



GOVERNING BOARD

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Board of Supervisors
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JAY SCHENIRER
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SOPHIA SCHERMAN
Public Representative

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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, November 7, 2019

TIME: 10:00 a.m.

LOCATION: SETA Board Room
925 Del Paso Blvd., Suite 100
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: <http://www.seta.net/board-operations/board-agendas/>

A G E N D A

PAGE NUMBER

I. Call to Order/Roll Call/Pledge of Allegiance

→ Recognition of long-term employees (20 years):

- **Nathaniel Brown**, Information Technology Engineering Analyst
- **Afiya Tyler**, Site Supervisor
- **Earl Sullaway**, Network Engineer
- **Jaime Serrano**, Information Technology Engineering Analyst

II. Consent Items

- | | | |
|----|---|-----|
| A. | Approval of Minutes of the September 18, 2019 Special Board Meeting | 1-6 |
| B. | Approval of Claims and Warrants | 7 |
| C. | Approval to Accept Funding for Fiscal Year 2019-20 from the California Department of Education (Denise Lee) | 8 |

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Election of Officers of the Sacramento Employment and Training Agency Governing Board (Kathy Kossick) 9
2. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella, Errors and Omissions, Crime, Flood, and Student Accident (D'et Saurbourne) 10
3. Approval of to Purchase Rubrik for SETA's Information Technology Backup and Recovery System (D'et Saurbourne) 11

B. WORKFORCE DEVELOPMENT DEPARTMENT

Community Services Block Grant: None.

Refugee Services: None.

One Stop Services: (Roy Kim)

1. Agree with Sacramento Works to Transfer Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Funds to Adult Funds, Program Year (PY) 2019-20, and Authorize Staff to Submit a Request to the State of California, Employment Development Department 12-13
2. Approval to Submit an Application to the California Workforce Development Board for Workforce Innovation and Opportunity Act (WIOA), Regional Plan Implementation Slingshot 3.0 Funds, and Authorize the Executive Director to Execute the Funding Agreement, Modifications, and any Other Documents Required by the Funding Source 14-15

C. CHILDREN AND FAMILY SERVICES: No items.

IV. Information Items

- A. Fiscal Monitoring Reports (D'et Saurbourne) 16-32
 - ❖ California Human Development
 - ❖ Goodwill Industries of Sacramento Valley & Northern Nevada, Inc.
 - ❖ Greater Sacramento Urban League
 - ❖ Health Education Council
 - ❖ Next Move Homeless Services, Inc. at Goodwill Industries
 - ❖ River City Food Bank
 - ❖ Sacramento City Unified School District – Head Start
 - ❖ WIND Youth Services

B.	Employer Success Stories and Activity Report (William Walker)	33-37
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D.	Unemployment Update/Press Release from the Employment Development Department (Roy Kim)	40-45
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V.	<u>Reports to the Board</u>	66
A.	Chair	
B.	Executive Director	
C.	Deputy Directors	
D.	Counsel	
E.	Members of the Board	
F.	Public	

VI. Adjournment

DISTRIBUTION DATE: WEDNESDAY, OCTOBER 30, 2019

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE SEPTEMBER 18, 2019
SPECIAL BOARD MEETING

BACKGROUND:

Attached are the minutes of the September 18, 2019 meeting for your review.

RECOMMENDATION:

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

PRESENTER: Kathy Kossick

**SPECIAL MEETING OF THE
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
GOVERNING BOARD**
Minutes/Synopsis

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

Thursday, September 18, 2019
10:00 a.m.

I. Call to Order/Roll Call

Mr. Nottoli called the meeting to order at 10:00 a.m. The Pledge of Allegiance was recited. The roll was called and a quorum was established.

Members Present:

Don Nottoli, Vice Chair; Member, Board of Supervisors
Sophia Scherman, Public Representative
Patrick Kennedy, Member, Board of Supervisors
Jay Schenirer, Councilmember, City of Sacramento

Member Absent:

Larry Carr, Chair; Councilmember, City of Sacramento

➔ **Recognition of long-term employees:**

- **LaRee LaRose**, Workforce Development Professional III: Ms. Diana Douglas congratulated Ms. LaRee LaRose for her 20 years of service to SETA. Ms. LaRose began as a temporary employee and rose through the ranks. She also recently retired from the Agency.

- **Shondell Williams**, Family Services Worker III: Ms. Veronica Jones thanked Ms. Williams for her 20 years of service to SETA. Ms. Williams has worked in a variety of positions at SETA and has touched many lives with her compassion.

II. Consent Items

- A. Approval of Minutes of the August 1, 2019 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Designation of Public Official to Serve on the Community Action Board
- D. Approval of Amended SETA Travel Policies and Procedures
- E. Approval of Retiree Medical Subsidy for Calendar Year 2020
- F. Approval to Extend the Agreement with Community Link Capital Region for the 2-1-1 Sacramento Human Services Database

The consent items were reviewed; no questions or comments.

Mr. Thatch asked the board to include a sole source finding for item II-F and read the item into the minutes as follows: "Federal regulations and the SETA procurement policies permit non-competitive procurement when services are available from only a single source. The 2-1-1 Sacramento Human Services Database is only available through the County of Sacramento's central resources database administered under a County Master Agreement by the Community Link Capital Region and this vital service is used extensively by SETA to develop Community Service Assessment data for grant applications. Therefore, the Governing Board finds that these services, provided under the County's Master Agreement, are only available from a single source and justifies SETA's 25% contribution for its share of costs to administer the Master Agreement."

Moved/Schenirer, second/Kennedy, to approve the consent items as follows:

- A. Approve the August 1, 2019 regular meeting minutes.
- B. Approve the claims and warrants for the period 7/24/19 through 9/10/19.
- C. Approve the designation of Kristin Gibbons as an appointive public official to serve on the Community Action Board.
- D. Approve the amended Sacramento Employment and Training Agency Travel Policies and Procedures effective October 1, 2019.
- E. Approve Option A, to maintain the current subsidy for 17 individuals, for the next calendar year effective January 1, 2020.
- F. Approve \$37,650 for Community Link to update and maintain the 2-1-1 Sacramento Human Services Database for fiscal year 2019-20. The funding will be administered through the County of Sacramento Master Agreement. This action includes adoption of the sole source finding.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. **TIMED ITEM: 10:00 A.M. AND PUBLIC HEARING:** Approval of Revisions to the Job Specifications for Workforce Development Professional II & III and Workforce Development Analyst

Ms. Kossick offered to answer questions.

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

Moved/Schenirer, second/Scherman, to close the public hearing and approve the revised specifications for Workforce Development Professional II and III and Workforce Development Analyst.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

B. WORKFORCE DEVELOPMENT DEPARTMENT

One Stop Services: None.

Community Services Block Grant: None.

Refugee Services

1. Approval of Funding Extension Recommendations for Refugee Support Services (RSS) and RSS Set-Aside Programs, Program Year (PY) 2019-20

No questions or comments.

Moved/Kennedy, second/Schenirer, to approve the funding extensions for the RSS and RSS Set-aside programs for PY 2019-20 effective October 1, 2019 as indicated in the attached charts. Additionally, approve the following funding stipulations:

1. PY 2019-20 funding will be subject to satisfactory year-end program performance and fiscal reviews.
2. VESL/ES service providers must ensure open-entry and prompt placement into VESL classes for all clients that are assessed to be in need of English language training.
3. VESL/ES, ES Stand Alone, VESL/ES, and ELL Workforce Navigator service providers must allocate a minimum of 5% of their awards for supportive services.
4. Providers with case management and job development staff budgeted for less than 12 months, or budgeted for part-time employment, must ensure program services are available Monday through Friday, eight hours per day, from October 1, 2019, through September 30, 2020.
5. If the final allocations for the new RSS and RSS Set-aside are less than the anticipated awards, SETA reserves the right to reduce amounts allocated to providers proportionately.
6. If the final allocations for new RSS and RSS Set-aside are more than anticipated, staff may return with an augmentation recommendation after the first quarter of the program year and contingent upon provider performance.
7. If guidance from ORR indicates that the RSS Set-aside grant is eliminated for PY 2019-20, the SA&CO Older Refugee program may be funded from the PY 2019-20 RSS allocation, contingent upon the final RSS allocation.

8. Participants in Match Grant employment services provided by the International Rescue Committee (IRC) and World Relief are not eligible to participate in IRC's or World Relief's new RSS-funded programs until all services within the Match Grants have been exhausted.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

C. CHILDREN AND FAMILY SERVICES

1. Approval to Submit a Request to Carry Over Program Year 2018-2019 Head Start Funds

Mr. Nottoli inquired whether staff was confident the funds would be expended and Ms. Kossick said yes.

Ms. Scherman asked if there was a backup plan if we are not awarded the additional funds. Ms. Kossick replied that when we come to the end of the year, we are allowed to request this and it is always approved. It is a routine process we have to go through.

Moved/Schenirer, second/Kennedy, to approve the submission of a carryover request for Program Year 2018-2019 in an amount not to exceed \$1,379,123.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

2. Approval to Submit an Application for Relinquished Funds for Fiscal 2019-20 to the California Department of Education

Ms. Lee stated that the money is available and the funds will be used to support personnel, fringe benefits and a variety of operating costs.

Moved/Schenirer, second/Scherman, approve the submission of the application for relinquished funds for fiscal year 2019-2020 to the California Department of Education with a maximum reimbursement amount not to exceed \$700,000.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

IV. Information Items

- A. Sacramento Bee Article on SETA Success Story: No questions.
- B. The Future of Work: Valley Vision Article: No questions.
- C. Fiscal Monitoring Reports: No questions.
- D. Employer Success Stories and Activity Report: No questions.
- E. Dislocated Worker Update: No questions.
- F. Unemployment Update/Press Release from the Employment Development Department: No questions.
- G. Head Start Reports: Ms. Lee thanked board members for attending the Hopkins open house and Mr. Nottoli for his eloquent words. Ms. Lee stated that staff is continuing to work on opening classrooms for the transitioning of the Sacramento City USD children. It is hoped that full enrollment will be achieved by October 1. Mr. Kennedy asked for a list of the sites. Ms. Lee asked board members to spread the word on the availability of infant/toddler slots.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick stated that there will not be an October meeting. The next meeting of the Governing Board will be November 7.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: No comments.

- VI. Adjournment:** The meeting was adjourned at 10:32 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 9/11/19 through 10/30/19, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 9/11/19 through 10/30/19.

PRESENTER: Kathy Kossick

ITEM II-C – CONSENT

APPROVAL TO ACCEPT FUNDING FOR FISCAL YEAR 2019-20 FROM THE CALIFORNIA DEPARTMENT OF EDUCATION

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to accept funds awarded to the Sacramento Employment and Training Agency from the California Department of Education (CDE) in the amount of \$783,287 for fiscal year 2019-2020. These funds will provide services to 48 infants/toddlers in full day, full-year child development programs.

On September 10, 2019, the California Department of Education/Early Learning and Care Division (CDE/ELCD) released a funding announcement for assigning relinquished funds to contractors who are in “good standing” with ELCD.

On September 18, 2019, the SETA Governing Board approved the submission of an application to CDE/ELCD with an estimated amount not to exceed \$700,000. Upon completion of the budget, the actual amount requested was \$729,605, exceeding the maximum amount projected by staff and approved by the Board. Funding is to extend infant/toddler services in five locations: Hiram Johnson, Freedom Park, Hillsdale, Marina Vista and Northview.

On October 11, 2019, SETA was notified by CDE/ELCD that it scored 200 out of 200 possible points on its funding application and would be awarded full funding. Due to maximum reimbursement calculations, CDE will be awarding SETA \$783,287. This agenda item provides an opportunity for the Governing Board to accept the awarded amount of \$783,287.

Deputy Director Denise Lee will be available to answer questions.

RECOMMENDATION:

Accept funds in the amount of \$783,287 as awarded by the California Department of Education/Early Learning and Care Division (CDE/ELCD) for fiscal year 2019-2020.

ITEM III-A - 1 – ACTION

ELECTION OF OFFICERS OF THE SACRAMENTO EMPLOYMENT
AND TRAINING AGENCY GOVERNING BOARD

BACKGROUND:

As stipulated by the Joint Powers Agreement, "the Governing Board shall select a chairperson and vice-chairperson from among its members for one-year terms." The chair alternates among the City, County and Public Representative.

RECOMMENDATION:

That the Board nominate and elect officers for a one-year term to begin on November 8, 2019.

PRESENTER: Kathy Kossick

ITEM III-A – 2 - ACTION

APPROVAL TO PURCHASE AGENCY INSURANCE FOR GENERAL LIABILITY, VEHICLE LIABILITY, UMBRELLA, ERRORS AND OMISSIONS, CRIME, FLOOD, AND STUDENT ACCIDENT

BACKGROUND:

The Agency's insurance policies for general liability, vehicle liability, umbrella liability, errors and omissions, crime, flood, and student accident expire December 1, 2019.

SETA's broker, Arthur J. Gallagher, is currently exploring various markets to secure the necessary coverage and will present an oral report at the meeting.

If final quotes are not available at the November 7 meeting, the Board may delegate procurement authority to the Executive Director.

RECOMMENDATION:

Hear the oral report and take appropriate action.

PRESENTER: D'et Saurbourne

ITEM III-A - 3 – ACTION

APPROVAL TO PURCHASE RUBRIK FOR SETA'S INFORMATION
TECHNOLOGY BACKUP AND RECOVERY SYSTEM

BACKGROUND:

SETA's current Information Technology (IT) back-up system is located on the premises of the administrative office. Should a disaster occur at this location, SETA would be unable to resume business in a timely manner. Staff have spent the last several months researching what disaster recovery system options are available. The Rubrik system combined with Amazon Web Services (AWS) is being proposed to improve SETA's disaster recovery plan. The Rubrik back-up and recovery system is an onsite device and service that provides: continuous data protection to minimize data loss in the event of a failure or ransomware attack; scalability for future growth; end-to-end encryption; easy management of backup policies, alerts, and logs; instant recovery; and cloud disaster recovery orchestration. Rubrik is compatible with SETA's current HPE Simplivity servers and is utilized by many other government agencies in the region. The initial cost includes the purchase of the Rubrik appliance (\$24,817), the software licensing and support for a three-year term (\$107,020), and the initial cost of installation and configuration (\$5,000). DSA Technologies is the proposed vendor and is an approved vendor of Rubrik on the CMAS list (the state procurement list).

RECOMMENDATION:

Approve the purchase of the Rubrik backup and recovery system through DSA Technologies and authorize the Executive Director to negotiate a three-year service contract not to exceed \$137,000.

PRESENTER: D'et Saurbourne

ITEM III-B – 1 – ACTION

AGREE WITH SACRAMENTO WORKS TO TRANSFER WORKFORCE
INNOVATION AND OPPORTUNITY ACT (WIOA) DISLOCATED WORKER FUNDS
TO ADULT FUNDS, PROGRAM YEAR (PY) 2019-20, AND AUTHORIZE STAFF TO
SUBMIT A REQUEST TO THE STATE OF CALIFORNIA, EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

This item addresses the transfer of Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker funds to Adult funds for Program Year (PY) 2019-20. WIOA, signed into law July 22, 2014, allows Local Workforce Development Boards (LWDBs), with approval from the Governor, to transfer up to and including 100 percent of the funds allocated for Adult and Dislocated Worker programs in order to maximize customer service and provide local boards with greater flexibility to respond to changes in their local labor markets and the demonstrated needs of each unique population. WIOA funds transfer limitations can be found in WIOA, Section 133(b)(4).

Each year, eligible dislocated workers are served under SETA's adult funding stream. By alleviating staff and service providers of the labor-intensive eligibility, data collection, accounting and reporting procedures required when serving customers under the dislocated worker funding stream, more effort can be focused on education, training, and job development services.

Consistent with the State of California, Employment Development Department's (EDD) Workforce Services Directive WSD15-23, Transfer of Funds – Adult/Dislocated Worker Programs, issued on March 29, 2016, staff is recommending that the Board authorize the transfer of up to 80 percent of SETA's total WIOA dislocated worker formula allocation to the adult program for PY 2019-20.

SETA's WIOA, Title I, Adult and Dislocated Worker formula allocations for PY 2019-20 are:

Adult -	\$3,640,957
Dislocated Worker -	<u>\$3,290,403</u>
	\$6,931,360

The amount of dislocated worker funds to be transferred to the adult allocation for PY 2019-20 will be up to \$2,632,322. Before facilitating the transfer, SETA will obtain written approval from EDD, Workforce Services Division, which has been delegated authority to act on behalf of the Governor.

The Sacramento Works, Inc. board took action to approve this item at their September 25 meeting.

ITEM III-B - 1 – ACTION (continued)
Page 2

Staff will be available to answer questions.

RECOMMENDATION:

Agree with the Sacramento Works, Inc. board to transfer of up to 80 percent (\$2,632,322) in WIOA dislocated worker formula funds to the WIOA adult formula funding stream for PY 2019-20, and authorize staff to submit a request to the State of California, EDD.

PRESENTER: Roy Kim

ITEM III-B - 2 - ACTION

APPROVAL TO SUBMIT AN APPLICATION TO THE CALIFORNIA WORKFORCE DEVELOPMENT BOARD FOR WORKFORCE INNOVATION AND OPPORTUNITY ACT(WIOA), REGIONAL PLAN IMPLEMENTATION SLINGSHOT 3.0 FUNDS, AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE FUNDING AGREEMENT, MODIFICATIONS, AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND:

In August 2017, the California Workforce Development Board (CWDB) approved the Capital Region's WIOA Plan, designating SETA as the lead workforce development area for the Capital Region. In December 2017, the CWDB awarded Regional Plan Implementation funds to implement activities that supported the following three regional plan priority goals for the Capital Region:

- 1) Alignment of partners (WIOA, Strong Workforce, Align Capital Region, Adult Education) to ensure alignment of resources and building on the strengths of the partners to build a regional workforce system.
- 2) Ensure business leadership in priority sector initiatives (healthcare, construction, agriculture, etc.) by focusing on employer engagement and leadership.
- 3) Identifying and implementing administrative efficiencies and system alignment.

In April 2019, the CWDB awarded a second round of Regional Plan Implementation funds to continue to implement new activities that support the regional plan priority goals.

In October 2019, the CWDB released a Request for Applications for a third round of Regional Plan Implementation funds for regional initiatives that build upon, scale, or expand the previous regional initiatives. In addition, applicants must include the costs of a Regional Organizer in their application.

In response, staff of the Capital Region's local workforce boards (SETA/Sacramento Works, Golden Sierra, North Central Counties, and Yolo) are preparing an application requesting up to \$400,000 over a 20-month project duration that may include the following regional initiatives:

1. Regional Organizer to act as the liaison between the local workforce boards, the CWDB, regional partners, and training and technical assistance providers. This includes coordinating regional initiatives with labor, industry, education, economic development, community and other leaders that encourage regional alignment and enhance regional communication.
2. Supporting business-led sector partnerships/initiatives that develop industry recognized certificates and apprenticeships leading to quality jobs/careers.
3. Regional capacity building and professional development activities for workforce staff and partners.

ITEM III B – 2 – ACTION (continued)

Page 2

4. Other regional initiatives that foster demand-driven skill attainment, enable upward mobility for populations with barriers to employment, and/or align, coordinate, and integrate programs and services.

Applications are due to the State by November 25, 2019. Staff will be available to answer questions.

RECOMMENDATION:

Approve the submission of an application up to \$400,000 to the CWDB for WIOA Regional Plan Implementation Slingshot 3.0 funds; and authorize the Executive Director to execute the funding agreement, modifications, and any other documents required by the funding source.

PRESENTER: Roy Kim

ITEM IV-A – INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: D'et Saurbourne

Program Operator: California Human Development

Findings and General Observations:

- 1) We have reviewed the WIOA Adult, Dislocated Worker and Out-of-School Youth programs from November 1, 2018 to June 30, 2019. The costs reported for these program have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Rachel Wickland **DATE:** September 20, 2019
FROM: Tracey Anderson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Goodwill Industries of Sacramento Valley
& Northern Nevada, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	OSY	\$164,913	7/1/18-6/30/19	4/1/19-6/30/19

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: 8/19-8/21/19, 8/29, 9/5, 9/12, 9/19

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

Program Operator: Goodwill Industries of Sacramento Valley & Northern Nevada, Inc.

Findings and General Observations:

- 1) We have reviewed the WIOA Out-of-School Youth program from April 1, 2019 to June 30, 2019. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Cassandra Jennings **DATE:** October 15, 2019
FROM: David B. Clark, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Greater Sacramento Urban League

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Adult	\$ 208,500	7/1/18 - 6/30/19	1/1/19 - 6/30/19
WIOA	DW	\$ 69,500	7/1/18 - 6/30/19	1/1/19 - 6/30/19
WIOA	OS	\$ 85,093	7/1/18 - 6/30/19	1/1/19 - 6/30/19

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X
Date of review: August 22nd and September 12th

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation	X			
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	X			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

Program Operator: Greater Sacramento Urban League

Findings and General Observations:

The total costs as reported to SETA have been traced to the subgrantee's fiscal records. The records were verified and appear to be in order.

There are no findings.

Recommendations for Corrective Action:

There are no corrective actions required.

cc: Kathy Kossick
Governing Board

Memorandum
Fiscal Monitoring Findings
Page 2

Program Operator: Health Education Council

Findings and General Observations:

The total costs as reported to the SETA CSBG program have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Richard Abrusci **DATE:** September 16, 2019

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Next Move Homeless Services, Inc. at Goodwill Industries

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	FSS	\$59,582	1/1/19-12/31/19	1/1/19-6/30/19
CSBG	Safety Net	\$48,632	1/1/19-12/31/19	1/1/19-6/30/19

Monitoring Purpose: Initial Follow-up Special Final

Date of review: 8/19-8/20/19

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

Program Operator: Next Move Homeless Services, Inc.

Findings and General Observations:

- 1) We have reviewed the CSBG programs of Family Self-Sufficiency and Safety Net from January 1 to June 30, 2019. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order except as noted below.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Amanda McCarthy **DATE:** October 21, 2019
FROM: Tracey Anderson, SETA Fiscal Monitor
RE: Desk Fiscal Monitoring of River City Food Bank

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$40,000	1/1/18-12/31/18	1/1/18-12/31/18

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: 6/10, 7/5, 8/7, 8/19, 8/22, 8/29, 9/5, 9/23, 9/27

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

Program Operator: River City Food Bank

Findings and General Observations:

- 1) We have reviewed the CSBG-Safety Net program from January 1, 2018 to December 31, 2018. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Jacquie Bonini **DATE:** October 28, 2019
FROM: David B. Clark, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Sacramento City Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early HS	Basic	\$ 1,828,697	8/1/18 – 7/31/19	2/1/19 – 7/31/19
Early HS	T & TA	\$ 27,564	8/1/18 – 7/31/19	2/1/19 – 7/31/19
EHS CCP	Basic	\$ 738,439	8/1/18 – 7/31/19	2/1/19 – 7/31/19
EHS CCP	T & TA	\$ 17,500	8/1/18 – 7/31/19	2/1/19 – 7/31/19
Head Start	Basic	\$ 8,881,698	8/1/18 – 7/31/19	2/1/19 – 7/31/19
Head Start	T & TA	\$ 31,200	8/1/18 – 7/31/19	2/1/19 – 7/31/19

Monitoring Purpose: Initial ____ Follow-Up ____ Special ____ Final X

Date of review: September 23 – 25, 2019

	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 Contract/Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records	X			

Program Operator: Sacramento City Unified School District

Findings and General Observations:

The total costs as reported to SETA have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

There are no findings.

Recommendations for Corrective Action:

There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Robynne Rose-Haymer **DATE:** September 5, 2019
FROM: Tracey Anderson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring at Goodwill Industries of WIND Youth Services, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	FSS	\$55,000	1/1/19-12/31/19	1/1/19-6/30/19
CSBG	Safety Net	\$20,000	1/1/19-12/31/19	1/1/19-6/30/19
CSBG	YSS	\$43,500	1/1/19-12/31/19	1/1/19-6/30/19

Monitoring Purpose: Initial Follow-up Special Final

Date of review: 8/19-8/21/19

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

Program Operator: WIND Youth Services, Inc.

Findings and General Observations:

- 1) We have reviewed the CSBG programs of Family Self-Sufficiency, Safety Net and Youth & Senior Support from January 1, 2019 to June 30, 2019. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board

ITEM IV-B – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

PRESENTER: William Walker

SETA- Employer Activity Report

July 1, 2019 - October 30, 2019

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy; 3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
Cintas Corporation	9	Maintenance Technician I	1
City of Elk Grove	3	Engineering Technician I	1
	3	Engineering Technician II	1
	9	GIS Analyst (Geographic Information	1
	9	Human Resources Specialist	1
	7	Information Technology Analyst	1
	1	Meter Readers, Utilities	1
	9	New Street Maintenance Supervisor	1
	3	Senior Engineering Technician	1
	9	Utilities Locator	1
	City of Sacramento	9	Administrative Analyst
9		311 Customer Service Agent	1
9		311 Customer Service Specialist	1
9		Animal Control Officer I	1
9		Animal Control Officer II	1
7		Applications Developer	1
9		Arborist/Urban Forester	1
3		Associate Electrical Engineer	1
3		Building Inspector I	1
9		Cannabis Manager	1
9		Deputy City Clerk	1
9		Director of Public Works	1
9		Equipment Mechanic I	2
9		Equipment Service worker	1
9		Fire Service Worker	1
9		Fleet Service Coordinator	1
9		Junior Development Project Manager	1
9		Labor Relations Officer	1
9		Legal Secretary	1
7		Media and Communications Specialist	2
9		Park Maintenance Manager	1
9		Park Maintenance Superintendent	1
9		Permit Services Manager	1
9		Personnel Analyst	1
9		Police Officer (Lateral)	1
9		Police Recruit	2
9		Program Analyst	3
9		Program Leader	4
9		Program Specialist	2
9		Program Specialist (Film Office)	1
2	Program Specialist (Water Quality)	1	
9	Program Supervisor	1	

SETA- Employer Activity Report

July 1, 2019 - October 30, 2019

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy; 3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
City of Sacramento	9	Recreation Aide (Multiple Programs)	3
	9	Recreation General Supervisor	1
	9	Recreation Superintendent	1
	9	Registered Veterinary Technician	1
	9	Senior Accountant Auditor	1
	7	Senior Applications Developer	2
	9	Senior Debt Analyst	1
	9	Senior Deputy City Clerk	1
	3	Senior Electrical Engineer	1
	3	Senior Engineer	3
	9	Senior Personnel Transactions Coordinator	1
	9	Senior Recreation Aide (Multiple Programs)	2
	7	Senior Systems Engineer	1
	9	Staff Aide	1
	9	Stores Administrator	1
	9	Stores Clerk II	1
	3	Street Construction Laborer	1
	3	Street Construction Laborer Trainee	1
	9	Student Trainee (Police Department)	1
	2	Supervising Plant Operator-Water	1
	7	Telecommunications Systems Analyst II	1
	9	Traffic Worker I	1
	9	Traffic Worker II	1
9	Tree Pruner II	1	
9	Workers' Compensation Claims	1	
Easter Seals Superior CA	4	Child Development Specialist	1
EBL, Inc.	9	Janitor	1
Exact Staff	9	Assembler	10
	9	Forklift Operator	10
	9	Inventory Control Clerk	50
	9	Machine Operator	10
	9	Production Worker	1
	1	Assembler	1
Faneuil Inc.	9	Customer Service Representative (CSR)	600
Herrfeldt Business Ventures, INC	6	Care Partner	5
Los Rios Community College District	9	Account Clerk II	1
	9	Administrative Assistant I	3
	9	Administrative Assistant II	1
	9	Administrative Services Analyst	1
	9	Admissions/ Records Clerk III	1
	9	Admissions/ Records Evaluator I	1
	4	Assistant Technical Director-Harris Center	1

SETA- Employer Activity Report

July 1, 2019 - October 30, 2019

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy; 3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
Los Rios Community College District	4	Associate Vice President of Instruction for	1
	4	Biological Sciences Adjunct Assistant	1
	4	Biology Assistant Professor	1
	9	Clerk II	1
	9	Clerk III	2
	4	Control Center Technician	1
	4	Cosmetology Assistant Professor	1
	4	Dean of McClellan/ Sacramento Regional	1
	4	Dean of Planning, Research, and	1
	4	Dean of the West Sacramento Center	1
	4	Director (III) of Diversity, Compliance, and	1
	9	District Financial Aid Specialist (Temporary)	1
	9	Financial Aid Clerk II	1
	4	Fire Technology Coordinator	1
	6	Health Information Technology (HIT)	1
	4	Health Information Technology Assistant	1
	6	Healthcare Interpreting Adjunct Assistant	1
	9	Information Technology Business/	1
	7	Information Technology Network	1
	7	Information Technology Systems/Database	1
	7	Information Technology Technician II -	1
	4	Instructional Assistant - Mathematics	1
	4	Instructional Assistant - Physical Education -	1
	4	Instructional Assistant - Sacramento	1
	4	Instructional Assistant- Mathematics (60%)	1
	4	Instructional Services Assistant II	1
	4	Interim Dean of Equity and Inclusion	1
	4	Journalism Assistant Professor	1
	4	Laboratory Technician - Science (Biology)	1
	4	Learning Disabilities Adjunct Specialist	1
	4	Legal Assisting Adjunct Assistant Professor	1
	4	Librarian (Technical Services) Adjunct	1
	4	Librarian Adjunct Assistant Professor	1
	4	Library Science Adjunct Assistant Professor	1
4	Library Technician	1	
4	MacIntosh/ CAD Lab Coordinator Adjunct	1	
4	Management Adjunct Assistant Professor	2	
4	Mass Communication Adjunct Assistant	1	
4	Mathematics Assistant Professor	1	
4	Nursing (LVN) Assistant Professor	1	
9	Police Officer	1	
4	Senior Information Technology Systems/	1	

SETA- Employer Activity Report July 1, 2019 - October 30, 2019

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy; 3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
Los Rios Community College District	9	Special Projects - Shuttle Cart Driver	1
	4	Student Personnel Assistant - Career & Job	1
	4	Student Personnel Assistant-Temporary	1
	4	Student Support Specialist	4
	4	Student Support Supervisor	1
	4	Vice President of Administrative Services	1
	4	Vice President of Administrative Services	1
	4	Vice President of Student Services	1
MGA Healthcare Staffing	6	Certified Nursing Assistant (CNA)	5
Sacramento Employment and Training Agency	4	CFS Quality Assurance Analyst	1
	4	Head Start Cook/ Driver	1
	4	Head Start Home Visitor	1
Total			844

ITEM IV-C – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

PRESENTER: William Walker

Sacramento Employment and Training Agency

Dislocated Worker Information PY 2019/2020
The following is an update of information as
of October 30, 2019

	MONTH RECEIVED	COMPANY AND ADDRESS	WARN STATUS	AFFECTED WORKERS	SETA INTERVENTION
Official	6/5/2019	Education Credit Management Corp. 110370 Peter A. McCuen Blvd. Mather, CA 95655	8/1/2019	185	7/16-18/2019
Official	6/12/2019	Just Energy 8795 Folsom Blvd. Ste. 100 Sacramento, CA 95826	8/19/2019	27	8/13/2019
Official	7/10/2019	Varner & Brandt 3612 Madison Ave. Ste. North Highlands, CA 96660	8/28/2019	30	Services declined
Official	8/15/2019	Food Service Holdings, LLC dba English Manufacturing 11292 Sunrise Park Rancho Cordova 95670	8/15/2019	16	8/30/2019
Official	8/23/2019	rePlanet LLC 9670 Bruceville Rd. Elk Grover, CA 95624	8/26/2019	32	No Response
Official	9/9/2019	Liqui-Box Corporation 5000 Warehouse Way Sacramento, CA 95826	11/4/2019	30	10/28/2019 10/30/2019
Official	9/9/2019	Nestle USA, Inc. 860 National Dr. Ste. 100 Sacramento, CA 95834	11/1/2019	54	10/22/2019
Unofficial	9/13/2019	Volunteers of America 10626 Schirra Ave Mather, CA 95655	9/30/2019	5	9/18/2019
Official	9/26/2019	Inter-Con Security Systems 9940 Business Park Dr. Ste. 165 Sacramento, CA 95827	11/13/2019	492	10/23/2019 10/29/2019
Official	10/2/2019	Walmart #6530 4420 Florin Rd Sacramento, CA 95823	12/6/2019	108	10/17-18/2019
Official	10/2/2019	Silgan Containers 6200 Franklin Blvd. Ste. 100 Sacramento, CA 95824	11/25/2019	48	Pending
Official	10/30/19	Raley's 500 West Capitol Avenue West Sacramento, CA 95605	12/27/19	20	Pending
TOTAL				1,047	

ITEM IV-D – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of September was 3.0%.

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

Staff will be available to answer questions.

PRESENTER: Roy Kim

EMPLOYMENT DEVELOPMENT DEPARTMENT
 Labor Market Information Division
 2901 50th Street
 Sacramento, CA 95817

Contact: Cara Welch
 (916) 227-0298

**SACRAMENTO—ROSEVILLE—ARDEN-ARCADE METROPOLITAN STATISTICAL AREA (MSA)
 (EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)
Greater Sacramento area gained 18,700 jobs over the year**

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 3.0 percent in September 2019, down from a revised 3.7 percent in August 2019, and below the year-ago estimate of 3.4 percent. This compares with an unadjusted unemployment rate of 3.5 percent for California and 3.3 percent for the nation during the same period. The unemployment rate was 2.8 percent in El Dorado County, 2.6 percent in Placer County, 3.1 percent in Sacramento County, and 3.1 percent in Yolo County.

Between August 2019 and September 2019, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo, increased by 100 to total 1,029,500 jobs.

- Education and health services (up 1,700 jobs) led the region with a normal seasonal job gain from August to September. Health care and social assistance accounted for 76.5 percent of the growth, picking up 1,300 jobs. Educational services added 400 jobs.
- Government advanced by 1,400 jobs. Local government (up 1,500 jobs) experienced seasonal gains in local government education following the summer recess. These gains offset a slight loss in federal government, which was down 100 jobs. State government was unchanged.
- Construction advanced by 400 jobs over the month. Specialty trade contractors (up 800 jobs) was responsible for the job growth.
- Meanwhile, six major industries reported month-over decline, led by leisure and hospitality (down 2,200 jobs), farm (down 900 jobs), and other services (down 300 jobs).

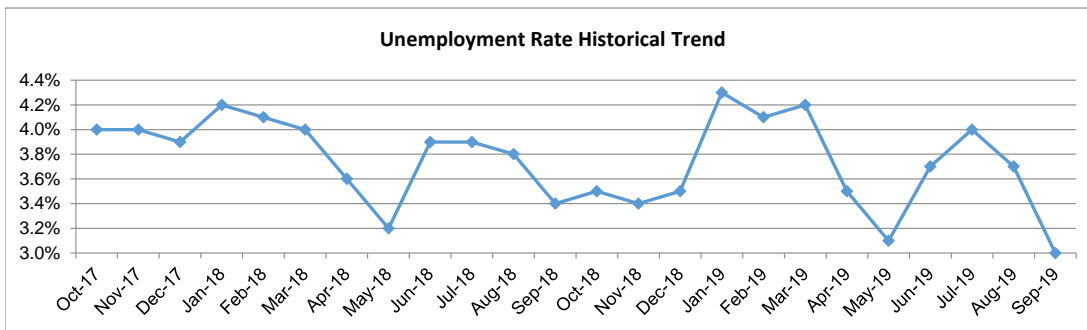
Between September 2018 and September 2019, total jobs in the region increased by 18,700, or 1.9 percent.

- Education and health services led year-over growth, adding 6,200 jobs. Health care and social assistance led the expansion with 5,900 jobs. Educational services added 300 jobs.
- Construction gained 5,700 jobs since last September. Specialty trade contractors (up 5,100 jobs) was responsible for 89.5 percent of the job gains.
- Leisure and hospitality advanced by 2,500 jobs. Accommodation and food services (up 2,600 jobs) was responsible for the year-over growth.
- Only two major industries experienced job reductions from last September. Government was down 900 jobs. Information shed 600 jobs.

#####

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

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 3.0 percent in September 2019, down from a revised 3.7 percent in August 2019, and below the year-ago estimate of 3.4 percent. This compares with an unadjusted unemployment rate of 3.5 percent for California and 3.3 percent for the nation during the same period. The unemployment rate was 2.8 percent in El Dorado County, 2.6 percent in Placer County, 3.1 percent in Sacramento County, and 3.1 percent in Yolo County.



Industry	Aug-2019	Sep-2019	Change		Sep-2018	Sep-2019	Change
	Revised	Prelim			Prelim		

Total, All Industries	1,029,400	1,029,500	100		1,010,800	1,029,500	18,700
Total Farm	11,100	10,200	(900)		10,000	10,200	200
Total Nonfarm	1,018,300	1,019,300	1,000		1,000,800	1,019,300	18,500
Mining, Logging, and Construction	73,500	73,900	400		68,200	73,900	5,700
Mining and Logging	500	500	0		500	500	0
Construction	73,000	73,400	400		67,700	73,400	5,700
Manufacturing	38,300	38,400	100		37,000	38,400	1,400
Trade, Transportation & Utilities	161,900	161,700	(200)		160,200	161,700	1,500
Information	11,700	11,600	(100)		12,200	11,600	(600)
Financial Activities	54,500	54,400	(100)		53,600	54,400	800
Professional & Business Services	137,900	138,200	300		136,700	138,200	1,500
Educational & Health Services	165,100	166,800	1,700		160,600	166,800	6,200
Leisure & Hospitality	109,900	107,700	(2,200)		105,200	107,700	2,500
Other Services	35,200	34,900	(300)		34,500	34,900	400
Government	230,300	231,700	1,400		232,600	231,700	(900)

Notes: Data not adjusted for seasonality. Data may not add due to rounding
 Labor force data are revised month to month

Data Not Seasonally Adjusted

	Sep 18	Jul 19	Aug 19 Revised	Sep 19 Prelim	Percent Change Month	Year
Civilian Labor Force (1)	1,099,000	1,103,000	1,099,500	1,105,900	0.6%	0.6%
Civilian Employment	1,061,900	1,059,200	1,058,700	1,073,000	1.4%	1.0%
Civilian Unemployment	37,000	43,800	40,800	32,900	-19.4%	-11.1%
Civilian Unemployment Rate (CA Unemployment Rate)	3.4%	4.0%	3.7%	3.0%		
(U.S. Unemployment Rate)	3.9%	4.5%	4.2%	3.5%		
	3.6%	4.0%	3.8%	3.3%		
Total, All Industries (2)	1,010,800	1,027,200	1,029,400	1,029,500	0.0%	1.9%
Total Farm	10,000	10,800	11,100	10,200	-8.1%	2.0%
Total Nonfarm	1,000,800	1,016,400	1,018,300	1,019,300	0.1%	1.8%
Total Private	768,200	787,800	788,000	787,600	-0.1%	2.5%
Goods Producing	105,200	109,000	111,800	112,300	0.4%	6.7%
Mining, Logging, and Construction	68,200	71,400	73,500	73,900	0.5%	8.4%
Mining and Logging	500	500	500	500	0.0%	0.0%
Construction	67,700	70,900	73,000	73,400	0.5%	8.4%
Construction of Buildings	14,200	14,600	15,000	14,900	-0.7%	4.9%
Specialty Trade Contractors	46,400	49,000	50,700	51,500	1.6%	11.0%
Building Foundation & Exterior Contractors	13,400	14,800	15,300	15,400	0.7%	14.9%
Building Equipment Contractors	17,800	18,300	18,900	18,900	0.0%	6.2%
Building Finishing Contractors	10,100	10,800	11,200	11,400	1.8%	12.9%
Manufacturing	37,000	37,600	38,300	38,400	0.3%	3.8%
Durable Goods	23,300	24,400	24,600	24,500	-0.4%	5.2%
Computer & Electronic Product Manufacturing	4,500	4,800	4,900	4,900	0.0%	8.9%
Nondurable Goods	13,700	13,200	13,700	13,900	1.5%	1.5%
Food Manufacturing	5,000	4,200	4,600	4,800	4.3%	-4.0%
Service Providing	895,600	907,400	906,500	907,000	0.1%	1.3%
Private Service Providing	663,000	678,800	676,200	675,300	-0.1%	1.9%
Trade, Transportation & Utilities	160,200	162,000	161,900	161,700	-0.1%	0.9%
Wholesale Trade	28,900	30,300	30,000	30,000	0.0%	3.8%
Merchant Wholesalers, Durable Goods	16,000	16,800	16,800	17,000	1.2%	6.3%
Merchant Wholesalers, Nondurable Goods	11,100	11,500	11,500	11,500	0.0%	3.6%
Retail Trade	101,800	101,300	101,500	100,900	-0.6%	-0.9%
Motor Vehicle & Parts Dealer	15,100	15,300	15,300	15,200	-0.7%	0.7%
Building Material & Garden Equipment Stores	8,400	8,700	8,500	8,500	0.0%	1.2%
Grocery Stores	19,500	19,800	19,800	19,800	0.0%	1.5%
Health & Personal Care Stores	6,000	5,900	5,900	6,000	1.7%	0.0%
Clothing & Clothing Accessories Stores	7,800	7,700	7,900	7,600	-3.8%	-2.6%
Sporting Goods, Hobby, Book & Music Stores	4,000	3,800	3,800	3,900	2.6%	-2.5%
General Merchandise Stores	19,300	19,400	19,400	19,500	0.5%	1.0%
Transportation, Warehousing & Utilities	29,500	30,400	30,400	30,800	1.3%	4.4%
Information	12,200	12,000	11,700	11,600	-0.9%	-4.9%
Publishing Industries (except Internet)	2,300	2,200	2,200	2,200	0.0%	-4.3%
Telecommunications	3,500	3,400	3,200	3,200	0.0%	-8.6%
Financial Activities	53,600	55,100	54,500	54,400	-0.2%	1.5%
Finance & Insurance	36,700	37,500	37,000	36,900	-0.3%	0.5%
Credit Intermediation & Related Activities	11,100	11,000	10,800	10,900	0.9%	-1.8%
Depository Credit Intermediation	6,300	6,400	6,300	6,200	-1.6%	-1.6%
Nondepository Credit Intermediation	2,600	2,400	2,400	2,400	0.0%	-7.7%
Insurance Carriers & Related	21,700	22,500	22,200	22,200	0.0%	2.3%
Real Estate & Rental & Leasing	16,900	17,600	17,500	17,500	0.0%	3.6%
Real Estate	13,200	13,900	13,800	13,700	-0.7%	3.8%
Professional & Business Services	136,700	138,200	137,900	138,200	0.2%	1.1%
Professional, Scientific & Technical Services	56,700	57,900	57,500	57,500	0.0%	1.4%
Architectural, Engineering & Related Services	10,300	10,700	10,700	10,600	-0.9%	2.9%
Management of Companies & Enterprises	12,900	13,600	13,700	13,500	-1.5%	4.7%
Administrative & Support & Waste Services	67,100	66,700	66,700	67,200	0.7%	0.1%
Administrative & Support Services	64,200	63,500	63,800	64,000	0.3%	-0.3%
Employment Services	27,500	26,800	27,200	27,400	0.7%	-0.4%

Data Not Seasonally Adjusted

	Sep 18	Jul 19	Aug 19	Sep 19	Percent Change	
			Revised	Prelim	Month	Year
Services to Buildings & Dwellings	14,000	14,200	14,200	14,200	0.0%	1.4%
Educational & Health Services	160,600	165,000	165,100	166,800	1.0%	3.9%
Education Services	12,300	11,900	12,200	12,600	3.3%	2.4%
Health Care & Social Assistance	148,300	153,100	152,900	154,200	0.9%	4.0%
Ambulatory Health Care Services	52,300	54,100	54,200	54,700	0.9%	4.6%
Hospitals	24,700	25,400	25,400	25,300	-0.4%	2.4%
Nursing & Residential Care Facilities	17,700	18,100	18,100	18,100	0.0%	2.3%
Leisure & Hospitality	105,200	111,400	109,900	107,700	-2.0%	2.4%
Arts, Entertainment & Recreation	15,400	16,500	16,000	15,300	-4.4%	-0.6%
Accommodation & Food Services	89,800	94,900	93,900	92,400	-1.6%	2.9%
Accommodation	10,000	11,200	11,100	10,900	-1.8%	9.0%
Food Services & Drinking Places	79,800	83,700	82,800	81,500	-1.6%	2.1%
Restaurants	75,300	78,900	77,900	77,100	-1.0%	2.4%
Full-Service Restaurants	35,000	36,700	36,500	36,000	-1.4%	2.9%
Limited-Service Eating Places	40,300	42,200	41,400	41,100	-0.7%	2.0%
Other Services	34,500	35,100	35,200	34,900	-0.9%	1.2%
Repair & Maintenance	10,600	10,600	10,500	10,500	0.0%	-0.9%
Government	232,600	228,600	230,300	231,700	0.6%	-0.4%
Federal Government	14,000	14,500	14,500	14,400	-0.7%	2.9%
Department of Defense	1,600	1,700	1,700	1,700	0.0%	6.3%
State & Local Government	218,600	214,100	215,800	217,300	0.7%	-0.6%
State Government	118,200	121,200	122,100	122,100	0.0%	3.3%
State Government Education	28,200	29,700	30,200	29,900	-1.0%	6.0%
State Government Excluding Education	90,000	91,500	91,900	92,200	0.3%	2.4%
Local Government	100,400	92,900	93,700	95,200	1.6%	-5.2%
Local Government Education	53,200	44,000	44,900	47,600	6.0%	-10.5%
Local Government Excluding Education	47,200	48,900	48,800	47,600	-2.5%	0.8%
County	19,300	19,400	19,400	19,400	0.0%	0.5%
City	10,000	11,100	11,100	10,300	-7.2%	3.0%
Special Districts plus Indian Tribes	17,900	18,400	18,300	17,900	-2.2%	0.0%

Notes:

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

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

These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Cara Welch 916-227-0298 or Sheila Stock 916-651-5914

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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REPORT 400 C
Monthly Labor Force Data for Counties
September 2019 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,564,900	18,876,300	688,600	3.5%
ALAMEDA	9	860,200	838,900	21,300	2.5%
ALPINE	45	480	460	20	4.6%
AMADOR	19	15,190	14,740	450	3.0%
BUTTE	34	103,900	100,100	3,800	3.7%
CALAVERAS	19	21,660	21,010	640	3.0%
COLUSA	56	11,050	10,310	730	6.6%
CONTRA COSTA	10	571,800	557,200	14,700	2.6%
DEL NORTE	43	9,910	9,460	450	4.5%
EL DORADO	16	92,300	89,700	2,600	2.8%
FRESNO	52	456,000	431,700	24,300	5.3%
GLENN	41	13,190	12,600	580	4.4%
HUMBOLDT	13	64,200	62,400	1,800	2.7%
IMPERIAL	58	72,700	57,700	15,100	20.7%
INYO	13	8,860	8,630	240	2.7%
KERN	55	392,400	368,900	23,500	6.0%
KINGS	54	57,900	54,600	3,300	5.7%
LAKE	34	29,950	28,850	1,100	3.7%
LASSEN	28	10,010	9,690	330	3.3%
LOS ANGELES	43	5,140,600	4,911,800	228,800	4.5%
MADERA	51	62,600	59,500	3,200	5.0%
MARIN	3	143,100	140,400	2,700	1.9%
MARIPOSA	19	8,160	7,920	240	3.0%
MENDOCINO	18	39,760	38,600	1,160	2.9%
MERCED	53	118,500	111,900	6,500	5.5%
MODOC	41	3,220	3,070	140	4.4%
MONO	19	8,780	8,510	260	3.0%
MONTEREY	28	232,000	224,300	7,700	3.3%
NAPA	5	76,100	74,400	1,600	2.2%
NEVADA	10	48,730	47,440	1,290	2.6%
ORANGE	7	1,631,900	1,592,800	39,100	2.4%
PLACER	10	187,200	182,300	4,900	2.6%
PLUMAS	45	8,010	7,640	370	4.6%
RIVERSIDE	38	1,103,200	1,061,400	41,800	3.8%
SACRAMENTO	23	717,000	695,000	22,000	3.1%
SAN BENITO	34	31,200	30,100	1,100	3.7%
SAN BERNARDINO	28	970,700	938,600	32,100	3.3%
SAN DIEGO	13	1,608,100	1,564,800	43,400	2.7%
SAN FRANCISCO	2	591,400	580,800	10,700	1.8%
SAN JOAQUIN	48	326,700	311,500	15,200	4.7%
SAN LUIS OBISPO	7	140,200	136,900	3,300	2.4%
SAN MATEO	1	467,300	459,300	8,000	1.7%
SANTA BARBARA	16	218,100	211,900	6,100	2.8%
SANTA CLARA	4	1,071,800	1,049,100	22,700	2.1%
SANTA CRUZ	23	143,300	138,800	4,500	3.1%
SHASTA	32	74,200	71,500	2,600	3.5%
SIERRA	32	1,410	1,360	50	3.5%
SISKIYOU	40	17,740	16,980	760	4.3%
SOLANO	23	208,400	202,000	6,400	3.1%
SONOMA	5	266,300	260,600	5,700	2.2%
STANISLAUS	45	244,800	233,400	11,300	4.6%
SUTTER	50	45,800	43,500	2,200	4.9%
TEHAMA	39	26,200	25,110	1,090	4.2%
TRINITY	34	4,780	4,600	180	3.7%
TULARE	57	204,500	189,000	15,500	7.6%
TUOLUMNE	31	21,780	21,040	740	3.4%
VENTURA	27	421,100	407,800	13,300	3.2%
YOLO	23	109,300	106,000	3,400	3.1%
YUBA	49	29,300	27,900	1,400	4.8%

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 2018 benchmark and Census 2010 population controls at the state level.

ITEM IV-E - INFORMATION

HEAD START REPORTS

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to review the attached Head Start items.

Staff will be available to answer questions.

PRESENTER: Denise Lee

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

September 2019

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: 1302.14 (b)(1) states *a program must ensure at least 10 percent of its total funded enrollment is filled by children eligible for services under IDEA, unless the responsible HHS official grants a waiver.*

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	1756	132	8%	589	88	15%
Twin Rivers USD	140	20	14%	40	1	3%
Elk Grove USD	440	22	5%			
Sac City USD	736	58	8%			
San Juan USD	1052	127	12%	160	8	5%
WCIC	120	5	4%			
EHS CCP				80	11	14%
COUNTY TOTAL	4244	364	9%	869	108	12%

AFE: Annual Funded Enrollment



Quality Assurance Summary Report

TO: Policy Council and SETA Governing Board members
 RE: SETA Quality Assurance/Monitoring Results – October 2019

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
Elk Grove Unified School District	Head Start Center-based <i>Charles Mack</i> <i>Prairie</i> <i>Sierra</i> <i>Enterprise</i> <i>William Daylor</i>	4 centers 4 classes 12 children’s files for: <i>Education</i> <i>Enrollment</i>	September 5-25, 2019	Differential Review <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

This monitoring review was performed using the 2019 Monitoring for Compliance and Quality Improvement tool (MCQI). MCQI was designed in *ChildPlus* and is comprised of 4 monitoring checklists representing performance indicators. All indicators align with the Head Start Program Performance Standards (HSPPS), the Head Start Act, Community Care Licensing, and other local, state and federal regulations.

Highlighted Program Strengths and Positive Observations:

- Program staff were very responsive to feedback and in correcting concerns onsite.
- Program has good compliance rate of receiving health documents, and staff signing off on health documents received from families.
- Indoor and outdoor environments were generally clean and safe; and learning environments were enriching, with developmentally-appropriate materials and instruction.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
Eligibility and Health/Nutrition Screenings File Review <i>(Eligibility, Enrollment, Health and Nutrition Screenings)</i>	85%	- Program does not maintain income calculation worksheets and/or source documents in file - Application forms do not contain all required information - Missing some health screening results and follow-up documentation
Education File Review and Classroom Observation <i>(Screenings, Referrals, Follow-up,</i>	92%	No significant noted findings

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
<i>Individual Education Plans, and Classroom Observation)</i>		
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	94%	No significant noted findings
Disabilities Services <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>	N/A	Not part of the differential review
Family and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	N/A	Not part of the differential review
Mental Health <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	N/A	Not part of the differential review
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	N/A	Not part of the differential review
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	N/A	Not part of the differential review
Program Design and Management Human Resources <i>(Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)</i>	N/A	Not part of the differential review

* Scores between 90-99% per section will be addressed by the program but do not require a formal Corrective Action Plan Monitoring. Scores less than 90% require a program-level Corrective Action Plan. Determination of a Comprehensive Review and/or Differentiated Review will be based on historic data.

Follow-up and Corrective Action Plans:

A program-level Corrective Action Plan (CAP) to address above areas of non-compliance is due to SETA within 45 days of receipt of this report. Governing Board/School Board notification of monitoring results is within 60 days.

Programs complete the program-level CAP using the ChildPlus Internal Monitoring Module to resolve systems-level areas of non-compliance identified during the MCQI review. Each agency remains responsible to correct Non-Compliant indicators at the classroom/center level.



Quality Assurance Summary Report

TO: Policy Council and SETA Governing Board members
 RE: SETA Quality Assurance/Monitoring Results – October 2019

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
Twin Rivers Unified School District	Head Start and Early Head Start Center-based <i>Morey Avenue Rio Linda Village</i>	3 centers 4 classes 10 children’s files for: <i>Education Eligibility/Screenings</i>	September 4-25, 2019	Differential Review <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

This monitoring review was performed using the 2019 Monitoring for Compliance and Quality Improvement tool (MCQI). MCQI was designed in *ChildPlus* and is comprised of 4 monitoring checklists representing 59 performance indicators. All indicators align with the Head Start Program Performance Standards (HSPPS), the Head Start Act, Community Care Licensing, and other local, state and federal regulations.

Highlighted Program Strengths and Positive Observations:

- Classroom environments reflect the diversity of children’s cultural backgrounds, and the program employs bilingual staff that support families and children’s home language and continued development of English.
- Exit signs, safety procedures and medication storage were properly posted and labeled.
- Program staff was very responsive to feedback and correcting potential concerns onsite.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
Eligibility and Screenings File Review <i>(Eligibility, Enrollment, Health and Nutrition Screenings)</i>	91% EHS 92% HS	No significant noted findings
Education File Review and Classroom Observation <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Classroom Observation)</i>	92% EHS 100% HS	-Appropriate teacher:child ratios (1:4) were not maintained at all times in the toddler class. -Safety protocol for transitioning indoors/out was not consistently followed.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	88% EHS 81% HS	-Potential indoor and outdoor safety hazards. All were corrected during visit.
Disabilities Services <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>	N/A	Not part of the differential review
Family and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	N/A	Not part of the differential review
Mental Health <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	N/A	Not part of the differential review
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	N/A	Not part of the differential review
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	N/A	Not part of the differential review
Program Design and Management Human Resources <i>(Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)</i>	N/A	Not part of the differential review

* Scores between 90-99% per section will be addressed by the program but do not require a formal Corrective Action Plan Monitoring. Scores less than 90% require a program-level Corrective Action Plan. Determination of a Comprehensive Review and/or Differentiated Review will be based on historic data.

Follow-up and Corrective Action Plans:

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Programs complete the program-level CAP using the ChildPlus Internal Monitoring Module to resolve systems-level areas of non-compliance identified during the MCQI review. Each agency remains responsible to correct Non-Compliant indicators at the classroom/center level.



MONTHLY INFORMATION REPORT

Update from the Office of Head Start

On September 30th, the Office of Head Start (OHS) issued an Information Memorandum (ACF-IM-HS-19-03) regarding Head Start and Early Head Start eligibility for children in Kinship Care. As a result of many program questions, the Office of Head Start provided guidance that formal or informal kinship care, for the purposes of this IM, broadly refers to children who are living with relatives or caregivers other than their parents. In most cases, these children are eligible for Head Start services according to the Head Start Act and Head Start Program Performance Standards (HSPPS) and programs can enroll them. OHS encourages grantees to include children in kinship care in their enrollment and selection process. Children/families on public assistance, in foster care and/or homeless are eligible for Head Start. For more information contained in the Information Memorandum, visit the website at

<https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-19-03>.

SETA Head Start in the Community – Recruitment Events

October 5th:
PFO Annual Community
Fall Festival
(900 Grace Avenue)

October 19th:
Harvest & Health Festival
(3860 4th Avenue)

October 13th:
Celebrano Nuestro Salud
(South Side Park 2115 6th Street)

October 26th:
MAN Harvest Festival
(Robertson Community Center
3525 Norwood Avenue)



Program Updates from Twin Rivers USD

- All Head Start sites held their annual Back to School Nights at their respective campus (Village was on August 26th, Oakdale was on September 5th, Morey on the 19th and Rio Linda on the 26th). All sites incorporated a literacy focus with each event including a book reading.
- On September 25th, the ECE department participated in the District's monthly professional development opportunity. The focus of the two-hour session was a refresher training on the implementation of 2nd Steps, the social and emotional curriculum, as well as beginning discussions on the implementation of Connect 4 Learning curriculum.
- Students at all sites have participated in their health screenings which include dental, vision, hearing and blood pressure tests with the Health Component Leaders.
- The School Social Worker/Counselor is providing in classroom support to students having challenging behaviors and difficulties adjusting to the classroom environment. TRUSD is continuing the collaboration with CSUS to be supported by interns from the Social Work Department.
- Parents were provided preliminary information about the Parent and Policy Committees during parent orientations. Information sessions were held in September at all four sites to solicit parents for the 2019-20 Policy Committee.



SOP Center/Classroom

Below is an update on the status of newly opening centers/classrooms. Delayed openings will likely result in SETA reporting under-enrollment for the month of November.

Opened During October

Bret Harte EHS

CP Huntington EHS

American Legion EHS

Franklin Head Start

Delayed Opening

American Legion EHS (8)

One EHS class pending staff to be hired.

Anticipated start date will be December 2019.

For enrollment information contact:

Patricia at 916.395.4880

Auberry Park (replacement location needed)

Due to a lost lease agreement, SETA is seeking a new location to host 40 part-day Head Start (preschool) enrollment slots. No new space has been identified at this time.

Delayed Opening (continued)

Freedom Park (16)

All preschool classes remain open.

Two (2) new EHS (infant/toddler) classes are pending.

Licensing visit completed on October 25th.

Target start date: Mid November

Two classrooms = 16 enrollment slots

For enrollment information contact:

Conrada at 916.563.5024 or Faisal at 916.563.5123

Galt (16)

All preschool classes remain open.

Two (2) new EHS (infant/toddler) classes are pending licensing clearance for new age group.

Target start date: Late November

Two classrooms = 16 enrollment slots

For enrollment information contact: Jocelyn at 209.745.6050 or

Ana at 209.745.6458

Hillsdale (8)

All preschool classes remain open.

One (1) new EHS (infant/toddler) class is pending licensing clearance for new age group.

Target start date: Late November

One classroom = 8 enrollment slots

For enrollment information contact: Christina at 916.563.5361 or

Cartearra at 916.563.5360

Hiram Johnson (8)

Three (3) EHS (infant/toddler) classes are open and operating.

One additional EHS class is pending due to staff vacancies.

Target start date: December 2019

For enrollment information contact: Anaceli at 916.395.5506 Ext 0

Home Base/Early Head Start (48)

Four staff vacancies. Hiring offers accepted. Pending clearances to start.

Maximum 48 enrollment slots.

Positions are posted. Eligibility List should go to PC for action on November 26th with anticipated December hiring.





It is National Head Start Awareness Month!

(written and published by Head Start California / October 2019 Directors Update)

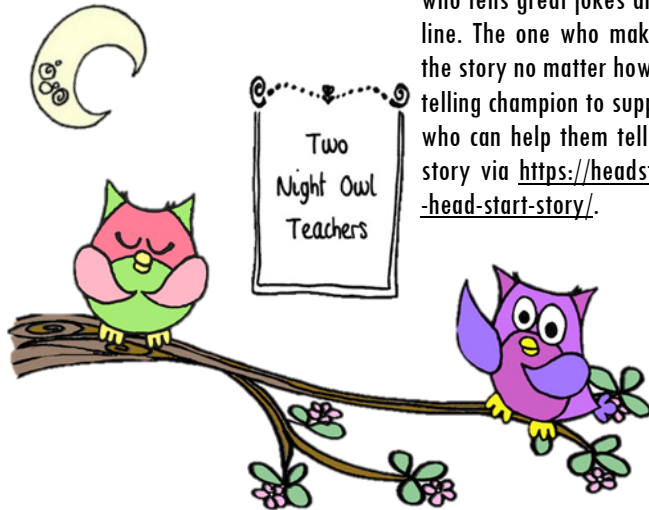
In preparation for Head Start Awareness Month in October, <Head Start California> has been collecting stories to share across the state and across the country. What can you do locally to celebrate Head Start awareness month? Here are a few ideas:

1. Invite a member of Congress to your program. Congress is on break and California delegation is home. If you have not done so already, reach out. Invite them to your program before the calendar fills up. Progress is built on relationships and relationships are built on conversations. Find your representative by visiting the Head Start California website at www.headstartca.org.



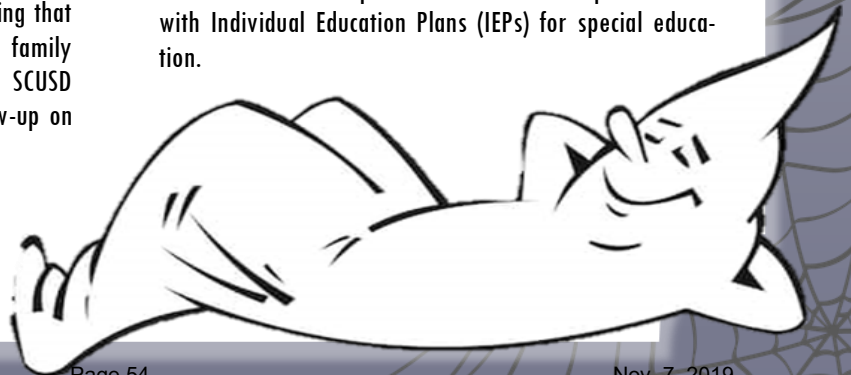
2. Pick a champion. Every family has a story, but not every family has a storyteller. Do you have a great storyteller in your organization? The one who tells great jokes and remembers the punchline. The one who makes you want to listen to the story no matter how long? Designate a storytelling champion to support families... someone who can help them tell their story. Submit your story via <https://headstartca.org/about/chsa/my-head-start-story/>.

3. Take 2 to give 2. Advocating in the United States Congress for Head Start funding is an ongoing task. In California we have an early childhood-friendly governor. Now is the time for us to increase our advocacy efforts, and that requires resources. The Power of 2 campaign is how we gather those resources. Take 2 minutes to give 2 dollars and ask 2 friends to do the same. That's the Power of 2 — you can read more here. And it works! After we mentioned the Power of 2 campaign last April, we received a check for \$100 from someone — in Texas! We all have networks, and those networks cross county lines and state borders. The Power of 2 is simply the belief that we are all connected. Visit the website at <https://headstartca.org/advocacy/donate-2-per-child/>.



Program Updates from Sacramento City USD

- Back to School Pre-service was August 29th and 30th for all staff.
- Preschool Nurses were busy this month performing screenings and follow-up for hearing, vision, blood lead, dentals, heights/weights, health histories, emergency care plans, special diets and medications.
- The first week of September most SCUSD families had their first home visit for the school year. During that meeting the parent and teacher reviewed the family needs assessment called the Family Worksheet. SCUSD School Community Liaison has begun to follow-up on requested needs.
- Classrooms have already or are in the process of electing a PC representative.
- Coordinators and Resource Staff are holding case management sessions every-other week (twice per month) to discuss children with referrals and teachers needing additional support to address various challenges.
- For the month of September SCUSD has 58 preschoolers with Individual Education Plans (IEPs) for special education.



2018-2019 Program Information Report - Head Start (HS)

	SOP	Elk Grove	Sac City	San Juan	Twin Rivers	WCIC	County Totals
Enrollment							
Total Funded Enrollment	1836	440	1139	668	180	100	4363
Actual Enrollment	2683	542	1325	760	214	131	5655
# Enrolled < 45 days	226	22	124	19	22	12	425
# Total staff	351	66	253	130	42	13	855
# of classes	86	22	50	35	9	5	207
Child Demographics							
Age: 2 years old	12%	0%	2%	5%	6%	0%	7%
Age: 3 years old	35%	24%	32%	35%	40%	50%	34%
Age: 4 years old	40%	76%	62%	60%	55%	50%	52%
Age: 5 years old	13%	0%	4%	0%	0%	0%	7%
Ethnicity							
Hispanic	47%	38%	50%	29%	36%	46%	44%
Non -Hispanic	53%	62%	50%	71%	64%	54%	56%
Am. Indian/Alaska Native	1%	9%	0%	1%	1%	1%	2%
Asian	8%	25%	20%	8%	13%	7%	13%
Black or African America	28%	23%	21%	13%	28%	40%	24%
Native Hawaiian/Pac.Islander	1%	3%	1%	1%	1%	0%	1%
White	32%	27%	48%	71%	26%	4%	40%
Bi-racial/Multi-racial	7%	9%	9%	5%	11%	3%	8%
Other or Unspecified	23%	3%	0%	1%	20%	46%	13%
Language							
32							
English	63%	60%	63%	47%	79%	79%	61%
Spanish	25%	16%	22%	17%	0%	15%	21%
Native Central/South Am.	0%	0%	0%	0%	11%	0%	0%
Middle Eastern/Indic	5%	10%	2%	32%	5%	1%	9%
East Asian	4%	11%	12%	1%	4%	5%	6%
Native No.American/Alaska	0%	0%	0%	0%	0%	0%	0%
Pacific Islander	0%	0%	0%	0%	0%	0%	0%
European/Slavic	2%	1%	0%	2%	1%	0%	1%
African	0%	0%	0%	1%	0%	0%	0%
Other or Unspecified	1%	1%	0%	0%	0%	0%	0%
# children in foster care	1%	2%	1%	3%	3%	2%	1%
First year enrollees	62%	87%	62%	71%	67%	59%	66%
Family Information							
# of Families	2385	526	1247	714	192	121	5185
# of One Parent Families	52%	48%	51%	31%	44%	76%	49%
# of Two Parent Families	48%	52%	49%	69%	56%	24%	51%
Highest Household Education Level							
....Advanced or baccalaureate degree	5%	7%	6%	13%	12%	1%	7%
....Associate degree, vocational school	32%	25%	32%	35%	42%	26%	32%

2018-2019 Program Information Report - Head Start (HS)

	SOP	Elk Grove	Sac City	San Juan	Twin Rivers	WCIC	County Totals
....High School diploma or GED	32%	50%	37%	38%	32%	48%	36%
....Less than high school graduate	31%	18%	24%	14%	14%	25%	25%
# income below 100% poverty	73%	63%	49%	53%	55%	37%	62%
# over income	6%	2%	11%	7%	6%	0%	7%
# families experiencing homeless	3%	1%	1%	2%	2%	0%	2%
# families receiving TANF	25%	25%	24%	18%	27%	44%	24%
# families receiving SSI	4%	6%	4%	3%	5%	2%	4%
Families receiving WIC	51%	50%	52%	60%	39%	65%	52%
Families receiving SNAP	35%	41%	35%	23%	44%	38%	34%
Families on active military duty	1%	0%	0%	0%	2%	0%	0%
% families receiving HS Services	94%	28%	76%	48%	100%	100%	77%
Child Health Services							
Children with medical home	100%	100%	100%	100%	100%	100%	100%
Children with health insurance	99%	100%	100%	100%	100%	100%	99%
....Underweight	4%	8%	9%	6%	1%	0%	5%
....Healthy weight	67%	66%	57%	69%	67%	67%	65%
....Overweight	12%	12%	12%	12%	15%	10%	12%
....Obese	14%	13%	17%	14%	13%	16%	15%
Med. Screenings Complete	67%	65%	68%	72%	57%	100%	68%
....at enrollment	32%	50%	47%	63%	21%	100%	43%
....at end of program year	67%	65%	68%	72%	57%	100%	68%
Needing Med. Treatment	7%	13%	16%	10%	2%	3%	10%
Rec'd Med. Treatment	93%	100%	100%	95%	100%	100%	97%
Up to date on oral health care	87%	88%	86%	82%	107%	80%	87%
Needing Dental Treatment	15%	30%	13%	20%	13%	21%	17%
Dental Treatment Rec'd	75%	86%	90%	63%	96%	70%	78%
Immunization							
Complete/up to date/exempt							
....at enrollment	98%	98%	99%	100%	100%	100%	99%
....at end of program year	98%	99%	99%	100%	100%	100%	99%
Education Screenings/Assessments							
# Completed Ed. Screenings	79%	90%	84%	85%	96%	100%	83%
Disabilities							
% Diagnosed	10%	11%	10%	13%	12%	8%	11%
# of Health Impairments	2%	0%	3%	0%	0%	0%	2%
# Speech/language impairments	77%	71%	87%	79%	58%	100%	79%
#Intellectual disabilities	2%	2%	1%	4%	4%	0%	2%
Hearing impairment, include deaf	0%	0%	2%	1%	0%	0%	1%
Orthopedic impairment	2%	0%	1%	3%	4%	0%	2%

2018-2019 Program Information Report - Head Start (HS)

	SOP	Elk Grove	Sac City	San Juan	Twin Rivers	WCIC	County Totals
Visual impairment, include blind	1%	0%	1%	1%	0%	0%	1%
Autism	14%	27%	4%	4%	35%	0%	12%
Non-categorical/develop. delay	2%	0%	0%	7%	0%	0%	2%
Multiple disabilities	0%	0%	0%	0%	0%	0%	0%
Deaf-blind	0%	0%	0%	0%	0%	0%	0%
Mental Health							
# of Individual M.H. Assm'ts	3%	15%	3%	2%	4%	2%	4%
# Referred outside for M.H.	58	8	34	13	9	2	124
Staff Qualifications							
# of Teachers	86	22	51	28	9	5	201
..Teachers with AA degree	43%	0%	0%	0%	0%	0%	18%
..Teachers with BA or higher	57%	100%	100%	100%	100%	100%	82%
# of Teacher Assistants	121	21	53	27	18	3	243
..Teacher Assistants with permit	31%	29%	53%	30%	11%	0%	34%
	SOP	Elk Grove	Sac City	San Juan	Twin Rivers	WCIC	County Totals
..Teacher Assistants w/AA degree	31%	29%	30%	30%	39%	100%	32%
..Teacher Assistants with BA degree or higher	17%	43%	9%	15%	50%	0%	19%
...None of the above	21%	0%	8%	26%	0%	0%	15%
# of Home Visitors	12	0	3	6	0	0	21
..Home Visitors with permit	8%	0%	0%	0%	0%	0%	5%
..Home Visitors with AA degree	58%	0%	67%	0%	0%	0%	43%
..Home Visitors with BA degree or higher	33%	0%	0%	100%	0%	0%	48%
..None of the above	0%	0%	33%	0%	0%	0%	5%
Staff Ethnicity							
Hispanic	30%	16%	29%	11%	19%	25%	25%
Non- Hispanic	70%	84%	71%	79%	81%	75%	73%
Am. Indian/Alaska Native	1%	2%	5%	0%	0%	0%	2%
Asian	20%	33%	25%	7%	41%	63%	23%
Black or African America	21%	9%	15%	0%	15%	13%	15%
Native Hawaiian/Pac.Islander	2%	2%	0%	0%	4%	0%	1%
White	26%	44%	50%	10%	0%	0%	29%
Bi-racial/Multi-racial	5%	9%	6%	0%	0%	0%	5%
Other or Unspecified	24%	0%	0%	15%	41%	25%	16%
Staff Languages other than English							
Spanish	40%	25%	40%	53%	27%	33%	38%
Native Central/South Am.	0%	0%	0%	18%	0%	0%	1%
Caribbean (e.g.Haitian-Creole)	0%	0%	0%	0%	0%	0%	0%
Middle Eastern/Indic	15%	20%	11%	18%	14%	33%	15%
East Asian	32%	50%	32%	6%	59%	33%	34%

2018-2019 Program Information Report - Head Start (HS)

	SOP	Elk Grove	Sac City	San Juan	Twin Rivers	WCIC	County Totals
Native No.American/Alaska	0%	0%	0%	0%	0%	0%	0%
Pacific Islander	5%	5%	4%	0%	0%	0%	3%
European/Slavic	15%	0%	17%	18%	0%	0%	12%
African	0%	0%	0%	0%	0%	0%	0%
Other or Unspecified	1%	0%	0%	0%	0%	0%	0%
# FSW's	36	50	56	6	4	2	154
...With AA Degree	6%	14%	5%	0%	50%	0%	9%
....With BA degree or higher	8%	64%	91%	100%	0%	50%	60%
....Family Development Credential	67%	10%	2%	0%	50%	50%	21%
.....None of the above	19%	12%	2%	0%	0%	0%	9%
# of Volunteers	509	213	260	273	123	174	1552
*Due to rounding, not all numbers will equal 100%.							

2018-2019 Program Information Report - Early Head Start (EHS)

	SOP	Sac City	San Juan	Twin Rivers	County Totals
Enrollment Summary					
Total Funded Enrollment	439	152	160	16	767
Actual Enrollment	794	257	248	22	1321
# Enrolled < 45 days	89	37	14	2	142
Of enrollees, # Pregnant Women	17	27	10	0	54
# pregnant women who left before baby was born	1	2	1	0	4
# of infants subsequently enrolled after birth	11	10	8	0	29
# Total staff	181	32	72	5	290
# of classes	18	3	10	2	33
Child Demographics					
Age: under 1	22%	37%	32%	0%	26%
Age: 1 years old	35%	27%	32%	18%	33%
Age: 2 years old	41%	29%	33%	82%	38%
Age: 3 years old	2%	7%	3%	0%	3%
Race					
Hispanic	43%	70%	33%	14%	46%
Non-Hispanic	57%	30%	67%	86%	54%
Am. Indian/Alaska Native	1%	0%	0%	0%	1%
Asian	10%	7%	12%	14%	10%
Black or African America	28%	12%	16%	63%	23%
Native Hawaiian/Pac.Islander	1%	2%	0%	0%	1%
White	40%	65%	68%	14%	49%
Bi-racial/Multi-racial	11%	14%	3%	9%	10%
Other or Unspecified	8%	0%	1%	0%	5%
Language					
English	70%	35%	36%	86%	57%
Spanish	19%	24%	25%	0%	21%
Native Central/South Am.	0%	0%	0%	0%	0%
Caribbean languages	0%	0%	0%	0%	0%
Middle Eastern/Indic	3%	0%	35%	9%	9%
East Asian	5%	5%	1%	0%	4%
Native No.American/Alaska	0%	0%	0%	0%	0%
Pacific Islander	0%	1%	0%	0%	0%
European/Slavic	2%	0%	2%	5%	1%
African	0%	0%	0%	0%	0%
Other or Unspecified	0%	0%	0%	0%	0%
Other					
# children in foster care	2%	0%	1%	5%	2%
First year enrollees	82%	47%	54%	86%	70%
Family Demographics					
# of Families	685	211	207	21	1124
# of One Parent Families	58%	55%	29%	52%	52%
# of Two Parent Families:	42%	45%	71%	48%	48%
..... Advanced or baccalaureate degree	7%	3%	13%	14%	7%

2018-2019 Program Information Report - Early Head Start (EHS)

	SOP	Sac City	San Juan	Twin Rivers	County Totals
.....Associate degree, vocational school	36%	21%	41%	52%	35%
.....High School graduate or GED	29%	29%	36%	24%	30%
.....Less than high school graduate	28%	47%	10%	10%	28%
# income below 100% poverty	66%	73%	65%	68%	79%
% Over Income	4%	0%	2%	0%	3%
# families experiencing homeless	9%	2%	1%	9%	6%
# families receiving TANF	25%	12%	16%	27%	24%
# families receiving SSI	8%	1%	3%	5%	6%
Families receiving WIC	69%	58%	75%	36%	79%
Families receiving SNAP	41%	17%	16%	45%	38%
# Families on active military duty	1%	0%	0%	0%	1%
% Families receiving EHS services	89%	52%	1%	100%	66%
Child Health Services					
Children with medical home	99%	100%	99%	100%	100%
Children with health insurance	99%	100%	100%	100%	99%
Med Screenings Complete	61%	30%	50%	40%	53%
Needing Med. Treatment	6%	2%	6%	0%	6%
Rec'd Med. Treatment	89%	100%	100%	0%	92%
Dental					
Up to date oral health care	53%	30%	36%	100%	46%
Immunization					
Complete/up to date/exempt					
...at enrollment	83%	76%	89%	100%	83%
...at end of program year	80%	76%	90%	100%	81%
Education Screenings/Assessments					
# Completed Ed. Screenings	84%	72%	100%	100%	86%
Disabilities					
% Diagnosed	29%	15%	14%	6%	22%
% receiving special services	100%	100%	100%	100%	22%
Mental Health					
# of Individual M.H. Assm'ts	22	3	3	0	28
# Referred outside for M.H.	13	1	2	0	16
Services to Pregnant Women					
# of Pregnant Women	17	27	10	0	54
Prenatal Health-1st trimester	12%	19%	0%	0%	13%
Prenatal Health-2nd trimester	35%	26%	40%	0%	31%
Prenatal Health-3rd trimester	53%	56%	60%	0%	56%
# with medical insur.	82%	100%	100%	0%	94%
# rec'd professional dental exam	41%	0%	50%	0%	22%
# identified medically high risk	41%	30%	60%	0%	39%
Pregnant Women receiving the following services:					
prenatal health care	82%	100%	100%	0%	94%
postpartum health care	53%	59%	80%	0%	61%
mental health interventions	41%	22%	80%	0%	39%

2018-2019 Program Information Report - Early Head Start (EHS)

	SOP	Sac City	San Juan	Twin Rivers	County Totals
substance abuse prevention	47%	67%	60%	0%	59%
substance abuse treatment	24%	7%	0%	0%	11%
prenatal education on fetal develop.	82%	74%	80%	0%	78%
info. on benefits of breastfeeding	82%	78%	80%	0%	80%
Staff Qualifications					
# of Teachers	36	4	19	5	64
..... Teachers with AA degree	39%	0%	26%	20%	31%
.....Teachers with BA or higher degree	31%	75%	37%	80%	39%
.....Teachers with permit	31%	25%	37%	0%	30%
# of Teacher Assistants	N/A	N/A	N/A	N/A	N/A
.....Teacher Assistants with permit					
.....Teacher Assistants with AA degree					
.....Teacher Assistants with BA or higher					
# of Home Visitors	26	11	7	0	44
.....Home Visitors with AA degree	35%	27%	0%	0%	27%
.....Home Visitors with BA degree or higher	42%	36%	100%	0%	50%
.....Home Visitors with permits	12%	27%	0%	0%	14%
Teaching Staff Ethnicity/Race					
Hispanic	21%	60%	22%	20%	27%
Non -Hispanic	79%	40%	74%	80%	73%
Am. Indian/Alaska Native	2%	0%	0%	0%	1%
Asian	27%	27%	0%	20%	20%
Black or African America	26%	7%	4%	40%	19%
Native Hawaiian/Pac.Islander	2%	0%	0%	0%	1%
White	24%	53%	93%	40%	46%
Bi-racial/Multi-racial	15%	13%	0%	0%	10%
Other or Unspecified	5%	0%	0%	0%	3%
Teaching Staff Languages other than English					
Spanish	43%	56%	33%	50%	43%
Native Central/South America	0%	0%	0%	0%	0%
Caribbean languages (Haitain-Creole)	0%	0%	0%	0%	0%
Middle Eastern/India	19%	11%	8%	0%	15%
East Asian	32%	33%	0%	50%	27%
Native No.American/Alaska	0%	0%	0%	0%	0%
Pacific Islander	0%	0%	0%	0%	0%
European/Slavic	8%	0%	58%	0%	17%
African	0%	0%	0%	0%	0%
Other or Unspecified	3%	0%	0%	0%	2%
Family Development Credential					
# of FSWs	14	14	1	2	31
.....with AA degree	0%	21%	0%	50%	13%
.....with BA degree of higher	7%	50%	100%	0%	29%
.....Family Development Credential	93%	21%	0%	50%	55%

2018-2019 Program Information Report - Early Head Start (EHS)

	SOP	Sac City	San Juan	Twin Rivers	County Totals
.....None of the above	0%	7%	0%	0%	3%
# of Volunteers	367	96	5	16	484
*Due to rounding, not all numbers will equal 100%.					

2018-2019 Program Information Report - EHS-CCP

	SOP	Sac City	County Totals
Enrollment Summary			
Total Funded Enrollment	40	40	80
Actual Enrollment	81	57	138
# Enrolled < 45 days	10	4	14
# Total staff	52	27	79
# of classes	5	5	10
Child Demographics			
Age: under 1	2%	18%	9%
Age: 1 years old	54%	47%	51%
Age: 2 years old	43%	32%	38%
Age: 3 years old	0%	3%	1%
Race			
Hispanic	33%	54%	42%
Non-Hispanic	67%	46%	58%
Am. Indian/Alaska Native	0%	0%	0%
Asian	6%	5%	6%
Black or African America	51%	32%	43%
Native Hawaiian/Pac.Islander	0%	0%	0%
White	19%	46%	30%
Bi-racial/Multi-racial	10%	17%	13%
Other or Unspecified	15%	0%	9%
Language			
English	79%	79%	79%
Spanish	12%	17%	14%
Native Central/South Am.	0%	0%	0%
Caribbean languages	0%	0%	0%
Middle Eastern/Indic	0%	0%	0%
East Asian	4%	2%	3%
Native No.American/Alaska	0%	0%	0%
Pacific Islander	0%	2%	1%
European/Slavic	1%	0%	1%
African	0%	0%	0%
Other or Unspecified	4%	0%	2%
Other			
# children in foster care	1%	4%	2%
First year enrollees	69%	33%	54%
Family Demographics			
# of Families	77	55	132
# of One Parent Families	69%	73%	70%
# of Two Parent Families:	31%	27%	30%
Highest education in household			
..... Advanced or baccalaureate degree	0%	5%	2%
.....Associate degree, vocational school	26%	20%	23%
.....High School graduate or GED	39%	31%	36%

2018-2019 Program Information Report - EHS-CCP

	SOP	Sac City	County Totals
.....Less than high school graduate	35%	44%	39%
# income below 100% poverty	72%	61%	67%
% Over Income	9%	2%	6%
# families in homeless status	8%	0%	4%
# families receiving TANF	27%	21%	25%
# families receiving SSI	6%	2%	4%
Families receiving WIC	70%	63%	67%
Families receiving SNAP	31%	26%	29%
# Families on active military duty	0%	0%	0%
% Families receiving EHS services	52%	58%	55%
Child Health Services			
Children with medical home	95%	100%	97%
Children with health insurance	96%	100%	98%
Med Screenings Complete	63%	34%	51%
Needing Med. Treatment	7%	0%	2%
Rec'd Med. Treatment	67%	0%	1%
Dental			
Up to date oral health care	62%	34%	50%
Immunization			
Complete/up to date/exempt			
....at enrollment	100%	98%	99%
....at end of program year	100%	98%	99%
Education Screenings/Assessments			
# Completed Ed. Screenings	79%	28%	58%
Disabilities			
% Diagnosed	15%	11%	13%
% receiving special services	100%	100%	100%
# of Individual M.H. Assm'ts	5	5	10
# Referred outside for M.H.	0	0	0
Staff Qualifications			
# of Teachers	10	10	20
.....Teachers with permit	40%	10%	25%
..... Teachers with AA degree	0%	30%	15%
.....Teachers with BA or higher degree	60%	60%	60%
Teaching Staff Ethnicity/Race			
Hispanic	0%	20%	10%
Non -Hispanic	100%	80%	90%
Am. Indian/Alaska Native	0%	0%	0%
Asian	30%	40%	35%
Black or African America	40%	0%	20%
Native Hawaiian/Pac.Islander	0%	0%	0%
White	30%	60%	45%

2018-2019 Program Information Report - EHS-CCP

	SOP	Sac City	County Totals
Bi-racial/Multi-racial	0%	0%	0%
Other or Unspecified	0%	0%	0%
Teaching Staff Languages other than English			
Spanish	25%	25%	25%
Native Central/South America	0%	0%	0%
Caribbean languages (Haitain-Creole)	0%	0%	0%
Middle Eastern/India	25%	25%	25%
East Asian	50%	25%	38%
Native No.American/Alaska	0%	0%	0%
Pacific Islander	0%	0%	0%
European/Slavic	0%	25%	13%
African	0%	0%	0%
Other or Unspecified	0%	0%	0%
# of FSWs			
# of FSWs	3	5	8
.....with AA degree	33%	0%	13%
.....with BA degree of higher	0%	100%	63%
.....Family Development Credential	67%	0%	25%
.....None of the above	0%	0%	0%
# of Volunteers			
# of Volunteers	76	29	105
*Due to rounding, not all numbers will equal 100%.			

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 REPORT: 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.