



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

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Board of Supervisors
County of Sacramento

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Councilmember
City of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

JIMMIE YEE
Board of Supervisors
County of Sacramento

KATHY KOSSICK
Executive Director

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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, August 2, 2012

TIME: 10:00 a.m.

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

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

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 - 1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Final Reading and Approval of the Sacramento Employment and Training Agency Budget for Fiscal Year 2012-2013 6-8

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

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

VI. **CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

(subdivision (a) of Section 54956.9)

UNITED STATES OF AMERICA, *ex rel.* MAUREEN DERMOTT-MORRISON v.
SACRAMENTO EMPLOYMENT TRAINING AGENCY

U.S. District Court, Eastern District of California Case No. 2:10-CV02048 KJM
GGH

VII. **Adjournment**

DISTRIBUTION DATE: THURSDAY, JULY 26, 2012

ITEM II-A - CONSENT

MINUTES OF THE JULY 5, 2012 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the July 5, 2012 Governing Board meeting for your review.

RECOMMENDATION:

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

STAFF PRESENTER: Kathy Kossick

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, July 5, 2012
10:00 a.m.

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

Members Present:

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

Members Absent:

Bonnie Pannell, Vice Chair, SETA Governing Board; Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the June 7, 2012 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Staff Recommendation for the Youth Vendor Services (VS) List

The consent items were reviewed; no questions or comments.

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

- A. Approve the June 7, 2012 minutes.
 - B. Approve the claims and warrants for the period 6/1/12 to 6/28/12.
 - C. Approve the addition of **CELI, Inc.** to the Youth Vendor Services List.
- Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval of Tentative Agreement to the Labor Contract

Mr. Rod Nishi reviewed this item. The labor contract which ends 6/30/13. The union and management reviewed and approved the lump sum agreement. This went to the Head Star Policy Council on June 26, 2012. Mr. Nishi reviewed the increase to the medical subsidy and the lump sum payments for permanent staff.

Moved/Nottoli, second/Yee, to approve the Agreement regarding wages and benefits as outlined in the board packet.

Voice Vote: Unanimous approval.

2. Approval of 2012-13 Compensation Recommendations for Unrepresented Confidential and Management Personnel and the Personnel Resolution Covering Unrepresented Employees

Ms. Kossick stated that this item mirrors the item previously discussed. The effective date of the increase for medical increase is January 1, 2013.

Moved/Yee, second/Nottoli, to approve the report, and adopt the resolution to authorize the implementation of the proposed 2012-2013 compensation recommendations for unrepresented confidential and management employees on the effective dates given in the report.

Voice Vote: Unanimous approval.

3. Approval to Fund the Community Link 2-1-1 Sacramento Human Services Database

No questions.

Mr. Nottoli announced that Nancy Findeisen will be retiring from the Community Services Planning Council.

Moved/Nottoli, second/Yee, to approve \$63,409 for Community Link to update and maintain the 2-1-1 Sacramento Human Services Database for a two year period. The funding would be administered through a County of Sacramento Master Contract.

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

B. WORKFORCE DEVELOPMENT DEPARTMENT: No items.

C. CHILDREN AND FAMILY SERVICES

1. Approval of Ratification to Submit a Parent Advocates Grant to California for the Support of Early Education 2012 Parent Advocates: Dropped from the agenda.

IV. Information Items

A. Fiscal Monitoring Reports: No questions.

B. Employer Success Stories and Activity Report: Mr. Walker reported that staff is working with a new call center moving to the area. It is expected that this call center will be hiring 2000 people. SETA is working to assist in the hiring of the Human Resources manager. Representatives from the company will be coming to Sacramento in July or August to do a walk through. Mr. Walker has a data base of former call center employee; SETA facilitates matching the company with

the potential employee. Black Bear Restaurant is going to take the place of Marie Calendars in Elk Grove.

- C. Dislocated Worker Update: No additional report.
- D. Unemployment Update/Press Release from the Employment Development Department: No questions.
- E. Head Start Reports

Mr. Nottoli inquired how the enrollment at the Walnut Grove was and Ms. Denise Lee stated the center is doing well. The lease was recently signed for another year. There will be a 90% turnover of the families since the children are graduating and going to kindergarten. Staff changed the hours to accommodate the families in Walnut Grove. Ms. Lee reported that there was great attendance and the parents put a lot of peer pressure on the other parents.

V. Reports to the Board

- A. Chair: No comments.
- B. Executive Director: Ms. Kossick thanked the board for coming to today's meeting. Since the last meeting two of the approved janitorial services vendors withdrew. Six sites were affected and they were re-distributed to other vendors. The amount for janitorial services is now \$318,774 for complete services. This includes additional services on a triennial basis.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: No comments.

VI. Adjournment: Meeting adjourned at 10:18 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 6/29/12 through 7/25/12, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 6/29/12 to 7/25/12.

STAFF PRESENTER: Roy Kim

ITEM III-A – 1 - ACTION

**TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: FINAL READING AND APPROVAL
OF THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY BUDGET FOR
FISCAL YEAR 2012-2013**

BACKGROUND:

In June 2012 the Board took action to open a public hearing on the 2012-2013 proposed agency budget. At that time, the public hearing was scheduled to close August 2, 2012.

The final budget for the fiscal year 2012-2013 will be sent under separate cover. Staff will be available to answer questions. The final approved budget will also be submitted to the County and City for approval.

RECOMMENDATION:

Hear testimony, close the public hearing and approve the SETA budget for 2012-2013.

STAFF PRESENTER: Roy Kim

RESOLUTION NO. 2012 - 04

**APPROVAL OF FISCAL YEAR 2012-2013 SACRAMENTO EMPLOYMENT AND
TRAINING AGENCY (SETA) BUDGET**

WHEREAS, all necessary estimates of revenues, expenditures and reserves for the 2012-2013 Fiscal Year were prepared and filed, the proposed budget was adopted and printed, and hearings thereon were noticed and held as required by Chapter 1 of Division 3, Title 2 of the Government Code (29,000 et. seq.), and

WHEREAS, all proceedings required by law have been duly had and regularly taken concerning the adoption of the final budget for the Sacramento Employment and Training Agency for the Fiscal Year commencing July 1, 2012 and ending June 30, 2013,

NOW, THEREFORE, IT IS RESOLVED AND ORDERED, that amounts set forth in the attached SCHEDULES for expenditures, revenues, reserves and interfund transfers are the adopted final budget for the Sacramento Employment and Training Agency for the Fiscal Year 2012-2013.

BE IT FURTHER RESOLVED AND ORDERED, that the Auditor-Controller be hereby authorized and directed to transfer funds and adjust the reserve accounts in the amounts as shown in the budget adopted herewith.

It is recommended that the Sacramento Employment and Training Agency Governing Board approve the Fiscal Year 2012-2013 budget for the Sacramento Employment and Training Agency.

On a motion by _____, seconded by _____, the foregoing resolution is passed and adopted by the Sacramento Employment and Training Agency Governing Board, this ____ day of August, 2012 by the following vote, to wit:

Ayes:

Noes:

Absent:

Abstain:

Chair of the SETA Governing Board

ATTEST: _____
Clerk of the SETA Governing Board

ITEM III-A – 2 – ACTION

APPROVAL TO ACCEPT FUNDS FROM THE EMPLOYMENT TRAINING PANEL FOR TECHNOLOGY TRAINING AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE SUBGRANT AGREEMENT, MODIFICATION AND OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND:

From October, 2002 to September, 2008 the Sacramento Employment and Training Agency (SETA) in partnership with Tech Skills has provided training to 1,598 incumbent workers and delivered over \$2.8 million in training funds to the region. SETA has met the training needs of 36 local employers which includes Federal Express, Freight Systems, Intel, TASQ Technology, Western Blue and Schools Financial Credit Union. Training courses focused on basic, intermediate and advanced technology for IT Technicians, IT Security Specialists, Computer Support Specialists, Database Administrators and Help Desk Support Staff.

SETA was recently funded \$627,322 to provide skills training in Advanced Technology, Pharmacy Technician and Medical Billing and Coding training to 113 new hires that will include veterans, ex-offenders and high risk youth for a two-year period.

RECOMMENDATION:

Approve acceptance of funds for the period June 30, 2012 through June 29, 2014 from the Employment Training Panel and authorize the Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source.

STAFF PRESENTER: William Walker

ITEM III-A – 3 – ACTION

APPROVAL TO SUBMIT A PROPOSAL TO THE COMMUNITY CORRECTIONS PARTNERSHIP AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT MODIFICATIONS AND OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND:

The Sacramento Employment and Training Agency has been a member of the Community Corrections Partnership (CCP) since the implementation of Assembly Bill (AB) 109. The principal mission of the CCP is to study the Sacramento County adult criminal justice system in order to develop a public safety realignment plan resulting from the State of California's shift of low-level offenders from the prison system to the local system. During AB 109 implementation phase, much of the focus has been on the County Sheriff and Probation Department's realignments to meet the needs of an increased population of offenders.

In addition to this collaboration, SETA has worked with the California Department of Corrections and Rehabilitation at Folsom State Prison, the Sacramento Sheriff's Department, the Elk Grove Unified School District at the Rio Cosumnes Correctional Facility and the community to develop career pathways for ex-offenders by building occupational and work readiness skills. Our goal was to provide case management, connect re-entry participants to employers through transitional employment opportunities, and eventually place re-entry participants into unsubsidized employment that can lead to careers that pay self-sufficient wages enabling them to become productive members of their communities.

Building on our experience, SETA has developed a proposal that will assist with providing access to comprehensive wrap-around services to the AB-109 population. SETA is proposing to provide a holistic approach by providing vocational, employment and supportive services to ex-offenders. The proposed program is a road map for the ex-offender to follow while on their journey to becoming productive and positive members of their communities. The goal of the program is to develop career pathways for ex-offenders by building occupational and work readiness skills, providing support services and case management connecting ex-offenders to employment opportunities, and placing ex-offenders into unsubsidized employment. The number of clients to be served will depend on the number of referrals from any participating AB 109 agency. The organizational capacity to service this population is approximately 125 to 200 per year. While SETA offers career center services at all 11 Sacramento Works Career

STAFF PRESENTER: William Walker

ITEM III-A – 3 – ACTION (continued)

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Centers, for the purpose of this program, services will be offered at four of the Career Centers:

- ✓ Lemon Hill
- ✓ Franklin
- ✓ Broadway
- ✓ Greater Sacramento Urban League

SETA is requesting **\$612,637** to serve **122** AB 109 referrals, with the capacity to serve more if needed at a cost of \$5,022 per participant.

RECOMMENDATION

Approve the submission of a proposal to the Community Corrections Partnership requesting \$617, 637 to serve 122 AB 109 referrals and, if awarded, authorize the Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source.

STAFF PRESENTER: William Walker

ITEM III-B - 1 - ACTION

REAPPOINTMENT OF WORKFORCE INVESTMENT BOARD MEMBERS

BACKGROUND:

The Sacramento Works, Inc. board is a forty-one member board with seats in the following sectors:

Private Business	21
Education	3
Labor	6
Required Partner	9
Economic Development	<u>2</u>
	<u>41</u>

On June 1, 2000, all Required Partners and Labor were appointed to the WIB. On June 26, 2000, all Private Business, Economic Development and Education representatives were appointed. Board members are appointed to serve three-year terms. In June, 2003, July, 2006, and September, 2009, all board members were reappointed to the board.

The following board members have terms soon to expire and are requesting reappointment to the Workforce Investment Board.

21 Private Business Representatives

- Larry Booth, Frank M. Booth, Inc.
- Leslie Botos, Blood Source, Inc.
- Lynn Conner, Parasec
- Michael Dourgarian, MDDV, Inc.
- Jason Hanson, Sierra Pacific Home and Comfort, Inc.
- Lisa Harr, VSP
- Barbara Hayes, SACTO
- Thomas Kandris, American River Packaging
- Gary R. King, Sacramento Municipal Utility District
- James E. Lambert, Sacramento Builder's Exchange
- Frank Louie, Xerox Corporation
- Elizabeth McClatchy, The Safety Center
- Roger Niello, Sacramento Metro Chamber of Commerce
- Kim Parker, California Employers Association
- Deborah Portela, Casa Coloma Health Care Center
- Anette Smith-Dohring, Sutter Health, Sacramento/Sierra Region
- Michael R. Testa, Sacramento Convention & Visitors Bureau
- Kingman Tsang, East West Bank
- Terry A. Wills, Esq., Cook Brown, LLP

STAFF PRESENTER: Kathy Kossick

ITEM III-B - 1 – ACTION (continued)

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21 Private Business Representatives (continued)

- Rick Wylie, Beutler Corporation
- David P. Younger, Lionakis Design Group

3 Education Representatives

- Dr. Steven M. Ladd, Elk Grove Unified School District
- David Gordon, Sacramento County Office of Education
(One Education Vacancy)

6 Organized Labor Representatives

- Bill Camp, Sacramento Central Labor Council
- Matt Kelly, Sacramento-Sierra's Building & Construction Trade Council
- Daniel Koen, California Teachers Association
- Dennis Morin, Sacramento Area Electrical Training Center
- Martha Penry, California School Employees Assn.
- Maurice Read, Sacramento Sierra Building & Construction Trades Council

9 Required Partner Representatives

- Paul Lake, Department of Human Assistance
- Kathy Kossick, Sacramento Employment and Training Agency
- Paul Castro, California Human Development Corporation
- Diane Ferrari, Employment Development Department
- Lorenda Sanchez, California Indian Manpower Consortium
- Brian Broadway, Sacramento Job Corps
- JoAnne Mahaney-Buehler, Area 4 Agency on Aging
(Two Required Partner vacancies: Sacramento Veterans Resource Center and Department of Rehabilitation)

2 Economic Development Representatives

- Troy Givans, County of Sacramento Economic Development & Intergovernmental Affairs
- Dr. Dan Throgmorton, Los Rios Community College District

The Sacramento Works, Inc. Executive Committee met on Monday, July 23. The Executive Committee recommends the reappointment of these board members. An oral report will be given.

RECOMMENDATION:

Reappoint board members to three-year terms on the Sacramento Works, Inc. Board.

STAFF PRESENTER: Kathy Kossick

ITEM III- B – 2 - ACTION

APPROVAL TO AUGMENT SOUTH COUNTY SERVICES, INC. IN THE AMOUNT OF \$89,314 IN COMMUNITY SERVICES BLOCK GRANT (CSBG) FUNDING

BACKGROUND:

South County Services, Inc. (SCS) has been the only comprehensive service provider for low-income and vulnerable families in south Sacramento County for 35 years. Its service area includes the cities of Galt, Elk Grove, Walnut Grove, Hood, Franklin, Isleton, Locke and Ryde. It provides approximately 28,000 safety-net services to residents of these communities each year.

SCS has been a SETA CSBG service provider since the mid-1980s. Funding levels have ranged from \$20,000 to its current \$65,000. SCS has struggled financially in the past two years when funding from the County Department of Human Assistance (DHA) ended. It currently operates on a modified schedule and with reduced staffing.

On June 15, 2010, the Sacramento County Board of Supervisors approved a request by DHA to execute an agreement with SETA that would continue DHA's share of cost of the One-Stop System in the amount \$3,700,000 per year, for up to three years, and continue services to CalWORKs recipients through PY2012-2013. The agreement included a provision to fund SCS to provide services in the rural South County to ensure the continuation of basic emergency services for the underserved Galt and River Delta communities

In August, 2010, the SETA Governing Board approved an augmentation of \$188,000 for SCS with CSBG funding made available through a One-Stop Share of Cost Agreement with DHA, and in July, 2011, approved an additional augmentation of \$60,000 with County of Sacramento funding to ensure continuation of services to the Galt and River Delta communities through the 2011 program year.

SCS's current funding level of \$65,000 in CSBG funding is insufficient for it to remain operational after June 30, 2012. Staff has identified additional funding that will permit continuation of SCS programs and services. Board approval is requested to augment the SCS 2012 CSBG subcontract for \$89,314, which is made available through the One Stop Share of Cost Agreement, to continue the provision of safety-net services from July 1, 2012 through December 31, 2012.

RECOMMENDATION:

Approve the augmentation of \$89,314 in Community Services Block Grant funding for South County Services Inc. to continue the provision of safety-net services in South Sacramento County from July 1, 2012 through December 31, 2012.

STAFF PRESENTER: Cindy Sherwood-Green

ITEM IV-A - INFORMATION

SUMMARY OF MEDIA COVERAGE RECEIVED FOR SETA AND SACRAMENTO
WORKS FROM JANUARY 1, 2012 THROUGH JUNE 30, 2012

BACKGROUND:

The following chart provides details of the media coverage SETA-Sacramento Works received for the first six months of 2012.

Media Entity	Title	Date
The Sacramento Bee Business- Job Front	Job Hunting Questions, Ask the Expert	Monday, January 16, 2012
Sacramento State News	Sac State, Sac City Unified Partner on Innovative New Supports for Laid-Off Teachers	January 19, 2012
The Sacramento Business Journal	Sacramento State, School District Get Grant to Help Teachers	Thursday, January 19, 2012
The Sacramento Business Journal	California Employers Association Offers Free Job Search Training	Thursday, January 19, 2012
The Sacramento Bee Business - Job Front	Finding Position is Hard Work	Monday, January 23, 2012
ABC - News 10	News 10 @ 9 – Advice to the Long-Term Unemployed	Friday, January 27, 2012
The Sacramento Bee Front Page - Healthcare	Nurses Flex Political Muscle Across State – Shortage Fortifies Union’s Hand at Bargaining Table	Sunday, February 5, 2012
The Sacramento Bee Business - Job Front	Job Hunting Questions, Ask the Expert	Monday, February 6, 2012
NBC – KCRA 3	Help for the Unemployed	Tuesday, February 14, 2012
CBS 13	Youth Getting Jobs to Support Family	Monday, February 27, 2012
The Sacramento Bee Business - Job Front	Groups Aim to Get Vets Working	Monday, February 27, 2012
The Sacramento Bee Business - Job Front	Job Hunting Questions, Ask the Expert	Monday, March 5, 2012
The Sacramento Bee – Sunday Business	They Rode Boom, and Bust – workers Who Were Dumped in the Mortgage Mess Try to Bounce Back	Sunday, March 11, 2012

STAFF PRESENTER: Terri Carpenter

ITEM IV-A – INFORMATION (continued)

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Media Entity	Title	Date
The Sacramento Bee Business - Job Front	Job Hunting Questions, Ask the Expert	Monday, March 12, 2012
The Sacramento Bee Business - Job Front	Job Hunting Questions, Ask the Expert	Monday, March 26, 2012
The Sacramento Bee Business	Fresh Online Résumé Key to Job Search	Wednesday, March 28, 2012
The Sacramento Bee Business - Job Front	Job Hunting Questions, Ask the Expert	Monday, April 2, 2012
The Sacramento Bee Business - Job Front	Job Hunting Questions, Ask the Expert	Monday, April 9, 2012
The Sacramento Bee Business - Job Front	Job Hunting Questions, Ask the Expert	Monday, April 23, 2012
CBS – CW31 – Good Day Sacramento	Head Start Kitchen/Hillsdale Early Learning Center	Tuesday, April 24, 2012
ABC – News 10	Darla Givens – Head Start Community Provider Breakfast	Friday, April 27, 2012
The Sacramento Bee Business	Hiring of Teenagers Heats Up	Sunday, April 29, 2012
The Sacramento Bee Business - Job Front	Job Hunting Questions, Ask the Expert	Monday, April 30, 2012
The Sacramento Bee Business - Job Front	Job Hunting Questions, Ask the Expert	Monday, May 7, 2012
ABC – News 10	Youth Employment Tips	Thursday, May 10, 2012
The Sacramento Bee Business - Job Front	Job Hunting Questions, Ask the Expert	Monday, May 14, 2012
The Sacramento Bee Business	Fresh Résumé Format May Open Doors	Wednesday, May 16, 2012
The Sacramento Bee Business - Local Biz	Job Hunting Questions, Ask the Expert	Monday, May 21, 2012
The Sacramento Bee Business - Job Front	Career Fair to be Held at Meadowview Center	Tuesday, May 22, 2012
Fox 40 News	Job Fair Boasts More Than 30 Employers and Resources for Job Searching	Thursday, May 24, 2012
NBC – KCRA 3	District 8 Job Fair	Thursday, May 24, 2012
The Sacramento Bee Business - Job Front	Job Hunting questions, Ask the Expert	Monday, May 28, 2012
The Sacramento Bee Business - Job Front	Job Hunting Questions, Ask the Expert	Monday, June 4, 2012

STAFF PRESENTER: Terri Carpenter

ITEM IV-A – INFORMATION (continued)
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Media Entity	Title	Date
The Sacramento Bee Business	How to Handle Letters of Recommendation	Wednesday, June 6, 2012
The Sacramento Bee Business - Job Front	Job Hunting Questions, Ask the Expert	Monday, June 11, 2012
The Sacramento Bee Business - Job Front	Job Hunting Questions, Ask the Expert	Monday, June 18, 2012
The Sacramento Bee Business - Job Front	Job Hunting Questions, Ask the Expert	Monday, June 25, 2012

STAFF PRESENTER: Terri Carpenter

ITEM IV-B - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim

MEMORANDUM

TO: Mr. Robert Roe **DATE:** July 13, 2012
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Elk Grove Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & COLA	\$ 2,637,318	08/1/11-7/31/12	08/1/11-4/30/12
Head Start	T & TA	9,000	08/1/11-7/31/12	08/1/11-4/30/12
Head Start	Supplemental	217,828	9/30/11-7/31/12	9/30/11-4/30/12

Monitoring Purpose: Initial Final
Date of review: 6/12-14/12

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

Program Operator: Elk Grove Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2011 to April 30, 2012 have been traced to the delegate agency records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Laurie Clothier **DATE:** June 25, 2012
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of River Oak Center for Children

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
EHS	Expansion	\$ 389,516	9/30/11-7/31/12	9/30/11-3/31/12

Monitoring Purpose: Initial X Final
Date of review: May 24-25, 2012 and June 22,2012

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

Program Operator: River Oak Center for Children

Findings and General Observations:

- 1) The total costs as reported to SETA from September 30, 2011 to March 31, 2012 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Dr. Wanda Roundtree **DATE:** July 1, 2012
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento City U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & COLA	\$ 8,186,344	8/1/11-07/31/12	8/1/11-04/30/12
Head Start	T & TA	20,000	8/1/11-07/31/12	8/1/11-04/30/12
Head Start	Supplemental	108,915	9/30/11-7/31/12	9/30/11-4/30/12
Early HS	Basic & COLA	1,133,870	8/1/11-07/31/12	8/1/11-04/30/12
Early HS	T & TA	18,249	8/1/11-07/31/12	8/1/11-04/30/12
Early HS	Supplemental	310,500	9/30/11-7/31/12	9/30/11-4/30/12
Early HS	T & TA-Supplemental	7,763	9/30/11-7/31/12	9/30/11-4/30/12

Monitoring Purpose: Initial X Final
Date of Review: 6/5-7/12

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

Program Operator: Sacramento City Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2011 to April 30, 2012 have been traced to the delegate's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Tamara Sanchez DATE: July 13, 2012

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Sacramento County Office of Education

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early Head Start	Supplemental	\$ 237,000	9/30/11-07/31/12	9/30/11-4/30/12

Monitoring Purpose: Initial X Final
Date of review: 7/5-6/12

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

Program Operator: Sacramento County Office of Education

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2011 to April 30, 2012 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

ITEM IV-B – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

Staff at Sacramento Works Career Centers and internal Employer Services staff work with local employers to recruit qualified employees. Attached is a listing of employers recently assisted. This report covers the period January 1, 2012 – June 16, 2012.

Mr. William Walker will be available to answer questions.

STAFF PRESENTER: William Walker

Employment Activity Report
July 1, 2011-July 16, 2012

Employer	Jobs	No of Positions
Aamcom	Customer Service Manager	1
	Customer Service Representative	7
Academic Advantage	Enrollment Representative	4
Accentcare	CAN/Caregiver	55
ACS Roofing	Bookkeeper/Accountant	1
	Window Cleaner - Gutter Cleaner	1
Adecco Employment Services	Process Support	10
Advanced Call Center Technologies	Receptionist	1
Aerotek	General Laborer	1
Allstate Insurance	Sales Producer	3
ALSCO, Inc.	Accounts Receivable	1
Ahern Rentals	Class A CDL Driver	1
	Field Mechanic	1
	Outside Sales Representative	1
American Exposition Services, Inc.	Customer Care Specialist	1
American River Package One	Maintenance Technician	1
American River Parkway Foundation	Chemical Plant Mechanic	1
	Marketing Fundraising Coordinator	1
	Plant Supervisor	1
AppleOne	Bilingual Customer Service Representative	18
Apria Healthcare	Billing Representative	1
Area 4 Agency on Aging	Snr. Employment Program Manager	1
Art Institute	Receptionist	20
Asian Resources, Inc.	Universal Youth Specialist	1
Atrium of Carmichael	Housekeeping Worker	3
AXA Advisors	Financial Services Professional	9
Baja Insurance Services, Inc.	Insurance Agent	3
Balance Staffing	Certified Electrician	4
Baygell Properties	Commercial Property Manager	1
Besam Entrance Solutions	Installation Coordinator	1
	Door Installer/Technician	1
Berkeley Farms	Truck Driver Class A	1
Bissell Brothers	Cleaner	1
Bread of Life	Office Manager	1
Brian's Painting & Construction	Paint Foreman	1
	Production Painter	7
Brookside Restaurant and Bar	Bartender/Server Position	2
CA Society of Association Executives	Membership & Events Assistant	1
California Assisted Living Association	Administrative Assistant	1
California Employers Association	Warehouse Manager	1
California Green Clean	Housekeeper/Cleaner	1
California Redevelopment Association	Member Services Associate PT	1
California State Assembly	Administrative Assistant	1
	Human Resources Consultant	1
Campbell Soup Company	Certified Forklift Driver	14
Capay, Inc.	Class A Driver	3
Capitol Autism Services	Behavior Tutor	10
Camellia Network	Accounting and Executive Assistant	1

Employment Activity Report
July 1, 2011-July 16, 2012

Employer	Jobs	No of Positions
Carmichael Oaks Assisted Living	Caregiver	1
	Concierge/Receptionist	1
	Medication Aide	1
Carolyn Joyce Barksdale, Inc.	Discovery Resource Manager	1
Centerplate	Barista	2
	On-Call Cook	1
	On-Call Steward	20
Child Care Careers	Infant/Preschool/School-Age Teachers	10
Circle K Stores	Store Manager	5
Citrus Heights Career Center	Shop Foreman	1
City of Sacramento	Health Access Specialist	1
CLAS Information Services	Online UCC Search Specialist	1
Coast-to Coast Career Fairs	Customer Service Representative	100
Community Link Capital Region	Resource Database Technician	1
Composite Engineering, Inc.	CNC Machinist I/II	2
	Composite Assembler	3
	Laminator 5	
Cosmic Kids Consulting	Adaptive Skills Trainer/Behavior Consultant	4
Court of Appeal, Third Appellate District	Assistant Deputy Clerk	1
Crescent Alliance Group	Journeyman Electrician	10
Crocker Art Museum	Marketing and Communication Coordinator	1
	Museum Store Manager	1
Crossroads Diversified Services	Community Support Coordinator	1
	Community Support Specialists	1
	Job Developer	1
CVL Inc. dba Folsom Lake RV	Parts Manager	1
D & T Fiberglass, Inc.	Office Manager	1
	Truck Driver & Maintenance	
Del Oro Caregiver Resource Center	Project Manager	1
DBA International	Bookkeeper/Administrative Asst.	1
Department of Motor Vehicle	Youth Aid	20
Developmental Disabilities Service Organization	Administrative Secretary	1
Downtown Sacramento Partnership, Inc.	Administrative Assistant to the DSPI	1
Dr. Pepper Snapple Group	Forklift Operator	2
	Full Service Driver	1
	Loader-Warehouse	5
	Merchandiser	10
	Production Supervisor	1
	Quality Control Technician	1
	Quality Supervisor	1
	Relief Account Manager	1
E3 NorCal	HERS Rater Field Technician	1
Easy Circulation Promotions	Promotions Specialist	7
	Sales Representative	7

Employment Activity Report
July 1, 2011-July 16, 2012

Employer	Jobs	No of Positions
El Hogar Community Services, Inc.	Administrative Assistant	1
	Service Coordinator	1
Esurance	Sales Agent	12
Fairytale Town	Guest Services Representative Program	1
Folsom Cordova Community Partnership	Employment Services Case Manager	1
Folsom OK Tire Stores, Inc.	Tire Changer	1
Foltz Ophthalmology	Optician	1
	Optician Manager	1
Fresh & Easy Neighborhood Market	Team Leader	4
	Customer Assistant	10
	Kitchen Table/Bakery Coordinator	3
Frontline Marketing, Inc.	Entry Level Management Trainee	15
	Entry Level Marketing 15	
	Entry Level Sales	15
FRSTeam	Restoration Technician	1
G & K Services	General Laborer	1
	Route Manager	1
General Produce Company	Accounting Assistant	1
	Inside Sales Representative	1
	Receptionist	1
	Repacker	1
Geolog Inc.	Driver/Shop Technician	1
	Data Digitizer/Marketing	1
Girl Scouts Heart of Central California	Membership Development Specialist	1
Global Blue DVBE, Inc.	Claims Service Representative	25
Goodwill Industries	Assistant Manager	1
	Key Holder/Supervisor	1
	Manager in Training	1
	Program Manager	1
	Receptionist/Office Clerk	1
	Retail Manager	5
Grateful Bread Company	Baker's Assistant	2
Green Haven Capital, Inc.	Loan Officer	3
	Real Estate Agent	50
Greener Solutions	Construction Office Manager	1
	Executive Assistant	1
	Production Manager	1
	Sales Associate	1
Grindco, Inc.	Concrete Grinding Specialist	1
H & R Block	Client Services Professional	15
	Office Manager	20
	Tax Professional	20
HR to Go	Administrative Support	1
Hand Biomechanics Lab, Inc.	Manufacturing Operations/FDA Regulatory Compliance	1
Hebard Higby Insurance	Customer Service Representative	1
Hialeah Terrace	Caregiver	1
Indecare Home Care & Living Assistance	Caregiver	10

Employment Activity Report
July 1, 2011-July 16, 2012

Employer	Jobs	No of Positions
International Homestay America	Homestay Family Host	10
J & L Staffing	Legal Assistant	1
Jack Frost Design	Administrative Assistant	1
Jay's Trucking Service	Class A Truck Driver	4
Kelley Amerit Fleet Services	Fleet Maintenance Manager	1
KVIE Leadership	Giving Officer	1
KlickNation	3D Animator/Rigger	1
	Controller	1
	Data Analytics Specialist	1
	Producer	1
Knorr Systems, Inc.	Field Service Technician, Aquatic	1
L-3 Narda Microwave-West	Administrative Clerk	1
	Cost/Pricing Analyst	1
	Engineering Technician	
	Inspection Specialist	1
	Mechanical Engineer	1
	MIC Assembler	1
	New Product Introduction+B202 Manager	1
	Painter/Finisher	1
	Quality Assurance Administrative Assistant	1
	Quality Assurance Administrator	1
	Quality Engineer/Auditor	1
	Receiving Inspector	1
	RF Technician	1
	System and Network Administrator	1
	Top Level Assemblers	3
La Tapatia Tortilleria, INC.	Delivery Driver/Vendor	1
Labor Ready	Construction Laborers	10
LexisNexis	General Clerk I	15
Los Rios Community College District	Account Clerk II	2
	Accountant	1
	Accountant (Temporary)	1
	Accountant Clerk I	1
	Administrative Service Analyst 1	
	Admissions/Records Clerk	1
	Admissions/Records Evaluator I	1
	Anthropology Assistant Professor	1
	Associate Vice President of Enrollment and Student Services	1
	Athletic Trainer	1
	Audio/Visual Production Technician	1
	Biotechnology Adjunct Assistant Professor	1
	Business Assistant Professor	1

Employment Activity Report
July 1, 2011-July 16, 2012

Employer	Jobs	No of Positions
Los Rios Community College District	Business/Business Law Assistant Professor	1
	Campus Operations Supervisor	1
	Campus Patrol On Call	1
	Chancellor	1
	Chief of Police	1
	Chemist Assistant Professor	1
	Clerk III	2
	Clerk III PT	1
	College Reserve Police Officer	1
	College Safety Officer	1
	College Safety Officer (Temporary)	1
	Commercial Music Adjunct Asst. Professor Pool	1
	Confidential Chancellor's Executive Assistant	1
	Confidential Administrative Assistant I	2
	Confidential Administrative Assistant I	1
	Confidential Deputy Chancellor's Executive Assistant	1
	Cooperative Work Experience and Internship Coordinator	1
	Counselor	1
	Counselor Adjunct Pool	1
	Custodian 1	
	Dean, Behavioral and Social Science	1
	Dean, Business Division	1
	Dean, Communication, Visual and Performing Arts	1
	Dean, Counseling and Student Services	1
	Dental Hygiene Assistant Professor	1
	Diagnostic Medical Sonography Program Coordinator	1
	Director of College Advancement	1
	Director of Human Resources	1
	Director of Technical Services Information Technology	1
	Early Childhood Education Assistant Professor	1
	Economics Assistant Professor	1
	Electronic Calibration & Repair Technician	1
	English Assistant Professor	2
	Environmental Technician	1
	Environmental Technician-Water Management	1

Employment Activity Report
July 1, 2011-July 16, 2012

Employer	Jobs	No of Positions
Los Rios Community College District	Employee Benefits Specialist	1
	Faculty Diversity Internship Program Pool	1
	Financial Aid Clerk	1
	Financial Aid Officer	1
	Fiscal Services Accounting Specialist	1
	Graphic Designer	1
	Groundskeeper	1
	Healthcare Interpreting Adjunct Professor	1
	HVAC Mechanic	1
	Information Technology Assistant III	1
	Instructional Assistant - Learning Resources	1
	Instructional Asst.-Biology	1
	Instructional Asst. - Foreign Language	1
	Instructional Asst. - Life/Physical Science	1
	Instructional Asst.-Microcomputer Laboratory for Assistive Technology	1
	Instructional Asst. - Sign Language Studies	1
	Instructional Development Coordinator	1
	Interim Dean, Kinesiology and Athletics	1
	Interim Dean, McClellan Center	1
	Interim Director, Diagnostic Medical Sonography	1
	Laboratory Technician - Science (Biology)	1
	Learning Resources Center Coordinator	1
	Librarian Adjunct Pool	
	Library Media Technical Asst.	1
	Maintenance Technician Temporary	1
	Mathematics Assistant Professor	2
	Mechanical/ Electrical Systems Technician	1
	Mechanical Electrical Technology Assistant Professor	1
	Nursing (RVN/LVN) Assistant Professor	1
	Operations Technician	1
	Outreach Clerk	1
Philosophy Assistant Professor	1	

Employment Activity Report
July 1, 2011-July 16, 2012

Employer	Jobs	No of Positions
Los Rios Community College District	PE-Adjunct Asst. Professor-Head Coach	1
	PE-Athletic Attendant	1
	Public Relations Technician	1
	Physics/Astronomy Assistant Professor	1
	Police Communication Dispatcher	1
	President, Folsom Lake College	1
	Programmer I	1
	Project Assistant	1
	Psychology Assistant Professor	1
	Purchasing Supervisor	1
	Recruitment Training Officer	1
	Sociology Assistant Professor	1
	Special Project Assistant to Exec. Director	1
	Special Project Artist Relations Assistant	1
	Special Project Web/Social Media Developer	1
	Speech Language Pathology Assistant	1
	Srn. Information Technology Technician	3
	Student Life Supervisor	1
	Student Personnel Asst. - Career Job Opportunity Center	1
	Student Personnel Asst. - Davis Outreach Program	1
	Student Personnel Asst. - Disables Student Programs & Services Center	1
	Student Personnel Asst. -Student Services	1
	Snr. Information Technology Technician	1
	Student Personnel Asst. - Disables Student Programs & Services Center	1
	Student Personnel Asst. -Student Affairs	1
	Theater Arts Assistant Professor	1
	Vice Chancellor, Resource and Economic Development	1
Welding Adjunct Asst. Professor	1	
Loving Companions Senior Services	Caregiver	20

Employment Activity Report
July 1, 2011-July 16, 2012

Employer	Jobs	No of Positions
Magnetic Consulting Group, Inc.	Entry Level Sales & Customer Service	10
	Customer Service & Sales	10
Mallicoat Electric, Inc.	Electrical Apprentice	1
Manpower	Production Packager	5
	General Laborer	2
Marshall's	Merchandise Associates	21
	Retail Associate	80
Mathnasium of Elk Grove	Instructor	2
Mettler-Toledo, Inc.	Retail Field Service Technician	1
Miracle Nurse Staffing Agency	Caregiver	5
Mori Seiki Manufacturing USA Inc.	Assembler	4
	Procurement Specialist	1
	Receptionist	1
Mountain West Financial	Document Technician	2
	Loan Officer	2
Nestleé Waters North America	Production Technician	24
Netbuilds	Lead Construction Working Superintendent	1
News & Review	Distribution Driver	2
Northern Sheets, LLC.	Industrial Electro Mechanic	1
On My Own	Direct Service Provider	10
Opening Doors, Inc.	Survivors of Human Trafficking Program Associates	1
Pacific Crest	Trail Maintenance Program Assistant	1
Pacific Gas & Electric Co.	Apprentice Telecommunications Technician	1
	Pre-Apprentice Line Worker	25
	Utility Worker, Maintenance and Construction Gas	1
Paramount Equity	Financial Specialist	1
	Legacy Accountant Manager	1
Paramount Petroleum Corporation	Terminal Operator	1
Paramount Solar	Solar Sales Canvasser	1
	Solar Sales Specialist	1
Phoenix Marketing Group	Sales & Marketing Associate	7
PMSR Technologies	Line Operator	5
Polar Service Centers	Parts Counter Sales Person	1
	Service Manager	1
Progressive Insurance	Customer Service Representative	10
Prometic Testing	Test Center Administrator	2
PTP	Help Desk Operators	2
Public Relations Specialists	Communications Manager	1
Quality First Home Improvement Inc.	Sales, Solar-Coating-Telemarketing	20
REC Solar, Inc.	Events Coordinator	1
Red Dog Shred	Document Shredder	1
Red Rover	Program Assistant	1

Employment Activity Report
July 1, 2011-July 16, 2012

Employer	Jobs	No of Positions
Relationship Skills Center	Case Manager	2
	Flourishing Families Program Instructor	6
	Operations Coordinator	1
	Playcare Providers	15
Rezolve Group, Inc.	Communications Manager	1
	Sales Specialists	14
Risk-Based Decisions, Inc.	Environmental Geologist- Professional Geologist Registration Required	1
Rite Aid	Shift Supervisor	3
Roseville Chamber of Commerce	Membership Services Coordinator	1
S-N-T Company	Window Installer	1
	Receptionist/Bookkeeper	1
Sacramento CASA	Case Manager	1
	Fund Development Coordinator	1
	Administrative Assistant	1
Sacramento Children's Home	Family Finding Social Worker	1
	Maintenance Supervisor	1
Sacramento Chinese Community Center	Youth Employment Specialist	1
Sacramento Container Corporation	Corrugate Experience Machine Operators & Asst. Operators	3
	Forklift Operator	1
Sacramento Housing Alliance	Regional Equity Coordinator	1
Sacramento Loaves and Fishes	Accountant/Bookkeeper	1
Sacramento Metro Chamber	Sr. Event Manager	1
Sacramento Native American Health Center, Inc.	Custodian 1	
	Human Resources Manager	1
Sacramento Region Community Foundation	Accountant	1
Salvation Army Sac Metro	Employment Specialist	1
	Kitchen Aide	1
	Monitor	1
	Office Assistant	1
	Program Aide	1
Samarrah Independent Living Services	Independent Living Specialist	1
Self Storage	Part-time Manager	1
	Accountant I	1
SETA	Children and Family Services Quality Assurance Analyst	1
	Facilities Coordinator	1
	Family Services Worker Range II & III	3
	Head Start Coordinator-Education Supervisory	1
	Head Start Courier/Maintenance	1
	Head Start Home Visitor	1

Employment Activity Report
July 1, 2011-July 16, 2012

Employer	Jobs	No of Positions
SETA	Head Start Special Education Field Technician	1
	Staff Support Officer	1
	Teacher, Head Start	1
	Web Innovation Engineer	1
	Workforce Development Operational Program Officer	1
	Workforce System Administrator	1
	Workforce System Analyst	1
SFN Group	Customer Service - Call Center	25
Sierra Pacific	Sale Representative	10
Solar Depot	Sales/Order Administrator	1
Special Order Systems-SOS	Executive Administrative Assistant	1
	Office Assistant	1
	Project Coordinator	
	Service Coordinator	1
St. John's Shelter Program for Women and Children	Accounting and Executive Assistant	1
StratMar Retail Services	In Airport Marketing Representative	8
Sullivan Learning Systems	Tutor	25
Sumrall Solutions LLC	Fund Accountant - Associate I	15
Support For Home	Caregiver	10
	Personal Care Aides	10
Surety Solutions Insurance Services, Inc.	Customer Service Representative	1
Terra Nova Counseling	Receptionist	1
The UPS Store	Sales Associate	1
Therapeutic Pathways	Instructional Assistant	1
Tiny Toddler's Academy	Preschool Teacher	3
Tony's Fine Food	Account Payable Specialist	1
	Account Receivable Specialist	1
	Buyer	1
	Cheese and Grocery Specialist	1
	Class A Feeder Driver	1
	Class A Route Driver	2
	Class B Route Driver	1
	Class B Route Driver-Berkeley	1
	Clerical Support	1
	Driver/Check-In Clerk/Dispatch	1
	Inside Food Service Account Manager	1
	IT Software Support	1
	Pricing Analyst	1
	Route Check-In Clerk	1
	Router	1
	Sales Account Manager-Central Coast	1
	Tri Tool Inc.	Senior Mechanical Engineer
Twining, Inc.	Construction Field Technicians	3
United Way California Capital Region	Front Desk Coordinator	1
	Administrative Manager	1
UPS Store	Sales Associate	1

Employment Activity Report
July 1, 2011-July 16, 2012

Employer	Jobs	No of Positions
US Fish and Wildlife Services	Support Assistant	2
Visions Paint Recycling, Inc.	Paint Sorter	3
Vision Service Plan	Vice President Sales and Marketing	1
	Inbound Call Center Representative	10
Volt Staffing Services	Warehouse Person	20
	Warehouse Specialist	20
Weave, Inc.	Thrift Store Supervisor	1
Western Home Furnishings Association	Customer Relationship Specialist	1
Wild Hawk Grille	Cart Attendant/Cashier	1
Women's Empowerment	Program Assistant	1
Xerox Corporation	Print Operator and Driver	1
TOTAL		1453

ITEM IV-C- INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

This report covers the fiscal year beginning July 1, 2011.

STAFF PRESENTER: William Walker

Dislocated Worker Information PY 2011/2012

The following is an update of information as of July 16, 2012 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Unofficial	5/9/2011	First Data 5120 Dudley Blvd McClellan AFB, CA 95652	8/31/2011	145	6/9/11 6/16/11
Unofficial	5/23/2011	County of Sacramento	7/1/2011	275	6/22-23/11 6/29-30/11
Official	6/2/2011	First Banks, Inc. 110 Woodmere Rd, Ste. 150 Folsom, CA 95630	9/30/2011	20	9/15/2011
Unofficial	6/11/2011	CSAA 8687 Weyand Ave Sacramento, CA 95828	7/30/2011	25	7/14/2011
Unofficial	7/19/2011	Borders Books 2765 East Bidwell Folsom, CA 95630		75	6/19/11 8/29-31/11
Official	8/1/2011	Valley Aggregate Transport, Inc. 5121 Hedge Avenue Sacramento, CA 95826	9/27/2011	0	Postponed
Official	8/2/2011	Cisco 2868 Prospect Rd Rancho Cordova, CA 95670	8/19/2011	78	Packets Delivered
Official	8/26/2011	BLT Enterprises of Sacramento, LLC 8491 Fruitridge Rd Sacramento, CA 95826	11/2/2011	0	Rescinded
Official	10/3/2011	Hewlett-Packard Company 3215 Prospect Park Dr. Rancho Cordova, CA 95670	12/2/2011	76	Declined Services
Official	10/4/2011	Foster Farms Dairy 1221 66th Street Sacramento, CA 95819	12/2/2011	96	12/8/2011
Unofficial	10/11/2011	UPA 8551 Luson Ave Sacramento, CA 95828	11/15/2011	85	11/8-9/11
Official	11/7/2011	Hewlett-Packard Company 3215 Prospect Park Dr. Rancho Cordova, CA 95670	12/2/2011	39	Declined Services
Official	11/1/2011	A1 Door and Building Solutions 4300 Jetway Ct. North Highlands, CA 95660	12/31/2011	97	Declined Services
Official	11/10/2011	PG&E 10375 Old Placerville RD Sacramento, CA 95827	1/9/2012	8	Declined Services
Unofficial	12/2/2011	SCIF 2450 Venture Oaks Drive Sacramento, CA 95833	1/9/2011	200	12/8/11 12/14/11
Official	1/3/2012	Valley Aggregate Transport, Inc. 5121 Hedge Avenue Sacramento, CA 95826	1/17/2012	111	Declined Services
Official	1/10/2012	Raley's Bel Air Markets 8787 Elk Grove Blvd Elk Grove, CA 95624	3/31/2012	63	Declined Services
Official	1/31/2012	AMR 1041 Fee Dr. Sacramento, CA 95815	4/1/2012	10	Rescinded
Unofficial	1/31/2012	San Juan Unified School District 3738 Walnut Ave Carmichael, CA 95821	6/30/2012	350	3/22/2012 3/30/12 4/18/12 4/25/12
Unofficial	2/23/2012	Federal Technology Center 4600 Roseville Rd North Highlands, CA 95660	3/12/2012	15	3/8/2012

Dislocated Worker Information PY 2011/2012

The following is an update of information as of July 16, 2012 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	2/15/2012	Sacramento City Unified School District 5735 47th Avenue, Sacramento, CA 95824	6/30/2012	350	5/12/2012 6/1/12
Unofficial	2/24/2012	Sacramento Area Emergency Housing 2411 Alhambra Blvd Sacramento, CA 95817	3/31/2012	10	3/19/2012
Official	4/13/2012	AAR Mobility Corporation 5239Luce Ave Building 243 D Bay Sacramento, CA 95652	7/31/2012	46	6/4/2012
Official	3/30/2012	Verizon 255 Parkshore Dr. Folsom, CA 95630	5/30/2012	188	5/17/2012
Unofficial	4/25/2012	Airgas 6790 Florin-Perkins. Suite 300 Sacramento, CA 95828	7/6/2012	18	5/16/2012
Unofficial	4/25/2012	City of Sacramento 300 Richards Blvd Sacramento, CA 95111	6/24/2012	137	6/20/2012
Unofficial	5/2/2012	Frontier Communications 9260 East Stockton Elk Grove, CA 95624	5/31/2012	40	5/15/2012
Unofficial	5/16/2012	American Airlines Sacramento International Airport 6900 Airport Blvd. Sacramento, CA, 95837	6/30/2012	40	6/7/2012
Unofficial	5/16/2012	California Dept. Corrections and Rehabilitation 100 Prison Rd Represa, CA 95671	9/30/2012	90	6/18/2012
			Total # of Affected Workers	2,687	

ITEM IV-D- INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month June was 10.8%.

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

Staff will be available to answer questions.

STAFF PRESENTER: Robin Purdy

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

Construction led month-over job gains

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 10.8 percent in June 2012, up from a revised 10.4 percent in May 2012, and below the year-ago estimate of 12.2 percent. This compares with an unadjusted unemployment rate of 10.7 percent for California and 8.4 percent for the nation during the same period. The unemployment rate was 10.5 percent in El Dorado County, 10.0 percent in Placer County, 11.1 percent in Sacramento County, and 10.8 percent in Yolo County.

Between May 2012 and June 2012, total wage and salary employment located in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 9,400 to total 827,400 jobs.

- Construction increased by 4,800 jobs, above its average 1,500-job gain from May to June over the last 22 years. Specialty trade contractors (up 2,700 jobs) and construction of buildings (up 1,100 jobs) accounted for a majority of the increase.
- Leisure and hospitality added 2,500 jobs. Accommodation and food services (up 1,900 jobs) and arts, entertainment, and recreation (up 600 jobs) accounted for the increase.
- Trade, transportation, and utilities expanded by 1,800 jobs. Retail trade (up 1,300 jobs) accounted for most of the job gain.
- On the downside, education and health services decreased by 1,600 jobs. Education services and health care and social assistance each lost 800 jobs.

Between June 2011 and June 2012, the total number of jobs located in the region increased by 11,000 or 1.35 percent.

- Education and health services added 4,000 jobs. Health care and social assistance (up 3,600 jobs) accounted for the majority of the increase.
- Trade, transportation, and utilities increased by 2,600 jobs. Retail trade (up 3,000 jobs) and wholesale trade (up 100 jobs) offset a loss in transportation, warehousing, and utilities (down 500 jobs) to account for the increase.
- Professional and business services boosted payrolls by 2,000 jobs. Administrative and support and waste management and remediation services (up 2,100 jobs) offset a loss in professional, scientific, and technical services (down 100 jobs). Management of companies and enterprises remained unchanged.
- Construction also expanded by 2,000 jobs. Construction of buildings (up 1,900 jobs) and specialty trade contractors (up 800 jobs) offset a 700-job loss in the remainder of the sector.
- On the downside, manufacturing and government each lost 700 jobs.

Monthly Labor Force Data for Cities and Census Designated Places (CDP)
June 2012 - Preliminary
Data Not Seasonally Adjusted

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Sacramento County	677,900	602,900	75,000	11.1%	1.000000	1.000000
Arden Arcade CDP	56,400	50,200	6,200	11.0%	0.083249	0.082638
Carmichael CDP	29,100	26,600	2,500	8.6%	0.044196	0.033389
Citrus Heights city	50,200	46,300	3,900	7.8%	0.076838	0.052031
Elk Grove CDP	35,100	32,000	3,100	9.0%	0.052995	0.042014
Fair Oaks CDP	17,100	16,100	1,000	6.0%	0.026690	0.013634
Florin CDP	12,700	10,500	2,200	17.3%	0.017414	0.029215
Folsom city	27,000	25,600	1,400	5.0%	0.042525	0.018086
Foothill Farms CDP	9,700	8,200	1,500	15.1%	0.013648	0.019477
Galt city	10,900	8,900	1,900	17.9%	0.014787	0.025876
Gold River CDP	4,800	4,700	100	2.2%	0.007807	0.001391
Isleton city	400	400	100	14.7%	0.000606	0.000835
La Riviera CDP	6,900	6,500	500	6.6%	0.010764	0.006121
Laguna CDP	20,400	19,200	1,200	6.0%	0.031834	0.016416
Laguna West Lakeside CDP	5,300	4,900	400	7.9%	0.008082	0.005565
North Highlands CDP	22,500	18,700	3,900	17.1%	0.030952	0.051475
Orangevale CDP	15,800	14,600	1,200	7.5%	0.024229	0.015860
Parkway South Sacramento CD	16,000	12,900	3,100	19.3%	0.021400	0.041180
Rancho Cordova City	30,800	26,900	3,900	12.7%	0.044619	0.052031
Rancho Murieta CDP	2,300	2,200	100	3.7%	0.003619	0.001113
Rio Linda CDP	5,800	4,800	1,000	17.3%	0.007917	0.013356
Rosemont CDP	13,900	12,600	1,300	9.3%	0.020867	0.017251
Sacramento city	215,200	187,300	27,900	12.9%	0.310678	0.371731
Vineyard CDP	5,900	5,500	300	5.7%	0.009185	0.004452
Walnut Grove CDP	500	300	100	26.7%	0.000569	0.001669
Wilton CDP	2,800	2,500	200	7.6%	0.004225	0.002782

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

Notes:

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

Methodology:

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

Data Not Seasonally Adjusted

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

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

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

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

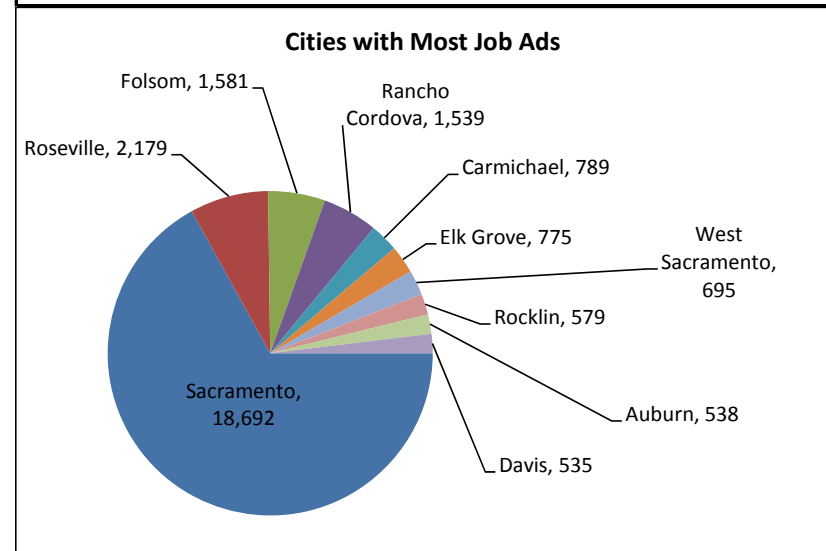
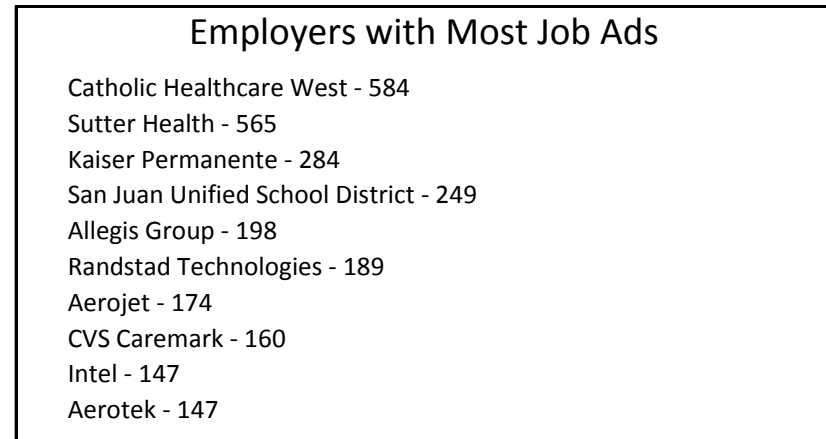
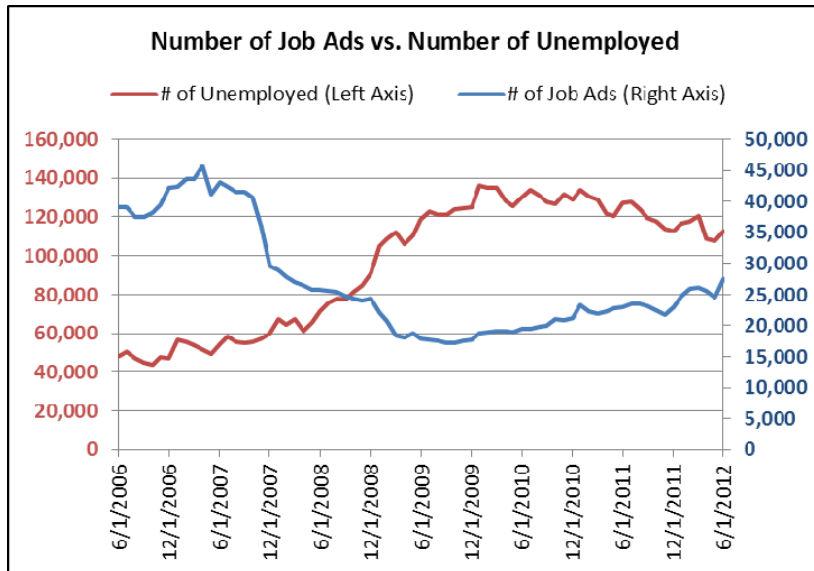
REPORT 400 C
Monthly Labor Force Data for Counties
June 2012 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,444,500	16,472,400	1,972,100	10.7%
ALAMEDA	14	768,800	695,800	73,000	9.5%
ALPINE	53	420	350	70	16.3%
AMADOR	30	16,720	14,720	2,000	12.0%
BUTTE	34	102,300	89,100	13,200	12.9%
CALAVERAS	36	19,730	17,140	2,590	13.1%
COLUSA	57	11,730	9,610	2,130	18.1%
CONTRA COSTA	12	529,000	479,100	49,900	9.4%
DEL NORTE	38	11,460	9,920	1,540	13.4%
EL DORADO	21	91,000	81,400	9,600	10.5%
FRESNO	49	446,700	378,500	68,200	15.3%
GLENN	46	13,030	11,100	1,930	14.8%
HUMBOLDT	21	60,400	54,100	6,400	10.5%
IMPERIAL	58	76,900	55,300	21,700	28.2%
INYO	12	9,340	8,460	880	9.4%
KERN	41	388,100	334,300	53,800	13.9%
KINGS	50	61,900	52,300	9,600	15.5%
LAKE	45	26,000	22,170	3,830	14.7%
LASSEN	34	12,720	11,070	1,640	12.9%
LOS ANGELES	25	4,820,900	4,286,700	534,200	11.1%
MADERA	44	65,100	55,600	9,500	14.6%
MARIN	1	138,400	129,200	9,200	6.6%
MARIPOSA	18	10,050	9,050	990	9.9%
MENDOCINO	15	42,740	38,600	4,140	9.7%
MERCED	55	108,400	89,100	19,300	17.8%
MODOC	38	3,790	3,280	510	13.4%
MONO	27	8,330	7,360	970	11.7%
MONTEREY	17	236,600	213,500	23,100	9.8%
NAPA	3	77,700	71,700	6,100	7.8%
NEVADA	15	51,150	46,190	4,960	9.7%
ORANGE	5	1,618,700	1,490,500	128,200	7.9%
PLACER	20	176,100	158,500	17,600	10.0%
PLUMAS	40	9,420	8,130	1,290	13.7%
RIVERSIDE	31	939,100	820,900	118,200	12.6%
SACRAMENTO	25	677,900	602,900	75,000	11.1%
SAN BENITO	33	26,400	23,000	3,400	12.7%
SAN BERNARDINO	31	865,900	756,600	109,300	12.6%
SAN DIEGO	10	1,600,200	1,452,400	147,800	9.2%
SAN FRANCISCO	3	472,300	435,700	36,700	7.8%
SAN JOAQUIN	47	307,900	262,100	45,900	14.9%
SAN LUIS OBISPO	7	141,500	129,500	12,000	8.5%
SAN MATEO	2	388,500	360,900	27,600	7.1%
SANTA BARBARA	5	233,000	214,600	18,400	7.9%
SANTA CLARA	8	917,500	837,800	79,700	8.7%
SANTA CRUZ	18	159,700	143,900	15,800	9.9%
SHASTA	36	84,700	73,700	11,100	13.1%
SIERRA	29	1,750	1,540	210	11.8%
SISKIYOU	43	19,610	16,760	2,850	14.5%
SOLANO	21	217,200	194,400	22,800	10.5%
SONOMA	8	262,700	239,800	22,800	8.7%
STANISLAUS	52	237,600	200,000	37,600	15.8%
SUTTER	56	42,900	35,100	7,700	18.0%
TEHAMA	42	25,320	21,660	3,660	14.4%
TRINITY	51	4,990	4,200	780	15.7%
TULARE	48	214,500	182,100	32,400	15.1%
TUOLUMNE	27	25,800	22,770	3,030	11.7%
VENTURA	10	439,000	398,800	40,200	9.2%
YOLO	24	97,500	86,900	10,600	10.8%
YUBA	54	27,800	22,900	4,900	17.5%

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 2011 benchmark and Census 2000 population controls at the state level.

Recent Job Ads for Sacramento Arden Arcade Roseville MSA June 2012



Sacramento Arden Arcade Roseville MSA
(El Dorado, Placer, Sacramento, and Yolo Counties)
Industry Employment & Labor Force
March 2011 Benchmark

Data Not Seasonally Adjusted

	Jun 11	Apr 12	May 12	Jun 12	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,040,600	1,034,900	1,032,900	1,042,500	0.9%	0.2%
Civilian Employment	913,200	926,100	925,500	929,800	0.5%	1.8%
Civilian Unemployment	127,500	108,800	107,500	112,700	4.8%	-11.6%
Civilian Unemployment Rate	12.2%	10.5%	10.4%	10.8%		
(CA Unemployment Rate)	12.0%	10.5%	10.4%	10.7%		
(U.S. Unemployment Rate)	9.3%	7.7%	7.9%	8.4%		

Total, All Industries (2)	816,400	814,000	818,000	827,400	1.1%	1.3%
Total Farm	9,200	7,800	9,000	9,200	2.2%	0.0%
Total Nonfarm	807,200	806,200	809,000	818,200	1.1%	1.4%
Total Private	578,200	578,000	580,400	589,900	1.6%	2.0%
Goods Producing	70,300	66,100	66,900	71,600	7.0%	1.8%
Mining and Logging	400	400	400	400	0.0%	0.0%
Construction	37,000	33,100	34,200	39,000	14.0%	5.4%
Construction of Buildings	8,600	9,100	9,400	10,500	11.7%	22.1%
Specialty Trade Contractors	24,000	22,600	22,100	24,800	12.2%	3.3%
Building Foundation & Exterior Contractors	5,300	5,100	5,400	6,600	22.2%	24.5%
Building Equipment Contractors	9,700	8,900	9,100	9,300	2.2%	-4.1%
Building Finishing Contractors	5,400	5,500	5,600	5,900	5.4%	9.3%
Manufacturing	32,900	32,600	32,300	32,200	-0.3%	-2.1%
Durable Goods	22,400	22,100	21,900	21,900	0.0%	-2.2%
Computer & Electronic Product Manufacturing	7,400	7,300	7,300	7,300	0.0%	-1.4%
Nondurable Goods	10,500	10,500	10,400	10,300	-1.0%	-1.9%
Food Manufacturing	4,100	4,200	4,200	4,200	0.0%	2.4%
Service Providing	736,900	740,100	742,100	746,600	0.6%	1.3%
Private Service Producing	507,900	511,900	513,500	518,300	0.9%	2.0%
Trade, Transportation & Utilities	132,200	132,900	133,000	134,800	1.4%	2.0%
Wholesale Trade	23,200	23,000	23,100	23,300	0.9%	0.4%
Merchant Wholesalers, Durable Goods	11,900	12,000	12,000	12,100	0.8%	1.7%
Merchant Wholesalers, Nondurable Goods	8,900	8,700	8,800	8,800	0.0%	-1.1%
Retail Trade	87,800	89,600	89,500	90,800	1.5%	3.4%
Motor Vehicle & Parts Dealer	11,000	11,000	11,100	11,200	0.9%	1.8%
Building Material & Garden Equipment Stores	7,300	7,200	7,100	7,000	-1.4%	-4.1%
Grocery Stores	16,500	16,700	16,800	16,800	0.0%	1.8%
Health & Personal Care Stores	5,400	5,500	5,500	5,500	0.0%	1.9%
Clothing & Clothing Accessories Stores	6,800	6,900	7,000	7,100	1.4%	4.4%
Sporting Goods, Hobby, Book & Music Stores	4,100	4,200	4,300	4,300	0.0%	4.9%
General Merchandise Stores	18,700	19,200	19,100	19,000	-0.5%	1.6%
Transportation, Warehousing & Utilities	21,200	20,300	20,400	20,700	1.5%	-2.4%
Information	16,700	16,500	16,500	16,500	0.0%	-1.2%
Publishing Industries (except Internet)	2,800	2,800	2,700	2,700	0.0%	-3.6%
Telecommunications	9,000	8,800	8,900	8,800	-1.1%	-2.2%
Financial Activities	46,300	47,300	46,900	46,900	0.0%	1.3%
Finance & Insurance	34,500	35,600	35,300	35,200	-0.3%	2.0%
Credit Intermediation & Related Activities	12,300	12,400	12,100	12,100	0.0%	-1.6%
Depository Credit Intermediation	7,800	7,700	7,500	7,400	-1.3%	-5.1%
Nondepository Credit Intermediation	2,400	2,500	2,500	2,500	0.0%	4.2%
Insurance Carriers & Related	18,100	18,600	18,400	18,300	-0.5%	1.1%
Real Estate & Rental & Leasing	11,800	11,700	11,600	11,700	0.9%	-0.8%
Real Estate	9,000	9,000	8,800	8,900	1.1%	-1.1%
Professional & Business Services	102,000	102,600	102,400	104,000	1.6%	2.0%
Professional, Scientific & Technical Services	51,000	51,000	50,000	50,900	1.8%	-0.2%
Architectural, Engineering & Related Services	8,600	8,400	8,500	8,600	1.2%	0.0%
Management of Companies & Enterprises	9,700	9,800	9,800	9,700	-1.0%	0.0%
Administrative & Support & Waste Services	41,300	41,800	42,600	43,400	1.9%	5.1%
Administrative & Support Services	39,100	39,700	40,700	41,400	1.7%	5.9%
Employment Services	14,300	14,700	14,900	14,800	-0.7%	3.5%

Data Not Seasonally Adjusted

	Jun 11	Apr 12	May 12 Revised	Jun 12 Prelim	Percent Change	
					Month	Year
Services to Buildings & Dwellings	10,300	10,100	10,300	10,500	1.9%	1.9%
Educational & Health Services	101,800	106,300	107,400	105,800	-1.5%	3.9%
Education Services	12,500	13,600	13,700	12,900	-5.8%	3.2%
Health Care & Social Assistance	89,300	92,700	93,700	92,900	-0.9%	4.0%
Ambulatory Health Care Services	38,400	39,300	39,500	39,700	0.5%	3.4%
Hospitals	22,900	23,200	23,200	23,300	0.4%	1.7%
Nursing & Residential Care Facilities	14,500	14,500	14,600	14,700	0.7%	1.4%
Leisure & Hospitality	80,600	78,600	79,400	81,900	3.1%	1.6%
Arts, Entertainment & Recreation	13,200	11,900	11,800	12,400	5.1%	-6.1%
Accommodation & Food Services	67,400	66,700	67,600	69,500	2.8%	3.1%
Accommodation	8,100	7,400	7,400	7,900	6.8%	-2.5%
Food Services & Drinking Places	59,300	59,300	60,200	61,600	2.3%	3.9%
Full-Service Restaurants	27,800	26,700	26,900	27,200	1.1%	-2.2%
Limited-Service Eating Places	28,900	28,600	28,600	28,800	0.7%	-0.3%
Other Services	28,300	27,700	27,900	28,400	1.8%	0.4%
Repair & Maintenance	7,800	7,500	7,600	7,700	1.3%	-1.3%
Government	229,000	228,200	228,600	228,300	-0.1%	-0.3%
Federal Government	14,100	13,400	13,500	13,700	1.5%	-2.8%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	214,900	214,800	215,100	214,600	-0.2%	-0.1%
State Government	110,500	109,300	109,400	109,500	0.1%	-0.9%
State Government Education	27,700	27,700	27,700	27,600	-0.4%	-0.4%
State Government Excluding Education	82,800	81,600	81,700	81,900	0.2%	-1.1%
Local Government	104,400	105,500	105,700	105,100	-0.6%	0.7%
Local Government Education	60,300	63,500	63,400	61,700	-2.7%	2.3%
County	18,400	17,800	17,800	17,800	0.0%	-3.3%
City	10,600	9,500	9,600	10,200	6.3%	-3.8%
Special Districts plus Indian Tribes	15,000	14,700	14,900	15,400	3.4%	2.7%

Notes:

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

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

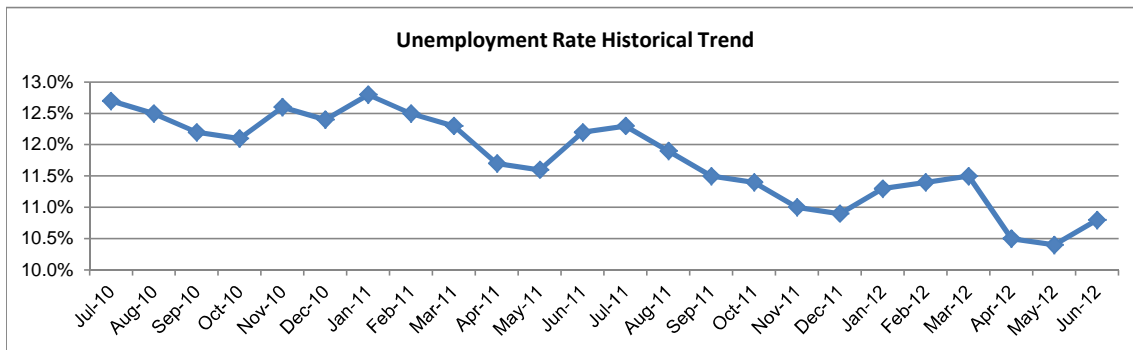
These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Justin Wehner 916/227-0298 or Diane Patterson 916/865-2453

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

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 10.8 percent in June 2012, up from a revised 10.4 percent in May 2012, and below the year-ago estimate of 12.2 percent. This compares with an unadjusted unemployment rate of 10.7 percent for California and 8.4 percent for the nation during the same period. The unemployment rate was 10.5 percent in El Dorado County, 10.0 percent in Placer County, 11.1 percent in Sacramento County, and 10.8 percent in Yolo County.



Industry	May-2012	Jun-2012	Change		Jun-2011	Jun-2012	Change
	Revised	Prelim				Prelim	
Total, All Industries	818,000	827,400	9,400		816,400	827,400	11,000
Total Farm	9,000	9,200	200		9,200	9,200	0
Total Nonfarm	809,000	818,200	9,200		807,200	818,200	11,000
Mining and Logging	400	400	0		400	400	0
Construction	34,200	39,000	4,800		37,000	39,000	2,000
Manufacturing	32,300	32,200	(100)		32,900	32,200	(700)
Trade, Transportation & Utilities	133,000	134,800	1,800		132,200	134,800	2,600
Information	16,500	16,500	0		16,700	16,500	(200)
Financial Activities	46,900	46,900	0		46,300	46,900	600
Professional & Business Services	102,400	104,000	1,600		102,000	104,000	2,000
Educational & Health Services	107,400	105,800	(1,600)		101,800	105,800	4,000
Leisure & Hospitality	79,400	81,900	2,500		80,600	81,900	1,300
Other Services	27,900	28,400	500		28,300	28,400	100
Government	228,600	228,300	(300)		229,000	228,300	(700)

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

ITEM IV-E – INFORMATION

HEAD START REPORTS

BACKGROUND:

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

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

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, May 22, 2012
9:00 a.m.

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

Ms. Coventry St. Mary called the meeting to order at 9:12 a.m. Ms. Tamara Knox read the Thought of the Day. Ms. Amber Taylor acted as Secretary and called the roll. Ms. Fina Dempsey provided translation services.

Members Present:

Kiersten Gonzales, Sacramento City Unified School District
Ogla Martinez, Sacramento City Unified School District
Nadezhda Ruelas, Sacramento City Unified School District
Coventry St. Mary, San Juan Unified School District
Sarah Proteau, San Juan Unified School District
Carolyn Wilson, Twin Rivers Unified School District
Vivian Gutierrez, WCIC
Frank Ybarra, WCIC
Amber Taylor, SETA-Operated Program
Socorro Gutierrez, SETA-Operated Program
Johnny Sanders, SETA-Operated Program
Willie Jean Peck, Foster Parent Representative
Rebecca Lewis, Grandparent Representative
Tamara Knox, Past Parent Representative
Amarjit Gill, Past Parent Representative (arrived at 9:27 a.m.)

Members Absent:

Apryl Strayhand, Elk Grove Unified School District (unexcused)
Connie Wallace, SETA-Operated Program (excused)
Reina Florez, Early Head Start (SOP) (excused) **

(**Ms. Florez chose to sit in the audience with her child.)

II. Consent Item

A. Approval of the Minutes of the April 24, 2012 Meeting

Minutes were reviewed; no questions or corrections.

Moved/Wilson, second/Sanders

Show of hands vote: Aye: 13, Nay: 0, Abstentions: 1 (St. Mary)

III. Action Items

A. Approval of the Parent Advisory Committee and Policy Council Joint Parent Activity

The Policy Council and Parent Advisory Committee have a budget for the parent activity which must be educational and not for amusement. By having a joint activity with the Parent Advisory Committee, the funds can go further. Past activities included: Capitol Building Tour, a tour of the Old Sacramento Underground, and the Family History Center.

Moved/Ruelas, second/S. Gutierrez, to approve a joint parent activity with the Parent Advisory Committee.

Show of hands vote: Aye: 13, Nay: 0, Abstentions: 1 (St. Mary)

B. CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957

The board went into closed session at 9:20 a.m. Ms. St. Mary called the meeting back to order at 9:34 a.m. and reported out of closed session that the Policy Council approved the Eligibility List for: 1) Head Start Site Supervisor and 2) Associate Teacher/Infant Toddler.

IV. Information Items

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roy Kim reviewed the fiscal report. Third quarter of the budget was reviewed. Administrative costs are significantly under the 15% allowed. Mr. Kim talked about the in-kind and staff has seen a marked increase in the amount of non-federal share received from the centers. Need to continue increasing the non-federal share. SETA has submitted a waiver to the Office of Head start to waive some of the non-federal share which will ease the burden of the non-federal share requirement. A lot of the additional spending for Head Start is done in the latter part of the year.
- PC/PAC Calendar of Events: Ms. St. Mary reviewed the upcoming meetings.
- Parent/Family Support Unit Events and Activities: No additional report.

- Parent/Staff Recognitions: Birthdays were announced.
- Community Resources - Parents/Staff: Ms. Knox reported that she recently graduated with honors from Sacramento City College and expressed appreciation to Head Start for her growth as well as her son's growth.

Ms. Nadezhda Ruelas found a website "Brain connection.com" that has brain games that enhances your IQ and memory.

- B. Governing Board Minutes for the March 1, 2012 Meeting: No questions or comments.

V. Committee Reports

- A. Executive Committee: Ms. St. Mary reviewed the critique of the last board meeting.
- B. PC/PAC Joint Executive Committee Report: Ms. Amber Taylor reviewed the critique of the joint PC/PAC Executive Committee. Ms. Taylor spoke of a parent engagement survey which will be utilized as a way to find out how to get more participation from parents. Some questions being considered: "What do you want for your child, yourself, your family? Is there any specific reason you cannot attend meetings? Is there a better date/time to attend meetings." The survey will have 4-5 questions. There was also discussion of National Head Start Parent Conference representatives and ways to encourage new parents to attend the convention. There was discussion of having a slot open for a new parent and a current parent. It was approved by the Joint PC/PAC Executive Committee that the Chairs (PC and PAC) automatically attend the parent conference. Toastmasters public speaking training have not yet been set. A sign up sheet will be distributed and an actual date will be set. There has been a request to have the Toastmaster presentation in Spanish as well.
- C. Budget/Planning Committee: Ms. Socorro Gutierrez attended the May 8 meeting where attendees discussed end-of-year budget issues. A lot of expenditures are slightly behind but it will balance out at the end.
- D. Personnel/Bylaws Committee: Meeting is on May 24.
- E. Social/Hospitality Committee: Ms. Taylor distributed information on the PC/PAC Parent Activity which will be to visit the Discovery Museum Science and Space Center and Planetarium. Attendees will be taking public transportation and everyone will have lunch at Denny's afterward. Guests are allowed but they must pay their own way. Guests must be at least 18 years of age and no children allowed. The activity will be Wednesday, July 11 and parents are asked to meet at SETA at 8:20 a.m. Committee members will discuss and plan the End of Year Parent Appreciation event which will be a luncheon; the next meeting will be Friday, June 8. Ms. S. Gutierrez urged board members to attend the next Social/Hospitality Committee meeting.
- F. Program Area Committees:
 - Early Childhood Development & Health Services Committee and Parent/Family Committee (AKA Customer Service/Attendance Subcommittee): No report.

- Monitoring and Evaluation Committee (AKA Self-Assessment Committee): No report.
- Male Involvement Committee/Community Advocating Male Participation: Mr. Frank Ybarra reported that the last meeting, held May 16, attendees discussed putting together a fatherhood packet to be distributed to the centers. This will be a way to get more participation by fathers. Parents that are around to serve food must have a TB test. These tests are good for two years. The next meeting is June 20 and all parents are urged to attend.
- G. Health Services Advisory Committee Report: The next meeting is in October.
- H. Community Partnerships Advisory Committee: Ms. Soccoro Gutierrez reviewed how to apply for assistance at SMUD. A representative from SMUD talked about low cost billing for SMUD. Ms. Ruelas talked about a father/daughter dance scheduled for June 16 from 6:30 – 8:30 p.m.
- I. Maternal, Child and Adolescent Health Advisory Board: Ms. Rebecca Lewis reported that there was no meeting but she attended the William Snidely Presentation at U.C. Davis Cancer Center. She heard a doctor/lawyer who talked about lifespans as it relates to socio economic data. The United States is 27th in life expectancy in the world. There is a new Fresh Express grocery store in Meadowview. They received a \$300 million grant and expect to have grocery stores in low income neighborhoods.

VI. Other Reports

- A. Executive Director's Report: Ms. Kossick spoke of jobs.sacramentoworks.com. Ms. Kossick distributed information on the site and urged all board members to tell their friends and family about this great site. There is a lot of great free information available on the web site. Ms. Kossick asked for feedback on parents that went to the web site.
- B. Head Start Deputy Director's Report: Ms. Denise Lee reported that the Agency has applied for a waiver on some of the non-federal share matching. For every dollar spent, the Agency has to have a non-federal share match. WCIC and San Juan have found themselves short of expectations for their non-federal match; these programs thought some of the match could be offset with parent participation. The waiver, requesting \$800,000 relief, was sent last week. Staff is encouraged delegates to get as much non-federal match done as possible. The state budget continues to be tight. The biggest issues will be if the government takes the full day preschool services and move to something else. When parents volunteer in the classroom, it is valued at \$24.00 per hour.

Ms. Taylor stated that the TB clinic was great but she wanted more notice. Ms. Lee replied that the clinic is rotated around the various centers every quarter. June 7 is an Advocacy Day at the Sheraton Grand Hotel. There will be a meeting in the morning. Ms. Lisa Carr has the information in her office; there is a \$30.00 fee for those that participate.

- C. Head Start Managers' Monthly Reports
- Brenda Campos: Grantee Program Support Services: Ms. Campos reported that the next Health Services Advisory Committee is scheduled for October 24, 5:30 p.m., in the Sequoia Room. In the grantee operated program, a center at Grant Skills Center was leased. However, the enrollment has increased and the school district asked SETA to vacate the Grant Skills Center. The North Avenue center will open the first of June. The Program Information Report (PIR) is a report submitted to the Office of Head Start; this report will be completed and turned in early.
 - Lisa Carr, Parent/Family Support Unit: Ms. Carr reported that a review was done of the Parent Conference. The next meeting is in October. Staff are doing group enrollments for the North Avenue center so it is expected there will be full enrollment. The Agency is doing county-wide recruitment for Head Start and Early Head Start. There will be bus placards which will run in 200 buses and 15 bus shelters.
 - Karen Gonzales: Child Development and Education Service: Ms. Gonzales reported that children are going through the last assessment period of the year and parents were urged to talk with the teachers. The data will be compiled and Ms. Gonzales will share this information next month. In addition, the environmental rating scales are being done in the classrooms.
- D. Chair's Report: Ms. St. Mary asked members to fill out their reimbursement form with blue or black ink. Ms. Hawkins can figure out the mileage using Mapquest.
- Ms. Reina Florez asked whether it was possible for meeting reimbursement funds could be direct deposited into board member checking accounts. Ms. Lee will check it out and report back.
- E. Open Discussion and Comments: No comments.
- F. Public Participation: No comments.
- VII. **Adjournment**: The meeting was adjourned at 10:54 a.m.

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

June, 2012

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Elk Grove USD	420 (140)	138	99	123	88
Sacramento City USD	1,292	1,258	97	1,017	79
SETA	1,874 (2,796)	1,903	102	1,155	62
San Juan USD	700 (0)	0	0	0	0
Twin Rivers USD	211 (0)	0	0	0	0
WCIC/Playmate Head Start	120 (20)	20	100	18	90

*Delegates have chosen not to replace slots within 60 days of end of school year.

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Sacramento City USD	147	147	100	59	40
SETA	345	350	101	212	61
San Juan USD	161	153	95	92	57

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

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 06/30/12)

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

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

<u>Agency/AFE (HS)(EHS)</u>	<u>Head Start #IEP (% AFE)</u>		<u>Early Head Start #IFSP (% AFE)</u>	
Twin Rivers USD (211)	23	(11%)	N/A	
Elk Grove USD (420)	55	(13%)	N/A	
Sacramento City USD (1292)(147)	171	(13%)	17	(12%)
San Juan USD (700) (161)	78	(11%)	20	(12%)
WCIC (120)	12	(10%)	N/A	
SETA (2796) (345) (1878 Tracks)	228	(12%)	60	(17%)
County (4621)* (653)*	567	(12%)	97	(15%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

Seta Head Start

Food Service Operations Monthly Report

* May 2012

May 10th - WCIC Kitchen Inspection completed by Connie and Cheryl

May 18th - Home Base Preschool and Home Base EHS Field Trips
Total Cost \$690.15 for 205 Guests

May 28th - Memorial Day Holiday

Quarry Tile Cleaned and resealed at Galt, Mather, Crossroads and
WCIC Kitchens during the month.

Meetings and Trainings:

Injury and Illness Prevention Plan Meeting attended by Connie Otwell
May 15th, 2012 at Plaza Del Paso

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
44,638	26,574	31,134	1380

Total Amount of Meals and Snacks Prepared 103,726

Purchases:

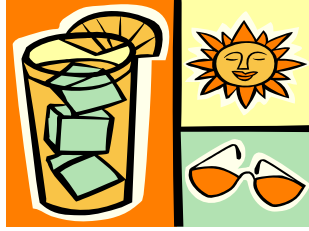
Food	\$86,700.28
Non - Food	\$17,359.86

Building Maintenance and Repair: \$8,960.11

Kitchen Small Wares and Equipment: \$2,627.78

Vehicle Maintenance and Repair : \$2,068.69

Vehicle Gas / Fuel:	\$780.23
Normal Delivery Days	22



Monthly Head Start Report

July 2012

SETA Operated Program

Family Support Services:

With summer upon us, the main thing all Family Service Staff are working on is enrolling families. Staff is busy recruiting and enrolling eligible children into our Head Start and Early Head Start classrooms. Staff at the State funded programs are also busy recertifying that families are still eligible to attend full-day programs.

On June 30, a Daddy and Me day was held at the Crocker Museum. Families were able to attend the Crocker Museum, with tickets donated by the museum. Over 40 fathers and their children attended this educational and fun event.

Program Operations:

Child Development staff have attended some wonderful trainings this month. Preschool staff participated in CLASS-De-constructed: Emotional Support. This training supports teacher's skills in providing positive climates, regard for student's perspectives, and teacher sensitivity. These skills help develop relationships which are essential to effective classrooms. Our Early Head Start staff participated in Talking with Toddlers. This training looked at the exciting language and literacy milestones children make in their toddler years and how teachers can promote these skills. Feedback from teachers indicated that these professional development opportunities were well received.

Many children are getting ready to move on to kindergarten. Teaching staff are meeting with parents to discuss the progress made throughout the year as well as how they can support their child through this transition. Staff is excited to see these bright young minds take on their next adventure.

Elk Grove Unified School District

Enrollment

Elk Grove Unified School District Head Start has fourteen classes on a traditional calendar and seven classes on a modified traditional calendar. The seven classes on a modified traditional calendar remained open until June 19. Average daily attendance in the seven classes was 87%.

Disabilities Services and Mental Health Services Update

The program educators and clerks have worked closely with the PreK social worker, Florence Oneto

and with the PreK psychologist, Teresa Gannon to place students with an active IEP into the Head Start program. The program served 55 students (13%), with active IEPs during the 2011-2012 school year. This number exceeds the 10% minimum required by Head Start.

Recruitment

An internal office calendar with registration dates for January through July has been created to ensure full enrollment and create a waiting list to fill vacancies if families move between registration and the first day of school in August.

Region I, which includes John Reith Elementary, Herman Leimbach Elementary, Charles Mack Elementary, Union House Elementary and Prairie Elementary Schools, has registered 373 families between January 1 and June 30. Region II, which includes Florin Elementary, Isabelle Jackson Elementary, William Daylor High, and Samuel Kennedy Elementary Schools, has registered 251 families. Region III, which includes Maeola Beitzel Elementary, David Reese Elementary, Franklin Elementary, Florence Markofer Elementary, and James McKee Elementary Schools, has registered 287 families.

Sacramento City Unified School District

Closed - no report for this month.

San Juan Unified School District

Education Services Update:

Committees were formed so teachers could be invited to help plan for the staff calendar, the parent calendar and the Professional Development plan for the 2012-2013 school year.

The DRDP data, Head Start Three-Year Goals, general mandates and teacher survey results were considered as the draft for our 2012-2013 Professional Development Plan was created. A comprehensive draft is in circulation for feedback and suggestions, before the new plan is approved.

Disabilities Services Update:

As teachers turned in their end-of-the-year paperwork, which included cumulative files and IEPs, the Disabilities Specialist combined the teacher IEPs with the file IEPs and checked the dates for aged-out students or continuing students. The IEPs for the older students were then, documented, boxed and prepared for storage. The continuing student IEPs were filed and readied for disbursement back to the teachers in August. Also during this time, the IEPs have been checked several times to complete and rectify the numbers for the PIR report. As students with IEPs register for the upcoming school year, IEPs are put into Child Plus and placed in a confidential red folder and filed into the class file.

Mental Health Services Update:

The Mental Health Therapist supporting screening process for the 2012/13 school year and addressing Red Flag mental health concerns that include providing families with early intervention resources as well as school readiness preparation skills.

Nutrition Services Update:

After completing the survey request by U.C. Berkeley's Center for Weight and Health, it became apparent that the implementation of Nutritional Best Practices is occurring. As a result, the following practices have been instituted:

- Non-flavored, fat free milk is served; 1% low fat is served for breakfast and lunch (cafeteria)
- Juice is not an option for snack, only breakfast (cafeteria)
- Staff are trained to decline sugar sweetened “extra’s” provided by the cafeteria
- Water is available at all times.

Health Services Update:

Health is screening three days a week in the Centralized Screening Room. Health is preparing for the 2012-2013 school year and is reviewing all reports and data entered in Child Plus for the PIR report.

Family and Community Partnerships Update:

Policy Committee is not holding a meeting in June.

Transition Services Update:

There are no Transition Services provided in June since school ended June 1, 2012.

Program Support/Staff Training Update:

There was no training for teachers in June since school ended June 1, 2012.

Fiscal Update:

Both programs are expected to be overspent by approximately 3%.

The requested waiver for the 2011-12 reduction of in-kind is still in the hands of the Office of Head Start.

At this time plans are to cover the entire 25% match required by the Head Start Performance Standards.

Early Head Start:

June marks the month when children enrolled in the combination option end their classroom experiences and begin home visits throughout the summer. This is especially valuable to families whose children will be entering preschool in August, 2012. This gives them individualized attention to facilitate this exciting transition. Enrollment is continuing along with entering information for the annual Program Information Report (PIR).

Twin Rivers Unified School District

Closed - No report for this month.

WCIC

WCIC/Playmate Head Start Programs 2012 Graduation Class consisted of 71 graduates. WCIC’s 2011-2012 School Year ended Monday, June 4, 2012. However, the Full-Day Class Summer Program began on Wednesday, June 6, 2012. The summer program’s teaching team members are focusing on the following Readiness Skills: Enthusiasm Towards Learning, Solid Oral-Language Skills, Ability To Listen, Desire To Be Independent, Ability To Play Well With Others, Strong Fine Motor Skills, and Basic Letter and Number Recognition.

WCIC/Playmate Head Start Programs FY' 2012-13 Delegate Agreement Documents were submitted to SETA Contracts Unit as required.

ITEM V - REPORTS TO THE BOARD

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

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

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

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

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

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

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

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