2	145,500	141,000	4,400	3.0%
SANTA CRUZ WATSONVILLE MSA (Santa Cruz Co.)	37	146,600	137,600	9,000	6.1%
SANTA MARIA SANTA BARBARA MSA (Santa Barbara Co.)	18	224,000	213,500	10,400	4.7%
SANTA ROSA MSA (Sonoma Co.)	7	262,000	252,300	9,700	3.7%
STOCKTON LODI MSA (San Joaquin Co.)	49	317,600	292,900	24,700	7.8%
VALLEJO FAIRFIELD MSA (Solano Co.)	25	212,000	201,100	10,800	5.1%
VISALIA PORTERVILLE MSA (Tulare Co.)	62	201,200	179,400	21,800	10.8%
YUBA CITY MSA	55	72,600	66,200	6,400	8.8%
Sutter Co.	58	44,300	40,200	4,100	9.3%
Yuba Co.	51	28,200	26,000	2,200	7.9%
Alpine Co.	48	500	460	40	7.6%
Amador Co.	29	14,860	14,040	820	5.5%
Calaveras Co.	28	20,650	19,530	1,120	5.4%
Colusa Co.	63	11,010	9,310	1,700	15.5%
Del Norte Co.	46	9,690	8,990	700	7.2%
Glenn Co.	46	13,200	12,250	950	7.2%
Humboldt Co.	16	62,970	60,150	2,820	4.5%
Inyo Co.	19	9,160	8,720	440	4.8%
Lake Co.	44	29,530	27,580	1,950	6.6%
Lassen Co.	38	10,940	10,270	670	6.2%
Mariposa Co.	39	7,610	7,130	490	6.4%
Mendocino Co.	25	39,950	37,920	2,040	5.1%
Modoc Co.	51	3,260	3,000	260	7.9%
Mono Co.	34	8,330	7,850	480	5.8%
Nevada Co.	16	48,730	46,520	2,210	4.5%
Plumas Co.	54	7,850	7,170	680	8.7%
Sierra Co.	43	1,320	1,230	90	6.5%
Siskiyou Co.	49	17,880	16,490	1,390	7.8%
Tehama Co.	39	24,970	23,380	1,590	6.4%
Trinity Co.	39	5,270	4,930	340	6.4%
Tuolumne Co.	32	21,710	20,480	1,230	5.7%

Notes

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2015 benchmark and Census 2010 population controls at the state level.

REPORT 400 R
Monthly Labor Force Data for Regional Planning Units
November 2016 - Preliminary
 Data Not Seasonally Adjusted

REGION	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,358,000	18,381,600	976,400	5.0%
COASTAL REGION	10	737,400	697,900	39,500	5.4%
MONTEREY	---	221,500	207,000	14,600	6.6%
SAN LUIS OBISPO	---	145,300	139,700	5,600	3.8%
SANTA BARBARA	---	224,000	213,500	10,400	4.7%
SANTA CRUZ	---	146,600	137,600	9,000	6.1%
MIDDLE SIERRA	12	64,800	61,200	3,700	5.6%
AMADOR	---	14,860	14,040	820	5.5%
CALAVERAS	---	20,650	19,530	1,120	5.4%
MARIPOSA	---	7,610	7,130	490	6.4%
TUOLUMNE	---	21,710	20,480	1,230	5.7%
HUMBOLDT	5	63,000	60,200	2,800	4.5%
HUMBOLDT	---	62,970	60,150	2,820	4.5%
NORTH STATE	13	308,400	289,500	18,900	6.1%
BUTTE	---	104,100	97,900	6,200	5.9%
DEL NORTE	---	9,690	8,990	700	7.2%
LASSEN	---	10,940	10,270	670	6.2%
MODOC	---	3,260	3,000	260	7.9%
NEVADA	---	48,730	46,520	2,210	4.5%
PLUMAS	---	7,850	7,170	680	8.7%
SHASTA	---	74,400	69,600	4,800	6.4%
SIERRA	---	1,320	1,230	90	6.5%
SISKIYOU	---	17,880	16,490	1,390	7.8%
TEHAMA	---	24,970	23,380	1,590	6.4%
TRINITY	---	5,270	4,930	340	6.4%
CAPITOL REGION	9	1,180,000	1,117,800	62,200	5.3%
ALPINE	---	500	460	40	7.6%
COLUSA	---	11,010	9,310	1,700	15.5%
EL DORADO	---	91,000	86,700	4,400	4.8%
GLENN	---	13,200	12,250	950	7.2%
PLACER	---	182,200	174,700	7,600	4.2%
SACRAMENTO	---	704,100	668,700	35,400	5.0%
SUTTER	---	44,300	40,200	4,100	9.3%
YOLO	---	105,400	99,500	5,800	5.5%
YUBA	---	28,200	26,000	2,200	7.9%
EAST BAY	3	1,405,100	1,348,400	56,700	4.0%
ALAMEDA	---	843,600	810,100	33,500	4.0%
CONTRA COSTA	---	561,500	538,300	23,200	4.1%
NORTH BAY	4	765,200	733,100	32,100	4.2%
LAKE	---	29,530	27,580	1,950	6.6%
MARIN	---	145,500	141,000	4,400	3.0%
MENDOCINO	---	39,950	37,920	2,040	5.1%
NAPA	---	76,200	73,100	3,200	4.2%
SOLANO	---	212,000	201,100	10,800	5.1%
SONOMA	---	262,000	252,300	9,700	3.7%
BAY-PENINSULA	1	2,107,700	2,038,600	69,100	3.3%
SAN BENITO	---	30,500	28,700	1,800	5.9%
SAN FRANCISCO	---	564,800	547,300	17,500	3.1%
SAN MATEO	---	455,200	442,300	12,900	2.8%
SANTA CLARA	---	1,057,100	1,020,300	36,900	3.5%
SAN JOAQUIN VALLEY AND ASSOCIATED COUNTIES	14	1,861,200	1,694,300	166,800	9.0%
FRESNO	---	445,800	404,200	41,600	9.3%
INYO	---	9,160	8,720	440	4.8%
KERN	---	399,300	362,600	36,700	9.2%
KINGS	---	57,900	52,500	5,400	9.3%
MADERA	---	60,200	54,800	5,400	9.0%
MERCED	---	115,400	104,500	10,900	9.5%
MONO	---	8,330	7,850	480	5.8%
SAN JOAQUIN	---	317,600	292,900	24,700	7.8%
STANISLAUS	---	246,300	226,900	19,400	7.9%
TULARE	---	201,200	179,400	21,800	10.8%
SOUTHERN BORDER	8	1,676,000	1,590,700	85,400	5.1%
IMPERIAL	---	78,400	62,500	15,900	20.3%
SAN DIEGO	---	1,597,600	1,528,200	69,500	4.3%
LOS ANGELES BASIN	6	5,106,000	4,860,300	245,700	4.8%
LOS ANGELES	---	5,106,000	4,860,300	245,700	4.8%
ORANGE	2	1,636,600	1,575,900	60,700	3.7%
ORANGE	---	1,636,600	1,575,900	60,700	3.7%
INLAND EMPIRE	11	2,013,700	1,902,800	110,800	5.5%
RIVERSIDE	---	1,062,100	1,001,700	60,400	5.7%
SAN BERNARDINO	---	951,600	901,200	50,400	5.3%
VENTURA	7	432,900	411,000	21,800	5.0%
VENTURA	---	432,900	411,000	21,800	5.0%

Notes

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2015 benchmark and Census 2010 population controls at the state level.

REPORT 400 W
Monthly Labor Force Data for Local Workforce Development Areas
November 2016 - Preliminary
 Data Not Seasonally Adjusted

REGION	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,358,000	18,381,600	976,400	5.0%
ALAMEDA COUNTY Alameda County, except Oakland City	4	628,100	605,200	22,900	3.6%
OAKLAND CITY Oakland City	22	215,500	204,900	10,600	4.9%
CONTRA COSTA COUNTY Contra Costa County, except Richmond City	10	507,400	486,800	20,600	4.1%
RICHMOND CITY Richmond City	21	54,100	51,600	2,600	4.8%
LOS ANGELES COUNTY Los Angeles County, except Los Angeles City, Verdugo Consortium, Foothill Consortium, South Bay Consortium, Southeast Los Angeles County Consortium, and Pacific Gateway Workforce Investment Network	20	1,877,900	1,788,600	89,200	4.8%
LOS ANGELES CITY Los Angeles City	26	2,046,400	1,942,000	104,400	5.1%
VERDUGO CONSORTIUM Burbank, Glendale, and La Cañada Flintridge Cities	14	171,900	164,600	7,400	4.3%
FOOTHILL CONSORTIUM Arcadia, Duarte, Monrovia, Pasadena, Sierra Madre, and South Pasadena Cities	7	161,400	155,200	6,100	3.8%
SOUTH BAY CONSORTIUM Carson, El Segundo, Gardena, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Manhattan Beach, Redondo Beach, Lomita, and Torrance Cities	12	369,200	353,400	15,700	4.3%
SELACO (SOUTHEAST LOS ANGELES COUNTY CONSORTIUM) Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, and Norwalk Cities	11	230,100	220,400	9,700	4.2%
PACIFIC GATEWAY WORKFORCE INVESTMENT NETWORK Long Beach and Signal Hill Cities	28	249,200	236,100	13,100	5.3%
ORANGE COUNTY Orange County, except Anaheim and Santa Ana Cities	3	1,298,500	1,253,000	45,500	3.5%
ANAHEIM CITY Anaheim City	19	174,600	166,300	8,200	4.7%
SANTA ANA CITY Santa Ana City	13	163,600	156,600	7,000	4.3%
SAN JOSE - SILICON VALLEY Santa Clara County, except Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale Cities	6	724,900	697,700	27,200	3.7%
NOVA (NORTH VALLEY CONSORTIUM) Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale Cities; San Mateo County	1	787,500	764,900	22,600	2.9%
GOLDEN SIERRA CONSORTIUM Alpine, El Dorado, and Placer Counties	16	273,800	261,800	12,000	4.4%
KERN, INYO, MONO CONSORTIUM Kern, Inyo, and Mono Counties	40	416,800	379,200	37,600	9.0%
MOTHER LODE CONSORTIUM Amador, Calaveras, Mariposa, and Tuolumne Counties	31	64,800	61,200	3,700	5.6%
NORTEC (NORTHERN RURAL TRAINING AND EMPLOYMENT CONSORTIUM) Butte, Del Norte, Lassen, Nevada, Modoc, Plumas, Shasta, Sierra, Siskiyou, Tehama, and Trinity Counties	35	308,400	289,500	18,900	6.1%
NCCC (NORTH CENTRAL COUNTIES CONSORTIUM) Colusa, Glenn, Sutter, and Yuba Counties	42	96,800	87,700	9,000	9.3%
WORKFORCE ALLIANCE OF THE NORTH BAY (NORTH BAY CONSORTIUM) Napa, Lake, and Marin Counties	8	251,200	241,700	9,500	3.8%
FRESNO COUNTY Fresno County	43	445,800	404,200	41,600	9.3%
HUMBOLDT COUNTY Humboldt County	17	62,970	60,150	2,820	4.5%
IMPERIAL COUNTY Imperial County	46	78,400	62,500	15,900	20.3%
KINGS COUNTY Kings County	41	57,900	52,500	5,400	9.3%
MADERA COUNTY Madera County	39	60,200	54,800	5,400	9.0%
MENDOCINO COUNTY Mendocino County	25	39,950	37,920	2,040	5.1%
MERCED COUNTY Merced County	44	115,400	104,500	10,900	9.5%
MONTEREY COUNTY Monterey County	36	221,500	207,000	14,600	6.6%
RIVERSIDE COUNTY Riverside County	32	1,062,100	1,001,700	60,400	5.7%
SACRAMENTO CITY/COUNTY Sacramento County	23	704,100	668,700	35,400	5.0%
SAN BENITO COUNTY	33	30,500	28,700	1,800	5.9%

San Benito County					
SAN BERNARDINO COUNTY San Bernardino County	29	951,600	901,200	50,400	5.3%
SAN DIEGO CITY/COUNTY San Diego County	15	1,597,600	1,528,200	69,500	4.3%
SAN FRANCISCO CITY/COUNTY San Francisco County	2	564,800	547,300	17,500	3.1%
SAN JOAQUIN COUNTY San Joaquin County	37	317,600	292,900	24,700	7.8%
SAN LUIS OBISPO COUNTY San Luis Obispo County	9	145,300	139,700	5,600	3.8%
SANTA BARBARA COUNTY Santa Barbara County	18	224,000	213,500	10,400	4.7%
SANTA CRUZ COUNTY Santa Cruz County	34	146,600	137,600	9,000	6.1%
SOLANO COUNTY Solano County	27	212,000	201,100	10,800	5.1%
SONOMA COUNTY Sonoma County	5	262,000	252,300	9,700	3.7%
STANISLAUS COUNTY Stanislaus County	38	246,300	226,900	19,400	7.9%
TULARE COUNTY Tulare County	45	201,200	179,400	21,800	10.8%
VENTURA COUNTY Ventura County	24	432,900	411,000	21,800	5.0%
YOLO COUNTY Yolo County	30	105,400	99,500	5,800	5.5%

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 2015 benchmark and Census 2010 population controls at the state level.

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 November 2016 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
El Dorado County	91,000	86,700	4,400	4.8%	1.000000	1.000000
Cameron Park CDP	9,000	8,600	400	4.1%	0.099797	0.085585
Diamond Springs CDP	5,100	4,800	300	6.0%	0.055621	0.070626
El Dorado Hills CDP	22,000	21,200	700	3.3%	0.245026	0.169084
Georgetown CDP	1,000	900	100	8.3%	0.010742	0.019402
Placerville city	4,700	4,400	300	6.5%	0.050999	0.070532
Pollock Pines CDP	3,100	3,000	100	3.8%	0.034801	0.027652
Shingle Springs CDP	2,600	2,500	100	4.0%	0.029098	0.024025
South Lake Tahoe city	11,800	11,200	600	5.3%	0.129178	0.143933

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2009-2013 5-Year American Community Survey (ACS).

Notes:

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

Methodology:

Monthly city labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each city at the time of the 2009-2013 American Community Survey. Ratios for cities were developed from special tabulations based on ACS employment, unemployment, and population and Census population from the Bureau of Labor Statistics. For smaller cities and CDPs, ratios were calculated from published census data.

Monthly CDP's labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each CDP at the time of the 2009-2013 ACS survey. Ratios for CDPs' were developed from special tabulations based on ACS employment and unemployment from the Bureau of Labor Statistics.

This method assumes that the rates of change in employment and unemployment since the 2009-2013 American Community Survey are exactly the same in each city and CDP as at the county level (i.e., that the shares are still accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 November 2016 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Placer County	182,200	174,700	7,600	4.2%	1.000000	1.000000
Auburn city	7,000	6,600	300	4.9%	0.037945	0.044642
Colfax city	1,100	1,000	100	7.9%	0.005861	0.011639
Dollar Point CDP	600	600	0	0.9%	0.003152	0.000685
Foresthill CDP	1,000	900	0	3.6%	0.005264	0.004451
Granite Bay CDP	11,700	11,200	400	3.8%	0.064164	0.058659
Kings Beach CDP	2,600	2,400	100	5.4%	0.013845	0.018260
Lincoln city	18,900	18,000	900	4.5%	0.103334	0.113436
Loomis town	3,200	3,100	100	2.8%	0.017606	0.011748
Meadow Vista CDP	1,500	1,400	0	3.2%	0.008042	0.006163
North Auburn CDP	5,700	5,500	200	4.1%	0.031381	0.031155
Rocklin city	30,900	29,600	1,300	4.2%	0.169433	0.171575
Roseville city	65,700	63,100	2,600	3.9%	0.361434	0.339981
Sunnyside Tahoe City CDP	1,100	1,100	100	4.6%	0.006069	0.006676
Tahoe Vista CDP	1,000	1,000	0	3.8%	0.005670	0.005136

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2009-2013 5-Year American Community Survey (ACS).

Notes:

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

Methodology:

Monthly city labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each city at the time of the 2009-2013 American Community Survey. Ratios for cities were developed from special tabulations based on ACS employment, unemployment, and population and Census population from the Bureau of Labor Statistics. For smaller cities and CDPs, ratios were calculated from published census data.

Monthly CDP's labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each CDP at the time of the 2009-2013 ACS survey. Ratios for CDPs' were developed from special tabulations based on ACS employment and unemployment from the Bureau of Labor Statistics.

This method assumes that the rates of change in employment and unemployment since the

Data Not Seasonally Adjusted

Area Name	Labor Force	Employ- ment	Unemployment Number	Rate	Census Ratios	
					Emp	Unemp

2009-2013 American Community Survey are exactly the same in each city and CDP as at the county level (i.e., that the shares are still accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 November 2016 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Yolo County	105,400	99,500	5,800	5.5%	1.000000	1.000000
Davis city	35,500	34,000	1,500	4.2%	0.341537	0.258240
Esparto CDP	1,400	1,300	100	6.1%	0.012881	0.014454
West Sacramento city	25,800	24,100	1,700	6.5%	0.242575	0.284938
Winters city	3,800	3,600	200	4.9%	0.036565	0.032407
Woodland city	29,700	28,000	1,700	5.9%	0.280928	0.299300

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2009-2013 5-Year American Community Survey (ACS).

Notes:

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

Methodology:

Monthly city labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each city at the time of the 2009-2013 American Community Survey. Ratios for cities were developed from special tabulations based on ACS employment, unemployment, and population and Census population from the Bureau of Labor Statistics. For smaller cities and CDPs, ratios were calculated from published census data.

Monthly CDP's labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each CDP at the time of the 2009-2013 ACS survey. Ratios for CDPs' were developed from special tabulations based on ACS employment and unemployment from the Bureau of Labor Statistics.

This method assumes that the rates of change in employment and unemployment since the 2009-2013 American Community Survey 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-F – INFORMATION

HEAD START REPORTS

BACKGROUND:

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

- Policy Council Minutes

Staff will be available to answer questions.

PRESENTER: Denise Lee

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, October 25, 2016
9:00 a.m.

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

Mr. Kenneth Tate called the meeting to order at 9:06 a.m. The Pledge of Allegiance was recited. Mr. Tate read the thought of the day. Ms. Blanks, acting Secretary, called the roll and a quorum was not established.

Members Present:

Tyrone Broxton, Elk Grove Unified School District (seated at 9:26 a.m.)
Andrea Scharnow, Sacramento City Unified School District
Linda Litka, San Juan Unified School District
Reginald Castex, WCIC/Playmate Child Development Ctr. (seated at 10:07 a.m.)
Penelope Scott, SETA-Operated Program
Thelma Adams, SETA-Operated Program (seated at 9:33 a.m.)
Kenneth Tate, Past Parent Representative
Robin Blanks, Grandparent Representative (seated at 9:12 a.m.)
Calvin Sheppard, Men's Activities Affecting Children Committee
Terri McMillin, Past Parent Representative

Members Absent:

Amanda Robinson, San Juan Unified School District (unexcused)
Stacey Webster, Home Base Option (excused)
Stacy Lewis, Women's Civic Improvement Club/Playmate (excused)

The Chair went off the agenda to Information Item IV and recognized parents/staff. Ms. Andrew Scharnow was recognized for PC commitment and participation for Program Year 2015-2016. Staff were not available.

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events – Mr. Tate reviewed the calendar of events.
- Parent, Family & Community Engagement - Events and Activities –End of Year Parent Brunch Report(s): Mr. Tate stated that it was a lovely event and thanked everyone for their help. Ms. Scott stated that the brunch was a well put together package and she enjoyed everything immensely. She also enjoyed the very nice booklet that they created; it is something that they can look at over and over. Ms. Blanks gave a big thank you to men that stepped up and helped out put things together; said that they did a great job. Ms. McMillian just wanted to say a big thank you to Mr. Bob Silva for stepping in and all his hard work. Ms. Desha and

wanted to thank everyone for the End-of-Year event. It was a lot of team work. Ms. Desha especially thanked Mr. Tate who has done an awesome job as PC chair; peers look up to you. Ms. Blanks has done an amazing job as well and thanked her for attending all the programs. The parents involved in this event were few but a mighty few. Ms. Desha stated that the parent involvement from the board has been amazing. She thanked Mr. Silva, Ms. Belinda Malone, and Ms. Olive Hammond for stepping up and helping out to make the event successful.

- Parent/Staff Recognitions – Mr. Tate distributed certificates to Mr. Castex, Mr. Broxton and Ms. Saurbourne
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne reported that we are under budget at 17.7% county wide. Ms. Saurbourne explained that there are three pages of credit card statements; Costco no longer takes American Express so the Agency is using Visa for Costco purchases.
- Toastmasters Training – Mr. Tate stated that the last Toastmaster meeting is this November. Practice up, show up, and make everyone proud.
- Community Resources – Parents/Staff – No additional report.

The Chair went back on agenda; a quorum was established at 9:33 a.m.

II. **Consent Item**

A. Approval of the Minutes of the September 27, 2016 Regular Meeting

The minutes were reviewed; there were no questions or corrections.

Moved/Blanks, second/Sheppard, to approve the September 27, 2016 minutes
Show of hands vote:

Aye: 7 (Adams, Blanks, Litka, McMillin, Scharnow, Scott, Sheppard)

Nay: 0

Abstentions: 1 (Tate)

Absent: 5 (Broxton, Castex, Lewis, Robinson, Webster)

III. **Action Items**

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

The board went into closed session at 9:35 a.m. Mr. Tate called the meeting back to order at 9:50 a.m. and reported that the Policy Council took action to approve the following eligible lists for: Associate Teacher, Associate Teacher/ Infant Toddler, Head Start Teacher, Parent Intern, and Administrative Assistant.

B. Ratification of Submission of the Second Revised Head Start Extended Duration of Services Application to the Office of Head Start

Ms. Denise Lee reviewed this item. The application was cut by 33% which resulted in the reduction of slots from 416 to 344. Ms. Lee stated that it is expected that staff will be informed in early 2017 when the application is approved. There were no questions or comments.

Moved/Litka, second/McMillin, to ratify the submission of the second revised Head Start Extended Duration of Services application to the Office of Head Start in the amount of \$1,646,752 for Basic, reflecting the requested 33% reduction, and \$1,134,500 for Start-up, to extend the duration of services to Head Start children in Sacramento County.

Show of hands vote:

Aye: 8 (Adams, Blanks, Broxton, Litka, McMillin, Scharnow, Scott, Sheppard)

Nay: 0

Abstentions: 1 (Tate)

Absent: 4 (Castex, Lewis, Robinson, Webster)

C. Election of Policy Council Community Agency Representative

Mr. Tate reviewed this item and the application submitted by Birth and Beyond was reviewed.

Moved/McMillin, second/Sheppard, to elect Birth and Beyond as a community agency representative for Program Year 2016-2017.

Show of hands vote:

Aye: 9 (Adams, Blanks, Broxton, Castex, Litka, McMillin, Scharnow, Scott, Sheppard)

Nay: 0

Abstentions: 1 (Tate)

Absent: 3 (Lewis, Robinson, Webster)

D. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** First Reading of Modifications to the Bylaws of the SETA-Operated Head Start/Early Head Start Policy Council

Mr. Tate reviewed the board item. He opened a public hearing and asked for public testimony on the bylaws modifications.

Moved/Blanks, second/Sheppard, to continue the public hearing to the November 22 Policy Council meeting where the action of the board will be to close the public hearing and approve the amendments to the PC Bylaws.

Show of hands vote:

Aye: 8 (Adams, Blanks, Broxton, Litka, McMillin, Scharnow, Scott, Sheppard)

Nay: 0

Abstentions: 1 (Tate)

Absent: 4 (Castex, Lewis, Robinson, Webster)

B. Governing Board Minutes of September 1, 2016: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Mr. Tate reviewed the Executive Committee critique.
- Personnel/Bylaws Committee: Mr. Tate stated that the second reading will be next month.
- Men's Activities Affecting Children Committee (MAACC): Mr. Calvin Sheppard stated that there is nothing new to report. Since parents are having a hard time coming to us, the committee is working on how to take meetings to them. Mr. Tate stated they are still planning on a BBQ and a Daddy and Me program.
- Social/Hospitality Committee: Mr. Tate thanked everyone on their help. There are no more meetings scheduled for the rest of the year
- Parent Ambassador Report: Mr. Tate stated that there was a small group at the most recent meeting. Our mentor, Ms. Alma, is still now feeling well but always present.
- Sacramento Medi-Cal Dental Advisory Committee: Ms. Blanks stated that there is a meeting coming up on Thursday.

VI. Other Reports

- A. Executive Director's: No report.
- B. Chair's Report: Mr. Tate reported that there is a birthday cake in the breakroom.
- C. Head Start Deputy Director's Report
 - Monthly Head Start Report: Ms. Lee echoed all thoughts and thanked the board so very much for the End of –Year events. She thanked the board members for the hard work. Ms. Lee stated that she will be providing a presentation on the new Performance Standards next month.
- D. Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, and ERSEA Services: No report.
 - Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services: Ms. Caruso stated that the End-of-Year event was just beautiful was pulled off excellently. There is a delegate kickoff on Thursday; staff is expecting 100 people coming. Ms. Caruso thanked all board members for their service and wonderful dedication
 - Martha Cisneros-Campos - Health, Nutrition and Safe Environments Services: No report.
 - Karen Griffith - School Readiness, Special Education and Mental Health Services: No report.
- E. Open Discussion and Comments: Mr. Tate distributed certificates to Mr. Castex, Mr. Broxton, and Ms. Saurbourne.
- F. Public Participation: No comments.

VII. Adjournment: The meeting was adjourned at 10:27 a.m.

TEM 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.