



Sacramento  
Employment and  
Training  
Agency

**GOVERNING BOARD**

**KEVIN MCCARTY**

Councilmember  
City of Sacramento

**DON NOTTOLI**

Board of Supervisors  
County of Sacramento

**BONNIE PANNELL**

Councilmember  
City of Sacramento

**SOPHIA SCHERMAN**

Public Representative

**JIMMIE YEE**

Board of Supervisors  
County of Sacramento

**KATHY KOSSICK**

Executive Director

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

Main Office  
(916) 263-3800

Head Start  
(916) 263-3804

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

**SPECIAL MEETING OF THE  
SETA GOVERNING BOARD**

**DATE:** Monday, May 11, 2009

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

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

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

**A G E N D A**

- I. **Call to Order/Roll Call/Pledge of Allegiance**
- II. **Consent Item:** None.
- III. **Action Items**
  - A. **GENERAL ADMINISTRATION/SETA:** No items.
  - B. **WORKFORCE INVESTMENT ACT**
    - 1. Approval to Fund Summer Youth Payroll Services (Christine Welsch)
    - 2. Approval to Extend Workforce Investment Act, Title I, Adult One Stop Services for Program Year 1009-2010 (Robin Purdy)

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

**C. HEAD START**

1. Approval of Grantee Countywide Application for COLA and Quality Improvement Under the American Recovery and Reinvestment Act (Maureen Dermott)

**D. COMMUNITY SERVICES BLOCK GRANT**

1. Approval of the Community Services Block Grant Recovery Act Local Plan and Augmentation of 2009 Community Services Block Grant Service Providers (Cindy Sherwood-Green)

**E. REFUGEE PROGRAMS:** No items.

**IV. Information Items**

- A. Letter from Governor Arnold Schwarzenegger Regarding Stimulus Funds (Robin Purdy)
- B. Monthly Unemployment Statistics (Robin Purdy)

**V. Reports to the Board**

- A. Chair
- B. Executive Director
- C. Deputy Directors
  - ➔ Monthly Head Start Report
- D. Counsel
- E. Members of the Board
- F. Public

**VI. Adjournment**

**DISTRIBUTION DATE: THURSDAY, MAY 7, 2009**

ITEM III-B - 1 - ACTION

APPROVAL TO FUND SUMMER YOUTH PAYROLL SERVICES

BACKGROUND:

On April 21, 2009 SETA released a Request for Proposals (RFP) under the Workforce Investment Act Title I, Youth and American Recovery and Reinvestment Act to solicit proposals to act as the employer of record and coordinate the payroll system for the summer youth employment program. As employer of record, the selected agency will provide complete payroll services for 1,100 youth enrolled in the summer youth employment program for a period to begin June 1, 2009 and end August 31, 2009.

Proposals were due at SETA on May 4, 2009. Due to the timing of this agenda item, staff will make an oral presentation and recommendation.

RECOMMENDATION:

Approve staff recommendation for Summer Youth Payroll Services for WIA Title I Youth and American Recovery and Reinvestment Act funds.

STAFF PRESENTER: Christine Welsch

ITEM III-B – 2 - ACTION

APPROVAL TO EXTEND WORKFORCE INVESTMENT ACT, TITLE I, ADULT ONE  
STOP SERVICES FOR PROGRAM YEAR 2009-2010

BACKGROUND:

On June 5, 2008, in response to the Request for Proposals (RFP) for Workforce Investment Act Adult and Dislocated Worker funds, the Sacramento Employment and Training Agency (SETA) Governing Board approved funding for 12 Sacramento Works One Stop Career Centers. Five of the Career Centers (Mark Sanders, Franklin, Rancho Cordova, Hillsdale and Galt) are operated by SETA in cooperation with the California Employment Development Department, the Sacramento County Department of Human Assistance and other education, workforce, and community partners. The remaining seven Sacramento Works Career Centers (SWCC) are hosted by the following community based organizations, education entities and local government agencies:

- SWCC Broadway – Hosted by Asian Resources, Inc.
- SWCC Citrus Heights – Hosted by Crossroads Diversified Services
- SWCC GSUL – Hosted by the Greater Sacramento Urban League
- SWCC La Familia – Hosted by La Familia Counseling Center
- SWCC Lemon Hill – Hosted by the Sacramento City Unified School District
- SWCC – Mather – Hosted by Sacramento County Department of Human Assistance
- SWCC – South County – Hosted by Elk Grove Unified School District

On July 1, 2008, the Sacramento Works One Stop Career Center system became one of 12 local workforce investment areas in California to participate in a “learning lab” to pilot California’s Integrated Service Delivery Model. This new service delivery model has enhanced the ability of the Sacramento Works Career Center System to focus on talent/skills development and create a pool of job candidates with the skills that are needed by regional employers. Career Centers have implemented a system that meets the following goals established through the Integrated Learning Lab planning process:

- Implementation of a common customer pool and customer flow for all customers
- Delivery of prompt, uniform, high-quality services to all customers
- All job seekers and employers have access to comprehensive services which are integrated, demand-driven and skill-based
- Services are driven by the local economy and employer needs and draw on quality workforce intelligence, local labor market information and local employer validation of data

STAFF PRESENTER: Robin Purdy

ITEM III-B – 2 – ACTION (Continued)

Page 2

- All customers receive staff assisted services, and access to training, skills enhancement and skill-based attachment to the labor market
- Career Center staffing is integrated through the use of cross-functional service delivery teams.

As part of the Learning Lab/Integrated Service Delivery Model, WIA Dislocated Worker Program funding was consolidated with the WIA Adult program to allow for needed flexibility to respond to local needs, ease the paperwork burden for staff, and allow SWCC's to serve more customers. For the current year, the career center system served 9,692 dislocated workers, 18.9% of the total number served. In addition, SWCC's continue to serve a high number of public assistance recipients, veterans, ex-offenders, people with disabilities and other special populations of adults (see Employment Characteristics Report in attached SWCC One Stop Third Quarter Report). Based on these results, staff is recommending extending the transfer of 100% of funds from the Dislocated Worker to the Adult program for FY 09/10.

**Federal, State and Local Outcome Goals and Measures**

Because SETA is participating in the Learning Lab, the FY2008-2009 year performance can't be compared to previous years, but will serve as a baseline upon which to establish performance goals in the future. The Learning Lab/Integrated Service Delivery Model fully integrates several workforce programs and increased the numbers of customers **enrolled** from 3,000 last fiscal year, to over 12,000 this year. Customers will receive a range of services including

1. The ability to know what their work skills are through a series of assessment tests, coaching sessions, and development of an action plan,
2. The ability to enhance their skills through
  - On-Site Staff assisted services, including coaching, workshops, computer literacy, soft skills, financial literacy, and job retention.
  - Training and skills development, through low-cost adult education and community college programs, referral to on-the-job-training programs, or through scholarships to private and public training providers,
3. The ability to get the best job possible with their skills through employer orientations, screening, interviewing, job referral and placement services.

The Sacramento Works One Stop Career Center System performance will be evaluated using federal common performance measures, state process measures, and locally developed process measures. The Sacramento Works One Stop Career Center Third Quarter Report is attached under separate cover and includes the following outcome data:

**STAFF PRESENTER:** Robin Purdy

1. **U.S. Department of Labor Common Performance Measures:** Beginning July 1, 2008 SETA implemented the U.S. Department of Labor Common Performance Measures, which are a common set of measures for all federal workforce programs. These include:

- **Entered Employment Rate:** measures the number of adult participants who are employed in the first quarter after exit.
- **Employment Retention Rate:** reflects the number of adult participants who are employed in quarters 1, 2 and 3 after exit.
- **Average Earnings:** measures the average earnings of those participants who were employed in quarters 1, 2, and 3 after exit.

SETA has researched the performance outcomes in other states that have implemented the integrated service delivery model. Third Quarter common measures outcomes for the Sacramento Works One Stop Career Center system appear to be on target.

Performance Measure	Low	High	SETA 3 <sup>rd</sup> Quarter Outcomes
Entered Employment Rate	57%	76%	60%
Retention Rate	80%	81%	81%
Average Wage	\$12.50	\$16.00	\$14.74

2. **State Process Measures:** The following “actionable” local goals measure the efforts of the career centers to improve the skills of job seekers and place them in high growth, high-wage occupations:

- Number of new customers (including demographic data) who complete an initial assessment and coaching session
- Number of customer returning to the career center for a staff assisted service within 30 days of enrollment
- Number of customers completing a skill development or training services

3. **Local Process Measures:** The following process measures have been approved by Sacramento Works, Inc. as local process measures:

- 75% of all training scholarships will be for training in critical occupational clusters identified by Sacramento Works, Inc.
- Customer Satisfaction surveys for employers and jobs seekers will be conducted quarterly to assess whether customers are satisfied with services

STAFF PRESENTER: Robin Purdy

- Outreach to employers (recruitment events, job orders, total hire and average wage) will be reported on quarterly.

Staff has reviewed the performance reports for each of the Sacramento Works One Stop Career Center and have determined that Third Quarter Performance Data indicates that all of the career centers are meeting expected performance with the exception of SWCC South County

The SWCC South County Career Center, hosted by Elk Grove Unified School District, has an entered employment rate of 35% which is below expected performance. South County serves a high number of ex-offenders, limited English speakers and public assistance recipients which may impact the adult entered employment rate. Staff is working on a corrective action plan for South County Career Center.

RECOMMENDATION:

**Extension of Existing One Stop Services**

Approve extension of One Stop Services contracts for Program Year 2009-10. Staff recommends the extension of all Sacramento Works One Stop Career Center contracts for Program Year 2009-2010 as indicated on the attached funding chart. The SETA sub-grant contains a provision permitting SETA the sole option to extend or renew the sub-grant for additional terms up to a total of four additional years. This extension will provide funding to support One Stop Services and activities that include:

- **Talent Engagement:** Staffing, infrastructure and equipment associated with welcoming customers, providing orientation, registration, skill review, initial assessments, career coaching, counseling, referral to social services, talent development or talent marketing;
  - **Talent Development:** Staffing, infrastructure and equipment associated with vocational skills assessment, career planning, coaching, workshops, on-site skills development classes, scholarships and occupations skills training provided by training providers and educational institutions, employed worker training, English-language training and support services;
  - **Talent Marketing:** Staffing, infrastructure and equipment associated with employer outreach, job development, resume and interview assistance, pre-screening and referral, job advancement and job retention.
2. Approve the transfer of 100% of the WIA Dislocated Worker funds into the WIA Adult program to consolidate funding streams to serve adult and dislocated worker job seekers.

STAFF PRESENTER: Robin Purdy

**Sacramento Employment and Training Agency**  
**Workforce Investment Act (WIA) Title I, Adult/Dislocated Worker**  
**ONE-STOP SERVICES**  
**Staff Funding Recommendation**  
**FY 2009 - 2010**

Sacramento Works One Stop Career Center	WIA Current Funding FY2008-2009					WIA Subgrant Extensions FY2009-2010				
	One-Stop Services	Talent Development Scholarships	Total Funding	Cost per Customer	Number to be Served	One-Stop Services	Talent Development Scholarships	Total Funding	Cost per Customer	Number to be Served
<b>Subcontracted Sacramento Works One Stop Career Centers</b>										
Broadway - Asian Resources, Inc.	\$374,040	\$180,000	\$554,040	\$112	4,937	\$374,040	\$180,000	\$554,040	\$112	4,937
Citrus Heights - Crossroads	287,954	170,000	457,954	105	4,379	287,954	170,000	457,954	105	4,379
La Familia Counseling Center	258,000	70,000	328,000	109	3,017	258,000	70,000	328,000	109	3,017
Lemon Hill - Sacramento City USD	470,812	110,000	580,812	150	3,884	470,812	110,000	580,812	150	3,884
Sacramento County - Mather	240,000	18,000	258,000	112	2,303	240,000	18,000	258,000	112	2,303
Sacramento Urban League	258,000	80,000	338,000	138	2,447	258,000	80,000	338,000	138	2,447
South County - Elk Grove USD	330,812	210,000	540,812	151	3,573	330,812	210,000	540,812	151	3,573
<b>Total Subcontracted</b>	<b>\$2,219,618</b>	<b>\$838,000</b>	<b>\$3,057,618</b>	<b>\$125</b>	<b>24,540</b>	<b>\$2,219,618</b>	<b>\$838,000</b>	<b>\$3,057,618</b>	<b>\$125</b>	<b>24,540</b>
<b>Funding Year 2008-2009</b>										
Sacramento Works One Stop Career Center	Funding Year 2008-2009					Funding Year 2009-2010				
	One-Stop Services	Talent Development Scholarships	Total Funding	Cost per Customer	Number to be Served	One-Stop Services	Talent Development Scholarships	Total Funding	Cost per Customer	Number to be Served
<b>SETA hosted Sacramento Works One Stop Career Centers</b>										
Sacramento Works CC - Franklin	\$435,812	\$145,000	\$580,812	\$144	4,035	\$435,812	\$145,000	\$580,812	\$144	4,035
Sacramento Works CC - Galt	168,000	75,000	243,000	\$156	1,556	168,000	75,000	243,000	156	1,556
Sacramento Works CC- Hillsdale	300,812	190,000	490,812	\$176	2,785	300,812	190,000	490,812	176	2,785
Sacramento Works CC - Mark Sanders	498,812	170,000	668,812	\$145	4,618	498,812	170,000	668,812	145	4,618
Sacramento Works CC - Rancho Cordova	248,000	220,000	468,000	\$204	2,297	248,000	220,000	468,000	204	2,297
<b>Total SETA hosted</b>	<b>\$1,651,436</b>	<b>\$800,000</b>	<b>\$2,451,436</b>	<b>\$165</b>	<b>15,291</b>	<b>\$1,651,436</b>	<b>\$800,000</b>	<b>\$2,451,436</b>	<b>\$165</b>	<b>15,291</b>
<b>Total Funding</b>	<b>\$3,871,054</b>	<b>\$1,638,000</b>	<b>\$5,509,054</b>	<b>\$145</b>	<b>Page 6 39,831</b>	<b>\$3,871,054</b>	<b>\$1,638,000</b>	<b>\$5,509,054</b>	<b>\$145</b>	<b>39,831</b>



ITEM III-C -1 – ACTION

APPROVAL OF GRANTEE COUNTYWIDE APPLICATION FOR COLA AND QUALITY IMPROVEMENT UNDER THE AMERICAN RECOVERY AND REINVESTMENT ACT

BACKGROUND:

On April 13, 2009, SETA/Head Start was informed of the availability of additional funds under the American Recovery and Reinvestment Act. The Program Instruction informed Head Start and Early Head Start grantees and delegate agencies of the intended uses of these funds and announced the opportunity for grantees to apply for additional funding for Cost-of-Living Adjustments (COLA) and Quality Improvement (QI). These applications must be returned to the Regional Office of the Administration for Children and Families by May 13.

SETA/Head Start’s allocation for COLA and QI funds is as follows:

<b>No.</b>	<b>Purpose</b>	<b>Head Start</b>	<b>Early Head Start</b>	<b>Total</b>
1	COLA: Permanent, 3.06% COLA	\$ 1,205,126	\$ 144,617	\$ 1,349,743
2.	COLA: (Non-recurring) ARRA 1.84% COLA	724,651	86,960	811,611
3.	Quality Improvement	2,036,654	246,945	2,283,599
	Total Countywide Stimulus Dollars	<u>\$ 3,966,431</u>	<u>\$ 478,522</u>	<u>\$ 4,444,953</u>

These funds support grantee and delegate agency operations. The Policy Council will be taking action on this item at 8:30 a.m. on May 11.

A copy of the Program Narrative for COLA and QI applications will be sent under separate cover.

Ms. Maureen Dermott, Deputy Director, will be available to answer questions.

RECOMMENDATION:

Hear the staff report and approve the applications for Cost-of-Living Adjustments (COLA) and Quality Improvement (QI) funds under the American Recovery and Reinvestment Act.

STAFF PRESENTER: Maureen Dermott

# SETA OPERATED PROGRAM PROGRAM NARRATIVE COLA AND QUALITY IMPROVEMENT

## COLA

### A. COLA – PERMANENT 3.06%

**Background:** In the current grant year (August 1, 2008-July 31, 2009), SETA Head Start awarded a 3.5% COLA in June, 2008 based on a union negotiated contract;

SETA Head Start will also award a 3.1% COLA for the fiscal year beginning June 22, 2009, again, based on a union negotiated contract.

These combined COLA's (which comply with the provisions of Section 653 of the Head Start Act) are well in excess of the 4.9 % COLA requirement as outlined in Program Instruction ACF-PI-HS-09-06.

In addition to these salary increases, SETA Head Start employees also receive ~~approximately 50% of their salary in the form of fringe benefits, including retirement,~~ comprehensive medical and dental health benefits.

#### Head Start COLA Plan:

- **\$511,597** of the stimulus COLA dollars will be applied against the projected 2009-2010 Head Start personnel cost increase as a result of SETA's 3.1% negotiated and budgeted COLA increase;
- In addition, permanent COLA dollars (**\$197,041**) will be used to fund expected increases in personnel/fringe benefit expenses, specifically in SCERS and Workman's Compensation.
- The remaining **\$7,066** will be applied to increasing operating costs.

#### Early Head Start COLA Plan:

- **\$28,186** of the stimulus COLA dollars will be applied against the projected 2009-2010 Early Head Start personnel cost increase as a result of SETA's 3.1% negotiated and budgeted COLA increase;
- In addition, permanent COLA dollars (**\$21,459**) will be used to fund expected increases in personnel/fringe benefit expenses, specifically in SCERS and Workman's Compensation.
- The remaining **\$25,577** will be applied to increasing operating costs for janitorial contracts and COLA related rent increases.

**B. COLA – ARRA 1.84%**

**Head Start ARRA/COLA (non-recurring) Plan:**

- COLA/ARRA dollars (**\$172,430**) will be used to fund “unexpected” personnel related operating costs in the form of substitute teachers to ensure ratios are maintained at all times;
- Fifteen (15) Associate Teachers in the Head Start/State wrap-around program will have their hours increased from six (6) to eight (8) hours. By increasing hours, we will ensure that compensation is adequate to attract and retain qualified staff; allow the Associate Teachers to be present during the identified Head Start portion of the day, thereby reducing the ratio in those full day classes for an extended period of time; and with lower teacher-child ratios, teachers will be able to implement the new oral language curriculum which will promote the language skills and literacy growth of children. **\$118,029**
- Offset unexpected increases in Other Operating Costs in the area of children’s dental/medical services as evidenced by PIR results. **\$60,887**
- Offset unexpected increases in Operating Costs. **\$79,012**

**Early Head Start ARRA/COLA (non-recurring) Plan:**

- COLA/ARRA dollars (**\$45,231**) will be used to fund “unexpected” personnel related operating costs in the form of substitute teachers to ensure ratios are maintained at all times.

**QUALITY IMPROVEMENT – IMPROVING COMPENSATION**

**A. RETENTION OF SUPPORT STAFF – PRIORITY QI 5(A)(I)**

In an effort to maintain quality assurance in the oversight of the SETA Operated Program (SOP) and five Delegate Agencies, SETA has resolved to retain four specialists that were affected by the most recent lay-off/demotion in the FY 2009-2010 budget. One in each classification will be reinstated. These specialists will work in a quality assurance capacity for one (1) year which includes, but is not limited to, the highly recognized Monitoring Tool 2000 (M.T.2K) process.

The designation of Quality Improvement Funds (Retention), ACF-PI-HS-09- 06 CF(5)(A)(i), will allow four (4) specialists to be “called back” and three positions to be reinstated which include Health/Nutrition Specialist, Special Education Field Technician and Family Service Worker. The four (4) specialists are one (1) Social Service/Parent Involvement Specialist, one (1) Health/Nutrition Specialist, one (1) Education Specialist, and one (1) Education/Special Education Specialist. Associated costs, including salary and fringe, are:

	<u>Head Start</u>	<u>EHS</u>
<b>Total</b>	<b>\$263,167</b>	<b>\$19,809</b>

**B. RETENTION OF TEACHING STAFF – PRIORITY QI 5(A)(I)**

**Continuance of Florin Meadows Early Learning Center** - Because of funding constraints, the Florin Meadows Early Learning Center was going to be closed beginning Fiscal Year 2009-10, and the staff associated with this closing would be laid off. This includes one Site Supervisor, one Head Start Teacher, two Associate Teachers and one Family Services Worker. In accordance with section (5)(A) of PI-HS-09-06 funds will be allocated to ensure that compensation of educational personnel and family services workers will continue and all previously identified staff will continue to be employed. By keeping this site open, we ensure that the program continues to meet the needs of the forty (40) families enrolled at this center.

	<u>Head Start</u>	<u>EHS</u>
<b>Total</b>	<b>\$254,601</b>	<b>\$0</b>

**Associate Teacher Hours Increase** – Eleven (11) Associate Teachers in the Early Head Start/State-wrap around program will have their hours increased from 6 to 8 hours. This will allow SETA Head Start to follow PI-HS-09-06 (5)(A) (i) (iii)(iv):

- By increasing Associate Teacher hours from 6 to 8 hours, we will ensure that compensation is adequate to attract and retain qualified staff for the programs involved in order to enhance program quality.
- This increase will also allow the Associate Teachers to be present during the identified Head Start portion of the day, thereby reducing the ratio in those full day classes for an extended period of time. This will allow teams to meet together and better plan educational activities in the classroom.
- The lower child-to-teacher ratio will allow the implementation of a new oral language curriculum which will promote the language skills and literacy growth of children.

	<u>Head Start</u>	<u>EHS</u>
<b>Total</b>	Listed under COLA/ARRA	<b>\$65,638</b>

**C. STAFF DEVELOPMENT FOR SUPPORT STAFF – PRIORITY QI 5(A)(II)**

**Family Service Worker Education Incentive Plan** - In accordance with section (5)(A)(ii) of PI-HS-09-06, a portion of the Quality Improvement funds will be allocated to providing Family Services Workers an incentive to continue their education in order to support ongoing improvement of their skills and expertise. In order to qualify for the incentive staff must:

- Meet with the Program Officer/Manager for the Family Support Unit to develop an individual staff career development plan prior to enrolling in classes. Classes chosen by the staff member must fall into broad categories chosen by Program Officer/Manager to ensure that job knowledge and job skills will be enhanced.
- Enroll in at least six (6) semester units (or 2 courses in a semester), and show proof that each class was passed with a C or better.
- Staff can earn \$500 per semester for a maximum of \$1,000 for two semesters within the grant year 2009-10.

	<u>Head Start</u>	<u>EHS</u>
<b>Total</b>	<b>\$10,000</b>	<b>\$0</b>

**D. EDUCATION FOR TEACHERS – PRIORITY QI 5(A)(III)**

**Teacher/Educators/Education Coordinator Education Incentive Plan** - In accordance with section (5)(A)(iii) of PI-HS-09-06, an incentive plan for teachers/educators and education coordinators/curriculum specialists will be implemented. This will ensure that staff qualifications will be enhanced; will assist with career development plans that support ongoing improvement of their skills and expertise; and will provide educational development to teachers/educators and coordinators in order to be fully competent to meet the professional standards established under section 648(a)(1). In order to qualify for the incentive staff must:

- Meet with a counselor at either a community college or university and obtain an educational plan which will lead them to obtaining either their Associate's Degree or their Bachelor's Degree.
- Meet with the Education Program Officer/Manager to discuss course choices and initiate individual staff development plan prior to enrolling in classes. Classes chosen by the staff member must fall into course work directly related to attainment of an Associate or Bachelor's degree.
- Staff must enroll in at least six (6) semester units (or 2 courses in a semester) chosen from the educational plan.
- Staff must pass each class with a C or better and submit proof of successful completion along with a signed copy of the educational plan in order to qualify for the incentive.
- Staff will be eligible to receive \$500 per semester, for a maximum of \$1,000 for two semesters within the 2009-10 grant year.

	<u>Head Start</u>	<u>EHS</u>
<b>Total</b>	<b>\$43,000</b>	<b>\$0</b>

**Tuition Reimbursement for Bachelor's Degree Coursework** - SETA was a recipient of the T/TA Supplemental Funds available during the 2008-2009 grant year. However, priority was awarded specifically for staff that was working toward their Associate degree and not for those already enrolled in BA programs. While staff continues to work toward their educational attainment, funds are limited in SETA's Basic grant to reimburse all employees who are past their Associate's degree and are now enrolled in a Bachelor degree ECE program. Specifically, SETA has approximately twenty (20) employees enrolled in CSUS Cohort BA Early Childhood Care and Education program. Funds, with a maximum of \$1,500 per employee for program year 2009-2010, will be used to reimburse employees for tuition and book expenses that are not already covered in the Head Start/Early Head Start Basic grant.

	<u>Head Start</u>	<u>EHS</u>
<b>Total</b>	<b>\$34,000</b>	<b>\$0</b>

**QUALITY IMPROVEMENT – NON-COMPENSATION ACTIVITIES**

**A. DEFERRED MAINTENANCE – PRIORITY QI 5(B)(II)**

**Head Start** - The SETA Facilities Unit, in collaboration with the Grantee Monitoring Unit and Program Operations Program Officers, developed a list that included 19 of the 33 Head Start/Early Head Start Centers requiring maintenance that has been deferred. Six of the

deferments are associated with the Americans with Disabilities Act (ADA) standards which ensure that Head Start is in compliance. Information obtained to identify maintenance projects came from: Quarterly Safe Environment Checklists, Annual Self Assessment Reports, Center Visit Reports, Maintenance Work Orders and Child Safety Committee Center Visits.

Associated costs for Head Start:

<u># of Centers</u>	<u>Description of Work</u>	<u>Est. Cost</u>
2	Replace center air conditioning units	\$86,000
1	Remove and replace play area rubber tiles, add concrete base and install "Pour-In-Place" rubber surfaces to meet ADA standards	\$35,000
3	Renovate and upgrade children's bathroom to meet ADA standards	\$14,100
1	Replace exit doors with 36" fire resistant doors to meet ADA standards	\$16,000
1	Replace playground structure and fence for safety and to meet ADA standards	\$91,000
1	Replace siding and trim on outside of building, inspect for mold and mildew	\$7,000
1	Replace classrooms carpet with VCT flooring and replace bathroom vinyl flooring	\$27,184
1	Install concrete pad and concrete wall to enclose garbage containers	\$13,000
1	Landscape play area to remove two trees and surface roots, improve water drainage and install concrete pathway and sod	\$15,000
2	Landscape play area to remove surface tree roots (trip hazard), improve water drainage and install sod	\$18,055
3	Prep and paint the entire indoor space	\$24,000
1	Reconfigure alarm system for Head Start areas and bypass all public use areas or spaces (reduce number of false alarms)	\$1,200
1	Relocate existing outdoor light fixture in the food service loading area	<u>\$2,000</u>
<b>Total (Head Start)</b>		<b>\$350,588</b>

**Early Head Start** - The SETA Facilities Unit, in collaboration with the Grantee Monitoring Unit and Program Operations Program Officers, developed a list that included Early Head Start Centers/Classrooms requiring maintenance that has been deferred. The New Helvetia EHS Center was identified as it was last painted in 2003. The challenge with this Center is that the building was constructed with the internal walls made from cinder block making it necessary to remove the old paint and sand the walls prior to repainting. This process is more costly and, therefore, was deferred. Quality Improvement funds identified in ACF-PI-

HS-09-06 CF(5)(B)(ii) will allow SETA to address this deferred item and ensure its completion by July, 2010.

**Total (Early Head Start):**

**\$10,000**

**B. ECERS/ITERS ASSESSMENTS/MATERIALS - PRIORITY QI 5(B)(II)**

Annually, SETA performs on-site Early Childhood Environmental Rating Scale (ECERS) and Infant/Toddler Environmental Rating Scale (ITERS) assessments in all Head Start and Early Head Start classrooms that are dually funded with the California Department Education (CDE). This annual self assessment allows staff to assess the environment utilizing a standardized tool while making program and classroom changes in accordance with the findings.

However, due to funding and resources constraints, SETA is unable to perform this service in every Head Start/Early Head Start classroom. Meaning, over half of the Head Start classrooms are not receiving this formal on-site review.

SETA proposes the use of Quality Improvement funds to perform the ECERS/ITERS assessment project for program year 2009-2010. The funds will be used to contract with an outside vendor for ECERS/ITERS assessment services and will expand assessments to all SETA Operated classrooms for a full and comprehensive picture. Funds will also be used to purchase items to improve physical environments based on the results of the assessment.

Sustainability of the project will be based on future partnerships with our resource and referral agency, Child Action, Inc., and/or incorporated back into the SETA's internal quality assurance/education services units.

Associated Costs:

	<u>Head Start</u>	<u>EHS</u>
ECERS/ITERS assessments (87 classrooms X \$500/assessment)	\$37,000	\$6,500
Materials to Improvement Physical Environments	<u>\$43,100</u>	<u>\$8,400</u>
<b>Total</b>	<b>\$80,100</b>	<b>\$14,900</b>

**C. PLAYGROUNDS - PRIORITY QI 5(B)(II)**

Quality Improvement funds as identified in ACF-PI-HS-09-06 CF(5)(B)(ii) will allow SETA to contract an Independent Playground Inspector to evaluate all 33 centers to ensure that Head Start/Early Head Start playgrounds meet California Playground Safety Institute (CPSI) Regulations. This also includes regulation for children with disabilities. Additional funds are requested for potential replacements or renovations identified. SETA's last contracted inspection was completed in May of 2000. Associated costs for inspection and replacement/renovations are:

	<u>Head Start</u>	<u>EHS</u>
<b>Total</b>	<b>\$95,000</b>	<b>\$4,000</b>

**D. "CHILD SAFETY COUNT" SYSTEM - PRIORITY QI 5(B)(II)**

The SETA Information Technology Department has designed and pilot tested a proprietary data tracking system to electronically capture student head counts on a moment by moment basis.

This unique and entrepreneurial system was designed to create an automated method in which to account for ALL children present at any given time. While SETA has implemented a multi-faceted approach to safety and supervision, including a new child safety curriculum, we feel strongly that accurate and clear head counts are imperative to accountability. During the day, children come and go; are checked out by support staff for ongoing services/screenings, etc. This system utilizes a touch-screen computer and signature pad, similar to those used in grocery/department stores, where the signing authority signs in/out upon arrival/departure at the center. The computer electronically time stamps the entrance/exit of each child and accounts for head counts and daily attendance.

In addition, the system has multiple tracking functions essential for routine, up-to-date information gathering to enhance program operations, decision making; record-keeping and reporting and on-going monitoring. Tracking functions include, but are not limited to:

- Child Head Counts – In an extended effort to ensure accurate and on-going head counts of children during heavy transition times (such as late arrivals, early departures, inside/outside transitions, support staff check-in/out for screenings/referrals, etc.), staff will have real-time child counts to compare when doing manual head counts. The computer generated count will be compared to manual head counts before, during and after routine transitions, resulting in higher accountability of children in attendance for safety and supervision purposes.
- Average Daily Attendance (ADA) – The system will capture and track parent signatures and electronically store data for future analysis and decision making. This will result in less paperwork/storage of documents; more efficient tracking of average daily attendance; and real-time data information for reporting purposes.
- Monthly Enrollment Counts – End of the Month reports will be generated in real time, eliminating the rush to fax and manually count enrollment at the end of the month for federal reporting purposes.
- Meal Counts – Teachers will data enter daily meal counts at point of meal service. The system will compare the number of children in attendance to the number of meals entered. This will result in eliminating the risk of under/over claiming meals while reducing disallowed costs due to over-claiming.
- Substitute Teacher Tracking – Similarly, Substitute Teachers will also sign in/out upon arrival/departure at each center/classroom. The electronic tracking of substitutes will create more efficient and timely data regarding substitute expenditures; allow for analysis of full day verses part day substitute use; enhance payroll processes; and offer up-to-date data for various reporting and monitoring systems.

Associated Costs:

	<u>Head Start</u>	<u>EHS</u>
Touch-screen computer and signature pad (74 computers X \$700/computer)	\$44,100	\$7,700



Software/Report Development (approximately 85 hrs)	\$ 4,500	\$400
Installation/Conduit/Shelving (\$100/center X 33 centers)	<u>\$ 3,300</u>	
<b>Total</b>	<b>\$51,900</b>	<b>\$8,100</b>

**E. ORAL LANGUAGE CURRICULUM - PRIORITY QI 5(B)(IV)**

Oral language is crucial to a child's literacy development, including listening, speaking, reading, and writing skills. While the culture of the child influences the patterns of language, the school environment can enable children to refine its use. As children enter school, they bring diverse levels of language acquisition to the learning process. Therefore, teachers face the challenge of meeting the individual needs of each language learner, as well as discerning which methods work most effectively in enhancing language development.

As outlined in Year 2 of Goals and Objectives #3 (Oral Language), SETA will be supplementing Creative Curriculum with a research-based oral language/literacy curriculum. Currently a team of program officers, education coordinators and teaching staff are "shopping" for suggested curricula. From the samples selected, the project work team will review and analyze each curriculum and make recommendations for the SETA Operated Program.

Quality Improvement funds are being requested to purchase the "chosen" oral language/literacy curriculum and supporting materials for this project. Estimated costs are \$33,180.

Year 3 objectives will include a detailed plan for training, piloting, implementation and rolling-out the supplemental curriculum.

	<u>Head Start</u>	<u>EHS</u>
<b>Total</b>	<b>\$27,180</b>	<b>\$6,000</b>

Sacramento Employment and Training Agency (SETA)  
Head Start/Early Head Start SETA Operated Programs (SOP)  
COLA/Quality Improvement Budget

<u>Project</u>	<u>Head Start</u>	<u>Early Head Start</u>	<u>Total</u>
<b>COLA 3.06%</b>			
3.1% COLA Increase to Employees	\$511,597	\$28,186	\$539,783
Increase in Benefit Costs	\$197,041	\$21,459	\$218,500
Increased Operating Costs	\$7,066	\$25,577	\$32,643
Sub-Total COLA 3.06%	\$715,704	\$75,222	\$790,926
<b>COLA/ARRA 1.84%</b>			
Unexpected Personnel/Substitutes	\$172,430	\$45,231	\$217,661
Associate Teacher Hour Increases	\$118,029		\$118,029
Unexpected Children's Medical/Dental Expenses	\$60,887		\$60,887
Increased Operating Costs	\$79,012		\$79,012
Sub-Total COLA/ARRA 1.84%	\$430,358	\$45,231	\$475,589
<b>Quality Improvement - Improving Compensation</b>			
Retention of Support Staff	\$263,167	\$19,809	\$282,976
Retention of Teaching Staff/Florin Meadows	\$254,601		\$254,601
Associate Teacher Hour Increases		\$65,638	\$65,638
Staff Development/Support Staff	\$10,000		\$10,000
Education for Teachers	\$43,000		\$43,000
Bachelor Degree Coursework Reimbursement	\$34,000		\$34,000
Sub-Total	\$604,768	\$85,447	\$690,215
<b>Quality Improvement - Non-Compensation Activities</b>			
Deferred Maintenance	\$350,588	\$10,000	\$360,588
ECERS/ITERS Assm't/Materials	\$80,100	\$14,900	\$95,000
Playground Inspections/Replacement	\$95,000	\$4,000	\$99,000
Child "Safety Count" System	\$51,900	\$8,100	\$60,000
Oral Language Curriculum	\$27,180	\$6,000	\$33,180
Sub-Total	\$604,768	\$43,000	\$647,768
Sub-Total Quality Improvement	\$1,209,536	\$128,447	\$1,337,983
<b>TOTAL</b>	<b>\$2,355,598</b>	<b>\$248,900</b>	<b>\$2,604,498</b>

ITEM III-D – 1 - ACTION

APPROVAL OF THE COMMUNITY SERVICES BLOCK GRANT  
RECOVERY ACT LOCAL PLAN AND AUGMENTATION OF 2009 COMMUNITY  
SERVICES BLOCK GRANT SERVICE PROVIDERS

BACKGROUND:

The American Recovery and Reinvestment Act (Recovery Act) provides for approximately \$89 million in additional funds to the Community Services Block Grant (CSBG) program for California. Of this amount, SETA has received a planning allocation of \$2,692,561 to be used for the following activities:

1. Provide a wide range of innovative employment-related services and activities.
2. Use funds in a manner that meets the short-term and long-term economic and employment needs of individuals, families, and communities.
3. Make meaningful and measurable progress toward the reform goals of the Recovery Act with special attention to creating and sustaining economic growth and employment opportunities.

The State Department of Community Services and Development (CSD) requires agencies to submit a CSBG Recovery Act Local Plan by May 11, 2009, at 5:00 p.m. The plan will provide the state with a description of the potential use of Recovery Act funds in Sacramento County.

SETA's CSBG Recovery Act Local Plan is submitted under separate cover. The planned concept of the use of CSBG stimulus funding was approved by your board on April 2, 2009. The three approved components of the concept were incorporated into the CSBG Recovery Act Local Plan. The components and recommended resource allocation amounts are as follows:

1. Provide direct services to job seekers who are enrolled in the Workforce Investment Act program at the career centers.  <b>The career centers will receive an allocation of CSBG Recovery Act funding to provide direct support services to job seekers.</b>	\$500,000
2. Augment existing 2009 CSBG service providers for the period of July 1 through December 31, 2009.  <b>The attached funding chart lists agencies recommended for an augmentation to their current subcontract.</b>	\$700,000
3. Include stimulus funding in the 2010 CSBG Request for Proposals.	\$1,223,305

<b>Approximately \$350,000 of this amount will be to fund activities that target clients enrolled in the Homelessness Prevention and Rapid Re-Housing collaborative.</b>	
Administration 10%	\$269,256
<b>Total CSBG Recovery Act allocation</b>	<b>\$2,692,561</b>

The CSBG Recovery Act Local Plan includes funding augmentations to existing CSBG service providers to serve the increased number of clients that have been affected by the economic downturn (component #2). At the time the planned concept was approved by your board, SETA's allocation was not yet known. The recommended augmentation amounts are based upon the current and projected increase in the demand for services and associated costs as justified by the providers in response to a recent survey. Please see the attached funding chart and report that describes each service provider's current progress towards planned annual goals for the 2009 program year.

**RECOMMENDATION:**

Approve the CSBG Recovery Act Local Plan and the augmentation of 2009 CSBG Service Providers.

**SACRAMENTO EMPLOYMENT AND TRAINING AGENCY**  
**FISCAL YEAR 2009 COMMUNITY SERVICES BLOCK GRANT (CSBG)**

**ARRA Augmentation Recommendations**

<b>Agency</b>	<b>Current Funding</b>	<b>ARRA Request</b>	<b>Recommend Augment</b>	<b>2009 Total</b>	<b>Additional Services</b>	<b>Additional Clients</b>	<b>Service Description</b>
Folsom-Cordova Community Partnership	\$21,500	\$19,000	\$19,000	\$40,500	500 Food; 10 Eviction; 10 Motel; 100 Trans.	660	All clients affected by economic downturn. Increased demand for services.
Francis House	\$65,000	\$75,496	\$75,496	\$140,496	360 Food; 900 Motel Nights; 1,800 Trans; 1,500 IDs	1,860	Increased demand for services. Twenty to 30 waiting at the gate before opening time.
Greater Sacramento Urban League	\$20,000	\$44,276	\$44,276	\$64,276	65 Utilities; 25 Eviction; 240 Trans.	162	Increased need for rental, utility and transportation assistance. More clients facing eviction due to job loss. More dislocated workers needing support services.
Housing Now	\$20,000	\$9,958	\$9,958	\$29,958	5 Utilities; 5 Eviction; 10 Re-housing	20	Increase in foreclosure evictions by property owners and increased demand for utility assistance.
Legal Services of Northern California	\$20,000	\$18,200	\$18,200	\$38,200	1,000 Legal Assistance	400	Increased number of hotline calls and calls from seniors and parenting grandparents affected by foreclosures.
My Sister's House	\$32,750	\$47,040	\$47,040	\$79,790	30 Utilities; 30 Eviction; 20 Trans.	40	Twenty percent increase in crisis line calls; high number of requests for utility and eviction avoidance requests.
Sacramento Area Emergency Housing Center	\$12,550	\$172,290	\$166,114	\$178,664	119 Utilities; 55 Eviction; 195 Motel; 195 Trans.	543	Increase in the number of two-parent families due to job losses or foreclosures.
Sacramento County DHA	\$26,000	\$19,916	\$19,916	\$45,916	4,176 hours of Senior Services	20	Increased demand for services as higher number of seniors become low-income.

Agency	Current Funding	ARRA Request	Recommend Augment	2009 Total	Additional Services	Additional Clients	Service Description
South County Services	\$60,000	\$41,400	\$41,400	\$101,400	50 Food; 40 Utilities; 40 Eviction	130	Increased demand for services caused depletion of funds in September 2008. Increased demand for food, utility and rental assistance.
The Salvation Army	\$67,000	\$90,000	\$90,000	\$157,000	1,002 Food; 200 Utilities; 200 Eviction	567	Experiencing a 30%-40% increase in need. Serving an additional 100 families per month. Turning away 200 families per day.
Travelers Aid	\$69,000	\$168,584	\$148,584	\$217,584	180 Food; 300 Utilities; 200 Eviction; 147 Motel; 200 Trans.	700	Increased demand from "working poor," due to state furloughs. Receiving more than 50 calls per day.
Vol. Legal Services of Northern California	\$25,000	\$3,456	\$3,456	\$28,456	Additional Paralegal Services	240	Increased demand for services. Clients with unexpunged criminal records have little chance of becoming employed.
Waking the Village (Tubman House)	\$36,400	\$16,560	\$16,560	\$52,960	Additional Aftercare Services	As Needed	Clients have greater difficulty entering the job market; former clients are experiencing job loss or housing struggles; increase in first-time homeless applicants.
<b>TOTALS</b>	<b>\$475,200</b>	<b>\$726,176</b>	<b>\$700,000</b>	<b>\$1,175,200</b>		<b>5,342</b>	

**2009 CSBG Program Year Plan/Actual**  
 January 1, 2009 through April 30, 2009  
 (Agency 12-month projection/Agency 4-month report)  
**Actual services for 33% of Program Year**

<b>Program Operator</b>	<b>Planned Services</b>	<b>Annual Planned Enrollment through 12/31/09</b>	<b>Actual Enrolled as of 4/30/09</b>	<b>% of Planned Enrolled as of 4/30/09</b>
County of Sacramento DHA	Senior companion services for frail and elderly seniors	25	29	116%
Francis House of Sacramento	Food	384	151	39.3%
	Temporary Shelter	208	83	39.9%
	Transportation	192	77	40.1%
Folsom/Cordova Community Partnership	Food	500	435	87%
	Utilities	28	21	75%
	Temporary Shelter	5	0	0%
	Transportation	100	76	76%
Housing Now	Utilities	20	13	65%
	Eviction Avoidance	17	20	117.6%
	Temporary Shelter	15	1	6.7%
Legal Services of Northern CA (Senior Legal Hotline)	Legal aid to seniors, non-English speakers and grandparent caregivers	720	790*	109.7%
My Sister's House	Services for victims of domestic violence	50	26*	52%
Sacramento Area Emergency Housing Center, Inc. - SS	Emergency shelter and housing assistance	430	163	37.9%
Sacramento Area Emergency Housing Center, Inc. - SN	Utilities	15	1	6.7%
	Eviction Avoidance	12	3	25%
South County Services	Utilities	35	19	54.3%
	Eviction Avoidance	47	11	23.4%
	Temporary Shelter	20	7	35%
	Transportation	150	40	26.7%
The Salvation Army	Food	60	35	58.3%
	Utilities	100	80	80%
	Eviction Avoidance	125	71	56.8%
	Temporary Shelter	46	9	19.6%
	Transportation	30	98	326.7%
Travelers Aid Society	Food	80	26*	32.5%
	Utilities	100	33*	33%
	Eviction Avoidance	100	29*	29%
	Temporary Shelter	47	12*	25.5%
Voluntary Legal Services Program of Northern California	Criminal record expungement workshops and legal assistance	444	242	54.5%
Waking the Village	Services for parenting or pregnant youth	14	12	85.7%
WIND Youth Services	Prepared meals, legal assistance and transportation assistance for homeless youth	12,000	6004	50%

\* Reflects services provided through March 31, 2009

ITEM IV-A – INFORMATION

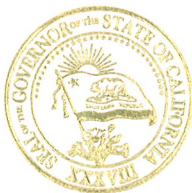
LETTER FROM GOVERNOR ARNOLD SCHWARZENEGGER

BACKGROUND:

Attached is a copy of a letter from Governor Arnold Schwarzenegger regarding the expenditure of stimulus funds.

STAFF PRESENTER: Robin Purdy





RECEIVED  
APR 29 2009

GOVERNOR ARNOLD SCHWARZENEGGER

April 24, 2009

Mr. Mark Ingram  
Chair  
Sacramento Employment and Training Agency  
10600 White Rock Road, Suite 100  
Rancho Cordova, California 95670

Dear Mr. Ingram,

It is vital that American Recovery and Reinvestment Act (ARRA) funds be spent efficiently in ways that truly help our state through these difficult times and create jobs. The people demand it, and so does our economy. As California's unemployment rate tops 11 percent, you know full well the devastating effects job loss is having on your community. At the state level, I am committed to passing on Recovery Act dollars quickly and to helping local governments use these dollars. My administration recently spent \$415 million in Workforce Investment Act ARRA funds to California's 49 local Workforce Investment Boards.

But before we can see the benefits of this funding, you must do your part to ensure the money is being spent – and spent well – in your community. I urge you to work closely with your Local Workforce Investment Board (LWIB) to expedite the use of these funds. Where bureaucratic roadblocks exist, clear them. Where political distractions may be slowing the process, eliminate them. Every day of delay is another day our state and your community is not working its way out of an economic slump, and I am committed to helping you use Recovery Act dollars to hasten our recovery.

Workforce Investment Act funding is now available throughout the state to help workers understand where jobs will be created, gain new skills, receive training and education and move into career paths that will help them succeed in the labor market. The funds can be used for businesses at risk of more layoffs, and to help those displaced move more quickly into new occupations and jobs. This funding will also create summer job opportunities for thousands of youth between the ages of 16 and 24, which will give them work experience, education, and wages – an investment in California's future in more ways than one.

As an elected official there are three critically important roles you can play in this process:

Mr. Ingram  
April 24, 2009  
Page two

First, ensure that a large-scale summer youth program is up and running in your community. The U.S. Department of Labor has made it clear that the majority of the youth funding should be expended this summer on summer youth employment programs. I couldn't agree more. You should be directing your city and county departments to make jobs available, as well as working with your LWIB to ensure that there are jobs available in your community's nonprofit organizations and in the private sector where appropriate. This all has to be done immediately as summer will soon be here.

Second, remove bureaucratic obstacles so this funding can get to work in your community as quickly as possible. Thousands of your constituents are walking through the doors of your local One-Stop Career Centers, some experiencing unemployment for the first time in their lives. They need help. By expediting procurement and spending authority, you will help get the resources to those who urgently need services.

Third, you can play a pivotal role in ensuring that there is coordination among all of the job training-related Recovery Act resources coming into your community. Funding through the Workforce Investment Act is a large share of the ARRA job training funding, but there are also resources going to other local agencies for weatherization, construction, brown field cleanup, energy and transportation projects. Use your Local Workforce Investment Board as a convener and broker to maximize your community's job training funds in the most effective and accountable manner.

Thank you for all you are doing to help get our economy growing and to get jobseekers back to work again. I, along with my Recovery Task Force and state agencies, stand ready to work with you to see that the funds coming to your local area are spent with the greatest speed and economic impact.

Sincerely,

A handwritten signature in black ink, appearing to read "Arnold Schwarzenegger". The signature is fluid and cursive, with a prominent "A" and "S".

Arnold Schwarzenegger

/la

ITEM IV- B – INFORMATION

UNEMPLOYMENT RATES FOR SACRAMENTO COUNTY

BACKGROUND:

In March, 2009, the unemployment rate for Sacramento County was 11.3%. Attached is a listing of the unemployment rates by City and Census Designated Places provided to SETA by the California Employment Development Department.

STAFF PRESENTER: Robin Purdy

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)  
 March 2009 - Preliminary  
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment		Census Ratios	
			Number	Rate	Emp	Unemp
Sacramento County	695,900	617,600	78,300	11.3%	1.000000	1.000000
Arden Arcade CDP	57,600	51,400	6,300	10.9%	0.083158	0.080285
Carmichael CDP	29,800	27,300	2,500	8.3%	0.044186	0.031493
Citrus Heights city	51,500	47,500	4,100	7.9%	0.076838	0.052031
Elk Grove CDP	36,000	32,700	3,300	9.1%	0.052995	0.042014
Fair Oaks CDP	17,500	16,400	1,100	6.3%	0.026612	0.013988
Florin CDP	12,900	10,800	2,200	16.8%	0.017437	0.027771
Folsom city	27,700	26,300	1,400	5.1%	0.042525	0.018086
Foothill Farms CDP	9,800	8,400	1,400	14.4%	0.013603	0.017967
Galt city	11,000	9,100	1,900	17.0%	0.014758	0.023844
Gold River CDP	4,900	4,800	100	1.9%	0.007790	0.001181
Isleton city	400	400	100	11.9%	0.000597	0.000642
La Riviera CDP	7,100	6,600	400	6.1%	0.010732	0.005544
Laguna CDP	20,800	19,600	1,200	5.8%	0.031743	0.015451
Laguna West Lakeside CDP	5,400	5,000	400	7.6%	0.008067	0.005210
North Highlands CDP	22,900	19,100	3,800	16.6%	0.030900	0.048382
Orangevale CDP	16,200	14,900	1,300	8.1%	0.024187	0.016709
Parkway South Sacramento CDP	16,300	13,200	3,100	18.9%	0.021411	0.039219
Rancho Cordova City	31,600	27,600	4,100	12.9%	0.044619	0.052031
Rancho Murieta CDP	2,300	2,200	100	3.5%	0.003612	0.001027
Rio Linda CDP	5,900	4,900	1,000	16.5%	0.007917	0.012294
Rosemont CDP	14,100	12,900	1,300	8.9%	0.020836	0.016042
Sacramento city	221,000	191,900	29,100	13.2%	0.310678	0.371731
Vineyard CDP	6,000	5,700	300	5.2%	0.009153	0.003978
Walnut Grove CDP	500	400	100	24.7%	0.000566	0.001463
Wilton CDP	2,800	2,600	200	6.9%	0.004226	0.002464

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

**Notes:**

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

**Methodology:**

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

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

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

## 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.