



GOVERNING BOARD

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City of Sacramento

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

KATHY KOSSICK
Executive Director

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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, April 5, 2018

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: www.seta.net.

A G E N D A

PAGE NUMBERS

- I. Call to Order/Roll Call/Pledge of Allegiance**
 - ▶ Recognition of Long-term employees (all 20 years): **Patricia Marshall**, Education Program Officer; **Ronald Dent**, Intervention Specialist II; **Melinda Bevans**, Family Service Worker; and **Eleanor Cooley**, Family Service Worker
- II. Consent Items**
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2. Approval to Upgrade SETA's Information Technology Infrastructure Hardware to the SimpliVity Platform (Edward Proctor) 16-17

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Refugee Services
Community Services Block Grant
One Stop Services

C. CHILDREN AND FAMILY SERVICES

1. Approval of Budget Modification for Head Start and Early Head Start Program Year 2017-2018 (Denise Lee) 18-20
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- E. Unemployment Update/Press Release from the Employment Development Department (Roy Kim) 39-55
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- G. **Presentation:** Job Center System Activities (Workforce Development Dept.)

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

VI. Adjournment

DISTRIBUTION DATE: THURSDAY, MARCH 29, 2018

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE MARCH 1, 2018 REGULAR BOARD
MEETING AND MARCH 27, 2018 SPECIAL MEETING

BACKGROUND:

Attached are the minutes of the March 1, 2018 and March 27, 2018 meetings for your review.

RECOMMENDATION:

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

**REGULAR 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, March 1, 2018
10:00 a.m.

I. Call to Order/Roll Call:

Mr. Kennedy called the meeting to order at 10:02 a.m. The roll was called and a quorum established. The Pledge of Allegiance was recited.

Members Present:

Patrick Kennedy, Chair; Member, Board of Supervisors
Larry Carr, Vice Chair; Councilmember, City of Sacramento
Sophia Scherman, Public Representative
Don Nottoli, Member, Board of Supervisors (arrived at 10:07 a.m.)

Member Absent:

Jay Schenirer, Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the February 1, 2018 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Extend Audit Services Agreement for Fiscal Year Ending June 30, 2018 and Authorize the Executive Director to Sign the Agreement
- D. Approval to Add Money Wisdom for Women to SETA's Vendor Services (VS) List

The consent items were reviewed.

Ms. Scherman was pleased to see the addition to the Vendor Services list. Financial literacy is something needed and very beneficial

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

- A. Approve the February 1, 2018 minutes.
- B. Approve the claims and warrants for the period 1/24/18 through 2/21/18.
- C. Approve the extension of the agreement with Vavrinek, Trine, Day & Company, LLP, for audit services for the fiscal year ending June 30, 2018, for a total amount up to \$50,290.50 and authorize the Executive Director to sign the agreement.
- D. Approve the recommendation to add Money Wisdom for Women to SETA's VS List.

Roll call vote:
Aye: 3 (Carr, Kennedy, Scherman)
Nay: 0
Abstentions: 0
Absent: 2 (Nottoli and Schenirer)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Reappointments to the Sacramento Works Workforce Development Board

Ms. Kossick offered to answer questions. This is the first round of reappointments.

Moved/Scherman, second/Carr, to approve the reappointment of the eight members (Larry Booth, Gary King, Matt Legé, Fabrizio Sasso, David De Mers, Troy Givans, Jay Onasch, and Kathy Kossick) to the Sacramento Works Workforce Development Board for a three-year term beginning April 1, 2018.

Roll call vote:
Aye: 3 (Carr, Kennedy, Scherman)
Nay: 0
Abstentions: 0
Absent: 2 (Nottoli and Schenirer)

2. Approval to Release a Request for Proposals to Purchase a HPE SimpliVity or an Equivalent Integrated Solution for SETA's Information Technology Infrastructure Hardware

Mr. Edward Proctor reported that efforts to lease a contract for SimpliVity were unsuccessful. In talking with department heads, it was decided to proceed with a new RFP to purchase a SimpliVity or similar new system. This board item was modified to reflect purchase vs. lease.

Moved/Carr/Scherman to approve the release of an RFP to purchase an HPE SimpliVity, or an equivalent hyper converged platform, including infrastructure support and professional services.

Roll call vote:
Aye: 3 (Carr, Kennedy, Scherman)
Nay: 0
Abstentions: 0
Absent: 2 (Nottoli and Schenirer)

3. Approval of Revised Procurement Policies and Procedures

Mr. Thatch stated that the policies were last revised in 2015 but did not include revising the limits the Executive Director was allowed to approve. In order to better streamline the procurement and contracting process, the proposed revision modifies the authorization amount for the Executive Director to award contracts and make procurements to align with the simplified acquisition threshold amount of \$150,000 (as of August 6, 2015).

Mr. Nottoli arrived at 10:07 a.m.

Mr. Thatch stated that the board previously asked about the Executive Director's authority and whether it could be higher. This item is tagged on to federal regulation and increases the Executive Director's authority which is currently \$100,000. In keeping with the joint powers agreement, all contracts for purchase of goods or services in excess of \$100,000 require both City Council and Board of Supervisors approval.

Mr. Carr asked if there were sufficient controls in place. Mr. Thatch assured Mr. Carr that SETA adheres to a rigorous procurement policy. Mr. Carr wants to review the procurement controls.

Moved/Scherman, second/Carr, to approve revisions to the Procurement Policies and Procedures.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services

Community Services Block Grant

One Stop Services

1. Approval to Release a Request for Proposals for Workforce Innovation and Opportunity Act (WIOA), Sacramento Works Job Center Services for the Galt Area

Mr. Roy Kim stated that since 1998, SETA has operated a career center in the Galt area. This RFP is designed to solicit proposals to serve this area.

Mr. Nottoli asked if the current location was within the appropriate framework? Mr. Kim stated yes, because there is a physical location that serves the residents in the South County. SETA would not be exercising the lease but would have an

on-going presence in the community. The intent is to reduce SETA's cost but still have services there.

Mr. Carr asked if it was a legal requirement to approve an RFP for this; Mr. Thatch stated it is not a requirement at the state level but it is at the federal level, especially in Head Start.

Moved/Nottoli, second/Scherman, to approve the release of a Request for Proposals for Workforce Innovation and Opportunity Act, Sacramento Works Job Center services for the Galt area.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

2. Approval of Application to the California Workforce Development Board for the supervised Population Workforce Training Grant 3.0 Program, and Authorize the Executive Director to Sign the Agreement and any other Required Documents Pertaining to the Agreement

Mr. William Walker stated that SETA was requested to apply for this grant. There is a requirement that we work with community based organizations to provide services to this population.

Moved/Carr, second/Nottoli, to approve the submission of an application for up to \$400,000 to the California Workforce Development Board for the Supervised Population Workforce Training Grant 3.0 Program, and authorize the Executive Director to sign the agreement and any other required documents pertaining to the agreement.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

Ms. Kossick stated that SETA was one of five areas requested to submit an application.

C. CHILDREN AND FAMILY SERVICES: No items.

IV. Information Items

A. Fiscal Monitoring Reports: No questions.

- B. Employer Success Stories and Activity Report: Mr. Kennedy asked what SETA's role was in the InSync recruitment. Mr. Walker replied that this company was losing their contract and they came to SETA to assist with their people. Over a very short amount of time, it went from a layoff to a layoff aversion. They got their contract renewed for \$12 million to continue to provide services for Covered California.
- C. Dislocated Worker Update: No additional report.
- D. Head Start Reports: No additional report.
- V. **Reports to the Board**
 - A. Chair: No report.
 - B. Executive Director: Ms. Kossick asked Board Members to let her know if they have funding sources for the Agency's 40th anniversary celebration. Mr. Nottoli asked if the federal review team had any report back. Ms. Denise Lee replied that the new process does not allow any comments. Staff were able to accompany the reviewers and hear a lot of great underlying comments. Ms. Lee is not sure when the report will be received. Ms. Lee thanked board members and staff that worked on the review. The CLASS review is scheduled for April 2-5, 2018.
 - C. Deputy Directors: Mr. Roy Kim reported that SETA was awarded \$75,000 from The Institute for Local Governments to work with foster youth. Mr. Kim extended thanks to Ms. Terri Carpenter for her work on the application.
 - D. Counsel: Mr. Thatch introduced Ryan Hooper. Mr. Hooper will be attending next month in Mr. Thatch's place.
 - E. Members of the Board: No report.
 - F. Public: No comments.
- VI. **Adjournment**: The meeting was adjourned at 10:26 a.m.

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

Minutes/Synopsis

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

Tuesday, March 27, 2018
11:00 a.m.

- I. **Call to Order/Roll Call:** Mr. Carr called the meeting to order at 11:00 a.m. The roll was called and a quorum established.

Members Present:

Larry Carr, Vice Chair; Councilmember, City of Sacramento
Sophia Scherman, Public Representative
Don Nottoli, Member, Board of Supervisors

Member Absent:

Jay Schenirer, Councilmember, City of Sacramento
Patrick Kennedy, Chair; Member, Board of Supervisors

II. **Action Item**

- A. Approval of the Submission of the Early Head Start-Child Care Partnership Supplemental Program Improvement Application 2017-2018

Ms. Kossick introduced Ms. Denise Lee. Ms. Lee stated that staff received a call from ACF notifying of one-time funds available for program improvement projects. Staff originally requested and was subsequently notified that SETA Head Start was awarded \$125,032.

In the original application, two projects were proposed but due to the lower funding, it was decided to put the funds toward the modular at Hopkins Park. These supplemental funds will be awarded as of March 31 and must be spent by July 31. The entire \$125,032 will go to the modular construction at Hopkins Park.

Additional board items will be presented at the April 5 meeting to reallocate the underspent funds in the Head Start program of approximately \$1 million.

Mr. Nottoli asked if a non-federal share match was required and Ms. Lee replied that there will be a \$31,258 federal match. SETA will utilize the state funds to do the match since it is Early Head Start.

Ms. Scherman expressed concern that the other projects will not be considered and Ms. Lee replied that the projects will be done but utilizing underspent funds in Head Start/Early Head Start.

Moved/Nottoli, second/Scherman, to approve the submission of the Program Improvement Supplemental application for the Early Head Start-Child Care Partnership Program in the amount of \$125,082 for Fiscal Year 2017-2018.

Roll call vote:

Aye: 3 (Carr, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy and Schenirer)

III. Adjournment: The meeting was adjourned at 11:06 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 2/22/18 through 3/29/18, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 2/22/18 through 3/29/18.

PRESENTER: Kathy Kossick

ITEM II- C – CONSENT

RATIFICATION OF THE SUBMISSION OF THE SUMMER TRAINING AND EMPLOYMENT PROGRAM FOR STUDENTS (STEPS) APPLICATION TO THE CALIFORNIA DEPARTMENT OF REHABILITATION/EMPLOYMENT TRAINING PANEL AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND

On February 16, 2018, the California Department of Rehabilitation, in coordination with the California Employment Training Panel and the California Labor and Workforce Development Agency announced the availability of \$999,999 in WIOA Title IV Vocational Rehabilitation funds and released a Solicitation for Proposals seeking qualified applicants to design, develop and implement projects that provide work experience and job preparation training for students with disabilities.

SETA submitted a proposal on March 14, 2018, requesting \$250,000 to serve 50 students with disabilities ages 16-21 years of age who have intellectual, physical, developmental, and/or mental health disabilities. The Summer Training and Employment Program for Student (STEPS) will provide each student with 40 hours of employability skills training and placement with an employer in a paid work experience at \$11.50 per hour for up to 175 hours.

SETA will work closely with the Special Education programs in Sacramento County High School Districts, the Sacramento County Office of Education and the Los Rios Community Colleges. SETA will maximize employer participation for work experience placements by working closely with SETA's Employer Services unit and business partners like SMUD, Villara, CalHR-Gov Ops, and the California Employer's Association.

RECOMMENDATION:

Ratify the submission of the SETA STEPS application to the California Department of Rehabilitation/Employment Training Panel requesting \$250,000 and authorize the Executive Director to execute the agreement and any other documents required by the funding source.

PRESENTER: Terri Carpenter

ITEM II-D – CONSENT

APPROVAL TO ADD PEOPLE WORKING TOGETHER (PWT) UNITED, INC.
TO SETA'S VENDOR SERVICES (VS) LIST

BACKGROUND

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

All vendors recommended for inclusion on SETA's VS List have demonstrated that the services proposed are justified and align with the Sacramento Works America's Job Centers of California (SWAJCC) system.

PWT United, Inc. submitted an application in response to SETA's VS List RFQ to offer Job Readiness/Pre-Employment Skills Training. After evaluating the application, the evaluation team determined that PWT United, Inc. effectively demonstrated its ability to provide the proposed service.

Staff is seeking approval of the attached recommendation.

RECOMMENDATION:

Approve the attached recommendation to add PWT United, Inc. to SETA's VS List.

PRESENTER: Marianne Sphar

Vendor Services (VS) List

Staff Recommendation

Applicant: People Working Together (PWT) United, Inc.
Location: 20 McKilt Court
Sacramento, CA 95835

Applicant's Background:

PWT United, Inc. was established in 2015 as a non-profit, community-based organization to provide training that prepares adult men and women for entry into various construction trades' apprenticeship programs. PWT United's six-week, 120-hour pre-apprenticeship program utilizes the Multi-Craft Core Curriculum (MC3), which was developed by North America's Building Trades Union (NABTU). Instruction will be provided by MC3 certified instructors and successful completion will enable participants to enter a registered apprenticeship program for one of the 14 trade crafts in the construction industry.

As an approved vendor, PWT United will provide pre-apprenticeship training to SWAJCC system customers who are seeking careers in the construction trades.

Activity	Individual Rate
<ul style="list-style-type: none">Job Readiness/Pre-Employment Skills Training – (construction industry sector focus)*	\$2,000 per participant (120 hours; 6 weeks)

*Services subject to prior management approval.

ITEM III-A – 1 - ACTION

APPROVAL OF REVISIONS TO THE SACRAMENTO EMPLOYMENT AND TRAINING
AGENCY 2017-2018 BUDGET

BACKGROUND:

This item is related to the Head Start budget modification, Items III-C-1 and III-C-2. Because the Head Start program year differs from the Agency fiscal year, only \$668,279 in fixed assets (see below) is part of this budget modification. In August 2017, the Board took action to approve SETA's Final Budget for Fiscal Year 2017-2018 totaled \$83,857,233. Changes to grants and allocations received and the under-spending in Personnel and Fringe Benefits cost categories for the Head Start program necessitate the revision of the Agency Budget for Fiscal Year 2017-2018 to more accurately reflect the anticipated revenue and expenditures by cost categories.

The revised budget of \$84,116,507 includes changes in anticipated revenues and expenses from the following sources:

Grants	Changes
EHS-CCP Supplemental Program Improvement	\$125,032
Workforce Innovation and Opportunity Act (WIOA)	143,000
Youth Career Pathway Trust	(48,758)
AARP Foundation 50+	40,000
Total	\$259,274

The revised budget also reflects increased funds of \$668,279 allocated to the Fixed Assets category for a modular classroom, playground equipment and IT Network equipment. The increase in funds will be paid for by the anticipated revenue from EHS-CCP and decreased expenses in the Salary and Benefits and Services and Supplies cost categories as shown in the following table:

	Amount
EHS-CCP Supplemental Program Improvement Grant	\$125,032
Salaries and Benefits	507,501
Service and Supplies	35,746
Total	\$668,279

A copy of the proposed revised budget will be sent under separate cover. The revised budget will be submitted to the County and the City of Sacramento after SETA Governing Board approval. Per Government Code Section 29088, a four-fifths vote is required to approve the revisions of the Agency Budget.

RECOMMENDATION:

Approve the revised Agency Budget for Fiscal Year 2017-2018.

RESOLUTION NO.: 18-01

**APPROVAL OF REVISIONS TO THE SACRAMENTO EMPLOYMENT AND
TRAINING AGENCY (SETA) 2017-2018 BUDGET**

WHEREAS, all necessary estimates of revenues, expenditures and reserves for the 2017-2018 Fiscal Year were prepared and filed, the Final Budget was adopted and printed, and hearings thereon were noticed and held as required by Chapter 1 of Division 3, Title 2 of the Government Code (Section 29000, et. seq.); and

WHEREAS, all proceedings required by law have been duly had and regularly taken concerning the adoption of the Final Budget for the Sacramento Employment and Training Agency for the Fiscal Year commencing July 1, 2017 and ending June 30, 2018 and adopted by the Board on August 3, 2017; and

WHEREAS, the Governing Board has made such revisions of, deductions from and increases or additions to the Revised Budget as it deemed advisable, all such increases or additions having been proposed in writing and filed with the Board; and

NOW, THEREFORE, IT IS HEREBY RESOLVED, in accordance with Chapter 1 of Division 3, Title 2 of the Government Code (Section 29000, et. seq.), that the Revised Budget for the Fiscal Year 2017-18 be and is hereby adopted in accordance with the following:

(1)	Salaries and employee benefits	\$ 36,579,459
(2)	Services and Supplies	9,351,999
(3)	Other charges	36,654,770
(4)	Fixed Assets	
	Land	0
	Structures and Improvements	1,000,032
	Equipment	530,247
(5)	Expenditure transfers	0
(6)	Contingencies	0
(7)	Provision for reserve increases	0
	TOTAL BUDGET REQUIREMENTS	<u>\$ 84,116,507</u>

BE IT FURTHER RESOLVED that the means of financing the expenditures program will be by monies derived from Current Financing and Fund Balance.

BE IT FURTHER RESOLVED that the Revised Budget be and is hereby adopted in accordance with the listed attachments which show in detail the approved appropriations, revenues and methods of financing, appropriations limit, total annual appropriations subject to limitations attached hereto and by reference made a part hereof.

ATTACHMENTS:

Schedule of Changes – Original to Revised
Schedule of Appropriations
Schedule A – WIOA Grants
Schedule of Fixed Assets
Schedule of Out-of-State Travel
Schedule of Appropriations by Line Item
Financing Requirements Summary Schedule

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

On a motion by _____, and seconded by _____, the foregoing resolution is passed and adopted by the Sacramento Employment and Training Agency Governing Board, this fifth day of April, 2018 by the following vote, to wit:

Ayes:

Noes:

Absent:

Abstain:

Chair of the SETA Governing Board

ATTEST: _____
Clerk of the SETA Governing Board

ITEM III-A- 2 – ACTION

APPROVAL TO UPGRADE SETA'S INFORMATION TECHNOLOGY INFRASTRUCTURE HARDWARE TO THE SIMPLIVITY PLATFORM

BACKGROUND:

SETA's current Information Technology (IT) infrastructure is a collection of computers (servers), storage, memory, operating software and a tape back-up system from different vendors which has been pieced together over the past 5+ years. This environment is difficult to manage and support and has experienced performance problems including SETA's back-up process. Problem resolution is time consuming and frequently a "trial and error" process. Recent agency initiatives to move from paper to scanned content, along with reductions in IT staffing and expertise, have made it imperative to upgrade the IT infrastructure.

On March 1, 2018 the SETA Governing Board approved the March 2, 2018 release of a Request for Proposals for the purchase of a SimpliVity Hyper-Converged or equivalent solution to replace SETA's IT infrastructure. Six Hewlett Packard Enterprise (HPE) value added resellers authorized on the SimpliVity platform in the Sacramento region were invited to submit a proposal. SETA also posted the RFP on the SETA website. SETA received one response from DSA Technologies based in Elk Grove, CA. Their proposal was for a SimpliVity platform with 100% redundancy including all hardware, professional services to install, migration of all production systems to the new platform, assistance with testing, and 24x7 production support with a four hour turn time to rectify problems. Per the RFP request, DSA quoted for a purchase of the hardware and software platform, three years of 24/7 four-hour response time support (required by HPE), shipping, tax and professional services for \$169,797.11.

SETA's procurement policies authorize the agency to procure services without competition in certain circumstances, including when, after solicitation of a number of sources, competition is determined to be inadequate. Notwithstanding the release and circulation of the RFP, DSA Technologies submitted the only response. Staff is recommending proceeding with non-competitive procurement and finalizing negotiations to contract with DSA Technologies for the purchase and installation of the SimpliVity platform.

RECOMMENDATION:

That the Governing Board:

- 1: make the following findings regarding non-competitive procurement- that, after solicitation of a number of sources, competition has been deemed inadequate and, consistent with SETA's Procurement Policies and Federal Regulations, the Governing Board finds that non-competitive procurement is appropriate; and

ITEM III-A -2 - ACTION (continued)
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- (2) authorize the staff to negotiate and execute a purchase of the SimpliVity platform, software, three-year support and professional services for an amount not to exceed \$169,797.11.

PRESENTER: Edward Proctor

ITEM III-C - 1 – ACTION

APPROVAL OF BUDGET MODIFICATION FOR
HEAD START AND EARLY HEAD START PROGRAM YEAR 2017-2018

BACKGROUND:

This agenda item provides the opportunity for the Governing Board to approve a Head Start budget modification for the SETA Operated Program in the amount of \$1,084,000 and an Early Head Start budget modification in the amount of \$105,000 for the 2017-2018 program year, for a total budget modification not to exceed \$1,189,000.

Head Start – SETA projects that the 2017-2018 Head Start budget will be under-spent by approximately \$1,084,000 in the Personnel and Fringe Benefits cost categories (5.5% of the total Head Start Personnel and Fringe Benefit budget) due to various vacant positions (i.e., retirements, resignations, competitive hiring marketing) not being replaced during the program year.

Early Head Start - SETA projects that the 2017-2018 Early Head Start budget will be under-spent by \$105,000 in the Other/Occupancy cost category (38% of the Early Head Start Occupancy budget) due to various re-negotiated lease agreements that resulted in less rental costs per month.

The program is requesting to move \$1,189,000 to Equipment, Supplies, Construction, and Other as follows:

Deferred Maintenance Items – Equipment (HS: \$502,000, EHS: \$70,000 = \$572,000)

Play structure replacements/rubber surface (\$330,000) – Replacement play structures are needed at three (3) SETA Early Learning Centers – Elkhorn, North Avenue and the new center on MLK Blvd. Current preschool play structures are either outdated, worn/irreparable, and/or not age appropriate, limiting gross motor activities or offering less exciting play for children. The play structure and existing rubber surface will be replaced with a more up-to-date, age-appropriate structure.

Install new infant/toddler play yard (\$70,000) – SETA will be purchasing and installing a new Early Head Start play yard at Crossroad Gardens. The play yard will include, but not be limited to, a dividing fence, a play structure, rubber surface, concrete pathways, artificial grass, and a shade structure.

Spot Vision Screener (\$16,000) – SETA uses hand-held portable devices to quickly, easily and accurately detect vision issues on young children. Head Start Performance Standards require staff to perform annual vision screens on each enrolled child. SETA is in need of replacing two (2) outdated/un-calibrated machines. Each machine costs approximately \$8,000.

ITEM III-C – 1 – ACTION (continued)

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OAE Hearing Screener (\$10,000) – Objective hearing screeners are designed to address the hearing issues in young children. SETA uses OAE machines to annually screen children’s hearing. Two (2) replacement machines are needed for staff use. Each machine costs approximately \$5,000.

Server Replacement Project (\$140,000) – SETA is in the process of updating its archaic and aging servers that support the Agency’s technology infrastructure for email, word processing, internet, client services and classroom technology. This new server system will include, but not limited to, new hardware, software, and technical support and professional services contracts. The Children and Family Services Department will pay an allocated portion of the final cost which is still under procurement.

Audio Video System (\$6,000) – A new Audio Video System is required for the Sequoia Training Room located at SETA’s main office. The training room is used frequently by staff for mandatory training. The current system is no longer working and is beyond its repairable life. The one-time cost is approximately \$9,000. The amount charged to Head Start in accordance with SETA’s current allocation plan would be approximately \$6,000.

Deferred Maintenance Items – Supplies (HS: \$57,000, EHS: \$35,000)

Classroom furniture/supplies (\$92,000) – New classroom furniture will be needed for three (3) SETA locations – Crossroads (EHS), Hillsdale (EHS), and the new center on MLK Blvd. (HS), for a total of 4 new classrooms and new socialization spaces. Furniture and supplies will include, but not limited to, tables, chairs, cubbies, shelves, book cases, house-area furniture, napping mats, puzzles, blocks, manipulatives, art supplies, dolls, soft goods, etc. Classrooms were budgeted at \$20,000 for each Head Start classroom, \$17,500 for each Early Head Start classroom, and \$17,000 for two new socialization rooms.

Deferred Maintenance Items – Construction (HS: \$150,000)

Parking Lot (\$150,000) – SETA is installing a new modular building at the Hopkins Park Early Learning Center, with construction starting on June 1. Original funding was provided by federal Duration funds in the amount of the \$854,265. On the property, there is enough space to install a dedicated parking lot, pending city approval, to ensure safety of children when entering/leaving the facility. Currently, families are parking on the street during drop-off/pick-up, leaving children vulnerable to passing cars on the street when exiting the car. Total projected costs for the project, including the parking lot, are approximately \$1 million. The \$150,000 will cover the additional costs associated with the parking lot.

Deferred Maintenance Items – Other (HS: \$375,000)

Flooring (\$110,000) – Due to old and worn conditions, flooring will be replaced at two (2) SETA Operated Early Learning Centers – Elkhorn and Job Corps. Specifically at Elkhorn, carpet will be replaced in the classrooms with Vinyl Composite Tile (VCT) and carpet. Bathroom floors, common areas and offices will be replaced with VCT. At Job Corps, the newly licensed EHS classroom flooring will be replaced with VCT and carpet, along with the common areas and hallways.

Lighting & Ceiling Tiles (\$60,000) – Ceiling lighting (ballast and light bulbs) will be replaced throughout the center at the Mather Early Learning Center and Northview Early Learning Center. Northview is a SETA owned facility and has not been updated since occupancy in August, 1997. Ceiling tiles and lighting will be updated to meet current regulations. Due to the height of the ceilings at Mather, the job will require the contractor to operate a boom which will result in slightly higher costs than regular lighting replacement projects.

Fencing (\$15,000) – Fencing is needed at the Mather Early Learning Center. In the front parking lot there is secured, fenced-in parking area for the SETA Food Services vehicles. This fencing is in poor repair and needs to be replaced.

Rubber surface replacement (\$160,000) – Rubber surfaces in the play yards at Northview ELC and Bright Beginnings ELC are worn and in need of replacement. Both have been repaired and are no longer repairable with patches. Rubber surfaces serve as soft cushioning required under play structures to reduce injury to children. The rubber surface at Northview is three times larger than Bright Beginnings and therefore will cost more to replace. Neither surface is still under warranty.

Cabinets/Countertops (\$30,000) – replacement cabinets and countertops are needed in four classrooms at SETA's Northview Early Learning Center. Cabinets are original to the building of which SETA occupied in August 1997.

Upon Policy Council and Governing Board action, final review and approval by the Administration for Children & Families (ACF) is required. SETA staff will be available to answer questions.

RECOMMENDATION:

Approve a budget modification in the amount of \$1,084,000 from Head Start Personnel and Fringe Benefits and \$105,000 from Early Head Start Other/Occupancy to Equipment, Supplies, Construction, and Other for the SETA Operated Program for the 2017-2018 program year.

ITEM III-C - 2 – ACTION

APPROVAL OF BUDGET MODIFICATION FOR EARLY HEAD START-CHILD
CARE PARTNERSHIP PROGRAM YEAR 2017-2018

BACKGROUND:

This agenda item provides the opportunity for the Governing Board to approve a budget modification for the SETA Operated Program Early Head Start-Child Care Partnership program in the amount not to exceed \$240,000.

Specifically, the SETA Operated Program has projected under-spent funds in Early Head Start-Child Care Partnership Personnel and Fringe Benefits due to staff salary savings and related benefits caused by various vacancies throughout the program year. In addition, actual fringe benefits have been less than budgeted. The program is requesting to move \$240,000 from the Early Head Start-Child Care Partnership Personnel and Fringe Benefits cost categories to Equipment and Supplies.

Due to new enterprises taken on by SETA's partner child care center, SETA will be relocating 36 EHS-CCP enrollment slots to the grantee operated program starting on August 1, 2018. SETA is proposing that the enrollment slots be served at the new center located on MLK Jr Blvd and Hopkins Park ELC. To prepare for the expanded services, SETA must add additional classrooms; purchase classroom supplies/materials; and purchase and install new age-appropriate play yards. Details are as follows:

Purchase and Install Two New Infant/Toddler Play Yards – Equipment (\$200,000)

SETA will host two new EHS-CCP classrooms at the new SETA facility on Martin Luther King Jr. Blvd. and one new classroom at Hopkins Park ELC starting August 1, 2018. While the new facility was previously licensed as a child care center, the play structure was broken, in disrepair, and not suitable for children. As a result, the landlord removed the unsafe play structure as part of the lease agreement, leaving the space empty. Hopkins Park has historically hosted preschool-aged children with the play yard designed for 2-5 year-old children. Each new location will require the purchase and installation of a new infant/toddler play yard.

Each project will include:

- Purchase and installation of an age-appropriate play structure
- Installation of rubber surface under the play structure
- Purchase and installation of a shade structure
- Fencing in the new play yard to keep infants/toddlers separated from preschoolers during outdoor play
- Installation of concrete pathways and/or artificial grass, depending on space availability once designed

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

Estimated Cost is \$100,000 each based on recent similar projects completed at other SETA Early Learning Centers, for a total of \$200,000.

Purchase Classroom Supplies/Materials – Supplies (\$40,000)

New classroom furniture will be needed for five (5) new EHS-CCP classrooms. Furniture and supplies will include, but not limited to, tables, chairs, cubbies, shelves, book cases, house-area furniture, napping mats, puzzles, blocks, manipulatives, art supplies, dolls, soft goods, etc. Each classroom is estimated to cost approximately \$8,000.

Upon Policy Council and Governing Board action, final review and approval by the Administration for Children & Families (ACF) is required. SETA staff will be available to answer questions.

RECOMMENDATION:

Approve an Early Head Start-Child Care Partnership budget modification in the amount not to exceed \$240,000 from Personnel and Fringe Benefits to Equipment and Supplies for the 2017-2018 program year.

ITEM IV-A – INFORMATION

CREATION OF SACRAMENTO VALLEY MANUFACTURING INITIATIVE

BACKGROUND:

On February 21, 2018 the new Sacramento Valley Manufacturing Initiative (SVMI) was officially rolled out. SVMI is replicating the North State Grow Manufacturing Initiative's success in forming a manufacturers association in the Sacramento region that builds a robust manufacturing sector by informing educational and workforce development partners about the needs of the 21st century manufacturing workforce. These efforts will address the chronic shortage of qualified and skilled workers so that manufacturers can reduce costs and confidently plan for business growth.

SVMI has already planned the following three events for 2018, all focused around the educational development of youth at the high school and community college level:

- Manufacturers/educators summit on April 20, 2018
- Train-the-Trainer program to place high school teachers in manufacturing operations for one or two week externships this summer
- Manufacturing Week – October 15-19, 2018: a series of manufacturing plant tours for high school and community college students culminating in an October 19 job fair.

SVMI has approached SETA and the regional workforce boards for support in participating, organizing and hosting these events.

PRESENTER: Roy Kim

ITEM IV-B – INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: Loretta Su

MEMORANDUM

TO: Ms. Erika Trujillo **DATE:** February 20, 2018
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of
 Crossroads Diversified Services, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Dislocated Worker	\$64,000	7/1/16-6/30/17	1/1/17-6/30/17
WIOA	Adult	\$256,000	7/1/16-6/30/17	1/1/17-6/30/17
WIOA	Out-of-School Youth	\$161,782	7/1/16-6/30/17	1/1/17-6/30/17
WIOA	DEI	\$175,000	7/1/15-2/28/18	1/1/17-8/31/17
WIOA	Dislocated Worker	\$64,000	7/1/17-6/30/18	7/1/17/8/31/17
WIOA	Adult	\$256,000	7/1/17-6/30/18	7/1/17-8/31/17
WIOA	Out-of-School Youth	\$154,793	7/1/17-6/30/18	7/1/17-8/31/17

Monitoring Purpose: Initial Follow-up Special Final
 Date of review: 1/8-1/9/18

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

Program Operator: Crossroads Diversified Services, Inc.

Findings and General Observations:

- 1) We have reviewed the WIOA DEI, Out-of-School Youth, Adult, and Dislocated Worker programs from January 1, 2017 through August 31, 2017. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Marie Jachino DATE: February 22, 2018

FROM: Mayxay Xiong, SETA Fiscal Monitor

RE: Desk Review of Elk Grove Food Bank

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$20,000	1/1/17-12/31/17	1/1/17-12/31/17

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: 2/6/18

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

Program Operator: Elk Grove Food Bank

Findings and General Observations:

- 2) We have reviewed the CSBG program from January 1, 2017 to December 31, 2017. The costs reported for this program has been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 2) None

cc: Kathy Kossick
Governing Board

ITEM IV-C – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

PRESENTER: William Walker

**SETA - Employer Activity Report
July 1 - February 27, 2018**

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Aacres, CA LLC.	4	Direct Support Professional	1
Accountemps/Robert Half International	1	Tax Preparer	2
Alsco, Inc.	1	Feeder/Folder	1
	1	Soil Counter Sorter	1
	1	Washroom-Tumbler Operator	1
Brookcrest Water	9	Bottled Water Delivery Driver	1
California Community Action Partnership Association	1	Executive Director	1
California Council of the Blind	1	Americorps VISTA Community Collaborations Coordinator	1
	1	Americorps VISTA Job Development Coordinator	1
CALPIA	1	Custodian	1
	1	Custodian Supervisor II	1
	1	Lead Custodian	1
Capitol Architectural Production	3	Shop Trainee	1
Carmichael Elks Lodge	1	Bookkeeper	1
Carmichael Recreation & Park District	1	Recreation Coordinator: Facilities	1
	1	Secretary/Receptionist	1
Child Action Inc.	1	Assessment Unit Clerk	1
	1	Supervisor - Referral	1
Children's Law Center of California	1	Secretary	1
City of Elk Grove	1	Assessment Unit Clerk	1
	1	Budget Manager	1
	1	Community Event Center Manager	1
	1	Dispatcher	1
	1	Economic Development Specialist	1
	6	Information Technology Analyst/ Sr. Information Technology Analyst	1
	7	Junior Plant Operator	1
	1	Multimedia Specialist	1
	7	Plant Operator	2
	1	Police Equipment and Supply Technician	1
	5	Police Officer	1
	1	Police Recruit	1
	6	Senior Applications Developer	1
	1	Senior Planner	2
	2	Traffic Engineer	1
	City of Sacramento	1	311 Manager
1		Accounting Auditor	1
1		Administrative Analyst	3
1		Animal Services Adoption Coordinator	1
6		Applications Developer	1
1		Arborist/Urban Forester	1
1		Archivist	1
8		Art in Public Places Specialist	1
1		Arts Program Coordinator	1
2		Assistant Civil Engineer	1
1		Assistant City Manager	1
1		Assistant Code Enforcement Officer	2
2		Associate Architect	1
1		Associate Planner	1
1		Budget Analyst	1
1		Building Inspector	1
1		Claims Collector	1
1		Code Enforcement Officer	1
1		Customer Service Specialist	2

**SETA - Employer Activity Report
July 1 - February 27, 2018**

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
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City of Sacramento	1	Deputy City Attorney I - Cannabis/Code	1
	1	Deputy City Attorney II	1
	1	Deputy City Clerk	1
	1	Development Services Technician I	1
	1	Development Services Technician III	1
	1	Director of Emergency Management	1
	1	Director of Governmental Affairs	1
	1	Dispatcher II	1
	1	Dispatcher Recruit	1
	1	Diversity and Equity Manager	1
	3	Electrician	1
	2	Engineer Technician I	1
	1	Facilities and Real Property Superintendent	1
	1	Facilities Manager	1
	9	Fleet Service Coordinator	1
	1	Fire Prevention Officer I	1
	1	Financial Operations Manager	1
	1	Fingerprint Clerk	1
	7	Generator Technician	1
	1	Integrated Wastes General Manager	1
	7	Junior Plant Operator	1
	1	Operations and Maintenance Wastewater and Drainage Division Manager	1
	1	Operations and Maintenance Water Division Manager	1
	3	Painter	1
	1	Paralegal	1
	7	Park Maintenance Worker III	1
	5	Park Safety Ranger	1
	5	Park Safety Ranger Assistant	1
	1	Parks Supervisor	1
	1	Payroll Technician	1
	1	Personnel Technician	1
	1	Personnel Transactions Coordinator	1
	1	Planning Director	1
	7	Plant Operator	1
	1	Police Officer	1
	1	Police Records Specialist I	1
	1	Police Recruit	1
	1	Principal Accountant	1
	6	Principal Applications Developer	1
	1	Principal Planner	1
	6	Process Control Systems Specialist	1
	1	Program Analyst	3
	1	Program Leader	1
	1	Program Specialist	2
	5	Public Service Aide	1
	1	Recreation General Supervisor	1
	1	Recreation Manager	1
	1	Security Officer	1
	1	Senior Accountant Auditor	1
	1	Senior Accounting Technician	1
6	Senior Applications Developer	1	
1	Senior Budget Analyst	1	

**SETA - Employer Activity Report
July 1 - February 27, 2018**

EMPLOYER	CRITICAL CLUSTERS	JOB	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
City of Sacramento	6	Senior Department Systems Specialist	1
	10	Senior Deputy City Attorney	1
	2	Senior Engineer	1
	6	Senior Information Technology Support Specialist	1
	1	Senior Personnel Analyst	1
	1	Senior Personnel Transactions Coordinator	1
	1	Senior Planner	1
	1	Senior Police Records Supervisor	1
	10	Senior Recreation Aide	1
	1	Senior Staff Assistant	1
	10	Student Trainee Aquatics	1
	2	Supervising Engineer	1
	1	Supervising Financial Analyst	1
	1	Supervising Fire Service Worker	1
	1	Supervising Forensic Investigator	1
	1	Support Services Manager	1
	7	Survey Party Chief	1
	6	Systems Engineer	1
	1	Traffic Worker I	1
	7	Tree Maintenance Worker	1
	1	Tree Pruner	1
	1	Typist Clerk II	1
	1	Typist Clerk III	1
1	Utilities Operations and Maintenance Superintendent - Mechanical	1	
10	Zoning Investigator	1	
Conyers Auto Transport	10	Junk Removal Crew Member	4
Easter Seals Superior CA	1	Child Development Specialist	1
	1	Core Instructor -Class B Drivers License	4
	1	Driver - Class B	2
	1	Landscaping Training and Ops Coordinator	1
	9	Production Assistant	1
	1	Vocational Skills Trainer/Crew Lead	1
Folsom Premium Outlets	1	Guest Services Representative	1
Fortune Energy	1	Account Manager	5
Glory Children's Learning Center, Inc.	1	Childcare Center Teacher and Aide	2
	1	Preschool/Infant Teacher and Teacher's Aide	2
G W Demolition Inc.	3	Demolition Laborer	2
Hoppy Brewing Company	8	Line Cook	1
	8	Server/Bartender Shift Lead	1
Illum Solar	1	HR Admin/Accounting	1
	1	Warehouse Coordinator	1
Imko Workforce Solutions	9	Materials Processor	4
Indecare Corporation	4	Certified Nurse Aide	25
InSync Consulting Services LLC	1	Customer Service Specialist	250
Job Corps / Career Systems Development Corporation	1	Career Technical Instructor	1
	1	Safety & Security Manager	1
	4	Wellness Services Manager - RN	1
Kelly Services	9	Warehouse Worker	2

**SETA - Employer Activity Report
July 1 - February 27, 2018**

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Los Rios Community College District	1	Accounting Specialist	1
	1	Account Clerk III	1
	1	Accounting Specialist	1
	1	Administrative Assistant I	1
	1	Administrative Assistant I	1
	1	Administrative Services Analyst	1
	1	Admissions Records Evaluator I	2
	1	Admissions/Records Evaluator/Degree Auditor	1
	1	Alternate Media Design Specialist	1
	1	American Sign Language (ASL)/English Language Interpreter Assistant Professor	1
	1	Anthropology Assistant Professor	1
	1	Associate Vice Chancellor of Education Services and Student Success	1
	1	Associate Vice Chancellor of Finance	1
	1	Associate Vice Chancellor of Instruction	1
	1	Athletic Trainer	2
	1	Aviation Assistant Professor	1
	1	Biology (Anatomy & Physiology) Assistant Professor	1
	1	Biology (Bio-Technology) Assistant Professor	1
	1	Biology (Non-Majors) Assistant Professor	1
	1	Chemistry Assistant Professor	1
	1	Chemistry Assistant Professor	1
	1	Chief of Police	1
	1	Child Development Center Teacher	2
	1	Children's Center Clerk	1
	1	Clerk II	1
	1	Clerk III	2
	1	Computer Information Science Assistant Professor	1
	1	Confidential Administrative Assistant I	1
	1	Confidential Administrative Assistant II	1
	1	Confidential Human Resources Specialist III	1
	1	Counseling Clerk I	1
	1	Counseling Clerk II	1
	1	Counseling Supervisor	1
	1	Custodian	1
	1	Dean of Behavioral and Social Sciences	1
	1	Dean of Business and Computer Science	1
	1	Dean of Business and Family Science	1
	1	Dean of Career Education and Workforce Development	1
	1	Dean of El Dorado Center	1
	1	Dean of Financial Aid and Student Success	1
	1	Dean of Humanities and Social Science	1
	1	Dean of Mathematics, Science and Engineering	1
	1	Dean of Student Services, Counseling, and Transfer Services	1
	1	Dean of Student Services, Equity Programs, and Pathways	1
	1	Digital Communications Specialist	1
	1	Director of Accounting Services	1
	1	Director of Donor Relations	1
	1	Director of General Services	1
	1	Director of North/Far North Regional Consortium	1
	1	Director of Nursing Academic Program	2
1	Director of the Center of Excellence	1	
1	Disabled Students Programs and Services Coordinator / Counselor	1	

**SETA - Employer Activity Report
July 1 - February 27, 2018**

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Los Rios Community College District	1	District Financial Aid Specialist	1
	1	Educational Center Supervisor	1
	1	English Assistant Professor	1
	1	English Professor	1
	3	Facilities Planning and Engineering Specialist	1
	1	Financial Aid Clerk II	1
	1	Financial Aid Officer	2
	1	Financial Aid Supervisor	1
	1	Fire Technology Assistant Professor/Coordinator	1
	1	Fire Technology Coordinator	1
	1	Fiscal Services Supervisor	1
	1	Graphic Designer	1
	1	Head Custodian	1
	1	Health Information Technology Assistant Professor	1
	1	Human Services Assistant Professor	3
	7	HVAC Mechanic	2
	6	Information Technology Business/Technical Analyst II	1
	6	Information Technology Network Administrator Analyst II	3
	6	Information Technology Technician II-Lab/Area Microcomputer Support	1
	1	Instructional Assistant - Aeronautics	1
	1	Instructional Assistant - Biology	1
	1	Instructional Assistant - Costuming and Makeup	1
	1	Instructional Assistant - English as Second Language	1
	1	Instructional Assistant - Food Service Management	2
	1	Instructional Assistant - Fundamentals of Nursing	1
	1	Instructional Assistant - Health & Education Simulation Lab	1
	1	Instructional Assistant-Learning Resources	1
	1	Instructional Assistant - Welding	1
	6	IT Specialist II - Microcomputer Support	1
	1	Kinesiology, Health, and Athletics Assistant Professor/Head Women's Basketball Coach	1
	1	Library Technician	3
	7	Maintenance Electrician	1
	1	Maintenance Technician II	1
	1	Mathematics Assistant Professor	3
	1	McClellan/Sacramento Regional Public Safety Training Center Coordinator	1
	1	Mechanical- Electrical Technology Assistant Professor	1
	1	Media Systems/Resource Technician I	1
	1	Nursing Assistant Professor	2
	1	Outreach Specialist	1
	1	P.E. Adjunct Assistant Professor/Head Coach for Women's Tennis	1
	1	Police Officer	1
	1	Project Director of TRIO Upward Bound Programs	1
	1	Public Services Librarian	1
	1	Radio, Television, and Film Production Assistant Professor	1
	1	Research Analyst	1
	1	Senior Buyer/Contract Specialist	2
	1	Sociology Assistant Professor	1
	1	Special Projects - Makerspace Project Specialist	1
	1	Special Projects-Makerspace/Innovation Center Internship Opportunities Specialist	1
	1	Student Personnel Assistant	1
1	Student Personnel Assistant - Career & Job Opportunity Services	2	

**SETA - Employer Activity Report
July 1 - February 27, 2018**

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Los Rios Community College District	1	Student Personnel Assistant - Counseling	1
	1	Student Personnel Assistant - Outreach Services	3
	1	Student Personnel Assistant - Student Services	1
	1	Student Success and Support Program Specialist	1
	7	Utility Worker	1
	1	Veterinary Technology Assistant Professor and Program Director	1
	1	Vice President of Administrative Services	1
	1	Vice President of Instruction and Student Learning	1
Macias Gini & O'Connell LLP	1	Accounting Assistant	1
	1	Recruitment Assistant	1
Mack Road Partnership	7	Maintenance Team Member	1
Mather Golf Course	1	Administrative Assistant	1
McLane Company	1	Independent Sales Representative	2
	10	Reset Specialist	2
Merry Maids	1	Teammate House Cleaner	6
Mobile Management LLC	10	Outside Sales Associate	20
Murieta Hospitality Group	1	Houseperson-Days Overnight Cleaners	6
OBO' Italian Table and Bar	8	Cook	2
	8	Counter Server	2
	8	Dishwasher	2
Official Pest Prevention	1	Customer Service Representative	1
	1	Pest Control Service Technician	1
Options In Supported Living, LLC.	1	Personal Support Staff	15
Pacific Protection Services, Inc.	1	Unarmed Security Officer	5
Pacific Rim Fall Protection	7	Installer	2
Pavilion Touchless Car Wash & Quick Lube	7	Auto Lube Sales and Technician	1
	1	Car Wash Crew/Driver	4
Pepsi Bottling Group	1	Delivery Supervisor	1
Pinnacle Telecommunications, Inc.	7	Installers Level I	1
	9	Warehouse Associate	10
Precision Automotive Repair Inc.	7	Shop Porter/Helper	1
REMETRONIX	7	Mechanical Installation Service Technician	1
Research America, Inc.	1	Telephone Interviewer	12
Sacramento Asian/ Pacific Chamber	1	Public Policy Coordinator	1
Sacramento Children's Home	1	Cultural Broker Supervisor	1
Sacramento Employment & Training Agency	1	CFS Quality Assurance Analyst	1
	4	Family Services Worker II	1
	1	Head Start CFS Program Analyst	1
	1	Head Start Cook/Driver	1
	1	Head Start Courier/Maintenance	1
	1	Head Start Early Head Start Health-Nutrition Coordinator	1
	7	Head Start Education Coordinator	1
	1	Head Start Intervention Specialist	1
	1	Head Start Manager-CFS	1
	1	Head Start Site Supervisor	1
	1	Payroll Specialist	1
Sacramento Job Corps Center	1	HVAC Instructor	1
Saint John's Program for Real Change	1	Director of Finance	1
	1	Executive Assistant	1
	1	Grants Development Specialist	1
Sarenne Capital	7	Maintenance Technician	1
Square One Clubs	1	Receptionist	1

**SETA - Employer Activity Report
July 1 - February 27, 2018**

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Solar City	3	Licensed Electrician	10
	7	PV Solar Installer/Electrical Installer	10
	3	Roofers	10
Taylor Metal Products	9	Manufacturing Personnel	40
TimCo Construction Inc.	3	Carpenter	15
	3	Construction Laborer	10
	1	Project Manager	1
Tots of Love Child Development Center, LLC	1	Preschool Teacher	1
Villara Corporation	1	Accounts Payable Clerk	1
	1	Administrative Assistant	1
	9	Co-Driver	1
	1	Construction Admin	1
	9	Delivery+D176 Driver	1
	3	Duct Blaster	1
	7	Entry-Level Heating & Air Installers	1
	1	Estimator	1
	7	HVAC Installer	1
	3	HVAC Mechanical Designer	1
	7	HVAC Retro Fit Installer	1
	7	HVAC Retro Fit Installers/Lead Installers	1
	3	HVAC Tradesman	1
	7	HVAC Warranty Technician	1
	6	IT Help Desk Support Specialist	1
	1	Junior Administrative Assistant	1
	3	Manufacturing Worker	1
	1	Marketing Lead	1
	2	Mechanical Designer	1
	3	Plumbing Designer	1
	3	Plumbing Installers	1
	3	Plumbing Junior Estimator	1
	7	Plumbing Service Technician	1
	3	Project Manager Plumbing	1
	1	Quality Control Assistant	1
	1	Residential Fire Protection Designer	1
	1	Service & Warranty Parts Coordinator	1
	3	Solar Electrician	1
	7	Start Up Technician	1
	1	T24 Energy Analyst	1
	9	Warehouse Worker	2
1	Warranty Technician	1	
Visiting Angels	4	Caregiver/Home Care Aide	30
Wetsel Oviatt Recycling LLC	7	Equipment Operator	6
Wild Bill's Cheesesteaks	8	Cooks and Cashiers	2
You've Got Maids	10	House Cleaner	2
Total			876

ITEM IV-D – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

PRESENTER: William Walker

Sacramento Employment and Training Agency

Dislocated Worker Information PY 2017/2018

Date of information as of March 19, 2018 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications

Official	6/14/2017	Kmart Corporation 5100 Stockton Blvd. Sacramento, CA 95820	9/30/2017	84	7/25/17, 7/28/17, 8/15/17,8/18/17,8/2 9/17, 9/1/17
Official	6/30/2017	First Response EMS 10161 Croydon Way Sacramento, CA 95827	8/31/2017	66	8/11/2017
Official	8/16/2017	Sunbridge Carmichael Rehabilitation Center 8336 Fair Oaks Blvd. Carmichael, CA 95608	10/15/2017	72	Declined
Official	9/14/2017	Molina Medical Management 2180 Harvard St. Ste. 500 Sacramento, CA	11/15/2017	56	Services Not Needed
Official	11/30/2017	Delta Dental 11155 International Drive Rancho Cordova, CA 95670	1/29/2018	51	1/23/2018 2/6/2018
Unofficial	12/1/2017	Dorris Lumber & Molding 2601 Redding Ave. Sacramento, CA 95820	12/7/2017	20	12/7/2017
Unofficial	12/27/2017	EHS Medical 77 Cadillac Dr. Suite 180 Sacramento, CA 95825	1/31/2018	10	1/11/2018
Official	1/11/2018	Sam's Club 3360 El Camino Ave. Sacramento, CA 95821	3/16/2018	162	1/24-26/2018
Official	1/11/2018	Walmart 3460 El Camino Ave. Sacramento, CA 95821	3/16/2018	359	Services Not Needed
Unofficial	2/28/2018	Toys R Us 1919 Arden Way Sacramento, CA 95815	3/14/2018	175	Pending
Official	3/16/2018	Advanced Call Center 4837 Watt Ave. North Highlands, CA 95660	5/18/2018	51	Pending
			Total # of Affected Workers	1,106	

ITEM IV-E – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of February was 4.2%.

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

Staff will be available to answer questions.

PRESENTER: Roy Kim

**SACRAMENTO—ROSEVILLE—ARDEN-ARCADE METROPOLITAN STATISTICAL AREA (MSA)
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)**
Education and health services led month-over and year-over job growth

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 4.2 percent in February 2018, unchanged from a revised 4.2 percent in January 2018, and below the year-ago estimate of 5.3 percent. This compares with an unadjusted unemployment rate of 4.5 percent for California and 4.4 percent for the nation during the same period. The unemployment rate was 4.1 percent in El Dorado County, 3.5 percent in Placer County, 4.2 percent in Sacramento County, and 5.2 percent in Yolo County.

Between January 2018 and February 2018, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 100 to total 983,500 jobs.

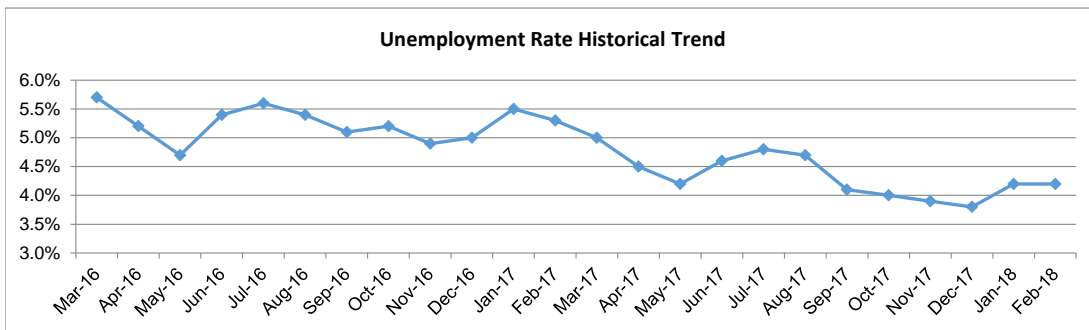
- Education and health services (up 2,400 jobs) led the region in job growth from January to February. Health care and social assistance accounted for 83.3 percent of the job additions, picking up 2,000 jobs.
- Leisure and hospitality expanded by 400 jobs. Accommodation and food services and arts, entertainment, and recreation advanced by 200 jobs each.
- Farm experienced a normal seasonal job gain from January to February, picking up 300 jobs.
- Meanwhile, four major industries reported month-over decline, led by trade, transportation, and utilities (down 2,500 jobs), professional and business services (down 600 jobs), construction (down 300 jobs), and manufacturing (down 200 jobs).

Between February 2017 and February 2018, total jobs in the region increased by 25,500, or 2.7 percent.

- Education and health services led the year-over gains with an increase of 8,700 jobs. Health care and social assistance (up 8,000 jobs) accounted for most of the gain.
- Construction advanced by 7,400 jobs since last February. Specialty trade contractors gained 3,600 jobs. Construction of buildings added 1,700 jobs.
- Government gained 5,300 jobs. State government grew by 2,900 jobs. Local government picked up 2,400 jobs.
- Three major industries experienced job reductions from last February: other services (down 600 jobs), professional and business services (down 600 jobs), and information (down 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 4.2 percent in February 2018, unchanged from a revised 4.2 percent in January 2018, and below the year-ago estimate of 5.3 percent. This compares with an unadjusted unemployment rate of 4.5 percent for California and 4.4 percent for the nation during the same period. The unemployment rate was 4.1 percent in El Dorado County, 3.5 percent in Placer County, 4.2 percent in Sacramento County, and 5.2 percent in Yolo County.



Industry	Jan-2018	Feb-2018	Change		Feb-2017	Feb-2018	Change
	Revised	Prelim			Prelim		

Total, All Industries	983,400	983,500	100		958,000	983,500	25,500
Total Farm	7,800	8,100	300		7,300	8,100	800
Total Nonfarm	975,600	975,400	(200)		950,700	975,400	24,700
Mining, Logging, and Construction	60,600	60,300	(300)		52,800	60,300	7,500
Mining and Logging	500	500	0		400	500	100
Construction	60,100	59,800	(300)		52,400	59,800	7,400
Manufacturing	35,600	35,400	(200)		35,200	35,400	200
Trade, Transportation & Utilities	156,400	153,900	(2,500)		151,100	153,900	2,800
Information	12,100	12,100	0		12,700	12,100	(600)
Financial Activities	52,400	52,500	100		51,900	52,500	600
Professional & Business Services	128,700	128,100	(600)		128,700	128,100	(600)
Educational & Health Services	155,300	157,700	2,400		149,000	157,700	8,700
Leisure & Hospitality	103,300	103,700	400		102,300	103,700	1,400
Other Services	31,000	31,300	300		31,900	31,300	(600)
Government	240,200	240,400	200		235,100	240,400	5,300

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

	Feb 17	Dec 17	Jan 18 Revised	Feb 18 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,076,400	1,082,400	1,087,300	1,088,200	0.1%	1.1%
Civilian Employment	1,019,500	1,041,100	1,041,600	1,042,900	0.1%	2.3%
Civilian Unemployment	56,800	41,300	45,800	45,300	-1.1%	-20.2%
Civilian Unemployment Rate (CA Unemployment Rate)	5.3%	3.8%	4.2%	4.2%		
(U.S. Unemployment Rate)	4.9%	3.9%	4.5%	4.4%		

Total, All Industries (2)	958,000	993,900	983,400	983,500	0.0%	2.7%
Total Farm	7,300	8,000	7,800	8,100	3.8%	11.0%
Total Nonfarm	950,700	985,900	975,600	975,400	0.0%	2.6%
Total Private	715,600	745,500	735,400	735,000	-0.1%	2.7%
Goods Producing	88,000	96,400	96,200	95,700	-0.5%	8.8%
Mining, Logging, and Construction	52,800	61,000	60,600	60,300	-0.5%	14.2%
Mining and Logging	400	500	500	500	0.0%	25.0%
Construction	52,400	60,500	60,100	59,800	-0.5%	14.1%
Construction of Buildings	11,000	12,700	12,600	12,700	0.8%	15.5%
Specialty Trade Contractors	36,900	41,500	40,700	40,500	-0.5%	9.8%
Building Foundation & Exterior Contractors	9,800	12,100	11,700	11,800	0.9%	20.4%
Building Equipment Contractors	15,400	16,500	16,100	16,100	0.0%	4.5%
Building Finishing Contractors	8,200	9,200	8,900	8,900	0.0%	8.5%
Manufacturing	35,200	35,400	35,600	35,400	-0.6%	0.6%
Durable Goods	23,400	23,300	23,500	23,400	-0.4%	0.0%
Computer & Electronic Product Manufacturing	5,200	4,900	5,000	4,900	-2.0%	-5.8%
Nondurable Goods	11,800	12,100	12,100	12,000	-0.8%	1.7%
Food Manufacturing	4,000	3,900	3,900	3,900	0.0%	-2.5%
Service Providing	862,700	889,500	879,400	879,700	0.0%	2.0%
Private Service Providing	627,600	649,100	639,200	639,300	0.0%	1.9%
Trade, Transportation & Utilities	151,100	161,500	156,400	153,900	-1.6%	1.9%
Wholesale Trade	26,200	26,800	27,000	27,500	1.9%	5.0%
Merchant Wholesalers, Durable Goods	14,300	14,400	14,300	14,500	1.4%	1.4%
Merchant Wholesalers, Nondurable Goods	9,500	9,800	9,800	9,900	1.0%	4.2%
Retail Trade	99,300	107,000	102,800	100,200	-2.5%	0.9%
Motor Vehicle & Parts Dealer	14,100	14,600	14,600	14,600	0.0%	3.5%
Building Material & Garden Equipment Stores	8,000	8,300	8,200	8,300	1.2%	3.8%
Grocery Stores	18,700	19,200	19,000	19,000	0.0%	1.6%
Health & Personal Care Stores	5,800	6,000	5,900	5,900	0.0%	1.7%
Clothing & Clothing Accessories Stores	8,200	9,300	8,400	8,100	-3.6%	-1.2%
Sporting Goods, Hobby, Book & Music Stores	4,000	4,600	4,300	4,000	-7.0%	0.0%
General Merchandise Stores	19,100	23,200	21,500	20,300	-5.6%	6.3%
Transportation, Warehousing & Utilities	25,600	27,700	26,600	26,200	-1.5%	2.3%
Information	12,700	12,200	12,100	12,100	0.0%	-4.7%
Publishing Industries (except Internet)	2,500	2,500	2,500	2,400	-4.0%	-4.0%
Telecommunications	4,200	3,900	3,900	3,900	0.0%	-7.1%
Financial Activities	51,900	51,700	52,400	52,500	0.2%	1.2%
Finance & Insurance	37,200	36,400	37,100	37,300	0.5%	0.3%
Credit Intermediation & Related Activities	11,800	11,600	11,700	11,600	-0.9%	-1.7%
Depository Credit Intermediation	6,600	6,400	6,500	6,400	-1.5%	-3.0%
Nondepository Credit Intermediation	2,700	2,800	2,800	2,800	0.0%	3.7%
Insurance Carriers & Related	21,500	21,300	21,500	21,800	1.4%	1.4%
Real Estate & Rental & Leasing	14,700	15,300	15,300	15,200	-0.7%	3.4%
Real Estate	11,400	11,900	11,900	11,900	0.0%	4.4%
Professional & Business Services	128,700	131,100	128,700	128,100	-0.5%	-0.5%
Professional, Scientific & Technical Services	54,700	55,700	55,400	55,600	0.4%	1.6%
Architectural, Engineering & Related Services	9,600	10,200	10,000	10,000	0.0%	4.2%
Management of Companies & Enterprises	12,100	13,000	12,800	12,800	0.0%	5.8%
Administrative & Support & Waste Services	61,900	62,400	60,500	59,700	-1.3%	-3.6%
Administrative & Support Services	59,300	59,400	57,300	56,500	-1.4%	-4.7%
Employment Services	24,800	26,500	24,600	24,400	-0.8%	-1.6%

Data Not Seasonally Adjusted

	Feb 17	Dec 17	Jan 18	Feb 18	Percent Change	
			Revised	Prelim	Month	Year
Services to Buildings & Dwellings	12,000	12,900	12,600	12,700	0.8%	5.8%
Educational & Health Services	149,000	156,200	155,300	157,700	1.5%	5.8%
Education Services	12,300	12,600	12,600	13,000	3.2%	5.7%
Health Care & Social Assistance	136,700	143,600	142,700	144,700	1.4%	5.9%
Ambulatory Health Care Services	48,700	50,600	49,500	49,800	0.6%	2.3%
Hospitals	23,200	24,300	24,300	24,400	0.4%	5.2%
Nursing & Residential Care Facilities	17,000	17,400	17,400	17,400	0.0%	2.4%
Leisure & Hospitality	102,300	104,800	103,300	103,700	0.4%	1.4%
Arts, Entertainment & Recreation	16,900	16,400	16,200	16,400	1.2%	-3.0%
Accommodation & Food Services	85,400	88,400	87,100	87,300	0.2%	2.2%
Accommodation	9,300	9,900	9,900	9,900	0.0%	6.5%
Food Services & Drinking Places	76,100	78,500	77,200	77,400	0.3%	1.7%
Restaurants	72,000	74,500	73,400	73,400	0.0%	1.9%
Full-Service Restaurants	33,900	34,900	34,500	34,700	0.6%	2.4%
Limited-Service Eating Places	38,100	39,600	38,900	38,700	-0.5%	1.6%
Other Services	31,900	31,600	31,000	31,300	1.0%	-1.9%
Repair & Maintenance	9,400	9,900	9,700	9,800	1.0%	4.3%
Government	235,100	240,400	240,200	240,400	0.1%	2.3%
Federal Government	14,100	14,500	14,100	14,100	0.0%	0.0%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	221,000	225,900	226,100	226,300	0.1%	2.4%
State Government	117,800	120,600	120,400	120,700	0.2%	2.5%
State Government Education	30,700	32,000	31,700	31,800	0.3%	3.6%
State Government Excluding Education	87,100	88,600	88,700	88,900	0.2%	2.1%
Local Government	103,200	105,300	105,700	105,600	-0.1%	2.3%
Local Government Education	57,300	58,800	59,200	59,000	-0.3%	3.0%
Local Government Excluding Education	45,900	46,500	46,500	46,600	0.2%	1.5%
County	19,100	19,000	19,200	19,100	-0.5%	0.0%
City	9,800	10,100	9,800	9,900	1.0%	1.0%
Special Districts plus Indian Tribes	17,000	17,400	17,500	17,600	0.6%	3.5%

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 916-865-2466 or Elizabeth Bosley 530-741-5191

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

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**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 February 2018 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Sacramento County	705,900	676,300	29,600	4.2%	1.000000	1.000000
Arden Arcade CDP	45,500	42,900	2,700	5.8%	0.063399	0.089632
Carmichael CDP	30,800	29,400	1,400	4.5%	0.043480	0.046822
Citrus Heights city	43,820	42,060	1,760	4.0%	0.060646	0.058834
Elk Grove CDP	82,180	79,290	2,890	3.5%	0.110788	0.089831
Fair Oaks CDP	15,900	15,200	700	4.2%	0.022493	0.022749
Florin CDP	20,400	19,000	1,400	6.8%	0.028053	0.046876
Folsom city	37,000	35,880	1,120	3.0%	0.050427	0.026370
Foothill Farms CDP	15,700	15,000	600	4.1%	0.022212	0.021682
Galt city	11,610	10,760	850	7.3%	0.015540	0.015964
Gold River CDP	3,500	3,400	100	3.2%	0.005009	0.003769
Isleton city	400	300	0	5.4%	0.000493	0.000629
La Riviera CDP	5,600	5,500	200	3.2%	0.008086	0.006052
North Highlands CDP	18,900	18,200	800	4.1%	0.026837	0.026194
Orangevale CDP	17,400	16,700	700	4.0%	0.024666	0.023316
Rancho Cordova City	34,560	33,120	1,440	4.2%	0.047724	0.050289
Rancho Murieta CDP	2,400	2,400	0	1.0%	0.003478	0.000770
Rio Linda CDP	6,200	6,000	200	3.3%	0.008905	0.006863
Rosemont CDP	12,100	11,500	500	4.3%	0.017071	0.017643
Sacramento city	232,860	222,950	9,910	4.3%	0.321844	0.329598
Vineyard CDP	12,800	12,300	400	3.4%	0.018253	0.014806
Walnut Grove CDP	700	600	100	13.8%	0.000865	0.003161
Wilton CDP	2,300	2,300	0	1.2%	0.003409	0.000919

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2011-2015 5-Year American Community Survey (ACS).

Notes:

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

Methodology:

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

Data Not Seasonally Adjusted

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

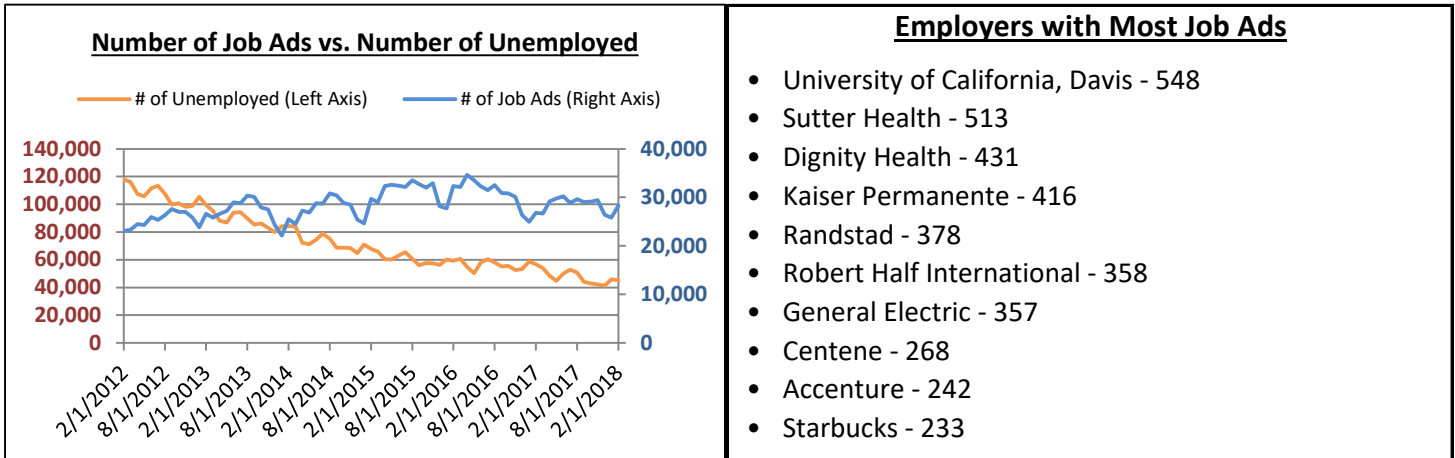
Monthly CDP's labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each CDP at the time of the 2011-2015 ACS survey. Ratios for CDPs' were developed from special tabulations based on ACS employment and unemployment from the Bureau of Labor Statistics.

This method assumes that the rates of change in employment and unemployment since the 2009-2013/2011-2015 American Community Survey are exactly the same in each city and CDP as at county level (i.e., that the shares are still accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

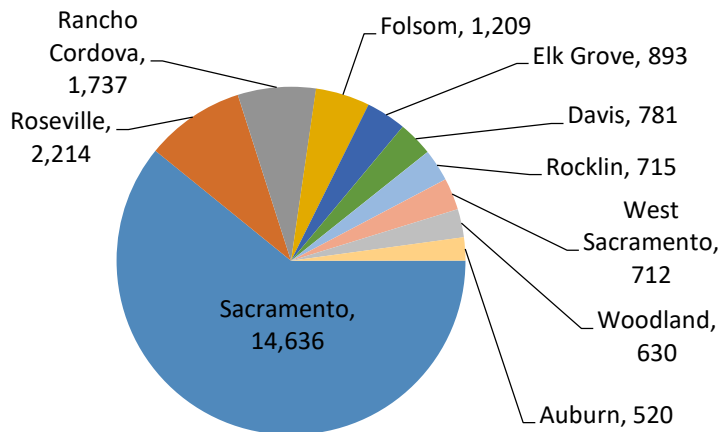
Recent Job Ads

Sacramento Roseville Arden Arcade MSA - February 2018

Not Seasonally Adjusted



Cities with Most Job Ads



Occupations with Most Job Ads

- Registered Nurses - 876
- Heavy and Tractor-Trailer Truck Drivers - 798
- Retail Salespersons - 703
- First-Line Supervisors of Retail Sales Workers - 632
- Customer Service Representatives - 578
- First-Line Supervisors of Food Preparation and Serving Workers - 526
- First-Line Supervisors of Office and Administrative Support Workers - 523
- Computer Systems Analysts - 446
- Computer User Support Specialists - 398
- Maintenance and Repair Workers, General - 373

REPORT 400 C
Monthly Labor Force Data for Counties
February 2018 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,419,500	18,537,500	882,100	4.5%
ALAMEDA	7	852,900	825,600	27,300	3.2%
ALPINE	18	550	520	20	4.2%
AMADOR	27	14,610	13,920	690	4.7%
BUTTE	31	103,400	97,500	5,900	5.7%
CALAVERAS	25	21,360	20,380	980	4.6%
COLUSA	58	10,820	8,660	2,160	20.0%
CONTRA COSTA	9	567,200	548,000	19,200	3.4%
DEL NORTE	34	9,790	9,180	610	6.3%
EL DORADO	17	90,800	87,100	3,700	4.1%
FRESNO	48	453,700	412,600	41,100	9.1%
GLENN	44	12,930	11,930	1,000	7.8%
HUMBOLDT	15	63,600	61,080	2,520	4.0%
IMPERIAL	57	72,500	60,900	11,600	16.0%
INYO	22	8,660	8,280	390	4.5%
KERN	49	384,400	347,500	36,900	9.6%
KINGS	50	58,100	52,500	5,600	9.7%
LAKE	31	29,890	28,190	1,700	5.7%
LASSEN	34	9,860	9,240	620	6.3%
LOS ANGELES	22	5,149,800	4,916,500	233,300	4.5%
MADERA	46	62,800	57,600	5,200	8.3%
MARIN	2	141,900	138,300	3,600	2.5%
MARIPOSA	41	7,080	6,540	530	7.5%
MENDOCINO	22	39,990	38,180	1,810	4.5%
MERCED	54	116,600	104,200	12,400	10.6%
MODOC	53	3,200	2,870	340	10.5%
MONO	13	9,360	9,020	350	3.7%
MONTEREY	52	212,900	190,900	21,900	10.3%
NAPA	10	72,900	70,300	2,500	3.5%
NEVADA	14	49,060	47,170	1,890	3.9%
ORANGE	6	1,627,300	1,576,900	50,300	3.1%
PLACER	10	183,300	177,000	6,400	3.5%
PLUMAS	56	7,420	6,550	870	11.7%
RIVERSIDE	25	1,087,800	1,038,300	49,500	4.6%
SACRAMENTO	18	705,900	676,300	29,600	4.2%
SAN BENITO	36	30,600	28,600	2,000	6.4%
SAN BERNARDINO	20	964,400	923,000	41,400	4.3%
SAN DIEGO	10	1,593,200	1,537,500	55,700	3.5%
SAN FRANCISCO	2	571,600	557,000	14,600	2.5%
SAN JOAQUIN	39	327,000	303,900	23,100	7.1%
SAN LUIS OBISPO	7	143,800	139,200	4,600	3.2%
SAN MATEO	1	455,000	444,100	10,800	2.4%
SANTA BARBARA	28	215,800	205,400	10,500	4.8%
SANTA CLARA	4	1,051,200	1,021,200	30,000	2.9%
SANTA CRUZ	38	143,700	134,000	9,600	6.7%
SHASTA	33	74,600	70,200	4,400	5.9%
SIERRA	44	1,310	1,200	100	7.8%
SISKIYOU	47	17,860	16,250	1,610	9.0%
SOLANO	21	209,300	200,100	9,200	4.4%
SONOMA	5	264,400	256,400	8,000	3.0%
STANISLAUS	41	243,200	225,000	18,100	7.5%
SUTTER	51	45,400	41,000	4,400	9.8%
TEHAMA	37	25,820	24,140	1,680	6.5%
TRINITY	40	4,910	4,550	360	7.3%
TULARE	55	206,600	183,300	23,300	11.3%
TUOLUMNE	30	21,720	20,520	1,200	5.5%
VENTURA	15	429,000	412,000	17,000	4.0%
YOLO	29	108,200	102,500	5,700	5.2%
YUBA	43	28,700	26,500	2,200	7.6%

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 2016 benchmark and Census 2010 population controls at the state level.

REPORT 400 M
Monthly Labor Force Data for California
Counties and Metropolitan Areas
February 2018 - Preliminary
 Data Not Seasonally Adjusted

Area	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,419,500	18,537,500	882,100	4.5%
ANAHEIM-SANTA ANA-IRVINE MD (Orange Co.)	8	1,627,300	1,576,900	50,300	3.1%
BAKERSFIELD MSA (Kern Co.)	55	384,400	347,500	36,900	9.6%
CHICO MSA (Butte Co.)	36	103,400	97,500	5,900	5.7%
EL CENTRO MSA (Imperial Co.)	63	72,500	60,900	11,600	16.0%
FRESNO MSA (Fresno Co.)	54	453,700	412,600	41,100	9.1%
HANFORD CORCORAN MSA (Kings Co.)	56	58,100	52,500	5,600	9.7%
LOS ANGELES LONG BEACH GLENDALE MD (Los Angeles Co.)	27	5,149,800	4,916,500	233,300	4.5%
MADERA MSA (Madera Co.)	51	62,800	57,600	5,200	8.3%
MERCED MSA (Merced Co.)	60	116,600	104,200	12,400	10.6%
MODESTO MSA (Stanislaus Co.)	46	243,200	225,000	18,100	7.5%
NAPA MSA (Napa Co.)	13	72,900	70,300	2,500	3.5%
OAKLAND HAYWARD BERKELEY MD	11	1,420,200	1,373,600	46,500	3.3%
Alameda Co.	9	852,900	825,600	27,300	3.2%
Contra Costa Co.	12	567,200	548,000	19,200	3.4%
OXNARD THOUSAND OAKS VENTURA MSA (Ventura Co.)	18	429,000	412,000	17,000	4.0%
REDDING MSA (Shasta Co.)	38	74,600	70,200	4,400	5.9%
RIVERSIDE SAN BERNARDINO ONTARIO MSA	25	2,052,200	1,961,300	90,900	4.4%
Riverside Co.	30	1,087,800	1,038,300	49,500	4.6%
San Bernardino Co.	24	964,400	923,000	41,400	4.3%
SACRAMENTO--ROSEVILLE--ARDEN-ARCADE MSA	21	1,088,200	1,042,900	45,300	4.2%
El Dorado Co.	20	90,800	87,100	3,700	4.1%
Placer Co.	13	183,300	177,000	6,400	3.5%
Sacramento Co.	21	705,900	676,300	29,600	4.2%
Yolo Co.	34	108,200	102,500	5,700	5.2%
SALINAS MSA (Monterey Co.)	58	212,900	190,900	21,900	10.3%
SAN DIEGO CARLSBAD MSA (San Diego Co.)	13	1,593,200	1,537,500	55,700	3.5%
SAN FRANCISCO REDWOOD CITY SOUTH SAN FRANCISCO MD	2	1,026,600	1,001,200	25,400	2.5%
San Francisco Co.	2	571,600	557,000	14,600	2.5%
San Mateo Co.	1	455,000	444,100	10,800	2.4%
SAN JOSE SUNNYVALE SANTA CLARA MSA	6	1,081,700	1,049,800	31,900	3.0%
San Benito Co.	41	30,600	28,600	2,000	6.4%
Santa Clara Co.	5	1,051,200	1,021,200	30,000	2.9%
SAN LUIS OBISPO PASO ROBLES ARROYO GRANDE MSA (San Luis Obispo Co.)	9	143,800	139,200	4,600	3.2%
SAN RAFAEL MD (Marin Co.)	2	141,900	138,300	3,600	2.5%
SANTA CRUZ WATSONVILLE MSA (Santa Cruz Co.)	43	143,700	134,000	9,600	6.7%
SANTA MARIA SANTA BARBARA MSA (Santa Barbara Co.)	33	215,800	205,400	10,500	4.8%
SANTA ROSA MSA (Sonoma Co.)	6	264,400	256,400	8,000	3.0%
STOCKTON LODI MSA (San Joaquin Co.)	44	327,000	303,900	23,100	7.1%
VALLEJO FAIRFIELD MSA (Solano Co.)	25	209,300	200,100	9,200	4.4%
VISALIA PORTERVILLE MSA (Tulare Co.)	61	206,600	183,300	23,300	11.3%
YUBA CITY MSA	52	74,100	67,500	6,600	8.9%
Sutter Co.	57	45,400	41,000	4,400	9.8%
Yuba Co.	48	28,700	26,500	2,200	7.6%
Alpine Co.	21	550	520	20	4.2%
Amador Co.	32	14,610	13,920	690	4.7%
Calaveras Co.	30	21,360	20,380	980	4.6%
Colusa Co.	64	10,820	8,660	2,160	20.0%
Del Norte Co.	39	9,790	9,180	610	6.3%
Glenn Co.	49	12,930	11,930	1,000	7.8%
Humboldt Co.	18	63,600	61,080	2,520	4.0%
Inyo Co.	27	8,660	8,280	390	4.5%
Lake Co.	36	29,890	28,190	1,700	5.7%
Lassen Co.	39	9,860	9,240	620	6.3%
Mariposa Co.	46	7,080	6,540	530	7.5%
Mendocino Co.	27	39,990	38,180	1,810	4.5%
Modoc Co.	59	3,200	2,870	340	10.5%
Mono Co.	16	9,360	9,020	350	3.7%
Nevada Co.	17	49,060	47,170	1,890	3.9%
Plumas Co.	62	7,420	6,550	870	11.7%
Sierra Co.	49	1,310	1,200	100	7.8%
Siskiyou Co.	53	17,860	16,250	1,610	9.0%
Tehama Co.	42	25,820	24,140	1,680	6.5%
Trinity Co.	45	4,910	4,550	360	7.3%
Tuolumne Co.	35	21,720	20,520	1,200	5.5%

Notes

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2016 benchmark and Census 2010 population controls at the state level.

REPORT 400 R
Monthly Labor Force Data for Regional Planning Units
February 2018 - Preliminary
 Data Not Seasonally Adjusted

REGION	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,419,500	18,537,500	882,100	4.5%
COASTAL REGION	13	716,200	669,600	46,600	6.5%
MONTEREY	---	212,900	190,900	21,900	10.3%
SAN LUIS OBISPO	---	143,800	139,200	4,600	3.2%
SANTA BARBARA	---	215,800	205,400	10,500	4.8%
SANTA CRUZ	---	143,700	134,000	9,600	6.7%
MIDDLE SIERRA	11	64,800	61,400	3,400	5.2%
AMADOR	---	14,610	13,920	690	4.7%
CALAVERAS	---	21,360	20,380	980	4.6%
MARIPOSA	---	7,080	6,540	530	7.5%
TUOLUMNE	---	21,720	20,520	1,200	5.5%
HUMBOLDT	5	63,600	61,100	2,500	4.0%
HUMBOLDT	---	63,600	61,080	2,520	4.0%
NORTH STATE	12	307,300	288,800	18,400	6.0%
BUTTE	---	103,400	97,500	5,900	5.7%
DEL NORTE	---	9,790	9,180	610	6.3%
LASSEN	---	9,860	9,240	620	6.3%
MODOC	---	3,200	2,870	340	10.5%
NEVADA	---	49,060	47,170	1,890	3.9%
PLUMAS	---	7,420	6,550	870	11.7%
SHASTA	---	74,600	70,200	4,400	5.9%
SIERRA	---	1,310	1,200	100	7.8%
SISKIYOU	---	17,860	16,250	1,610	9.0%
TEHAMA	---	25,820	24,140	1,680	6.5%
TRINITY	---	4,910	4,550	360	7.3%
CAPITOL REGION	10	1,186,600	1,131,500	55,100	4.6%
ALPINE	---	550	520	20	4.2%
COLUSA	---	10,820	8,660	2,160	20.0%
EL DORADO	---	90,800	87,100	3,700	4.1%
GLENN	---	12,930	11,930	1,000	7.8%
PLACER	---	183,300	177,000	6,400	3.5%
SACRAMENTO	---	705,900	676,300	29,600	4.2%
SUTTER	---	45,400	41,000	4,400	9.8%
YOLO	---	108,200	102,500	5,700	5.2%
YUBA	---	28,700	26,500	2,200	7.6%
EAST BAY	3	1,420,200	1,373,600	46,500	3.3%
ALAMEDA	---	852,900	825,600	27,300	3.2%
CONTRA COSTA	---	567,200	548,000	19,200	3.4%
NORTH BAY	4	758,400	731,500	26,800	3.5%
LAKE	---	29,890	28,190	1,700	5.7%
MARIN	---	141,900	138,300	3,600	2.5%
MENDOCINO	---	39,990	38,180	1,810	4.5%
NAPA	---	72,900	70,300	2,500	3.5%
SOLANO	---	209,300	200,100	9,200	4.4%
SONOMA	---	264,400	256,400	8,000	3.0%
BAY-PENINSULA	1	2,108,300	2,051,000	57,300	2.7%
SAN BENITO	---	30,600	28,600	2,000	6.4%
SAN FRANCISCO	---	571,600	557,000	14,600	2.5%
SAN MATEO	---	455,000	444,100	10,800	2.4%
SANTA CLARA	---	1,051,200	1,021,200	30,000	2.9%
SAN JOAQUIN VALLEY AND ASSOCIATED COUNTIES	14	1,870,300	1,703,900	166,400	8.9%
FRESNO	---	453,700	412,600	41,100	9.1%
INYO	---	8,660	8,280	390	4.5%
KERN	---	384,400	347,500	36,900	9.6%
KINGS	---	58,100	52,500	5,600	9.7%
MADERA	---	62,800	57,600	5,200	8.3%
MERCED	---	116,600	104,200	12,400	10.6%
MONO	---	9,360	9,020	350	3.7%
SAN JOAQUIN	---	327,000	303,900	23,100	7.1%
STANISLAUS	---	243,200	225,000	18,100	7.5%
TULARE	---	206,600	183,300	23,300	11.3%
SOUTHERN BORDER	7	1,665,700	1,598,400	67,300	4.0%
IMPERIAL	---	72,500	60,900	11,600	16.0%
SAN DIEGO	---	1,593,200	1,537,500	55,700	3.5%
LOS ANGELES BASIN	9	5,149,800	4,916,500	233,300	4.5%
LOS ANGELES	---	5,149,800	4,916,500	233,300	4.5%
ORANGE	2	1,627,300	1,576,900	50,300	3.1%
ORANGE	---	1,627,300	1,576,900	50,300	3.1%
INLAND EMPIRE	8	2,052,200	1,961,300	90,900	4.4%
RIVERSIDE	---	1,087,800	1,038,300	49,500	4.6%
SAN BERNARDINO	---	964,400	923,000	41,400	4.3%
VENTURA	6	429,000	412,000	17,000	4.0%
VENTURA	---	429,000	412,000	17,000	4.0%

Notes
 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
 2) Labor force data for all geographic areas now reflect the March 2016 benchmark and Census 2010 population controls at the state level.

REPORT 400 W
Monthly Labor Force Data for Local Workforce Development Areas
February 2018 - Preliminary
 Data Not Seasonally Adjusted

REGION	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,419,500	18,537,500	882,100	4.5%
ALAMEDA COUNTY Alameda County, except Oakland City	6	638,000	618,400	19,600	3.1%
OAKLAND CITY Oakland City	13	215,000	207,200	7,800	3.6%
CONTRA COSTA COUNTY Contra Costa County, except Richmond City	10	513,300	496,000	17,200	3.4%
RICHMOND CITY Richmond City	15	54,000	52,000	2,000	3.7%
LOS ANGELES COUNTY Los Angeles County, except Los Angeles City, Verdugo Consortium, Foothill Consortium, South Bay Consortium, Southeast Los Angeles County Consortium, and Pacific Gateway Workforce Investment Network	29	1,887,800	1,799,500	88,300	4.7%
LOS ANGELES CITY Los Angeles City	27	2,078,400	1,984,000	94,400	4.5%
VERDUGO CONSORTIUM Burbank, Glendale, and La Cañada Flintridge Cities	24	173,700	166,000	7,700	4.4%
FOOTHILL CONSORTIUM Arcadia, Duarte, Monrovia, Pasadena, Sierra Madre, and South Pasadena Cities	16	163,100	156,900	6,200	3.8%
SOUTH BAY CONSORTIUM Carson, El Segundo, Gardena, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Manhattan Beach, Redondo Beach, Lomita, and Torrance Cities	20	369,200	353,600	15,600	4.2%
SELACO (SOUTHEAST LOS ANGELES COUNTY CONSORTIUM) Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, and Norwalk Cities	22	229,800	219,800	10,000	4.4%
PACIFIC GATEWAY WORKFORCE INVESTMENT NETWORK Long Beach and Signal Hill Cities	25	247,800	236,600	11,200	4.5%
ORANGE COUNTY Orange County, except Anaheim and Santa Ana Cities	5	1,294,600	1,255,000	39,600	3.1%
ANAHEIM CITY Anaheim City	9	172,700	166,900	5,700	3.3%
SANTA ANA CITY Santa Ana City	7	160,000	155,000	5,000	3.1%
SAN JOSE - SILICON VALLEY Santa Clara County, except Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale Cities	3	717,600	696,000	21,500	3.0%
NOVA (NORTH VALLEY CONSORTIUM) Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale Cities; San Mateo County	1	788,600	769,300	19,300	2.4%
GOLDEN SIERRA CONSORTIUM Alpine, El Dorado, and Placer Counties	14	274,600	264,600	10,100	3.7%
KERN, INYO, MONO CONSORTIUM Kern, Inyo, and Mono Counties	40	402,500	364,800	37,700	9.4%
MOTHER LODE CONSORTIUM Amador, Calaveras, Mariposa, and Tuolumne Counties	32	64,800	61,400	3,400	5.2%
NORTEC (NORTHERN RURAL TRAINING AND EMPLOYMENT CONSORTIUM) Butte, Del Norte, Lassen, Nevada, Modoc, Plumas, Shasta, Sierra, Siskiyou, Tehama, and Trinity Counties	33	307,300	288,800	18,400	6.0%
NCCC (NORTH CENTRAL COUNTIES CONSORTIUM) Colusa, Glenn, Sutter, and Yuba Counties	42	97,900	88,100	9,800	10.0%
WORKFORCE ALLIANCE OF THE NORTH BAY (NORTH BAY CONSORTIUM) Napa, Lake, Marin and Mendocino Counties	11	284,700	275,000	9,600	3.4%
FRESNO COUNTY Fresno County	39	453,700	412,600	41,100	9.1%
HUMBOLDT COUNTY Humboldt County	17	63,600	61,080	2,520	4.0%
IMPERIAL COUNTY Imperial County	46	72,500	60,900	11,600	16.0%
KINGS COUNTY Kings County	41	58,100	52,500	5,600	9.7%
MADERA COUNTY Madera County	38	62,800	57,600	5,200	8.3%
MERCED COUNTY Merced County	44	116,600	104,200	12,400	10.6%
MONTEREY COUNTY	43	212,900	190,900	21,900	10.3%

Monterey County					
RIVERSIDE COUNTY Riverside County	28	1,087,800	1,038,300	49,500	4.6%
SACRAMENTO CITY/COUNTY Sacramento County	19	705,900	676,300	29,600	4.2%
SAN BENITO COUNTY San Benito County	34	30,600	28,600	2,000	6.4%
SAN BERNARDINO COUNTY San Bernardino County	21	964,400	923,000	41,400	4.3%
SAN DIEGO CITY/COUNTY San Diego County	12	1,593,200	1,537,500	55,700	3.5%
SAN FRANCISCO CITY/COUNTY San Francisco County	2	571,600	557,000	14,600	2.5%
SAN JOAQUIN COUNTY San Joaquin County	36	327,000	303,900	23,100	7.1%
SAN LUIS OBISPO COUNTY San Luis Obispo County	8	143,800	139,200	4,600	3.2%
SANTA BARBARA COUNTY Santa Barbara County	30	215,800	205,400	10,500	4.8%
SANTA CRUZ COUNTY Santa Cruz County	35	143,700	134,000	9,600	6.7%
SOLANO COUNTY Solano County	23	209,300	200,100	9,200	4.4%
SONOMA COUNTY Sonoma County	4	264,400	256,400	8,000	3.0%
STANISLAUS COUNTY Stanislaus County	37	243,200	225,000	18,100	7.5%
TULARE COUNTY Tulare County	45	206,600	183,300	23,300	11.3%
VENTURA COUNTY Ventura County	18	429,000	412,000	17,000	4.0%
YOLO COUNTY Yolo County	31	108,200	102,500	5,700	5.2%

Notes

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2016 benchmark and Census 2010 population controls at the state level.
- 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 2016 benchmark and Census 2010 population controls at the state level.

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 February 2018 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
El Dorado County	90,800	87,100	3,700	4.1%	1.000000	1.000000
Cameron Park CDP	9,700	9,300	400	4.2%	0.107216	0.110630
Diamond Springs CDP	5,400	5,200	300	4.7%	0.059634	0.069250
El Dorado Hills CDP	21,900	21,300	700	3.1%	0.244105	0.182340
Georgetown CDP	900	900	100	6.1%	0.009833	0.015280
Placerville city	4,700	4,500	200	4.5%	0.051112	0.057550
Pollock Pines CDP	3,200	3,100	100	3.2%	0.035967	0.028100
Shingle Springs CDP	2,400	2,300	100	2.5%	0.026333	0.016220
South Lake Tahoe city	11,900	11,300	600	4.7%	0.129759	0.150450

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2011-2015 5-Year American Community Survey (ACS).

Notes:

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

Methodology:

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

Monthly CDP's labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each CDP at the time of the 2011-2015 ACS survey. Ratios for CDPs' were developed from special tabulations based on ACS employment and unemployment from the Bureau of Labor Statistics.

This method assumes that the rates of change in employment and unemployment since the 2009-2013/2011-2015 American Community Survey are exactly the same in each city and CDP as at county level (i.e., that the shares are still accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 February 2018 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Unemp
Placer County	183,300	177,000	6,400	3.5%	1.000000	1.000000
Auburn city	6,600	6,300	200	3.8%	0.035818	0.038855
Colfax city	1,200	1,100	100	8.1%	0.005985	0.014656
Dollar Point CDP	600	600	0	1.2%	0.003593	0.001272
Foresthill CDP	600	600	0	5.3%	0.003221	0.005007
Granite Bay CDP	11,000	10,600	400	3.2%	0.059880	0.055556
Kings Beach CDP	2,300	2,200	100	3.4%	0.012451	0.012081
Lincoln city	18,990	18,300	690	3.6%	0.100066	0.099695
Loomis town	3,100	3,000	100	3.8%	0.016847	0.018321
Meadow Vista CDP	1,500	1,500	0	2.1%	0.008317	0.005087
North Auburn CDP	5,500	5,300	200	4.2%	0.029937	0.036958
Rocklin city	31,490	30,470	1,010	3.2%	0.166104	0.172061
Roseville city	66,600	64,450	2,150	3.2%	0.347947	0.319389
Sunnyside Tahoe City CDP	800	700	0	4.9%	0.004146	0.006040
Tahoe Vista CDP	900	900	0	3.6%	0.004825	0.005007

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2011-2015 5-Year American Community Survey (ACS).

Notes:

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

Methodology:

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

Monthly CDP's labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each CDP at the time of the 2011-2015 ACS survey. Ratios for CDPs' were developed from special tabulations based on ACS employment and unemployment from the Bureau of Labor Statistics.

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

Data Not Seasonally Adjusted

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

2009-2013/2011-2015 American Community Survey are exactly the same in each city and CDP as at county level (i.e., that the shares are still accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 February 2018 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Yolo County	108,200	102,500	5,700	5.2%	1.000000	1.000000
Davis city	35,400	34,370	1,030	2.9%	0.328474	0.219970
Esparto CDP	1,700	1,600	100	6.1%	0.015951	0.018750
West Sacramento city	25,540	24,450	1,100	4.3%	0.237291	0.288890
Winters city	3,800	3,500	300	7.0%	0.034407	0.047140
Woodland city	30,700	28,490	2,200	7.2%	0.262909	0.272350

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2011-2015 5-Year American Community Survey (ACS).

Notes:

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

Methodology:

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

Monthly CDP's labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each CDP at the time of the 2011-2015 ACS survey. Ratios for CDPs' were developed from special tabulations based on ACS employment and unemployment from the Bureau of Labor Statistics.

This method assumes that the rates of change in employment and unemployment since the 2009-2013/2011-2015 American Community Survey are exactly the same in each city and CDP as at county level (i.e., that the shares are still accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

ITEM IV-F – INFORMATION

HEAD START REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: Denise Lee

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, January 23, 2018
9:00 a.m.

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

Mr. Reginald Castex called the meeting to order at 9:07 a.m. The Pledge of Allegiance was recited. Mr. Castex announced that he would be recording the meeting to assist him in honing his skills as Chair. The thought of the day was read. Ms. Henrietta Gutierrez called the roll and a quorum was established.

Members Present:

Andrea Scharnow, Sacramento City Unified School District
Jessica Bradsberry, Sacramento City Unified School District
Coline Jorgensen, San Juan Unified School District
Charles Taylor, Twin Rivers Unified School District
Allison Vaughn, Twin Rivers Unified School District
Henrietta Gutierrez, SETA-Operated Program
Angel Chenault, SETA-Operated Program (alternate)
Yezenia Lopez, SETA-Operated Program
Linda Litka, Past Parent/Community Representative
Penelope Scott, Grandparent/Community Representative
Kenneth Tate, Outgoing Chair
Mason Taylor, Birth & Beyond, Community Agency Representative
Reginald Castex, Men's Activities Affecting Children Committee

Members Absent:

Maria Castro-Flores, Sacramento City Unified School District (excused)
Terri McMillin, Past Parent/Community Representative (unexcused)

Members to be seated:

Willie Holmes, Elk Grove Unified School District
Kao Yee Xiong, Elk Grove Unified School District
Claudett Sanders, Early Head Start, Sacramento City Unified School District
(seated at 9:48 a.m.)

Members to be seated but absent:

Shannon Pierce, San Juan Unified School District (unexcused)
Noor Altameemi, Early Head Start, San Juan Unified School District (excused)

Ms. Gutierrez seated Angel Chenault, alternate, to represent Terri McMillin.

II. Consent Item

A. Approval of the Minutes of the December 20, 2017 Special Meeting

The minutes were reviewed; no questions or corrections.

Moved/Tate, second/Scott, to approve the December 20, 2017 minutes.

Show of hands vote:

Vote: 14 (Bradsberry, Chenault, Gutierrez, Holmes, Jorgensen, Litka, Lopez, Scharnow, Scott, Tate, C. Taylor, M. Taylor, Vaughn, Yee Xiong)

Nay: 0

Abstentions: 1 (Tate)

Absent:

Absent: 2 (Castro-Flores, McMillin)

III. Action Items

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

The Board went into closed session at 9:25 a.m. At 9:47 a.m., Mr. Castex called the meeting back to order and reported that during closed session, the board approved the following eligible lists: Associate Teacher, Associate Teacher/ Infant Toddler, Head Start Cook/Driver, and Quality Assurance Analyst.

Ms. Claudett Sanders, EHS, Sacramento City Unified School District, was seated at 9:48 a.m.

B. Election of Sacramento Medi-Cal Dental Advisory Committee Representative and Alternate

Mr. Castex reviewed the purpose of this committee. Ms. Penelope Scott expressed interest in serving on this committee.

Moved/Jorgensen, second/Vaughn, to approve the selection of Penelope Scott to serve as the Sacramento Medi-Cal Dental Advisory Committee Representative.

Show of hands vote:

Aye: 14 (Bradsberry, Chenault, Gutierrez, Holmes, Jorgensen, Litka, Lopez, Sanders, Scharnow, Scott, C. Taylor, M. Taylor, Vaughn, Yee Xiong)

Nay: 0

Abstention: 2 (Castex, Tate)

Absent: 2 (Castro-Flores, McMillin)

Mr. Castex asked for an alternate for the committee; Ms. Henrietta Gutierrez expressed interest and spoke of her willingness to serve as an alternate. Ms.

Scott also spoke of her interest; she has previously served as an alternate on this committee.

Moved/Tate, second/Scharnow, to elect Ms. Henrietta Gutierrez to serve as alternate on the Sacramento Medi-Cal Dental Advisory Committee.

Show of hands vote:

Aye: 15 (Bradsberry, Chenault, Gutierrez, Holmes, Jorgensen, Litka, Lopez, Sanders, Scharnow, Scott, Tate, C. Taylor, M. Taylor, Vaughn, Yee Xiong)

Nay: 0

Abstention: 1 (Castex)

Absent: 2 (Castro-Flores, McMillin)

C. Election of Maternal, Child and Adolescent Health Advisory Board Representative and Alternate

Mr. Castex stated that this committee meets five times per year. Ms. Martha Cisneros provided additional information.

Ms. Linda Litka expressed interest to serve as Representative on this committee. Ms. Jessica Bradsberry expressed interest in serving as alternate.

Moved/Vaughn, second/Scharnow, to elect Ms. Linda Litka as Representative, and Ms. Jessica Bradsberry as Alternate, to serve on the Maternal, Child, and Adolescent Health Advisory Board.

Show of hands vote:

Aye: 15 (Bradsberry, Chenault, Gutierrez, Holmes, Jorgensen, Litka, Lopez, Sanders, Scharnow, Scott, Tate, C. Taylor, M. Taylor, Vaughn, Yee Xiong)

Nay: 0

Abstention: 1 (Castex)

Absent: 2 (Castro-Flores, McMillin)

D. Election of Policy Council Treasurer for 2017-2018

Mr. Castex stated that only San Juan USD, Elk Grove USD, or WCIC representatives are eligible to serve on the Executive committee.

There were no board members interested in serving as Treasurer. Mr. Castex reviewed the duties of the Treasurer; executive officers will be attending additional meetings. The Treasurer attends the Budget/Planning Committee meetings scheduled for the second Tuesday of every month at 1 p.m.

Ms. Kao Yee Xiong was nominated as Treasurer. Ms. Xiong spoke of her interest in serving as Treasurer and how important early childhood education is.

Moved/Vaughn, second/Scharnow, to elect Kao Yee Xiong to serve as Treasurer.

Show of hands vote:

Aye: 15 (Bradsberry, Chenault, Gutierrez, Holmes, Jorgensen, Litka, Lopez, Sanders, Scharnow, Scott, Tate, C. Taylor, M. Taylor, Vaughn, Yee Xiong)

Nay: 0

Abstention: 1 (Castex)

Absent: 2 (Castro-Flores, McMillin)

Ms. Lopez excused at 10:25 a.m.

E. Election Community Action Board of Representative and Alternate

Ms. Nancy Hogan provided an overview of this board. Those interested in serving as representative:

Kenneth Tate

Charles Taylor

Nominees spoke of their interest in serving on this committee.

Vote:

Kenneth: 11

Charles: 3

Mr. Tate was elected as the Representative and Mr. Charles Taylor will serve as the Alternate.

Moved/Scott, second/Gutierrez, to elect Mr. Kenneth Tate as Representative, and Mr. Charles Taylor as Alternate, to serve on the Community Action Board.

Aye: 14 (Bradsberry, Chenault, Gutierrez, Holmes, Jorgensen, Litka, Sanders, Scharnow, Scott, Tate, C. Taylor, M. Taylor, Vaughn, Yee Xiong)

Nay: 0

Abstention: 1 (Castex)

Absent: 2 (Castro-Flores, McMillin)

Ms. Yee Xiong excused at 10:35 a.m.

IV. Information Items

A. Parent Survey: Mr. Robert Silva distributed the Annual Parent Survey. Mr. Silva reviewed the survey and clarified the questions asked of members. Information received in the surveys assist staff in setting up trainings desired by board members.

B. Standing Information Items

➤ PC/PAC Calendar of Events: Ms. Gutierrez reviewed the calendar of events.

- Parent/Staff Recognition: None.
- Toastmasters Training: Mr. Tate spoke of Toastmasters training and how beneficial it is for all board members. This training will begin in March. Mr. Tate urged all board members to take advantage of this training.
- Orientation and Officer Training Reports: Mr. Tate extended thanks to Ms. Desha on how well the training and participation of members was at the orientation meeting. The turnout for each of the orientations was great. Ms. Chenault also expressed how fun the orientation was. Mr. Castex also had a good time at the orientations.
- PC Governance Self-Assessment Reports: Ms. Scott thought this was an interesting process. Mr. Tate was impressed on how knowledgeable our board members are and he feels comfortable that when the reviewers arrive, board members will be able to provide a great report on how the agency is run from a parent's perspective. Ms. Gutierrez stated that the attendance was great and she feels comfortable with anything the reviewers may ask of her. Ms. Chenault was initially nervous but she soon became confident that she is well versed in the Head Start program. Mr. Castex stated that all attendees did a good job; he thanked Ms. Brittany Allen for her recording of the comments.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne reviewed the Head Start financials as of December 31. Overall, the budget is 35% spent. The expenditures/bills for the two modular (Hopkins Park and Twin Rivers at the Village site) are yet to be submitted. The non-federal share is currently at 25.4%. The administrative percentage is 10%. Overall, everything looks good. Mr. Castex inquired what the Teachstone expenditure was; Ms. Saurbourne replied that this organization provides the class certification of teachers for classroom observation.

Ms. Saurbourne stated that there are staff members that visit the delegate directors to ensure there are no fiscal issues. Reports are routinely provided to all board members.

- Community Resources: Parents/Staff: Mr. Silva distributed community information on free or low cost information is available to everyone.

C. Fiscal Monitoring Reports: No questions.

V. **Committee Reports**

- Executive Committee: Ms. Scharnow reviewed the Executive Committee critique.
- Budget/Planning Committee: Mr. Tate reported on the January 9 meeting. Three PAC/PC members were in attendance. Mr. Tate provided an overview of the meeting.

VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick looking forward to the federal review and thanked board members for their active participation.
- B. Head Start Deputy Director's Report: Ms. Denise Lee introduced Mr. William Walker Workforce Development Manager distributed information on the workforce side of SETA. SETA was involved in providing trainees during the building of the Golden 1 Arena. SETA staff provides assistance for anyone wanting to become employed. SETA will be assisting the State, County, and City to recruit potential employees for the upcoming "Civil Tsunami."

Ms. Lee stated that the Federal Review is scheduled for February 5-9, 2018; she has received no formal notification that the federal shutdown will affect the review schedule. The CLASS review will be done later in the year. Staff anticipates that 48 classroom observations will be done at: SOP, San Juan, and Sacramento City. Staff was notified that 48 centers will be reviewed; 22 from the SOP; nine from San Juan; and 17 from Sacramento City. The board interview is February 6 at 9:00 a.m. The Office of Head Start does the final review and will issue the final report. If findings are noted, SETA will have time to resolve any issues. In the past, 120 days was given to remedy the finding. There are 11 members and one federal team leader that will be present during the review. Two reviewers will go to fiscal/facilities/ERSEA and the remaining nine will do classroom observations.

In February/March, management will begin preparing for the 2018/2019 program year. Attendance at the Budget/Planning Committee is highly encouraged.

Part of the review is maintaining enrollment and attendance. SETA continues to be under-enrolled. Ms. Lee referred board members to page 42-43, the enrollment report and action plan. The action plan has not previously been done because we have not had issues with enrollment. Most of the under-enrollment is tied to facilities not opening in a timely manner for Duration and EHS conversion. The regional office will have us on corrective action after January but know that we are in good standing on fixing the issue.

- C. Chair's Report: The Early Learning Advocacy Day is March 1 and all board members are urged to attend. We can advocate but cannot lobby. Board rosters confirmations were passed around. Board members were asked if anyone had issues with their personal information being distributed to all board members. No one had a problem and rosters were distributed.
- D. Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, and ERSEA Services: No report.
 - Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services: The QA team is in the process of reviewing Kinder World and Twin Rivers Early Head Start program. Ms. Caruso referred board members to the QA reports for Sacramento City EHS and San Juan HS and EHS; this is the first time using the Child Plus monitoring tool. The QA team did a very small sampling of delegates

in order to break in the new monitoring tool. Next year, the QA team will be doing a more comprehensive review of delegates. Ms. Lee urged board members to let her know if a different reporting format would be better received.

- Martha Cisneros - Health, Nutrition and Safe Environments Services: Ms. Cisneros reviewed the Food Services report for the SOP. Similar reports are available at the delegate level. A date will be selected for a tour of the central kitchen. She recently attended an Oral Health Committee to review the new dental surveillance system. The county received funds to create dental surveillance system of all general managed care plans in the dental world. The issue of health issues came up as well. Additional information on this will be brought to the board. Ms. Cisneros will also provide updates on Proposition 56 (tobacco tax) program. Staff has completed updating all policies and procedures on health and safety reviews.

- ✓ Recognition of Smile Kingdom: Tabled and continued since recipient was not available.

- Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith distributed information entitled “Diving into Data” which assists to inform PC and PC of data collected by staff. This provides information on outcomes data for children. Data will be a big part of our assessment review. The DRDP data is how the children’s progress is done over the school year.

E. Open Discussion and Comments: No comments.

F. Public Participation: None.

VI. Adjournment: The meeting was adjourned at 11:57 a.m.



SETA Head Start Food Service Operations Monthly Report *February 2018

February 2nd - Minimum Day Calendar D Classes; Class Calendars A, B, C, & E closed.

February 5th to 9th - Head Start Review.

February 9th - Teaching Pyramid - closed classes at Freedom, Walnut Grove, & Marina Vista. **February**

11th - Daddy & Me at the Crocker Art Museum, breakfast provided for 80 guests.

February 16th - Solid Foundation and Nedra Court limited the number of children morning classes
due to low number of staff.

February 12th to 23rd -Crossroad Gardens closed for construction.

February 19th - Holiday! President's Day.

February 22nd to 27th - Marina Vista closed for floor repair.

February 25th -Crossroad Gardens classes moved to Florin East Grammar School; 2 full days and
1 EHS until construction is completed.

Meetings & Trainings: None.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
34,650	17,860	24,000	40

Total Amount of Meals and Snacks Prepared **76,550**

Purchases:

Food	\$70,214.37
Non - Food	\$9,066.41

Building Maintenance and Repair: **\$0.00**

Janitorial & Restroom Supplies: **\$0.00**

Kitchen Small Wares and Equipment: **\$235.20**

Vehicle Maintenance and Repair : **\$39.15**

Vehicle Gas / Fuel: **\$1,452.57**
Normal Delivery Days **19**

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
February 2018**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 2/28/18	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	495	112	86
Sacramento City USD	1,139	1,123	99	82
SETA	1,868	1,906	102	76
San Juan USD	668	683	102	83
Twin Rivers USD	180	172	96	83
WCIC/Playmate	100	100	100	73
Total	4,395	4,479	102	

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 2/28/18	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	152	154	101	77
SETA	431	450	104	74
San Juan USD	160	161	101	84
TRUSD	16	16	100	94
Total	759	781	103	

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 2/28/18	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	37	103	76
Sacramento City USD	40	41	103	74
SETA/Job Corps.	4	4	100	TBD
Total	80	82	103	

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30-day allowable period.
- (b) If enrollment is less than 100%, agency includes corrective plan of action.
- (c) Average Daily Attendance for month, excluding Home Based

Head Start Enrollment Challenges and Corrective Action:

Sacramento City USD:

Challenges:

- 5 classrooms capped at 20 due to class-size waiver denial. This affects 20 enrollment slots at any given time.
- 6 classrooms capped due to majority 3 year olds. This affects up to 24 enrollment slots at any given time.
- Other minor enrollment issues at select locations (i.e. other preschool services/TK available in the immediate service area, not filling vacancies in a timely manner, delayed start dates due to lack of staff, routing/referrals for serious medical/nutritional needs, etc.)

Action Steps:

- SCUSD has hired two additional Home Visitors to serve up to 20 enrollment slots in Home Base to help with the under-enrollment that may occur at any given time due to capped enrollment in classrooms where a majority of 3-year olds have been enrolled and/or due to class-size waiver denial.
- Additional support is provided to staff where targeted enrollment challenges exist.

Twin Rivers USD:

Challenge:

- 2 duration classes not yet started due to facilities construction. This affects 40 enrollment slots at any given time.

Action Steps:

- TRUSD anticipates the modular building to be completed by April 1, 2018. In the meantime, 16 slots have layered funding to offer Head Start services to State preschool enrollees and 15 Twilight slots have started. The director continues to explore other opportunities.

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

February 2018

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	1988	223	11%	377	111	29%
Twin Rivers USD	180	23	13%	16	0	0%
Elk Grove USD	440	49	11%			
Sac City USD	1211	120	10%	144	25	17%
San Juan USD	668	86	13%	160	13	8%
WCIC	120	11	9%			
EHS CCP				80	6	8%
COUNTY TOTAL	4607	512	11%	777	155	20%

AFE: Annual Funded Enrollment



Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and SETA Governing Board members
 RE: SETA Quality Assurance/Monitoring Results – February 2018

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
SETA Operated Program	Kinder World Inc. Early Head Start – Child Care Partnership	1 center 5 classrooms 24 child files 8 staff files	January 8 – 26, 2018	Comprehensive Review <input checked="" type="checkbox"/> Initial (pilot) <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

This review was performed using the newly developed Monitoring for Compliance and Quality Improvement tool (MCQI). MCQI was designed in *ChildPlus* and is comprised of 21 monitoring checklists representing 396 performance indicators. All indicators align with the Head Start Program Performance Standards (HSPPS) November 2016, the Head Start Act, Community Care Licensing, and other local, state and federal regulations. During this pilot year, a smaller sample size was selected for review to ensure each agency/partner is exposed to each checklist in the new tool within the current program year. The pilot will help ensure each checklist represent all critical elements and that the processes meet the needs of stakeholders for continuous quality improvement.

Highlighted Program Strengths and Positive Observations:

- Staff members are sensitive and nurturing caregivers, providing assistance to children to self-regulate and calm down when their parents leave the room. It was evident that children were attached to their teachers/caregivers.
- All staff engaged in conversations with parents during sign-in and sign-out process and ensured that children were released to the assigned parent/guardian.
- Program transitions from EHS to the program’s preschool classes were facilitated by children’s visits to the classrooms, familiarizing at least one preschool staff with the child.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	61%	-Not all data entered into Childplus within required timelines and/or inconsistent with contents of child file. -Enrollment applications are missing information and/or incomplete. -Attendance tracking activities for absences does not match written PPs. -No evidence that vacancies were filled within 30 days.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
Disabilities Services <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>	N/A	No noted children with disabilities.
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>	65%	<ul style="list-style-type: none"> -Not all children had completed developmental screenings (ASQs) -No evidence that screening results were shared with parents - Although there are anecdotes on file, the measures on the activities are not marked and difficult to determine if it is linked to the curriculum. (b) No evidence of child observations on file, up to date, and linked to the curriculum. -No evidence of IDPs in child's file -No evidence of home visit/parent conference for the current program year -Adult-child ratios were not maintained at all times. 1:4 is regulatory but 1:5 was observed. -Zoning needs improvement.
Family and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	38%	<ul style="list-style-type: none"> -Family Partnership Agreements (FPAs) were not completed in a timely manner and/or contained all required information. -Little/no follow-up on FPAs. -The center environment has limited materials that incorporate cultural, ethnic and linguistic backgrounds of families served. -No evidence of parent meetings. -No established approach to offer research-based parenting curriculum/activities and practice parenting skills.
Mental Health <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	68%	<ul style="list-style-type: none"> -Social/emotional screening (ASQ-SE) not completed in a timely manner. -Not all screening results were shared with parents.
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	66%	<ul style="list-style-type: none"> -Growth Assessments were not completed and/or in a timely manner. -Blood lead results not in file and/or no evidence of follow-up. -Special Diet forms are missing from file -Meals were served less than 3 hours apart (the requirement is 3 hrs minimum) -Meals are not served family style -Supervision needs improvement during meal service

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
		-Not sufficient food for children and staff for the latter to role model to children during meal times.
Program Design and Management Human Resources <i>(Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)</i>	63%	-Not all staff licensing files contained required documents such as TB, Influenza, fingerprints, health records, CPR-FA certifications, etc. -Not all staff meeting minimum education requirements.
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	58%	-Although there is a written procedure for health emergencies that require rapid response on the part of staff or require immediate medical attention, information on the parent handbook did not include all required elements. -Limited/no screening dates/well child checks on schedule nor adequate follow-up on concerns. -Not all documentation of immunizations was up-to-date or accurate. -Inconsistencies in information in tracking systems used (child files and Child Plus). Tracking system was not well organized or easy to follow. -Systems for tracking, storing and labeling medications was not followed/non-existent.
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	71%	-Tooth-brushing practices, including supervision, need improvement. -Diapering procedures did not include pull-ups and/or were not followed at all times. -Drinking water outdoors was not accessible and/or offered to children. -Procedures for daily sanitation/disinfectant was not followed at all times. -Not all classrooms were well maintained. Deep cleaning recommended. -Daily communication with parents about feeding schedule, elimination pattern not evident in all classes. -Not all required postings were in place. -Play yard not inspected daily prior to going outside with children.

* 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 30 days of receipt of this report. Governing Board/School Board notification of monitoring results is required within 60 days.

Programs have been provided a form to complete the CAP which serves as written response by the agency to resolve systems-level areas of non-compliance identified during the MCQI review. A program trend CAP does not supersede the individual CAP for non-compliant indicators using the Child Plus Internal Monitoring Module.



Quality Assurance Summary Report

TO: Policy Council and SETA Governing Board members
 RE: SETA Quality Assurance/Monitoring Results – February 2018

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
Twin Rivers Unified School District	Morey Avenue Early Head Start	1 center 2 classrooms 7 child files 6 staff files	January 9 – 26, 2018	Comprehensive Review <input checked="" type="checkbox"/> Initial (pilot) <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

This review was performed using the newly developed Monitoring for Compliance and Quality Improvement tool (MCQI). MCQI was designed in *ChildPlus* and is comprised of 21 monitoring checklists representing 396 performance indicators. All indicators align with the Head Start Program Performance Standards (HSPPS) November 2016, the Head Start Act, Community Care Licensing, and other local, state and federal regulations. During this pilot year, a smaller sample size was selected for review to ensure each agency/partner is exposed to each checklist in the new tool within the current program year. The pilot will help ensure each checklist represent all critical elements and that the processes meet the needs of stakeholders for continuous quality improvement.

Highlighted Program Strengths and Positive Observations:

- Excellent family engagement as evidenced by site-based parent meetings, Policy Council involvement and staff-parent interactions.
- Attentive and nurturing staff interactions with individual children.
- A variety of school and community events are offered such as Winter Festival and Parent Appreciation Day. Strategies to promote attendance and active engagement are used by the program (i.e. Perfect Attendance, Birthday awards for children and staff, and Family Nights twice a year).
- Use of community resources is highly promoted.
- Timely completion of ASQ, ASQ-SE screenings and DRDP assessments and parents’ input is included in the screening and follow-up process. Parents are well informed of all health screenings by staff.
- Efficient use of ASQ online. TRUSD provides printed copies of ASQ assessments in different languages for non-English speaking parents.
- All files are well organized and contain numbered sections with a reference for each section.
- System for medical care plans and medication administration (documentation and storage of medication) is exemplary
- Staff is friendly and very responsive to input and recommendations
- Classroom environment includes children’s artwork and pictures that are posted at children’s eye level.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	82%	-No children enrolled with disabilities (10% minimum not met). -Not all enrollment applications were complete and/or had income calculated correctly. -Not all data in Childplus matched information in the child's file. -Not all vacancies were filled within 30 days. -Full enrollment was not obtained on the first day of the program year.
Disabilities Services <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>	N/A	No noted children with disabilities. See ERSEA finding.
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>	83%	-First Home Visit was not completed prior to enrollment. -Although assessments, IDP and staff and parent strategies were completed, the information was not clearly linked to lesson plans and curriculum. -Not all screening results were recorded in ChildPlus. -Zoning during outside time needs improvement. -Procedures for transitions (indoors-outdoors) was inconsistently followed.
Family and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	86%	-Although program offers parenting workshops and referrals to community agencies, there is no established approach to offer research-based parenting curriculum/activities and practice parenting skills.
Mental Health <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	100%	No significant noted findings
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	93%	No significant noted findings
Program Design and Management Human Resources <i>(Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)</i>	73%	-Required staff training on Sudden Death Syndrome (SIDS) or safe sleep practices was not met. -Not all teaching staff's licensing records had required documentation. -No evidence that PC and Governing Board received all required trainings
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	87%	-Although there is a written procedure for health emergencies that require rapid response on the part of staff or require immediate medical attention, information on the parent handbook did

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
		not include all required elements. -Inconsistent documentation in children’s files to determine screening dates and well child checks. -Not all documentation of immunizations was up-to-date or accurate. -Inconsistencies in information in tracking systems used (child files and Child Plus).
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	87%	-Not all required postings were posted -Active adult supervision during hand-washing needs improvement -Overall upkeep of the classroom needs improvement. -Indoor climbing equipment did not have safety pad underneath for safe fall zone.

* 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 30 days of receipt of this report. Governing Board/School Board notification of monitoring results is required within 60 days.

Programs have been provided a form to complete the CAP which serves as written response by the agency to resolve systems-level areas of non-compliance identified during the MCQI review. A program trend CAP does not supersede the individual CAP for non-compliant indicators using the Child Plus Internal Monitoring Module.



Monthly Program Information Report

March 2018

Getting Parents Engaged in School Readiness Activities

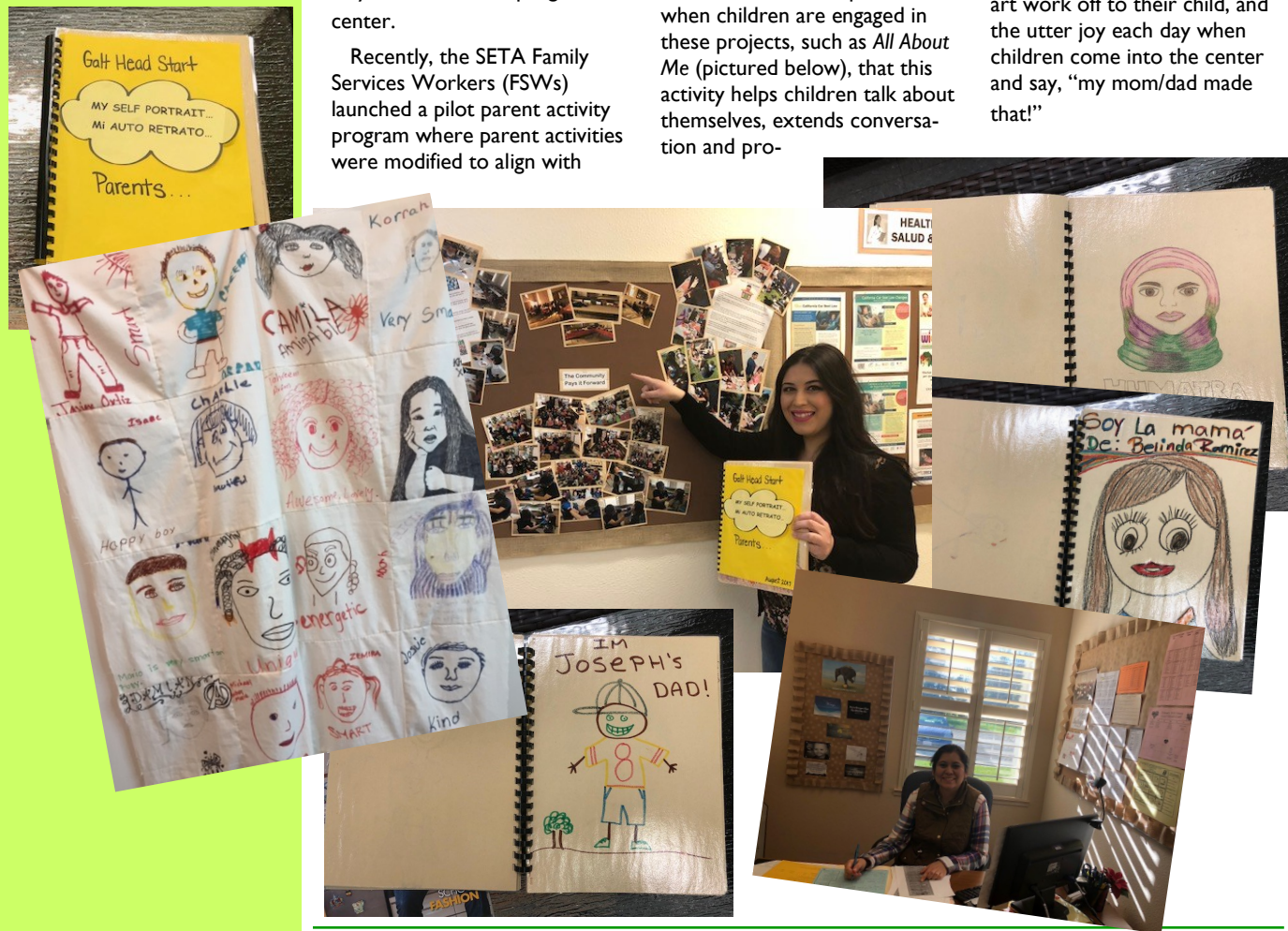
Each month, SETA staff host center parent meetings to help ensure parents are connected to each other; have learning opportunities on topics of their interest; stay involved in their child's education; and share in program design. Meetings often have guest speakers who present on topics of interest while staff have dedicated time to share site specific information and answer questions parents may have about the program/center.

Recently, the SETA Family Services Workers (FSWs) launched a pilot parent activity program where parent activities were modified to align with

classroom curriculum for children. Parents not only have a great time participating in the activities, they are also able to see how each activity is designed to highlight what children are learning in their classroom. This allows parents the opportunity to be engaged in their children's learning and to understand the different domains of learning that each activity teaches. Parents are given an information sheet that explains that when children are engaged in these projects, such as *All About Me* (pictured below), that this activity helps children talk about themselves, extends conversation and pro-

motes self-reflection, which helps develop their cognitive and language skills.

Since full implementation, staff has seen an increase in parent meeting attendance and a deeper parental understanding of how the activities provided in the classroom promote school readiness. However, the best part about the project is the excitement that families share when the parent shows his/her art work off to their child, and the utter joy each day when children come into the center and say, "my mom/dad made that!"



Head Start Families Spend the Day at the Crocker Art Museum

On February 11th, the SETA Head Start Men's Activities Affecting Children's (MAAC) Committee hosted a Daddy & Me event at the Crocker Art Museum. Over 60 families/children attended the family event and were provided free admission, a continental breakfast, free community resources, family art activities, and a docent guided tour of the museum. After the art activities and tour, families were free to explore the museum and enjoy all it has to offer. The Museum staff provided passes to each family for a future trip to the museum free of charge. It was a great family-focused, child-friendly day! SETA extends a sincere thank you to the Crocker Art Museum staff and management for their kind and gracious hospitality.



Training Opportunities for SCUSD Child Care Attendants

In February, Sacramento City USD (SCUSD) provided six hours of professional learning for all of the Child Care Attendants. Child Care Attendants work in the classroom under the supervision of the Teacher. In the past, department-wide training was not available for these employees. This year, due to a new job description, Child Care Attendants receive training three times per year. Staff

reviewed Safety and Supervision procedures, Licensing files, career advancement through ECE classes, *CLASS* and *The Teaching Pyramid*. Child Care Attendants learned the importance of talking with children using open ended questions around the child's interest. Participants were given the opportunity to watch videos and practice meaningful conversations with their colleagues. Additional training will

be provided in May, building upon the training offered in February.



Home-Based Children and Families Enjoy a Day of Socialization

During February, the Home Based Program hosted two fun and engaging socialization activities—one at the Arden-Dimick Public Library and one at Art Beast/Downtown.

On February 9th, infants and toddlers and their parents explored language and literacy through books and stories at the public library. Children engaged and played with home-made blocks and play dough while parents learned about library resources and signed-up for library cards. Parents were so excited

about the home-made blocks made by Lead Teacher, Lori Taylor, that they requested to learn how to make them at one of the upcoming socializations.

On February 23rd, children and their families enjoyed a creative day at Art Beast/Downtown. This open studio offers children under the age of 6 years the opportunity to explore various arts, while providing a gathering place for parents and caregivers to build community. The children had a “Blast!!”

The interactions that young children have with such literacy materials as books, paper, and crayons, and with the adults in their lives are the building blocks for language, reading, and writing development.”

Zero to Three.org



SETA Re-Launches Child Attendance Task Force Committee



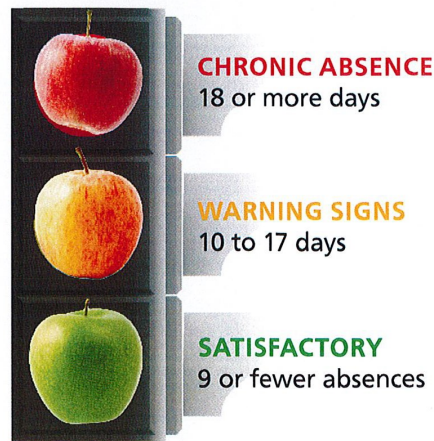
In February, SETA re-launched its Attendance Task Force Committee to address low child attendance across Head Start/Early Head Start classrooms. The Committee began by looking at historic attendance data of children to determine what, if any, trends emerged.

With representation from site staff, support staff, managers, and the Deputy Director, the Committee began discussions of how to work with parents, site staff, and children to increase attendance. The goal of the Committee is to ensure that all stakeholders understand the importance of attendance, the correlation to school readiness skills, and how that translates to success in K-12. The Committee will meet weekly and pilot various strategies in Spring/early Summer, with an anticipated roll-out to all SETA classrooms in August.

Parents are encouraged to attend Task Force meetings. Upcoming meeting dates:

- March 22nd @ 2:00 @ SETA
- April 19th @ 2:00 @ SETA
- May 2nd @ 2:00 @ SETA

When Do Absences Become a Problem?



Note: These numbers assume a 180-day school year.



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.