



GOVERNING BOARD

LARRY CARR
Councilmember
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

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

Main Office
(916) 263-3800

Head Start
(916) 263-3804

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

**SPECIAL MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, June 7, 2018

TIME: 8:30 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**
- II. Consent Items**
 - A. Minutes of the April 26, 2018 Regular Board Meeting 1-6
 - B. Approval of Claims and Warrants 7
 - C. Approval of the One Stop Share of Cost Agreement with the County Department of Human Assistance, Program Year 2017-18, and Authorize the Executive Director to Sign the Agreement and any Required Documents Pertaining to the Agreement (Roy Kim) 8
- III. Action Items**
 - A. **GENERAL ADMINISTRATION/SETA**
 - 1. Approval of Sacramento Employment and Training Agency Recommended Budget for Fiscal Year 2018-2019 (Loretta Su) 9-11

2.	<u>TIMED ITEM 8:30 A.M.AND PUBLIC HEARING:</u> Approval of Revision to the Job Specification for Fiscal Department Chief (Exempt) (Allison Noren)	12-20
B. WORKFORCE DEVELOPMENT DEPARTMENT		
<u>Refugee Services</u>		
<u>Community Services Block Grant</u>		
<u>One Stop Services</u>		
1.	Agree with the Sacramento Works, Inc. Board to Approve the Workforce Innovation and Opportunity Act (WIOA) Resource Allocation Plan, PY 2018-19 (Roy Kim)	21-22
2.	Agree with the Sacramento Works, Inc. Board to Approve Funding Extension Recommendations for the Workforce Innovation and Opportunity Act (WIOA), Title I, Youth Program, for Program Year 2018-2019, and Authorize the Executive Director to Modify Subgrantee Agreements for Wage Augmentations due to the Minimum Wage Increase Effective January 1, 2018 (Terri Carpenter)	23-30
3.	Approval of Funding Extension Recommendations for the Workforce Innovation and Opportunity Act, Title 1 Adult and Dislocated Worker Programs, PY 2018-19 (Roy Kim)	31-34
4.	Approval of Agreement with California Human Development to Provide Workforce Innovation and Opportunity Act (WIOA) Sacramento Works Job Center Services for the Galt Area (Roy Kim)	35
C. CHILDREN AND FAMILY SERVICES		
1.	Approval of the Submission of the Head Start/Early Head Start Cost of Living Adjustment (COLA) Application for Program Year 2018-2019 (Denise Lee)	36
IV. <u>Information Items</u>		
A.	CLASS Presentation – Children and Family Services Department (Nate Gale and Karen Griffith)	37
B.	Sacramento Employer Forum 2018: Skilled Workforce Ready to Work (William Walker)	38-39

C.	Fiscal Monitoring Reports (Loretta Su)	40-52
	<ul style="list-style-type: none"> • Goodwill Industries of Sacramento Valley and Northern Nevada, Inc. • North Central Counties Consortium • Sacramento Area Emergency Housing Center • Sacramento City Unified School District • Twin Rivers Unified School District • Wind Youth Services 	
D.	Employer Success Stories and Activity Report (William Walker)	53-62
E.	Dislocated Worker Update (William Walker)	63-64
F.	Unemployment Update/Press Release from the Employment Development Department (Roy Kim)	65-81
G.	Head Start Reports (Denise Lee)	82-98
V.	<u>Reports to the Board</u>	99
A.	Chair	
B.	Executive Director	
C.	Deputy Directors	
D.	Counsel	
E.	Members of the Board	
F.	Public	
VI.	<u>CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR</u> Pursuant to Government Code Section 54957.6 <u>Agency Negotiator</u> : Dee Contreras <u>Employee Organization</u> : AFSCME Local 146	
VII.	<u>Adjournment</u>	

DISTRIBUTION DATE: WEDNESDAY, MAY 30, 2018

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE APRIL 26, 2018 SPECIAL
BOARD MEETING

BACKGROUND:

Attached are the minutes of the April 26, 2018 meeting for your review.

RECOMMENDATION:

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

PRESENTER: Kathy Kossick

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

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

Thursday, April 26, 2018
11:00 a.m.

I. Call to Order/Roll Call

Mr. Kennedy called the meeting to order at 10:04 a.m. The Pledge of Allegiance was recited. The roll was called and a quorum established.

Members Present:

Patrick Kennedy, Chair; Member, Board of Supervisors
Don Nottoli, Member, Board of Supervisors
Jay Schenirer, Councilmember, City of Sacramento
Sophia Scherman, Public Representative
Larry Carr, Vice Chair; Councilmember, City of Sacramento (arrived at 10:09 a.m.)

II. Consent Items

- A. Minutes of the April 5, 2018 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Selection Criteria for Enrollment in Head Start or Early Head Start Programs

There were no questions or comments.

Move/Scherman, second/Nottoli, to approve the consent items as follows:

- A. Approve the April 5, 2018 minutes.
- B. Approve the claims and warrants for the period 3/30/18 – 4/19/18.
- C. Approve the Selection Criteria for Enrollment in Head Start or Early Head Start programs.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

III. Action Items

- A. **GENERAL ADMINISTRATION/SETA:** None.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: No items.

One Stop Services: No items.

Community Services Block Grant

1. Approval of Recommendations to Reallocate Funds for Program Year 2018 Community Services Block Grant (CSBG)

Ms. Julie Davis-Jaffe reviewed this item and explained that two organizations were unable to utilize the CSBG funding due to the high cost of insurance. The organizations explained that because the insurance was so high, it was thought best not to accept the funds. This item requests the reallocation of funding in the amount of \$54,000. Ms. Davis-Jaffe reviewed the options available to the board. The Community Action Board met on April 11 and recommended Option B to fund Next Move (\$34,000) and WIND Youth (\$20,000) under Safety Net Services.

Moved/Schenirer, second/Kennedy, to approve the reallocation of Program Year 2018 Community Services Block Grant funds to Next Move (\$34,000) and WIND Youth (\$20,000).

Mr. Carr arrived at 10:09 a.m.

Ms. Scherman asked if the funding will go to services or to administrative costs? Ms. Davis-Jaffe replied that with Safety Net Services, the majority of the funds go to the actual provision of services. Ms. Scherman asked what was WIND ranked during the earlier procurement. Ms. Davis-Jaffe replied that for this funding cycle they ranked #3 but in previous rankings, they ranked higher.

Mr. Nottoli asked what prompted the changes in the insurance? Mr. Greg Thatch replied that throughout SETA's history, the agency routinely does a risk management review. This was a provision that was added by this board based on the recommendation of the risk management consultant. The policy in question is Employment Practices that would cover them for lawsuits for discrimination against the agency and SETA would be added as an insured. SETA has been very sensitive to the insurance risks because we have no money to pay claims. Any entity ought to have Employment Practices coverage. Mr. Carr asked if there were a way for these non-profits to pool their money to save costs. Mr. Thatch replied that he is not sure, but he suspects the number of organizations comprise too small of a pool. Maybe on a state-wide basis it could happen.

Mr. Kennedy asked if services will continue to be provided for seniors and if the expungement clinics continue. Ms. Davis-Jaffe replied that there is another organization that provides similar services and people are being referred to the other organization.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 0

C. CHILDREN AND FAMILY SERVICES

1. Approval of Annual Self-Assessments for 2017-2018 and Resulting Program Improvement Plans for the SETA-Operated Program
2. Approval of Program Year 2018-2019 Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion Refunding Applications
3. Approval of the SETA Head Start, Early Head Start, and Early Head Start Child Care Partnership Budgets for Program Year 2018-2019
4. Approval of the 2018-2019 Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion Program Options and Center Locations for Sacramento County
5. Approval of 2018-2019 Training/Technical Assistance Plan for the SETA Head Start, Early Head Start, and Child Care Partnership/Expansion Program, as Aligned with Established Five-Year Goals and Objectives

Ms. Denise Lee reviewed the five board items. This is the time for the refunding application going forward. This grant application will provide services to 5,210 children county-wide, 84% will be in the Head Start program and the remainder will be in the Early Head Start program.

Ms. Lee reviewed some changes in the number of children and type of services that will be provided in the new program year. Some of the preschool slots will be converted to Early Head Start slots since there is a greater need for EHS slots.

As the attendance tracking continues to be done, the grantee has chosen to reduce some of the preschool slots to Early Head Start slots. A total of 32 preschool slots will be converted into eight slots at the Hillsdale area.

SETA has partnered with Kinder World to provide Early Head Start services for the last three years. That partnership will change in the new program year as Kinder World will be disengaging. As a result, SETA will take the 36 slots into SETA's Hopkins Park, Job Corps, Sharon Neese, and the new early learning center located on Martin Luther King Blvd.

There are four new centers to be opened: an as yet unnamed center on Martin Luther King Blvd (40 slots), Playmate #2 (WCIC is the delegate), Village Elementary (Twin Rivers) and Irene West (Elk Grove USD). Hopkins Park is an existing center with 80 but the number will be reduced down to 40 full day slots.

There are a number of options available to families depending up on what they want, year round or school year, part day or full day.

Training/Technical Assistance funds will continue to go to improve the skills of staff through tuition reimbursement, parent internship program, family literacy program, local conferences, and training for staff and parents.

Mr. Carr asked if staff had an idea why people sign up for the program and they do not bring their children to class. Ms. Lee replied that sometimes it is health issues; the remainder could be transportation, the children did not want to get up, sometimes siblings are home. Staff is working on a campaign to make class so exciting that children do not want to miss it.

Mr. Nottoli inquired if there was a strategy to tackle some of the issues children have with obesity at such a young age. Ms. Lee replied that we have a great relationship with the county public health office to develop a way to reach out to parents. Dental services continue to be an issue. Sometimes the parent is afraid of dental services and the fear affects the child. We continue to have issues with children that need dental care with anesthesia. The dental community has been very cooperative in making sure children get care.

Moved/Nottoli, second/Schenirer, to approve Items C-1 through C-5 as follows:

1. Approve Program Year 2017-2018 Self-Assessments and resulting Program Improvement Plans for the Head Start/Early Head Start program and the EHS-Child Care Partnership/Expansion program.
2. Approve the Program Year 2018-2019 Head Start, Early Head Start, and Early Head Start Child Care /Partnership/Expansion Refunding Applications.
3. Approve the Program Year 2018-2019 Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion Budgets for Basic and Training/Technical Assistance funds.
4. Approve the Head Start, Early Head Start and Early Head Start Child Care Partnership/ Expansion countywide program options and center locations for the 2018-2019 program year.
5. Approve the Program Year 2018-2019 SETA Head Start, Early Head Start and Early Head Start Child Care Partnership/Expansion Training/Technical Plans as aligned with established five-year goals and objectives.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 0

IV. Information Items

- A. Fiscal Monitoring Reports: No questions or comments.

- B. Employer Success Stories and Activity Report: No questions or comments.
- C. Dislocated Worker Update: No questions or comments.
- D. Head Start Reports: No questions or comments.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick would love any assistance for funding for our 40th anniversary on October 10. Mr. Kennedy asked for a reminder e-mail to board members. Mr. Kennedy stated that the Chair will commit \$5,000 to the event. The next Governing Board meeting is June 7.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: No comments.

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

The Board went into closed session at 10:45 a.m.; at 10:55 a.m., the board went back into session with no report out of closed session.

- VII. Adjournment**: The meeting was adjourned at 10:55 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 4/20/18 through 5/30/18, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 4/20/18 through 5/30/18.

PRESENTER: Kathy Kossick

ITEM II-C – CONSENT

APPROVAL OF THE ONE-STOP SHARE OF COST AGREEMENT WITH THE COUNTY DEPARTMENT OF HUMAN ASSISTANCE, PY 2017-2018, AND AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN THE AGREEMENT AND ANY REQUIRED DOCUMENTS PERTAINING TO THE AGREEMENT

BACKGROUND:

The Workforce Innovation and Opportunity Act (WIOA) requires that One-Stop Required Partners contribute a share of the costs of the One-Stop System proportionate to the use of the system by individuals attributable to the partner program. Since 2003, SETA has entered into an agreement with the County of Sacramento, Department of Human Assistance (DHA) to provide One-Stop Career and Training Services to CalWORKs customers.

SETA is awaiting the final agreement from DHA that would continue the One-Stop Share of Cost contract for an amount up to \$1,072,644 for PY2017-2018. The agreement will cover Sacramento County's share of cost for the operation of the Sacramento Works America's Job Center System.

RECOMMENDATION:

Approve the One-Stop Share of Cost agreement with the Department of Human Assistance for up to \$1,072,644, and authorize the Executive Director to execute the agreement and any required documents pertaining to the agreement.

PRESENTER: Roy Kim

ITEM III-A - 1 - ACTION

APPROVAL OF SACRAMENTO EMPLOYMENT AND TRAINING
AGENCY RECOMMENDED BUDGET FOR FISCAL YEAR 2018-2019

BACKGROUND:

Under applicable procedures set forth in the California Government Code, the SETA Governing Board is required to approve a Recommended Budget prior to June 30th of each year, with the adoption of the Final Agency Budget occurring no later than October 2nd of each Fiscal Year. The Recommended Budget, as approved by the Governing Board, provides authority to operate in the new fiscal year until adoption of a Final Budget for that fiscal year.

As funding becomes more definite in several programs, the Final Budget presented at the August Governing Board meeting will reflect actual available funding. A public hearing on the Final Budget should commence on August 2, 2018 at 10:00 a.m. or as soon thereafter as is practicable in the Governing Board meeting room at 925 Del Paso Boulevard, Sacramento, California and staff should cause to be posted and published notice of that meeting. The final budget will be submitted to the County and City after SETA Governing Board approval.

A copy of the Recommended Budget will be sent under separate cover.

RECOMMENDATION:

Approve the Recommended Budget and direct staff to print the Recommended Budget and make it available to the public. Schedule a Public Hearing on the Final Budget and direct staff to post and publish notice of that Public Hearing on the Final Budget to commence on August 2, 2018 at 10:00 a.m. or as soon thereafter as is practicable in the Governing Board meeting room at 925 Del Paso Boulevard, Sacramento, California.

PRESENTER: Loretta Su

RESOLUTION NO.: 18-02

BUDGET ADOPTION RESOLUTION
BEFORE THE GOVERNING BOARD OF

Sacramento Employment & Training Agency
Joint Powers Agency of the City & County of Sacramento
State of California

RESOLUTION ADOPTING RECOMMENDED BUDGET

WHEREAS, hearings have been terminated during which time all additions and deletions to the recommended budget for 2018-19 were made, and

THEREFORE, IT IS HEREBY RESOLVED in accordance with Chapter 1 of Division 3, Title 2 of the Government Code (Section 29000, et. seq.), the recommended budget for the Fiscal Year 2018-19 be and is hereby adopted in accordance with the followings:

(1) Salaries and employees benefits	\$ 38,265,520
(2) Services and Supplies	7,591,574
(3) Other charges	36,316,229
(4) Fixed Assets	
(A) Land	0
(B) Structures and improvements	0
(C) Equipment	457,000
(5) Expenditure transfers	0
(6) Contingencies	0
(7) Provision for reserve increases	0
TOTAL BUDGET REQUIREMENTS	<u>\$82,630,323</u>

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

BE IT FURTHER RESOLVED that the recommended 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.

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 recommended budget adopted herewith.

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

Ayes:

Noes:

Absent:

Abstain:

Chair of the SETA Governing Board

ATTACHMENTS:

Schedule of Changes – FY17-18 to FY18-19

Schedule of Appropriations

Schedule A – WIOA Grants

Schedule of Personnel

Schedule of Fixed Assets

Schedule of Out-of-State Travel

Schedule of Appropriations by Line Item

Financing Requirements Summary Schedule

ITEM III-A - 2 – ACTION

**TIMED ITEM 8:30 A.M.AND PUBLIC HEARING: APPROVAL OF REVISION TO
THE JOB SPECIFICATION FOR FISCAL DEPARTMENT CHIEF (EXEMPT)**

BACKGROUND:

In September 2016, the Department of Health and Human Services/Office of Head Start updated the Head Start Program Performance Standards. These standards serve as the federal guidelines for operating and providing Head Start/Early Head Start services to children and families. In accordance with Section 1302.91(c) – Staff Qualifications and Competency Requirements, “*A program must ensure a fiscal officer hired after November 7, 2016, is a certified public accountant or has, at a minimum, a baccalaureate degree in accounting, business, fiscal management, or a related field.*” SETA revised the job specification to meet these updated standards in July 2017, however the revision only included finance and accounting degree fields. The attached revision expands the job specification to fully meet the standards.

The revised job specification for Fiscal Department Chief (Exempt) is attached in redline and clean versions.

The Head Start Policy Council reviewed and approved this item at their May 22, 2018 meeting. Staff will be available to answer questions.

RECOMMENDATION:

Open a Public Hearing, receive input, and take action to close the public hearing and approve the revised job specification for Fiscal Department Chief (Exempt).

PRESENTER: Allison Noren

FISCAL DEPARTMENT CHIEF (EXEMPT)

ORGANIZATIONAL RESPONSIBILITY

A Fiscal Department Chief is responsible to the County Finance Director and reports indirectly to the SETA Executive Director.

DEFINITION

Under administrative direction, to plan, develop, and have responsibility for SETA fiscal services, including accounting, auditing, payroll, purchasing and systems accounting; to coordinate and administer the Agency's budget procedures; to insure the proper disbursement and control of grant funds; to develop operational program budgets; to develop and implement fiscal monitoring systems; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for the position which has overall responsibility for SETA fiscal services.

INTERPERSONAL SKILLS EXPECTATIONS

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

- Must be able to listen, interact positively and professionally, and get along with all persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be self-directed, ready and willing to work on daily assignments and special projects, with quick turnaround and a can-do attitude.
- Must be open and able to share, discuss and work through ideas with others in order to establish and maintain cooperative working relationships.

EXAMPLES OF DUTIES

1. Plans, organizes, develops and implements a comprehensive fiscal program for the Sacramento Employment and Training Agency.
2. Develops and implements department policies and procedures; assists in the development of agency-wide policies and procedures.
3. Arranges for outside audits; works with outside auditors on Agency fiscal records and procedures, oversees fiscal monitoring activities of the Agency's subgrantees.
4. Provides work direction and training for assigned staff.
5. Participates in the selection and employment procedures for new fiscal employees.
6. Evaluates the work of assigned employees.
7. Oversees the establishment and maintenance of a variety of fiscal reports.
8. Ensures that requisite controls and reports are maintained for grant monies.
9. Coordinates the preparation, analysis, and administration of the Agency's budget.
10. Recommends and establishes policies for fiscal recordkeeping; reviews, studies, and keeps others aware of legal and procedural requirements for fiscal operations.
11. Directs the preparation and prepares a variety of periodic fiscal reports and statements.

12. Develops, implements, and trains others in the use of data processing fiscal recordkeeping and reporting methods.
13. Ensures the proper maintenance and preparation of the Agency payroll.
14. Coordinates the Agency's fiscal system with other government agencies.
15. Consults with management staff on fiscal and financial policies.
16. Compiles information and prepares complex reports, provides consultation to assigned staff on technical accounting and fiscal problems.
17. Oversees the day to day operations of purchasing,
18. Assures that fiscal concerns are communicated to the Management of the Agency.
19. Provides complex technical assistance on special projects to the Executive Director as necessary.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, methods, and practices of accounting, financial recordkeeping and financial administration.
- Codes, regulations, ordinances, and laws affecting SETA financial activities.
- Principles and practices of budget preparation and administration.
- Principles and practices of auditing, financial analysis, and research.
- Current data processing production capacities and capabilities.
- Principles and practices of payroll operations.
- Principles and practices of organization and administration management.
- Principles and practices of supervision, training, and public administration.

and

Ability to:

- Plan, organize, and direct SETA's finance, accounting, and fiscal data processing functions.
- Plan and direct budget development, preparation, and administration.
- Supervise, motivate, train, and evaluate assigned personnel.
- Originate, develop, and modify accounting systems and methods.
- Direct SETA's payroll program.
- Prepare complex financial statements and reports.
- Insure the proper utilization, maintenance, and upkeep of data processing equipment.
- Serve as a major source for solving accounting problems and providing information to others.
- Prepare a variety of reports.
- Effectively represent SETA's fiscal systems and procedures with other government agencies and concerned people.
- Establish and maintain cooperative working relationships.

and

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

I. Bachelor's degree or higher in accounting, business, fiscal management, or a related field;

OR

II. CPA License;

AND

III. Five years increasingly responsible leadership experience in public agency finance; demonstrated experience in supervision and leadership of accounting staff; demonstrated expertise integrating current information technology programs and tools into the accounting processes, or an equivalent level of experience in the determination of the appointing authority.

PHYSICAL DEMANDS/QUALIFICATIONS

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

	<i>charged conversations while remaining calm.</i>
--	--

FISCAL DEPARTMENT CHIEF (EXEMPT)

ORGANIZATIONAL RESPONSIBILITY

A Fiscal Department Chief is responsible to the County Finance Director and reports indirectly to the SETA Executive Director.

DEFINITION

Under administrative direction, to plan, develop, and have responsibility for SETA fiscal services, including accounting, auditing, payroll, purchasing and systems accounting; to coordinate and administer the Agency's budget procedures; to insure the proper disbursement and control of grant funds; to develop operational program budgets; to develop and implement fiscal monitoring systems; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for the position which has overall responsibility for SETA fiscal services.

INTERPERSONAL SKILLS EXPECTATIONS

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

- Must be able to listen, interact positively and professionally, and get along with all persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be self-directed, ready and willing to work on daily assignments and special projects, with quick turnaround and a can-do attitude.
- Must be open and able to share, discuss and work through ideas with others in order to establish and maintain cooperative working relationships.

EXAMPLES OF DUTIES

1. Plans, organizes, develops and implements a comprehensive fiscal program for the Sacramento Employment and Training Agency.
2. Develops and implements department policies and procedures; assists in the development of agency-wide policies and procedures.
3. Arranges for outside audits; works with outside auditors on Agency fiscal records and procedures, oversees fiscal monitoring activities of the Agency's subgrantees.
4. Provides work direction and training for assigned staff.
5. Participates in the selection and employment procedures for new fiscal employees.
6. Evaluates the work of assigned employees.
7. Oversees the establishment and maintenance of a variety of fiscal reports.
8. Ensures that requisite controls and reports are maintained for grant monies.
9. Coordinates the preparation, analysis, and administration of the Agency's budget.
10. Recommends and establishes policies for fiscal recordkeeping; reviews, studies, and keeps others aware of legal and procedural requirements for fiscal operations.
11. Directs the preparation and prepares a variety of periodic fiscal reports and statements.

12. Develops, implements, and trains others in the use of data processing fiscal recordkeeping and reporting methods.
13. Ensures the proper maintenance and preparation of the Agency payroll.
14. Coordinates the Agency's fiscal system with other government agencies.
15. Consults with management staff on fiscal and financial policies.
16. Compiles information and prepares complex reports, provides consultation to assigned staff on technical accounting and fiscal problems.
17. Oversees the day to day operations of purchasing,
18. Assures that fiscal concerns are communicated to the Management of the Agency.
19. Provides complex technical assistance on special projects to the Executive Director as necessary.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, methods, and practices of accounting, financial recordkeeping and financial administration.
- Codes, regulations, ordinances, and laws affecting SETA financial activities.
- Principles and practices of budget preparation and administration.
- Principles and practices of auditing, financial analysis, and research.
- Current data processing production capacities and capabilities.
- Principles and practices of payroll operations.
- Principles and practices of organization and administration management.
- Principles and practices of supervision, training, and public administration.

and

Ability to:

- Plan, organize, and direct SETA's finance, accounting, and fiscal data processing functions.
- Plan and direct budget development, preparation, and administration.
- Supervise, motivate, train, and evaluate assigned personnel.
- Originate, develop, and modify accounting systems and methods.
- Direct SETA's payroll program.
- Prepare complex financial statements and reports.
- Insure the proper utilization, maintenance, and upkeep of data processing equipment.
- Serve as a major source for solving accounting problems and providing information to others.
- Prepare a variety of reports.
- Effectively represent SETA's fiscal systems and procedures with other government agencies and concerned people.
- Establish and maintain cooperative working relationships.

and

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

I. ~~Advanced degree in finance and accounting~~Bachelor's degree or higher in accounting, business, fiscal management, or a related field;

~~or~~OR

II. CPA License;

~~and~~AND

III. Five years increasingly responsible leadership experience in public agency finance; demonstrated experience in supervision and leadership of accounting staff; demonstrated expertise integrating current information technology programs and tools into the accounting processes, or an equivalent level of experience in the determination of the appointing authority.

PHYSICAL DEMANDS/QUALIFICATIONS

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

	<i>charged conversations while remaining calm.</i>
--	--

ITEM III-B - 1 – ACTION

AGREE WITH THE SACRAMENTO WORKS, INC. BOARD TO APPROVE THE
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA), RESOURCE
ALLOCATION PLAN, PY2018-2019

BACKGROUND:

The Resource Allocation Plan (RAP) establishes how the funding, allocated to Sacramento County through the Workforce Innovation and Opportunity Act (WIOA), Adult and Dislocated Worker programs, will support services, activities and functions within the Sacramento Works America’s Job Center System (SWAJC). Funds that are allocated provide activities and services that assist unemployed and underemployed individuals in gaining the skills necessary to enter high demand careers in the region and offer employers the services they need to hire qualified candidates. On an annual basis, Sacramento Works, Inc. (SWI) reviews the RAP and approves the percentage of funds that will be allocated to each activity for the next fiscal year.

The allocation for Program Year (PY) 2018-2019 for the WIOA Adult and Dislocated Worker programs is estimated to be \$6,624,154, representing a 1.5 percent decrease (\$100,043) from PY2017-2018 funding levels. If final allocations are different from projections, then the RAP allocations will be adjusted proportionately.

Over the past year, the SWAJCs have continued to transition from the former bifurcated system of Job Centers and Training Centers to the current system of neighborhood-based Job Centers that provide access to the full menu of career and training services. In addition, the SWAJCs have continued to implement the WIOA reporting and other requirements.

For 2018-19, staff is recommending the continuation of the following RAP categories and percentages:

61.4%	Job Center Career Services
24.8%	Training Services
6.7%	Job Center Support
5.6%	Administration
<u>1.5%</u>	<u>Board Initiatives</u>
100%	Total

The proposed RAP chart and definitions are attached for your review.

RECOMMENDATION:

Agree with the Sacramento Works, Inc. Board to approve the WIOA Resource Allocation Plan for 2018-19.

**Attachment 1
Recommended Resource Allocation Plan for FY 2018-2019**

Job Center Services Activities and Functions	Allocation % for Fiscal Year 2017-2018	Estimated Allocation % for Fiscal Year 2018-2019	WIOA Adult and Dislocated Worker Funding 2017-2018	Estimated WIOA Adult and Dislocated Worker Funding 2018-2019	Increase/Decrease from last year
Career Services: Costs associated with welcoming customers, outreach, intake, orientation, registration and eligibility determination, skill review, initial/vocational assessments, career planning and coaching, counseling, short-term pre-vocational services, workforce preparation activities, financial literacy, English language acquisition, other services referral/coordination, information workshops, labor market information, and technology resources. This activity also includes ongoing comprehensive casemanagement services for customers enrolled in training activities and business services.	61.4%	61.4%	\$ 4,128,657	\$ 4,067,231	\$ (61,426)
Training Services: Costs associated with customers enrolled in training activities, including Scholarships/Individual Training Accounts for occupational skills training, On-the-Job Training, pre-apprenticeship and apprenticeship, customized training, incumbent worker training and entrepreneurial training.	24.8%	24.8%	\$ 1,667,601	\$ 1,642,790	\$ (24,811)
Job Center Support: Program Monitoring and Quality Control, SacWorks support, Client tracking, reporting and follow-up.	6.7%	6.7%	\$ 450,521	\$ 443,818	\$ (6,703)
Administration: General Administration, Personnel, Payroll, Information Systems, Fiscal and Contracts staff.	5.6%	5.6%	\$ 376,555	\$ 370,953	\$ (5,602)
Board Initiatives: Funds are approved for Sacramento Works, Inc., Board initiatives, including employer outreach, labor market research, participating in regional workforce plans and initiatives.	1.5%	1.5%	\$ 100,863	\$ 99,362	\$ (1,501)
Total	100.00%	100.00%	\$ 6,724,197	\$ 6,624,154	\$ (100,043)

ITEM III-B - 2 - ACTION

AGREE WITH THE SACRAMENTO WORKS, INC. BOARD TO APPROVE THE FUNDING EXTENSION RECOMMENDATIONS FOR THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA), TITLE I, YOUTH PROGRAM, FOR PROGRAM YEAR 2018-2019, AND AUTHORIZE THE EXECUTIVE DIRECTOR TO MODIFY SUBGRANTEE AGREEMENTS FOR WAGE AUGMENTATIONS DUE TO THE MINIMUM WAGE INCREASE EFFECTIVE JANUARY 1, 2019

BACKGROUND:

In 2016, SETA conducted a four-year procurement to secure WIOA Program Operators to provide In-School Youth and Out-of-School Youth services. All subgrants were awarded for a twelve-month period beginning July 1, 2016 and ending on June 30, 2017 and in May, 2017 were extended for an additional year for services beginning July 1, 2017 and ending June 30, 2018. SETA/Sacramento Works has the option to extend any subgrant awarded for up to two additional one-year terms.

The Sacramento WIOA youth funds are allocated in two categories: Individualized Services for In-School Youth and Individualized Services for Out-of-School Youth.

Individualized Services:

The Workforce Innovation and Opportunity Act identified specific program elements to be incorporated into the delivery of youth services.

1. Secondary School Completion Services
2. Alternative Secondary School Services
3. Paid or unpaid work experience that have academic and occupation education as a component of the work experience
4. Occupational Skills Training that lead to recognized post-secondary credentials that align with in-demand industry occupations
5. Education offered concurrently with and in the same context as workforce activities and training for a specific occupation
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive and civic behaviors
7. Supportive Services
8. Adult Mentoring
9. Comprehensive Guidance and Counseling
10. Follow-up Services for not less than 12 months after program completion
11. Financial literacy education
12. Entrepreneurial skills training
13. Career awareness, career counseling and career exploration services about in-demand industry sectors/occupations
14. Activities that help youth prepare for and transition to post-secondary education and training.

The WIOA Youth Program requires that these elements be part of a comprehensive and community-focused program design providing an age continuum of services to the target population. Program services will address the barriers of the targeted youth and prepare them to obtain employment in a high wage/high growth industry or in an occupation with future career advancement opportunity, enter an education or training program, attain a degree/certificate, achieve measureable skill gains or return to/remain in secondary/alternative secondary school.

Funding Recommendations

SETA is recommending the extension of subgrant awards from July 1, 2018 through June 30, 2019 based on the following criteria:

Performance Criteria

Demonstrated ability to attain WIOA Common Measures, enrollment, training completion and placement goals as outlined below:

Program Enrollment Numbers:

Defined as the number of participants to be served in the program year including enrollment of target groups.

Placement in Employment or Education:

Defined as employment, military service, enrolled in post-secondary education and/or advanced training or occupational skills training.

Attainment of 20% WEX Expenditures for Paid or Unpaid Work Experience

Defined as employment opportunities such as work experiences during the summer and throughout the school year; pre-apprenticeship programs; internships and job shadowing; and on the job training.

Delivery of the Four Required Program Activities (Out-of-School Youth):

Defined as:

1. *Alternative School Completion: All out-of-school youth that do not have a GED or high school diploma must enroll in services to attain either a GED or high school diploma.*
2. *Work Experience: Paid or unpaid work experience that have academic and occupation education as a component of the work experience, which may include:*
 - *Summer employment opportunities and other employment opportunities available throughout the school year*
 - *Pre-apprenticeship programs*
 - *Internships and job shadowing*
 - *On-the-job training opportunities*
 - *One dollar per hour increases in the minimum wage effective January 1, 2019*

3. *Leadership development opportunities, including community service and peer-centered activities (Activities can include: Community and Service Learning projects, participating on community boards or committees, training in decision making and determining priorities.)*
4. *Follow-up services*

Delivery of the Four Required Program Activities (In-School Youth)

Defined as:

1. *Secondary School Completion Services*
2. *Work Experience: Paid or unpaid work experience that have academic and occupation education as a component of the work experience, which may include:*
 - *Summer employment opportunities and other employment opportunities available throughout the school year*
 - *Internships and job shadowing*
3. *Leadership development opportunities, including community service and peer-centered activities*
4. *Follow-up services*

Contractual Program Performance

Evaluation of current performance will include the program operator's ability to manage the program. Examples of evaluation criteria include:

- 1) *Achievement of quarterly planned enrollment goals.*
- 2) *Enrollment of target groups to planned levels in the contract.*
- 3) *Ability to serve "hard-to-serve" populations.*
- 4) *Submission of timely fiscal and MIS reports to SETA*
- 5) *Achievement of quarterly WIOA youth performance goals.*

FUNDING ALLOCATIONS

SETA has received notice of an estimated Program Year (PY) 2018-19 youth funding allocation of \$3,597,433. The total youth funding recommendation for PY 2018-2019 is \$2,507,032, and is contingent upon the receipt of final WIOA allocations. If final WIOA allocations are less than PY2017-18 allocations, then subgrantee contract amounts will be adjusted proportionately. The remaining funds are allocated to administration, program support, monitoring and fiscal management.

On May 2, 2018, the Youth Committee reviewed staff funding recommendations for the next fiscal year based on current year performance to date. This included a decrease of \$114,964 (all 25 slots) from the In-school provider, the City of Sacramento Parks and

ITEM III-B – 2 – ACTION (continued)

Page 4

Recreation and a decrease of \$46,507 (12 slots, from 25 to 13) from the Out-of-school provider, California Human Development (CHD), with increases to providers that were exceeding enrollment goals. Providers that exceeded enrollment goals by one slot were increased by one slot and providers that exceeded enrollment goals by two or more slots were increased by two slots.

After a lengthy discussion, the Youth Committee approved the staff funding recommendations with the exception that staff present the following two funding options to change CHD's decrease to \$23,256 (6 slots, from 25 to 19):

- **Option A** - fund CHD for 19 slots by eliminating funding for Youth Committee Initiatives and decreasing the amount allocated for estimated WEX wage increases.
- **Option B** - fund CHD for 19 slots by reducing the six providers who were originally recommended to receive two additional slots to one additional slot, and keeping funding for Youth Committee Initiatives with the remaining funds being allocated for estimated WEX wage increases.

The Sacramento Works, Inc. Board met on May 23, 2018, reviewed the two funding options in detail and approved Option A- fund CHD for 19 slots by eliminating funding for Youth Committee initiatives and decreasing the amount allocated for estimated WEX wage increases.

The WIOA Youth Program Performance Criteria Summary and WIOA Title 1, Youth Funding Recommendation Charts for PY 2018-2019 are attached.

RECOMMENDATION:

Agree with the Sacramento Works, Inc. Board and approve the funding recommendations for the WIOA Title I, Youth Program, PY 2018-2019 of \$2,507,032. Authorize the Executive Director to modify subgrantee agreements for wage augmentations due to the minimum wage increase which will take effect on January 1, 2019.

Approve with the stipulation that all funding recommendations are contingent upon satisfactory year-end program performance reviews and the receipt of final WIOA funding allocations. If the WIOA Title I Youth funding allocation for PY 2018-2019 is less than the current PY2017-2018 allocation, then subgrantee contract amounts will be reduced proportionately.

PRESENTER: Terri Carpenter

WIOA Title I, Youth Funding Extension Recommendations, PY2018-2019

Out of School Youth Provider	2017-2018 Funding	2017-2018 Number to Serve	2018 - 2019 Recommended Funding	Cost Per Participant	Number to be Served	Area/Location
Elk Grove Unified School District	\$268,018	50	\$273,360	\$5,360	51	South Sacramento, Elk Grove/Franklin and Galt AJCCs
Asian Resources, Inc.	285,572	36	301,454	7,933	38	Downtown, Midtown, South Sacramento, Rancho Cordova, North Highlands, Arden-Arcade, South Natomas, Del Paso Heights/Franklin and Mark Sanders AJCCs
Sacramento Chinese Community Service Center	188,821	28	188,832	6,744	28	South Sacramento, Midtown, Del Paso Heights, Foothill Farms/Franklin and Hillsdale AJCCs
Folsom Cordova Community Partnership	197,195	27	211,816	7,304	29	Rancho Cordova, Rosemont, Folsom/Rancho Cordova AJCC
La Familia Counseling Center	292,072	41	299,208	7,124	42	Downtown, Midtown, South Sacramento/Franklin, Rancho Cordova, Mark Sanders AJCCs
North State Building Industry Foundation	158,340	21	173,420	7,540	23	Foothill Farms, North Highlands, Rancho Cordova, Arden Arcade, South Sacramento, Rosemont, Antelope, Carmichael/Hillsdale, Rancho Cordova AJCCs
Sacramento City USD	160,731	29	160,747	5,543	29	South Sacramento/Franklin, Galt, Hillsdale, Mark Sanders, Rancho Cordova AJCCs
Crossroads Diversified	156,181	22	170,400	7,100	24	Citrus Heights, Carmichael, Fair Oaks, Orangevale, Arden-Arcade, Foothill Farms, Antelope, Elverta, Rancho Cordova, Mather, Folsom/Rancho Cordova AJCC
Goodwill Industries	144,650	19	159,873	7,613	21	Downtown, Midtown, South Sacramento/Franklin and Mark Sanders AJCCs
Greater Sacramento Urban League	75,850	19	83,853	3,993	21	Del Paso Heights, Rio Linda, North Highlands, Foothill Farms, Arden-Arcade, North Sacramento/Hillsdale AJCC
California Human Development	96,895	25	73,644	3,876	19	Galt, Thornton, Acampo, Walnut Grove, Wilton, Galt AJCC
	\$2,024,325	317	\$2,096,607	\$6,451	325	

WIOA Title I, Youth Funding Extension Recommendations, PY2018-2019

In School Youth Provider	2017-2018 Funding	2017-2017 Number to Serve	2018 - 2019 Recommended Funding	Cost Per Participant	Number to be Served	Area/Location
City of Sacramento Dept of Parks and Rec	\$266,665	58	\$151,701	\$4,597	33	South Natomas, North Sacramento, Del Paso Heights, Midtown, South Sacramento/SCUSD Sacramento Works Training Center
Sacramento Chinese Community Service Center	216,980	38	216,980	5,710	38	South Sacramento, Del Paso Heights, North Highlands, Foothill Farms, McClellan/Franklin and Hillsdale AJCCs
	\$483,645	96	\$368,681	\$5,193	71	

WIOA Title I, Youth Funding Extension Recommendations, PY2018-2019

Out of School Youth Total	\$ 2,096,607
In School Youth Total	368,681
1/1/2019 WEX Wage Increase	41,744
Total WIOA Youth Funding Recommendations	<u>\$ 2,507,032</u>

WIOA Youth Demographics PY 2017-2018

Total Youth Enrolled for In-School and Out-of-School Youth	Demographic Categories	Youth Totals
	English Language Learner	32
	Dropout	100
	Homeless	49
	Runaway	0
	Offender	34
	Pregnant/Parenting	40
	Foster Care	30
	394	Out of Home Placement (Foster Care, Juvenile detention)
	Section 477 of the SSA (To provide support to Foster Youth and Former Foster youth recipients up to 21 years of age with self-sufficiency)	5
	Disabled	83
	Additional Assistance	355

Race-Ethnicity	Totals
African American/Black	356
American Indian/Alaskan Native	29
Asian	104
Hawaiian/Other Pacific Islander	29
White	255
I do not Wish to Answer	344

5/2/2018

Enrolled Individuals by ZIP Code

ZIP Code	Neighborhood	Total
95608	Carmichael	7
95610	Citrus Heights	8
95621	Citrus Heights	6
95624	Elk Grove	8
95626	Elverta	3
95628	Fair Oaks	7
95630	Folsom	1
95632	Galt	11
95641	Isleton	1
95655	Mather	4
95660	North Highlands	3
95662	Orangevale	3
95673	Rio Linda	8
95670	Rancho Cordova	17
95682	Cameron Park	1
95686	Thornton	2
95690	Walnut Grove	1
95742	Rancho Cordova	4
95757	Elk Grove	4
95758	Elk Grove	10
95811	Midtown	3
95812	Downtown Sacramento	1
95814	Midtown	3
95815	Arden/Arcade/Del Paso Heights	13
95816	Midtown	2
95817	Oak Park	5
95818	Curtis Park	2
95820	Tahoe Park	18
95821	Arden/Arcade	6
95822	South Sacramento	13
95823	South Sacramento	59
95824	South Sacramento	30
95825	Arden/Arcade	3
95826	Rosemont/College Greens	10
95827	Lincoln Village	6
95828	South Sacramento	37
95829	South Sacramento	2
95831	Pocket/Greenhaven	12
95832	Meadowview	4
95833	Del Paso Heights	9
95834	Natomas	1
95835	Natomas	3
95838	Del Paso/Heights	25
95841	Arden/Arcade	3
95842	Foothill Farms	8
95843	Antelope	7
		394

ITEM III-B - 3- ACTION

APPROVAL OF FUNDING EXTENSION RECOMMENDATIONS FOR THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA), TITLE I, ADULT AND DISLOCATED WORKER PROGRAMS, PY 2018-2019

BACKGROUND:

On an annual basis, SETA receives Workforce Innovation and Opportunity Act (WIOA), Title I, Adult and Dislocated Worker (DW) funding from the California Employment Development Department (EDD). These funds are utilized as established in a Resource Allocation Plan (RAP) approved annually by the Sacramento Works, Inc. (SWI) Board, Sacramento's Local Workforce Development Board (LWDB), and the SETA Governing Board. A portion of the WIOA Adult and DW funds are reserved by SETA to fund SETA-hosted Sacramento Works America's Job Centers of California (Job Centers), and administrative and support staff, and a portion of the funds are allocated through a Request for Proposals (RFP) process to organizations to host Job Centers. The WIOA, Title I, RFP process is required to be conducted at least once every four years.

On June 2, 2016, the SETA Governing Board approved funding seven organizations to host Job Centers that were successful in responding to the Sacramento Works America's Job Centers System Services RFP released on March 4, 2016. The Job Centers are strategically located throughout Sacramento County and provide job seekers with universal access to a variety of tools and services intended to result in entry into career pathways in high demand occupations. Services include, but are not limited to, in-depth assessments, career coaching, computer and financial literacy, labor market information and career exploration, job search assistance, adult education and literacy, vocational and entrepreneurial training, and apprenticeship opportunities.

Contracts were negotiated and executed with the funded Job Centers for a one-year time frame, which began July 1, 2016. Contracts were extended for a second one-year term which began July 1, 2017, and all contracts contain language that provides SETA the sole discretion to extend contracts for up to two additional one-year terms based on program performance and funding availability.

The purpose of this item is to request the Board's approval to extend contracts for the seven subcontracted Job Centers to cover 2018-19 program year services beginning July 1, 2018, as indicated in the attached funding charts. Recommended allocations are based on current program performance and 2018-19 preliminary planning estimates provided by EDD. Should final 2018-19 WIOA allocations be less than current allocations, contracts will be reduced proportionately.

Through May 17, 2018, the Job Centers have provided Basic Career Services to approximately 26,000 customers and Individualized Career Services to approximately

ITEM III-B – 3 – ACTION (continued)

Page 2

2,400 customers. The subcontracted Job Centers account for approximately 37 percent of the Basic Career Services provided, and 45 percent of the Individualized Career Services provided system wide.

SETA staff have monitored and evaluated Job Centers on overall past program performance and their ability to meet planned performance levels. The formal review of Job Centers was conducted during the third quarter of 2018. Evaluation criteria reviewed for performance included, but were not limited to:

- Achievement of planned performance goals
- Ability to enroll and serve target populations
- Achievement of WIOA Adult and Dislocated Worker Performance Measures
- Documentation of services and client progress towards goal attainment in the CalJOBS case management system
- Ability to provide required WIOA program elements and adhere to policies and program guidelines

System-wide, the Job Centers continue to experience challenges in managing the ongoing implementation of WIOA and its related federal and state policy and procedural transitions. One of the increasingly challenging requirements is the State-added law that requires local areas expend at least 30 percent of all WIOA Adult and Dislocated Worker funds on providing training services. The Job Center system narrowly met the 30 percent expenditure threshold for the past two years, and is struggling to meet this requirement for the current year. In order to assist the Job Center system in meeting this requirement, staff is recommending that all Job Center contracts include a provision requiring that a minimum of 30 percent of the funds must be expended on providing training services.

RECOMMENDATION:

Approve funding extension recommendations for the WIOA Title I, Adult/Dislocated Worker Programs as listed on the attached chart, and approve the following stipulations:

- If final WIOA, Title I, Adult and DW 2018-19 funding is less than 2017-18 funding, staff will adjust the amounts allocated to Job Centers, proportionately.
- All Job Center contracts will include the requirement that a minimum of 30 percent of the funds must be expended on providing training services.

PRESENTER: Roy Kim

Sacramento Employment and Training Agency
Workforce Innovation and Opportunity Act (WIOA) Title I, Adult/Dislocated Worker
Sacramento Works America's Job Center System Career Services
Funding Extension Recommendations
PY 2018 - 2019

Agency	CURRENT WIOA FUNDING, 2017-18				WIOA FUNDING EXTENSION RECOMMENDATIONS, 2018-19			
	Funding Amounts (Basic and Individualized Career Services)	Scholarship Funding*	Cost Per Customer (Basic Career Services)	Number to be Served** (Basic Career Services)	Funding Amounts* (Basic and Individualized Career Services)	Scholarship Funding**	Cost Per Customer (Basic Career Services)	Number to be Served*** (Basic Career Services)
Folsom Cordova Community Partnership	\$285,000	\$50,000	\$184	1,549	\$285,000	\$50,000	\$184	1,549
La Familia Counseling Center, Inc.	258,637	50,000	181	1,429	258,637	50,000	181	1,429
Crossroads Diversified Services, Inc.	256,500	50,000	100	2,565	230,850	45,000	100	2,309
Elk Grove USD	256,500	50,000	136	1,886	256,500	50,000	136	1,886
Sacramento City USD	256,500	50,000	177	1,449	282,150	55,000	177	1,594
Greater Sacramento Urban League	228,000	50,000	178	1,281	228,000	50,000	178	1,281
Asian Resources, Inc.	228,000	50,000	131	1,740	228,000	50,000	131	1,740
Total Subcontracted	\$1,769,137	\$350,000	\$155	11,899	\$1,769,137	\$350,000	\$155	11,788

* A minimum of 30 percent of the funds must be expended on providing training services

** Includes vendor and supportive services

*** A percentage of the Total Customers must be served under Individualized Career Services and will be based on end-of-year service levels

Sacramento Works America's Job Center Program Performance
Program Year 2017-18
 (Report Period: 7/1/2017 - 5/14/2018)

SWAJCC	Basic Career Services		
	Actual Basic Count thru May 14	4th Quarter Planned Goal	Performance Percentage
Asian Resources	1,502	1,740	86%
Crossroads	1,169	2,565	46%
Elk Grove	1,483	1,886	79%
Folsom Cordova	1,055	1,549	68%
Franklin	3,872	3,145	123%
Galt	659	1,260	52%
GSUL	1,213	1,281	95%
Hillsdale	4,047	5,031	80%
La Familia	1,133	1,429	79%
Mark Sanders	5,190	2,519	206%
Mather	969	1,280	76%
Rancho Cordova*	1,294	3,145	41%
Sac City	1,712	1,449	118%

SWAJCC	Individualized Career Services		
	Total Actual 4th Quarter Adult & DW Enrollments thru May 14	4th Quarter Planned Enrollment Goal	Performance Percentage
Asian Resources	116	209	56%
Crossroads	104	308	34%
Elk Grove	168	226	74%
Folsom Cordova	173	186	93%
Franklin	260	462	56%
Galt	74	185	40%
GSUL	122	154	79%
Hillsdale	542	739	73%
La Familia	166	171	97%
Mark Sanders	252	370	68%
Mather			
Rancho Cordova*	144	462	31%
Sac City	193	174	111%

*Site closed 12/31/17

ITEM III-B - 4- ACTION

APPROVAL OF AGREEMENT WITH CALIFORNIA HUMAN DEVELOPMENT TO PROVIDE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA), SACRAMENTO WORKS JOB CENTER SERVICES FOR THE GALT AREA

BACKGROUND:

Since 1998, SETA has operated a Sacramento Works Job Center (SWJC) in Galt located at 1000 C Street. The current lease status is a month-to-month tenancy, and due to decreased WIOA funding, SETA does not wish to enter into a new long term lease agreement.

On March 1, 2018, the Governing Board approved the release of a Request for Proposals (RFP) for Program Years (PY) 2018-2020, soliciting responses from organizations interested in operating a Sacramento Works Job Center in the Galt area. SETA received one responsive proposal prior to the April 26, 2018 RFP deadline, submitted by California Human Development (CHD), and proposing to operate a Job Center at the current SWJC location at 1000 C Street.

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, CHD submitted the only response.

The proposal was evaluated and scored by a team comprised of program, fiscal and contracts staff, and staff is recommending proceeding with noncompetitive procurement and negotiating an agreement with CHD in the amount of \$225,000 (career services-\$200,000; scholarships-\$25,000) for PY2018-2019 to provide basic career services to 435 customers, and individualized/training services to 52 customers.

SETA will continue to outstation one or more staff at the Galt Job Center. Staff will be available to answer questions.

RECOMMENDATION:

1. Find that, after solicitation of a number of sources, competition has been deemed inadequate and, consistent with SETA's Procurement Policies and Federal Regulations, noncompetitive procurement is appropriate.
2. Authorize staff to negotiate an agreement with CHD in the amount of \$225,000 to provide WIOA Sacramento Works Job Center services in the Galt area for PY2018-2019.

PRESENTER: Roy Kim

ITEM III-C - 1 – ACTION

APPROVAL OF THE SUBMISSION OF THE HEAD START/EARLY
HEAD START COST OF LIVING ADJUSTMENT (COLA) APPLICATION
FOR PROGRAM YEAR 2018-2019

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the Head Start/Early Head Start Cost of Living Adjustment (COLA) application for Program Year 2018-2019 in an amount not to exceed \$1,431,671. In anticipation of a 2.6% COLA, funds will include \$1,392,375 for the Head Start/Early Head Start base grant and \$39,296 for the Early Head Start-Child Care Partnership/Expansion grant as follows:

Head Start/Early Head Start (base grant):

Head Start Basic	\$1,149,636
Early Head Start (EHS) Basic	<u>\$ 242,739</u>
TOTAL	<u>\$1,392,375</u>

Early Head Start-Child Care Partnership and Expansion:

EHS-CCP/Expansion Basic	\$ 39,296
-------------------------	-----------

On April 27, 2018, the Office of Head Start released Consolidated Appropriations 2018 funding for Federal Fiscal Year (FY) 2018, making additional funds available to existing Head Start and Early Head Start programs. Each grantee may apply for a COLA increase of 2.6 percent of the FY 2017 base funding level. Base funding excludes training and technical assistance funds and any one-time funding grantees may have received in FY 2017. COLA funds are to be used to increase staff salaries and fringe benefits and to pay for higher operating costs.

Programs that use COLA funds to increase staff salaries must increase the hourly rate of pay and permanently increase the Head Start pay scale rather than only increase the salaries of current employees. SETA management and the union are in negotiations to finalize use of the funds.

The Head Start Policy Council reviewed and approved this item at their May 22, 2018 meeting. Ms. Denise Lee will be available to answer questions.

RECOMMENDATION:

Approve the submission of the Cost of Living Adjustment application for the Head Start/Early Head Start base grant in the amount of \$1,392,375 and the Early Head Start-Child Care Partnership and Expansion grant in the amount of \$39,296 for Program Year 2018-2019.

ITEM IV-A – INFORMATION

CLASS PRESENTATION
CHILDREN AND FAMILY SERVICES DEPARTMENT

BACKGROUND:

This agenda item provides the opportunity for the Children and Family Services Department staff to share **Classroom Assessment Scoring System** (CLASS) results for program year 2017-2018, including the CLASS results from the federal review.

Presenters:

Karen Griffith – Manager, Program Operations (oversees education, special education and mental health services).

Nathanael Gale – Program Officer/Education (oversees countywide school readiness activities and staff development).

ITEM IV-B - INFORMATION

SACRAMENTO EMPLOYER FORUM 2018: SKILLED
WORKFORCE READY TO WORK

BACKGROUND:

The California Department of Corrections and Rehabilitation (CDCR) California Prison Industry Authority (CALPIA) is hosting an Employer's Forum on June 29th in partnership with CDCR, the California Labor and Workforce Development Agency, the California Workforce Development Board, the Sacramento County Probation Department, SETA/Sacramento Works, and the California Workforce Association.

The goal of the event is to promote the hiring of the formerly incarcerated by sharing CALPIA's network of training programs throughout the State of California. Employers are invited to attend the event in order to learn of the training, job readiness, and benefits of hiring well qualified former offenders.

PRESENTER: William Walker



SACRAMENTO EMPLOYER FORUM 2018

Hiring the Formerly Incarcerated

SAVE THE DATE FOR A FREE FORUM

Local Sacramento area businesses will learn how to:

- *Reduce recruitment and training costs*
- *Network with business and community leaders*
- *Acquire knowledge about cost-saving Work Opportunity Tax Credits*
- *Discover fidelity bonding options that protect their assets*
- *Hear from employers who benefit from this skilled workforce*

Friday, June 29, 2018

9:00 a.m.- 9:30 a.m. Registration/Complimentary Hot Breakfast

9:30 a.m. - 11:00 a.m. Forum

Sacramento Association of Realtors

Mack Powell Event Center

2003 Howe Avenue

Sacramento, CA 95825

RSVP By: June 12, 2018

Contact: Industry Employment Program (IEP):

877.276.7290 • IEP@calpia.ca.gov



Hosted By



ITEM IV-C – 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

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

Findings and General Observations:

- 1) We have reviewed the WIOA program from July 1, 2017 to January 31, 2018. The costs reported for the program has been traced to the subrecipient'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: Mr. Eric Ullrich **DATE: April 19, 2018**
FROM: Tammi Kerch, SETA Fiscal Monitor
RE: Desk Audit Fiscal Monitoring of Hacker Lab, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Slingshot	Maker Space	\$125,000	4.17.17-2.28.18	4.17.17-2.28.18

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: Mar 1 and 16, 2018

AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
	YES	NO	YES	NO
1 Accounting Systems/Records	X			
2 Internal Control	X			
3 Bank Reconciliation's		N/A		
4 Disbursement Control		N/A		
5 Staff Payroll/Files	X			
6 Fringe Benefits		N/A		
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: North Central Counties Consortium

Findings and General Observations:

The total costs as reported to SETA for the Slingshot Grant from March 31, 2017 to January 31, 2018 have been traced to the subgrantee's fiscal records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Macarena Araya DATE: May 8, 2018

FROM: Mayxay Xiong, SETA Fiscal Monitor

**RE: On-Site Fiscal Monitoring of
Sacramento Area Emergency Housing Center**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Family Self-Sufficiency	\$60,000	1/1/17-12/31/17	9/1/17-12/31/17
CSBG	Safety Net	\$15,200	1/1/17-12/31/17	9/1/17-12/31/17
CSBG	Youth and Senior Services	\$25,000	1/1/17-12/31/17	9/1/17-12/31/17
CSBG	Safety Net	\$70,400	1/1/17-12/31/17	9/1/17-12/31/17

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 3/29-3/30/18

	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	X			
10	Adherence to Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Program Operator: Sacramento Area Emergency Housing Center

Findings and General Observations:

- 1) We have reviewed the CSBG programs from September 1, 2017 to December 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: Gerardo Castillo **DATE: May 7, 2018**
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento City Unified School District

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
WIOA	Adult/BI	\$ 216,000	7/1/16-6/30/17	1/1/17-6/30/17
WIOA	DW/BI	\$ 54,000	7/1/16-6/30/17	1/1/17-6/30/17
WIOA	OS	\$ 167,362	7/1/16-6/30/17	1/1/17-6/30/17

Monitoring Purpose: Initial Follow-Up Special Final X
Date of review: March 5-7, 2018; follow-up March 22 and April 10, 2018

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

Memorandum
 Fiscal Monitoring Findings
 Page 2

Program Operator: Sacramento City Unified School District

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Ingersoll **DATE:** April 19, 2018
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Twin Rivers Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 1,617,796	8/1/17-7/31/18	8/1/17-1/31/18
Head Start	T & TA	\$ 7,500	8/1/17-7/31/18	8/1/17-1/31/18
Head Start	Duration	\$ 618,997	8/1/17-7/31/18	8/1/17-1/31/18
Early HS	Basic	\$ 357,046	8/1/17-7/31/18	8/1/17-1/31/18
Early HS	T & TA	\$ 5,852	8/1/17-7/31/18	8/1/17-1/31/18

Monitoring Purpose: Initial Interim Special Final

Date of review: February 26 to March 1, 2018 and follow-up April 13, 2018

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

Memorandum
Fiscal Monitoring Findings
Page 2

Program Operator: Twin Rivers Unified School District

Findings and General Observations:

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

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Macarena Araya DATE: May 8, 2018

FROM: Mayxay Xiong, SETA Fiscal Monitor

**RE: On-Site Fiscal Monitoring of
Wind Youth Services**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Family Self-Sufficiency	\$60,000	1/1/17-12/31/17	1/1/17-12/31/17
CSBG	Safety Net	\$17,000	7/1/17-12/31/17	7/1/17-12/31/17

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 3/29-3/30/18

	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	X			
10	Adherence to Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Program Operator: Wind Youth Services

Findings and General Observations:

- 1) We have reviewed the CSBG programs from July 1, 2017 to December 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

ITEM IV-D – 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- May 30, 2018**

EMPLOYER	CRITICAL CLUSTER	JOBS	# 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	Behavior Therapist	1
	4	Direct Support Professional	1
	4	LPN/LVN	1
Accountemps/Robert Half International	1	Tax Preparer	2
Bank of the West	1	Senior Service Banker Teller	1
BC Cab Inc.	9	Driver	10
	9	Transportation Driver	10
Advance Education	1	Behavior Technician/Registered Behavior Technician	25
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	1
	1	Americorps VISTA Job Development Coordinator	1
California Staffing Service	1	Substitute Preschool Teacher/Teacher Aide	25
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	Administrative Analyst/Housing and Grants Specialist	1
	1	Animal Services Manager	1
	1	Assessment Unit Clerk	1
	1	Budget Manager	1
	1	Community Event Center Manager	1
	1	Crime Analyst	1
	1	Customer Services Specialist	1
	1	Dispatcher	1
	1	Economic Development Specialist	1
	6	Information Technology Analyst/ Sr. Information	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
	1	Public Works Division Manager	1
	6	Senior Applications Developer	1
	1	Senior Planner	1
	2	Traffic Engineer	1
	1	Transit System Manager	1
	1	Senior Planner D60	1
	1	311 Manager	1
	1	Accounting Auditor	1
	1	Accounting Technician	1
	1	Administrative Analyst	3
	1	Administrative Officer	1
	1	Animal Control Officer II	1
	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 Administrator	1

**SETA- Employer Activity Report
July 1- May 30, 2018**

EMPLOYER	CRITICAL CLUSTER	JOBS	# 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	1	Arts Program Coordinator	1
	1	Assistant Box Office Supervisor	1
	1	Assistant City Manager	1
	2	Assistant Civil Engineer	1
	1	Assistant Code Enforcement Officer	2
	1	Assistant Cook	1
	1	Assistant Pool Manager	1
	2	Associate Architect	1
	2	Associate Civil Engineer	1
	1	Associate Planner	1
	1	Budget Analyst	1
	1	Building Inspector	1
	7	Building Maintenance Worker	1
	1	Business Services Manager	1
	10	Camp Aid	1
	10	Camp Recreation Leader	1
	7	Caretaker	1
	1	Claims Collector	1
	1	Code Enforcement Officer	1
	3	Concrete Construction Leadworker	1
	1	Custodian I	1
	1	Customer Service Specialist	2
	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	Environmental Health and Safety Officer	1
	7	Equipment Service Worker	1
	1	Facilities and Real Property Superintendent	1
	1	Facilities Manager	1
	1	Financial Operations Manager	1
	1	Financial Services Manager (Accounting)	1
	1	Fingerprint Clerk	1
	1	Fire Chief	1
	1	Fire Prevention Officer I	1
	1	First Cook	1
	9	Fleet Service Coordinator	1
	7	Generator Technician	1
	1	Geographic Information Systems Specialist III	1
	8	Host	1
	1	Human Resources Manager	1
	1	Integrated Waste General Supervisor	1
	1	Integrated Wastes General Manager	1
	1	Junior Development Project Manager	1
	7	Junior Plant Operator	1
	10	Lifeguard	1
	7	Locksmith	1
	1	Loss Prevention Manager	1
	7	Maintenance Worker	1
	1	Media and Communications Officer	1
	1	Media and Communications Specialist	1
	1	Operations and Maintenance Wastewater and	1

**SETA- Employer Activity Report
July 1- May 30, 2018**

EMPLOYER	CRITICAL CLUSTER	JOBS	# 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	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	Parking Enforcement Officer (PEO)	1
	1	Parking Lot Attendant	1
	1	Parking Meter Repair Worker	1
	1	Parks Supervisor	1
	1	Payroll Technician	1
	1	Personnel Analyst	1
	1	Personnel Technician	1
	1	Personnel Transactions Coordinator	1
	1	Planning Director	1
	7	Plant Operator	1
	1	Police Clerk II	1
	1	Police Officer	3
	1	Police Records Specialist I	1
	1	Police Recruit	2
	1	Pool Manager	1
	1	Principal Accountant	1
	6	Principal Applications Developer	1
	3	Principal Building Inspector	1
	1	Principal Planner	1
	6	Process Control Systems Specialist	1
	1	Program Analyst	4
	1	Program Director	1
	1	Program Leader	1
	1	Program Specialist	2
	5	Public Service Aide	1
	1	Recreation General Supervisor	1
	1	Recreation Manager	1
	1	Recreation Superintendent	1
	1	Security Officer	1
	1	Senior Accountant Auditor	1
	1	Senior Accounting Technician	1
	1	Senior Animal Control Officer	1
	6	Senior Applications Developer	2
	6	Senior Applications Developer Web Administrator	1
	1	Senior Budget Analyst	1
10	Senior Camp Aquatics Leader	1	
6	Senior Department Systems Specialist	1	
10	Senior Deputy City Attorney	1	
1	Senior Development Project Manager	1	
2	Senior Engineer	1	
6	Senior Information Technology Support Specialist	1	
7	Senior Integrated Waste Equipment Operator	1	
1	Senior Lifeguard	1	
7	Senior Maintenance Worker	1	
1	Senior Personnel Analyst	2	
1	Senior Personnel Transactions Coordinator	1	
1	Senior Planner	1	
1	Senior Police Records Supervisor	1	
10	Senior Recreation Aide	2	
1	Senior Staff Assistant	1	
1	Special Projects Manager: Youth Development Policy	1	
3	Street Construction Laborer	1	
10	Student Trainee Aquatics	1	
2	Supervising Engineer	1	

**SETA- Employer Activity Report
July 1- May 30, 2018**

EMPLOYER	CRITICAL CLUSTER	JOBS	# 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	1	Supervising Financial Analyst	1
	1	Supervising Fire Service Worker	1
	1	Supervising Forensic Investigator	1
	1	Supervising Water Quality Chemist	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
	7	Utilities Operations and Maintenance Superintendent -	1
	7	Utilities Operations and Maintenance Supervisor -	1
	3	Utility Construction Coordinator	1
	10	Veterinarian	1
10	Zoning Investigator	1	
Conyers Auto Transport	10	Junk Removal Crew Member	4
CornerStone Staffing Solutions, Inc.	1	Customer Service Representative (CSR)	1
Correct Care Integrated Health	1	Claims Support	1
Easter Seals Superior CA	1	Core Instructor	6
	1	Child Development Specialist	1
	1	Driver - Class B	3
	1	Landscaping Training and Ops Coordinator	1
	1	Pool Receptionist	1
	9	Production Assistant	1
	1	Rehabilitation Assistant	1
1	Vocational Skills Trainer/Crew Lead	1	
Folsom Premium Outlets	1	Guest Services Representative	1
Fortune Energy	1	Account Manager	5
Freshpoint Central California	1	Sales Rep - Foodservice Produce Specialist	1
General Produce Co.	1	Order Selector	1
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	3	General Labor	1
	9	Material Handler	1
	9	Mechanical Assembler, Mechanics and Welders	1
	3	Mig Welders and Mechanics	1
Indecare Corporation	4	Certified Nurse Aide	25
InSync Consulting Services LLC	1	Customer Service Specialist	250
Inter-Con Security	1	EDD-DMV NORTH Security Officer	20
	1	Security Officer	40
Island Angels	1	Receptionist	1
Kelly Services	9	Warehouse Worker	2
KHRG Sacramento	8	Room Attendant	3
Los Rios Community College District	1	Account Clerk II	1
	1	Account Clerk III	1
	1	Accountant	1
	1	Accounting Assistant Professor	1
	1	Accounting Assistant Professor	1
	1	Accounting Specialist	1
	1	Administrative Assistant I	3
1	Administrative Assistant II	1	

**SETA- Employer Activity Report
July 1- May 30, 2018**

EMPLOYER	CRITICAL CLUSTER	JOBS	# 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	Administrative Services Analyst	1
	1	Admissions Records Evaluator I	2
	1	Admissions/Records Clerk II	1
	1	Admissions/Records Clerk III	1
	1	Admissions/Records Evaluator II	1
	1	Admissions/Records Evaluator/Degree Auditor	1
	1	Alternate Media Design Specialist	1
	1	American Sign Language (ASL)/English Language	1
	1	Anthropology Assistant Professor	1
	1	Apprenticeship Faculty Coordinator	1
	1	Associate Vice Chancellor of Education Services and	1
	1	Associate Vice Chancellor of Finance	1
	1	Associate Vice Chancellor of Instruction	1
	1	Associate Vice President of Instruction and Learning	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	Book Store Clerk II	1
	1	Bookstore Supervisor	1
	1	Chemistry Assistant Professor	1
	1	Chemistry Assistant Professor	1
	1	Chief of Police	1
	1	Child Development Center Lead Teacher	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 (Programming)	1
	1	Confidential Administrative Assistant I	1
	1	Confidential Administrative Assistant II	1
	1	Confidential Administrative Assistant III	1
	1	Confidential Human Resources Specialist III	1
	1	Counseling Clerk I	1
	1	Counseling Clerk II	1
	1	Counseling Supervisor	1
	1	Counselor	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 Financial Aid and Student Success	1	
1	Dean of Humanities and Social Science	1	
1	Dean of Information Technology	1	
1	Dean of Mathematics, Science and Engineering	1	
1	Dean of Student Services, Counseling, and Transfer	1	
1	Dean of Student Services, Equity Programs, and	1	
1	Dean of the El Dorado Center	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 Grants Management	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	1	

**SETA- Employer Activity Report
July 1- May 30, 2018**

EMPLOYER	CRITICAL CLUSTER	JOBS	# 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	Engineering Assistant Professor	1
	1	English Assistant Professor	2
	1	English Professor	1
	7	Equipment Mechanic I	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	Funeral Service Education Assistant Professor	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 I	2
	6	Information Technology Business/Technical Analyst II	1
	6	Information Technology Network Administrator Analyst	3
	6	Information Technology Technician II - Help Desk	1
	6	Information Technology Technician II-Lab/Area	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	1
	1	Instructional Assistant -Learning Resources	1
	1	Instructional Assistant Mathematics	1
	1	Instructional Assistant-Welding	1
	6	IT Specialist II - Microcomputer Support	1
	1	Kinesiology, Health, and Athletics Assistant	1
	1	Library Technician	3
	7	Maintenance Electrician	1
	7	Maintenance Technician II	1
	1	Mathematics Assistant Professor	3
1	McClellan/Sacramento Regional Public Safety Training	1	
1	Mechanical- Electrical Technology Assistant Professor	1	
1	Media Systems/Resource Technician I	1	
1	Nursing Assistant Professor	3	
1	Outreach Specialist	1	
1	P.E. Adjunct Assistant Professor/Head Coach for	1	
1	Police Officer	1	
1	Program Coordinator (MESA)	1	
1	Programs and Services (EOPS) Coordinator	1	
1	Project Director of TRIO Upward Bound Programs	1	
1	Public Services Librarian	1	
1	Radio, Television, and Film Production Assistant	1	
1	Regional Director (VII) of Philanthropy	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	1	

**SETA- Employer Activity Report
July 1- May 30, 2018**

EMPLOYER	CRITICAL CLUSTER	JOBS	# 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	1
	1	Student Personnel Assistant - Career & Job	2
	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	3
	7	Utility Worker	1
	1	Veterinary Technology Assistant Professor and	1
	1	Vice President of Administrative Services	1
Macias Gini & O'Connell LLP	1	Vice President of Instruction and Student Learning	1
	1	Accounting Assistant	1
Macias Gini & O'Connell LLP	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	1
	10	Reset Specialist	1
Merry Maids	1	Teammate House Cleaner	6
Mobile Management LLC	10	Outside Sales Associate	20
Murieta Hospitality Group	1	Houseperson-Days Overnight Cleaners	6
Mutual Assistance Network of Del Paso Heights	1	Summer Program Aide	1
Norman LaMarr Insurance	1	Insurance Clerk	1
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
Otto Construction	7	Shop Assistant	1
Pacific Housing, Inc.	5	Resident Service Specialist	1
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
PrideStaff Sacramento East	9	Warehouse Worker	1
Procidia Landscape Inc.	1	Assistant Foreman	1
	1	Foreman	1
	1	Laborer-Landscape	1
	1	Landscape Construction Project Manager	1
Remetronix	7	Mechanical Installation Service Technician	1
Research America, Inc.	1	Data Entry Technician	1
	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 - Range II	1
	1	Head Start Cook/Driver	2
	1	Head Start Coordinator Education	1
	1	Head Start Courier/Maintenance	1
	1	Head Start/Early Head Start Health-Nutrition	1
	7	Head Start Education Coordinator	1
	1	Head Start Intervention Specialist	1
	1	Head Start Manager	1
	1	Head Start Teacher	1
	1	Head Start Site Supervisor	1
	1	Payroll Specialist	1

**SETA- Employer Activity Report
July 1- May 30, 2018**

EMPLOYER	CRITICAL CLUSTER	JOB	# 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			
Sacramento Job Corps Center	1	Career Technical Instructor	1
	1	HVAC Instructor	1
	1	Safety & Security Manager	1
	4	Wellness Services Manager - RN	1
Safety Center Inc.	1	Payroll and Benefits Program Staff III	1
	1	Safety Tour and Volunteer Coordinator	1
	1	Workplace Safety Program Staff III	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
Skyhawks Sports Academy	1	Summer Youth Sports Coach	15
Solar City	3	Licensed Electrician	10
	7	PV Solar Installer/Electrical Installer	10
	3	Roofers	10
Square One Clubs	1	Receptionist	1
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
Track 7 Brewing Company	9	General Production Worker	2
United Cerebral Palsy Greater Sacramento	4	Direct Support Professional	10
	9	Driver	5
Villara Corporation	1	Accounts Payable Clerk	1
	1	Administrative Assistant	1
	9	Co-Driver	1
	1	Commercial Estimator	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	2
	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
	9	Production Manager	1
	3	Project Manager Plumbing	1
	1	Quality Control Assistant	1
	1	Residential Fire Protection Designer	1
9	Senior Warehouse Manager	1	

**SETA- Employer Activity Report
July 1- May 30, 2018**

EMPLOYER	CRITICAL CLUSTER	JOBS	# 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			
Villara Corporation	1	Service & Warranty Parts Coordinator	1
	3	Solar Electrician	1
	7	Start Up Technician	1
	1	T24 Energy Analyst	1
	1	Warehouse Supervisor	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			1169

ITEM IV-E – 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 May 30, 2018 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in

		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	6/14/2017				
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	126	4/20/18 4/27/18
Official	3/16/2018	Advanced Call Center 4837 Watt Ave. North Highlands, CA 95660	5/18/2018	51	Pending
Official	4/18/2018	Sears Holdings 5900 Sunrise Mall Citrus Heights, CA 95610	7/8/2018	67	6/11/2018
			Total # of Affected Workers	1,124	

ITEM IV-F – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of April was 3.4%.

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)
Greater Sacramento area gained 5,600 jobs over the month; 22,800 over the year**

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 3.4 percent in April 2018, down from a revised 3.8 percent in March 2018, and below the year-ago estimate of 4.5 percent. This compares with an unadjusted unemployment rate of 3.8 percent for California and 3.7 percent for the nation during the same period. The unemployment rate was 3.4 percent in El Dorado County, 2.9 percent in Placer County, 3.5 percent in Sacramento County, and 4.0 percent in Yolo County.

Between March 2018 and April 2018, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 5,600 to total 991,700 jobs.

- Trade, transportation, and utilities (up 1,200 jobs) led the region with a normal seasonal job gain from March to April. Retail trade was responsible for the industry gains, adding 1,600 jobs.
- Farm employment expanded by 900 jobs over the month. An increase is typical for farm employment between March and April.
- Education and health services experienced a gain of 900 jobs. Healthcare and social assistance (up 900 jobs) accounted for the entire growth for the industry.
- Meanwhile, government (down 200 jobs) was the only industry to report month-over decline.

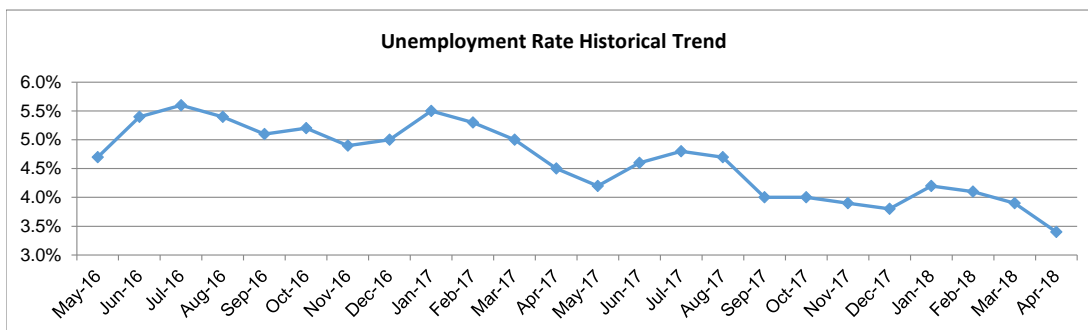
Between April 2017 and April 2018, total jobs in the region increased by 22,800, or 2.4 percent.

- Education and health services led year-over growth for the third consecutive month with an increase of 6,800 jobs. Health care and social assistance (up 6,300 jobs) accounted for 92.6 percent of the gains.
- Government advanced by 5,400 jobs. State government added 2,800 jobs. Local government gained 2,500 jobs. Federal government picked up 100 jobs.
- Trade, transportation, and utilities expanded by 4,400 jobs since last April. Retail trade (up by 2,700 jobs) accounted for a majority of the gains.
- Other services (down 500 jobs) and information (down 400 jobs) were the only industries to experience year-over job reductions.

#####

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

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 3.4 percent in April 2018, down from a revised 3.9 percent in March 2018, and below the year-ago estimate of 4.5 percent. This compares with an unadjusted unemployment rate of 3.8 percent for California and 3.7 percent for the nation during the same period. The unemployment rate was 3.4 percent in El Dorado County, 2.9 percent in Placer County, 3.5 percent in Sacramento County, and 4.0 percent in Yolo County.



Industry	Mar-2018	Apr-2018	Change	Apr-2017	Apr-2018	Change
	Revised	Prelim			Prelim	

Total, All Industries	986,100	991,700	5,600	968,900	991,700	22,800
Total Farm	8,700	9,600	900	9,400	9,600	200
Total Nonfarm	977,400	982,100	4,700	959,500	982,100	22,600
Mining, Logging, and Construction	59,200	59,400	200	56,500	59,400	2,900
Mining and Logging	500	500	0	400	500	100
Construction	58,700	58,900	200	56,100	58,900	2,800
Manufacturing	35,200	35,800	600	35,100	35,800	700
Trade, Transportation & Utilities	155,000	156,200	1,200	151,800	156,200	4,400
Information	12,100	12,100	0	12,500	12,100	(400)
Financial Activities	52,700	53,300	600	51,600	53,300	1,700
Professional & Business Services	128,400	128,700	300	128,500	128,700	200
Educational & Health Services	157,000	157,900	900	151,100	157,900	6,800
Leisure & Hospitality	104,300	104,900	600	103,500	104,900	1,400
Other Services	31,200	31,700	500	32,200	31,700	(500)
Government	242,300	242,100	(200)	236,700	242,100	5,400

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

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

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Unemp
Sacramento County	695,400	671,100	24,300	3.5%	1.000000	1.000000
Arden Arcade CDP	44,700	42,500	2,200	4.9%	0.063399	0.089632
Carmichael CDP	30,300	29,200	1,100	3.8%	0.043480	0.046822
Citrus Heights city	43,200	41,700	1,500	3.5%	N/A	N/A
Elk Grove CDP	81,100	78,700	2,400	3.0%	N/A	N/A
Fair Oaks CDP	15,600	15,100	600	3.5%	0.022493	0.022749
Florin CDP	20,000	18,800	1,100	5.7%	0.028053	0.046876
Folsom city	36,500	35,600	900	2.6%	N/A	N/A
Foothill Farms CDP	15,400	14,900	500	3.4%	0.022212	0.021682
Galt city	11,300	10,700	600	5.7%	N/A	N/A
Gold River CDP	3,500	3,400	100	2.7%	0.005009	0.003769
Isleton city	300	300	0	4.3%	0.000493	0.000629
La Riviera CDP	5,600	5,400	100	2.6%	0.008086	0.006052
North Highlands CDP	18,600	18,000	600	3.4%	0.026837	0.026194
Orangevale CDP	17,100	16,600	600	3.3%	0.024666	0.023316
Rancho Cordova City	34,100	32,900	1,200	3.5%	N/A	N/A
Rancho Murieta CDP	2,400	2,300	0	0.8%	0.003478	0.000770
Rio Linda CDP	6,100	6,000	200	2.7%	0.008905	0.006863
Rosemont CDP	11,900	11,500	400	3.6%	0.017071	0.017643
Sacramento city	229,400	221,200	8,200	3.6%	N/A	N/A
Vineyard CDP	12,600	12,300	400	2.9%	0.018253	0.014806
Walnut Grove CDP	700	600	100	11.7%	0.000865	0.003161
Wilton CDP	2,300	2,300	0	1.0%	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.
- 3) N/A = Estimate created by Bureau of Labor Statistics

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

Data Not Seasonally Adjusted

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

and Census population from the Bureau of Labor Statistics. For smaller cities and CDPs, ratios were calculated from published census data.

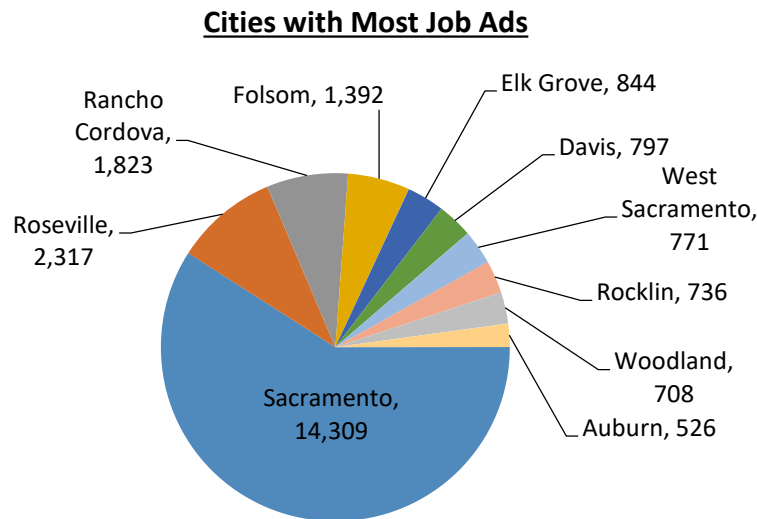
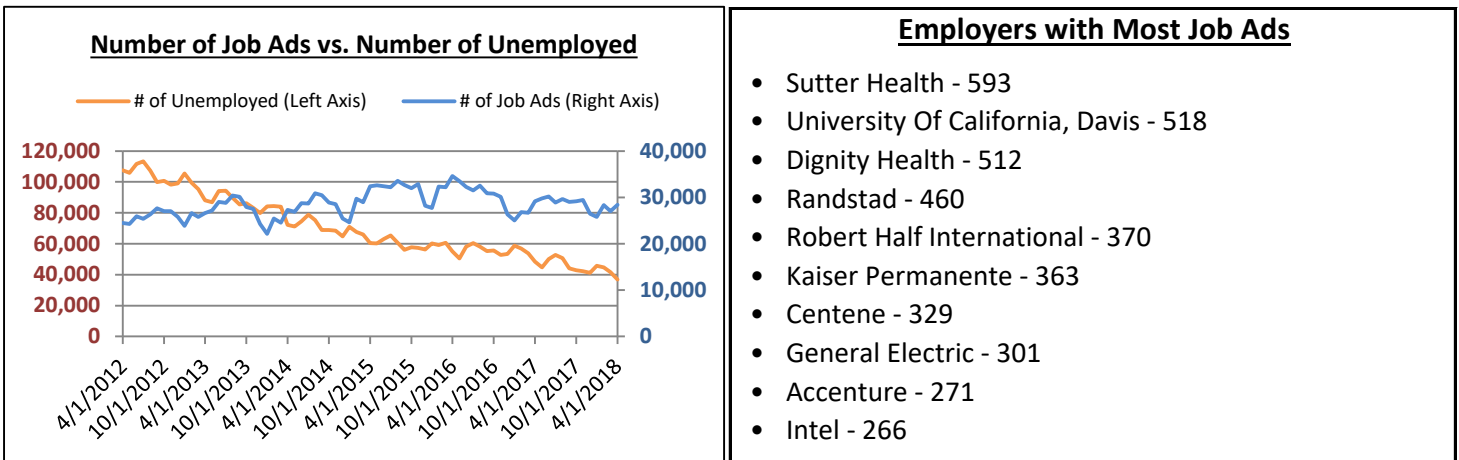
Monthly CDP's labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each CDP at the time of the 2011-2015 ACS survey. Ratios for CDPs' were developed from special tabulations based on ACS employment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

Recent Job Ads

Sacramento Roseville Arden Arcade MSA - April 2018

Not Seasonally Adjusted



- ### Occupations with Most Job Ads
- Registered Nurses - 882
 - Heavy and Tractor-Trailer Truck Drivers - 863
 - Retail Salespersons - 717
 - First-Line Supervisors of Retail Sales Workers - 631
 - Customer Service Representatives - 581
 - First-Line Supervisors of Office and Administrative Support Workers - 521
 - Software Developers, Applications - 448
 - Computer Systems Analysts - 441
 - First-Line Supervisors of Food Preparation and Serving Workers - 428
 - Computer User Support Specialists - 405

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

Data Not Seasonally Adjusted

	Apr 17	Feb 18	Mar 18 Revised	Apr 18 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,074,100	1,089,500	1,081,500	1,072,300	-0.9%	-0.2%
Civilian Employment	1,025,500	1,044,800	1,039,800	1,035,400	-0.4%	1.0%
Civilian Unemployment	48,500	44,700	41,700	36,900	-11.5%	-23.9%
Civilian Unemployment Rate (CA Unemployment Rate)	4.5%	4.1%	3.9%	3.4%		
(U.S. Unemployment Rate)	4.1%	4.4%	4.1%	3.7%		

Total, All Industries (2)	968,900	985,300	986,100	991,700	0.6%	2.4%
Total Farm	9,400	8,100	8,700	9,600	10.3%	2.1%
Total Nonfarm	959,500	977,200	977,400	982,100	0.5%	2.4%
Total Private	722,800	736,100	735,100	740,000	0.7%	2.4%
Goods Producing	91,600	95,700	94,400	95,200	0.8%	3.9%
Mining, Logging, and Construction	56,500	60,300	59,200	59,400	0.3%	5.1%
Mining and Logging	400	500	500	500	0.0%	25.0%
Construction	56,100	59,800	58,700	58,900	0.3%	5.0%
Construction of Buildings	11,600	12,700	12,800	13,200	3.1%	13.8%
Specialty Trade Contractors	39,200	40,500	39,800	40,300	1.3%	2.8%
Building Foundation & Exterior Contractors	10,900	11,700	11,500	11,800	2.6%	8.3%
Building Equipment Contractors	15,700	16,100	15,700	15,800	0.6%	0.6%
Building Finishing Contractors	8,700	8,900	8,800	9,000	2.3%	3.4%
Manufacturing	35,100	35,400	35,200	35,800	1.7%	2.0%
Durable Goods	23,100	23,400	23,200	23,600	1.7%	2.2%
Computer & Electronic Product Manufacturing	4,800	4,900	4,900	5,000	2.0%	4.2%
Nondurable Goods	12,000	12,000	12,000	12,200	1.7%	1.7%
Food Manufacturing	4,100	3,800	3,800	3,900	2.6%	-4.9%
Service Providing	867,900	881,500	883,000	886,900	0.4%	2.2%
Private Service Providing	631,200	640,400	640,700	644,800	0.6%	2.2%
Trade, Transportation & Utilities	151,800	154,900	155,000	156,200	0.8%	2.9%
Wholesale Trade	26,300	27,500	27,500	27,100	-1.5%	3.0%
Merchant Wholesalers, Durable Goods	14,300	14,500	14,600	14,500	-0.7%	1.4%
Merchant Wholesalers, Nondurable Goods	9,600	9,900	9,900	9,800	-1.0%	2.1%
Retail Trade	100,000	101,200	101,100	102,700	1.6%	2.7%
Motor Vehicle & Parts Dealer	14,500	14,600	14,500	14,600	0.7%	0.7%
Building Material & Garden Equipment Stores	8,700	8,300	8,400	8,600	2.4%	-1.1%
Grocery Stores	18,800	19,000	19,000	19,100	0.5%	1.6%
Health & Personal Care Stores	5,900	5,900	5,900	5,900	0.0%	0.0%
Clothing & Clothing Accessories Stores	8,200	8,100	8,000	8,000	0.0%	-2.4%
Sporting Goods, Hobby, Book & Music Stores	3,900	4,100	4,000	3,900	-2.5%	0.0%
General Merchandise Stores	18,900	20,300	20,000	20,100	0.5%	6.3%
Transportation, Warehousing & Utilities	25,500	26,200	26,400	26,400	0.0%	3.5%
Information	12,500	12,100	12,100	12,100	0.0%	-3.2%
Publishing Industries (except Internet)	2,400	2,400	2,400	2,400	0.0%	0.0%
Telecommunications	4,000	3,900	3,900	3,900	0.0%	-2.5%
Financial Activities	51,600	52,600	52,700	53,300	1.1%	3.3%
Finance & Insurance	36,900	37,300	37,300	37,800	1.3%	2.4%
Credit Intermediation & Related Activities	11,700	11,600	11,600	11,700	0.9%	0.0%
Depository Credit Intermediation	6,600	6,500	6,400	6,500	1.6%	-1.5%
Nondepository Credit Intermediation	2,700	2,800	2,800	2,800	0.0%	3.7%
Insurance Carriers & Related	21,400	21,800	21,700	22,000	1.4%	2.8%
Real Estate & Rental & Leasing	14,700	15,300	15,400	15,500	0.6%	5.4%
Real Estate	11,500	11,900	11,900	12,100	1.7%	5.2%
Professional & Business Services	128,500	128,200	128,400	128,700	0.2%	0.2%
Professional, Scientific & Technical Services	55,000	55,700	56,500	56,000	-0.9%	1.8%
Architectural, Engineering & Related Services	9,700	10,000	10,100	10,100	0.0%	4.1%
Management of Companies & Enterprises	12,400	12,800	12,800	12,900	0.8%	4.0%
Administrative & Support & Waste Services	61,100	59,700	59,100	59,800	1.2%	-2.1%
Administrative & Support Services	58,400	56,500	55,600	57,200	2.9%	-2.1%
Employment Services	23,600	24,300	23,800	23,800	0.0%	0.8%

Data Not Seasonally Adjusted

	Apr 17	Feb 18	Mar 18 Revised	Apr 18 Prelim	Percent Change	
					Month	Year
Services to Buildings & Dwellings	12,700	12,700	12,700	13,100	3.1%	3.1%
Educational & Health Services	151,100	157,500	157,000	157,900	0.6%	4.5%
Education Services	12,500	12,900	13,000	13,000	0.0%	4.0%
Health Care & Social Assistance	138,600	144,600	144,000	144,900	0.6%	4.5%
Ambulatory Health Care Services	49,000	49,800	49,500	50,600	2.2%	3.3%
Hospitals	23,400	24,400	24,400	24,200	-0.8%	3.4%
Nursing & Residential Care Facilities	17,100	17,400	17,500	17,500	0.0%	2.3%
Leisure & Hospitality	103,500	103,800	104,300	104,900	0.6%	1.4%
Arts, Entertainment & Recreation	16,900	16,400	16,500	16,300	-1.2%	-3.6%
Accommodation & Food Services	86,600	87,400	87,800	88,600	0.9%	2.3%
Accommodation	9,100	9,900	9,800	9,900	1.0%	8.8%
Food Services & Drinking Places	77,500	77,500	78,000	78,700	0.9%	1.5%
Restaurants	73,300	73,400	74,100	74,700	0.8%	1.9%
Full-Service Restaurants	34,200	34,700	34,700	35,400	2.0%	3.5%
Limited-Service Eating Places	39,100	38,700	39,400	39,300	-0.3%	0.5%
Other Services	32,200	31,300	31,200	31,700	1.6%	-1.6%
Repair & Maintenance	9,700	9,800	9,800	10,000	2.0%	3.1%
Government	236,700	241,100	242,300	242,100	-0.1%	2.3%
Federal Government	14,000	14,100	14,000	14,100	0.7%	0.7%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	222,700	227,000	228,300	228,000	-0.1%	2.4%
State Government	118,600	120,700	121,300	121,400	0.1%	2.4%
State Government Education	31,000	31,900	32,300	32,300	0.0%	4.2%
State Government Excluding Education	87,600	88,800	89,000	89,100	0.1%	1.7%
Local Government	104,100	106,300	107,000	106,600	-0.4%	2.4%
Local Government Education	57,700	59,700	60,400	60,000	-0.7%	4.0%
Local Government Excluding Education	46,400	46,600	46,600	46,600	0.0%	0.4%
County	19,000	19,100	19,100	19,000	-0.5%	0.0%
City	10,100	9,900	10,000	9,900	-1.0%	-2.0%
Special Districts plus Indian Tribes	17,300	17,600	17,500	17,700	1.1%	2.3%

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.

#####

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

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
El Dorado County	89,400	86,400	3,000	3.4%	1.000000	1.000000
Cameron Park CDP	9,600	9,300	300	3.5%	0.107216	0.110630
Diamond Springs CDP	5,400	5,200	200	3.9%	0.059634	0.069250
El Dorado Hills CDP	21,600	21,100	600	2.5%	0.244105	0.182340
Georgetown CDP	900	800	0	5.1%	0.009833	0.015280
Placerville city	4,600	4,400	200	3.8%	0.051112	0.057550
Pollock Pines CDP	3,200	3,100	100	2.7%	0.035967	0.028100
Shingle Springs CDP	2,300	2,300	0	2.1%	0.026333	0.016220
South Lake Tahoe city	11,700	11,200	500	3.9%	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)
 April 2018 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Unemp
Placer County	180,800	175,500	5,300	2.9%	1.000000	1.000000
Auburn city	6,500	6,300	200	3.2%	0.035818	0.038855
Colfax city	1,100	1,100	100	6.8%	0.005985	0.014656
Dollar Point CDP	600	600	0	1.1%	0.003593	0.001272
Foresthill CDP	600	600	0	4.4%	0.003221	0.005007
Granite Bay CDP	10,800	10,500	300	2.7%	0.059880	0.055556
Kings Beach CDP	2,200	2,200	100	2.8%	0.012451	0.012081
Lincoln city	18,700	18,200	600	3.1%	N/A	N/A
Loomis town	3,100	3,000	100	3.2%	0.016847	0.018321
Meadow Vista CDP	1,500	1,500	0	1.8%	0.008317	0.005087
North Auburn CDP	5,500	5,300	200	3.6%	0.029937	0.036958
Rocklin city	31,100	30,200	800	2.7%	N/A	N/A
Roseville city	65,700	63,900	1,800	2.7%	N/A	N/A
Sunnyside Tahoe City CDP	800	700	0	4.2%	0.004146	0.006040
Tahoe Vista CDP	900	800	0	3.0%	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.
- 3) N/A = Estimate created by Bureau of Labor Statistics

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.

Data Not Seasonally Adjusted

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

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)
 April 2018 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Yolo County	106,700	102,400	4,300	4.0%	1.000000	1.000000
Davis city	35,100	34,300	800	2.3%	N/A	N/A
Esparto CDP	1,700	1,600	100	4.7%	0.015951	0.018750
West Sacramento city	25,300	24,400	900	3.6%	N/A	N/A
Winters city	3,700	3,500	200	5.4%	0.034407	0.047140
Woodland city	30,100	28,400	1,600	5.4%	N/A	N/A

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.
- 3) N/A = Estimate created by Bureau of Labor Statistics

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.

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

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,246,800	18,508,900	737,800	3.8%
ALAMEDA	8	841,700	819,300	22,500	2.7%
ALPINE	20	500	480	20	3.6%
AMADOR	27	14,530	13,970	560	3.9%
BUTTE	31	103,000	98,200	4,800	4.7%
CALAVERAS	24	21,190	20,380	810	3.8%
COLUSA	58	10,550	8,960	1,590	15.0%
CONTRA COSTA	9	559,600	543,700	15,900	2.8%
DEL NORTE	35	9,720	9,220	500	5.1%
EL DORADO	17	89,400	86,400	3,000	3.4%
FRESNO	50	450,400	416,600	33,800	7.5%
GLENN	45	12,760	11,930	830	6.5%
HUMBOLDT	15	63,050	60,960	2,090	3.3%
IMPERIAL	57	70,000	59,900	10,100	14.4%
INYO	20	8,640	8,320	310	3.6%
KERN	53	377,000	345,700	31,300	8.3%
KINGS	51	57,300	52,800	4,600	8.0%
LAKE	33	29,600	28,130	1,470	5.0%
LASSEN	33	9,810	9,320	490	5.0%
LOS ANGELES	28	5,136,300	4,929,800	206,500	4.0%
MADERA	48	60,500	56,100	4,400	7.3%
MARIN	2	139,200	136,200	3,000	2.1%
MARIPOSA	38	7,280	6,880	400	5.5%
MENDOCINO	24	39,640	38,140	1,510	3.8%
MERCED	54	115,700	105,600	10,100	8.7%
MODOC	48	3,280	3,040	240	7.3%
MONO	13	8,730	8,460	270	3.1%
MONTEREY	46	222,200	207,200	15,000	6.7%
NAPA	9	72,600	70,500	2,100	2.8%
NEVADA	15	48,110	46,550	1,570	3.3%
ORANGE	6	1,604,400	1,562,600	41,800	2.6%
PLACER	11	180,800	175,500	5,300	2.9%
PLUMAS	55	7,460	6,780	680	9.0%
RIVERSIDE	24	1,070,000	1,028,900	41,100	3.8%
SACRAMENTO	18	695,400	671,100	24,300	3.5%
SAN BENITO	35	30,200	28,700	1,500	5.1%
SAN BERNARDINO	20	948,600	914,200	34,300	3.6%
SAN DIEGO	11	1,577,400	1,531,200	46,200	2.9%
SAN FRANCISCO	2	564,300	552,400	11,900	2.1%
SAN JOAQUIN	40	324,400	305,600	18,800	5.8%
SAN LUIS OBISPO	6	142,500	138,700	3,800	2.6%
SAN MATEO	1	449,200	440,400	8,900	2.0%
SANTA BARBARA	18	217,300	209,700	7,700	3.5%
SANTA CLARA	4	1,043,100	1,018,500	24,500	2.4%
SANTA CRUZ	37	143,700	135,900	7,700	5.4%
SHASTA	32	73,700	70,100	3,600	4.9%
SIERRA	42	1,270	1,200	80	6.0%
SISKIYOU	46	17,760	16,580	1,180	6.7%
SOLANO	20	207,100	199,600	7,500	3.6%
SONOMA	5	260,800	254,200	6,600	2.5%
STANISLAUS	44	239,000	223,800	15,300	6.4%
SUTTER	51	45,200	41,600	3,600	8.0%
TEHAMA	38	25,510	24,110	1,410	5.5%
TRINITY	40	4,950	4,660	290	5.8%
TULARE	56	209,700	190,500	19,200	9.2%
TUOLUMNE	30	21,010	20,060	960	4.6%
VENTURA	14	424,500	410,700	13,800	3.2%
YOLO	28	106,700	102,400	4,300	4.0%
YUBA	43	28,400	26,600	1,800	6.3%

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 2017 benchmark and Census 2010 population controls at the state level.

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

Area	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,246,800	18,508,900	737,800	3.8%
ANAHEIM-SANTA ANA-IRVINE MD (Orange Co.)	8	1,604,400	1,562,600	41,800	2.6%
BAKERSFIELD MSA (Kern Co.)	59	377,000	345,700	31,300	8.3%
CHICO MSA (Butte Co.)	36	103,000	98,200	4,800	4.7%
EL CENTRO MSA (Imperial Co.)	63	70,000	59,900	10,100	14.4%
FRESNO MSA (Fresno Co.)	56	450,400	416,600	33,800	7.5%
HANFORD CORCORAN MSA (Kings Co.)	57	57,300	52,800	4,600	8.0%
LOS ANGELES LONG BEACH GLENDALE MD (Los Angeles Co.)	33	5,136,300	4,929,800	206,500	4.0%
MADERA MSA (Madera Co.)	53	60,500	56,100	4,400	7.3%
MERCED MSA (Merced Co.)	60	115,700	105,600	10,100	8.7%
MODESTO MSA (Stanislaus Co.)	49	239,000	223,800	15,300	6.4%
NAPA MSA (Napa Co.)	12	72,600	70,500	2,100	2.8%
OAKLAND HAYWARD BERKELEY MD	10	1,401,400	1,363,000	38,400	2.7%
Alameda Co.	10	841,700	819,300	22,500	2.7%
Contra Costa Co.	12	559,600	543,700	15,900	2.8%
OXNARD THOUSAND OAKS VENTURA MSA (Ventura Co.)	17	424,500	410,700	13,800	3.2%
REDDING MSA (Shasta Co.)	37	73,700	70,100	3,600	4.9%
RIVERSIDE SAN BERNARDINO ONTARIO MSA	28	2,018,600	1,943,100	75,400	3.7%
Riverside Co.	29	1,070,000	1,028,900	41,100	3.8%
San Bernardino Co.	24	948,600	914,200	34,300	3.6%
SACRAMENTO--ROSEVILLE--ARDEN-ARCADE MSA	20	1,072,300	1,035,400	36,900	3.4%
El Dorado Co.	20	89,400	86,400	3,000	3.4%
Placer Co.	14	180,800	175,500	5,300	2.9%
Sacramento Co.	22	695,400	671,100	24,300	3.5%
Yolo Co.	33	106,700	102,400	4,300	4.0%
SALINAS MSA (Monterey Co.)	51	222,200	207,200	15,000	6.7%
SAN DIEGO CARLSBAD MSA (San Diego Co.)	14	1,577,400	1,531,200	46,200	2.9%
SAN FRANCISCO REDWOOD CITY SOUTH SAN FRANCISCO MD	2	1,013,500	992,700	20,800	2.1%
San Francisco Co.	2	564,300	552,400	11,900	2.1%
San Mateo Co.	1	449,200	440,400	8,900	2.0%
SAN JOSE SUNNYVALE SANTA CLARA MSA	5	1,073,300	1,047,200	26,100	2.4%
San Benito Co.	40	30,200	28,700	1,500	5.1%
Santa Clara Co.	5	1,043,100	1,018,500	24,500	2.4%
SAN LUIS OBISPO PASO ROBLES ARROYO GRANDE MSA (San Luis Obispo Co.)	8	142,500	138,700	3,800	2.6%
SAN RAFAEL MD (Marin Co.)	2	139,200	136,200	3,000	2.1%
SANTA CRUZ WATSONVILLE MSA (Santa Cruz Co.)	42	143,700	135,900	7,700	5.4%
SANTA MARIA SANTA BARBARA MSA (Santa Barbara Co.)	22	217,300	209,700	7,700	3.5%
SANTA ROSA MSA (Sonoma Co.)	7	260,800	254,200	6,600	2.5%
STOCKTON LODI MSA (San Joaquin Co.)	45	324,400	305,600	18,800	5.8%
VALLEJO FAIRFIELD MSA (Solano Co.)	24	207,100	199,600	7,500	3.6%
VISALIA PORTERVILLE MSA (Tulare Co.)	62	209,700	190,500	19,200	9.2%
YUBA CITY MSA	53	73,600	68,200	5,400	7.3%
Sutter Co.	57	45,200	41,600	3,600	8.0%
Yuba Co.	48	28,400	26,600	1,800	6.3%
Alpine Co.	24	500	480	20	3.6%
Amador Co.	32	14,530	13,970	560	3.9%
Calaveras Co.	29	21,190	20,380	810	3.8%
Colusa Co.	64	10,550	8,960	1,590	15.0%
Del Norte Co.	40	9,720	9,220	500	5.1%
Glenn Co.	50	12,760	11,930	830	6.5%
Humboldt Co.	18	63,050	60,960	2,090	3.3%
Inyo Co.	24	8,640	8,320	310	3.6%
Lake Co.	38	29,600	28,130	1,470	5.0%
Lassen Co.	38	9,810	9,320	490	5.0%
Mariposa Co.	43	7,280	6,880	400	5.5%
Mendocino Co.	29	39,640	38,140	1,510	3.8%
Modoc Co.	53	3,280	3,040	240	7.3%
Mono Co.	16	8,730	8,460	270	3.1%
Nevada Co.	18	48,110	46,550	1,570	3.3%
Plumas Co.	61	7,460	6,780	680	9.0%
Sierra Co.	47	1,270	1,200	80	6.0%
Siskiyou Co.	51	17,760	16,580	1,180	6.7%
Tehama Co.	43	25,510	24,110	1,410	5.5%
Trinity Co.	45	4,950	4,660	290	5.8%
Tuolumne Co.	35	21,010	20,060	960	4.6%

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 2017 benchmark and Census 2010 population controls at the state level.

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

REGION	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,246,800	18,508,900	737,800	3.8%
COASTAL REGION	12	725,700	691,600	34,100	4.7%
MONTEREY	---	222,200	207,200	15,000	6.7%
SAN LUIS OBISPO	---	142,500	138,700	3,800	2.6%
SANTA BARBARA	---	217,300	209,700	7,700	3.5%
SANTA CRUZ	---	143,700	135,900	7,700	5.4%
MIDDLE SIERRA	11	64,000	61,300	2,700	4.3%
AMADOR	---	14,530	13,970	560	3.9%
CALAVERAS	---	21,190	20,380	810	3.8%
MARIPOSA	---	7,280	6,880	400	5.5%
TUOLUMNE	---	21,010	20,060	960	4.6%
HUMBOLDT	6	63,100	61,000	2,100	3.3%
HUMBOLDT	---	63,050	60,960	2,090	3.3%
NORTH STATE	13	304,500	289,700	14,800	4.9%
BUTTE	---	103,000	98,200	4,800	4.7%
DEL NORTE	---	9,720	9,220	500	5.1%
LASSEN	---	9,810	9,320	490	5.0%
MODOC	---	3,280	3,040	240	7.3%
NEVADA	---	48,110	46,550	1,570	3.3%
PLUMAS	---	7,460	6,780	680	9.0%
SHASTA	---	73,700	70,100	3,600	4.9%
SIERRA	---	1,270	1,200	80	6.0%
SISKIYOU	---	17,760	16,580	1,180	6.7%
TEHAMA	---	25,510	24,110	1,410	5.5%
TRINITY	---	4,950	4,660	290	5.8%
CAPITOL REGION	9	1,169,600	1,124,900	44,700	3.8%
ALPINE	---	500	480	20	3.6%
COLUSA	---	10,550	8,960	1,590	15.0%
EL DORADO	---	89,400	86,400	3,000	3.4%
GLENN	---	12,760	11,930	830	6.5%
PLACER	---	180,800	175,500	5,300	2.9%
SACRAMENTO	---	695,400	671,100	24,300	3.5%
SUTTER	---	45,200	41,600	3,600	8.0%
YOLO	---	106,700	102,400	4,300	4.0%
YUBA	---	28,400	26,600	1,800	6.3%
EAST BAY	3	1,401,400	1,363,000	38,400	2.7%
ALAMEDA	---	841,700	819,300	22,500	2.7%
CONTRA COSTA	---	559,600	543,700	15,900	2.8%
NORTH BAY	4	749,000	726,800	22,200	3.0%
LAKE	---	29,600	28,130	1,470	5.0%
MARIN	---	139,200	136,200	3,000	2.1%
MENDOCINO	---	39,640	38,140	1,510	3.8%
NAPA	---	72,600	70,500	2,100	2.8%
SOLANO	---	207,100	199,600	7,500	3.6%
SONOMA	---	260,800	254,200	6,600	2.5%
BAY-PENINSULA	1	2,086,800	2,040,000	46,900	2.2%
SAN BENITO	---	30,200	28,700	1,500	5.1%
SAN FRANCISCO	---	564,300	552,400	11,900	2.1%
SAN MATEO	---	449,200	440,400	8,900	2.0%
SANTA CLARA	---	1,043,100	1,018,500	24,500	2.4%
SAN JOAQUIN VALLEY AND ASSOCIATED COUNTIES	14	1,851,600	1,713,400	138,100	7.5%
FRESNO	---	450,400	416,600	33,800	7.5%
INYO	---	8,640	8,320	310	3.6%
KERN	---	377,000	345,700	31,300	8.3%
KINGS	---	57,300	52,800	4,600	8.0%
MADERA	---	60,500	56,100	4,400	7.3%
MERCED	---	115,700	105,600	10,100	8.7%
MONO	---	8,730	8,460	270	3.1%
SAN JOAQUIN	---	324,400	305,600	18,800	5.8%
STANISLAUS	---	239,000	223,800	15,300	6.4%
TULARE	---	209,700	190,500	19,200	9.2%
SOUTHERN BORDER	7	1,647,400	1,591,100	56,300	3.4%
IMPERIAL	---	70,000	59,900	10,100	14.4%
SAN DIEGO	---	1,577,400	1,531,200	46,200	2.9%
LOS ANGELES BASIN	10	5,136,300	4,929,800	206,500	4.0%
LOS ANGELES	---	5,136,300	4,929,800	206,500	4.0%
ORANGE	2	1,604,400	1,562,600	41,800	2.6%
ORANGE	---	1,604,400	1,562,600	41,800	2.6%
INLAND EMPIRE	8	2,018,600	1,943,100	75,400	3.7%
RIVERSIDE	---	1,070,000	1,028,900	41,100	3.8%
SAN BERNARDINO	---	948,600	914,200	34,300	3.6%
VENTURA	5	424,500	410,700	13,800	3.2%
VENTURA	---	424,500	410,700	13,800	3.2%

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 2017 benchmark and Census 2010 population controls at the state level.

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

REGION	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,246,800	18,508,900	737,800	3.8%
ALAMEDA COUNTY Alameda County, except Oakland City	5	629,700	613,600	16,100	2.6%
OAKLAND CITY Oakland City	13	212,000	205,600	6,400	3.0%
CONTRA COSTA COUNTY Contra Costa County, except Richmond City	10	506,300	492,200	14,200	2.8%
RICHMOND CITY Richmond City	16	53,300	51,600	1,700	3.2%
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	31	1,881,700	1,804,400	77,300	4.1%
LOS ANGELES CITY Los Angeles City	30	2,073,500	1,989,400	84,100	4.1%
VERDUGO CONSORTIUM Burbank, Glendale, and La Cañada Flintridge Cities	27	173,300	166,500	6,800	3.9%
FOOTHILL CONSORTIUM Arcadia, Duarte, Monrovia, Pasadena, Sierra Madre, and South Pasadena Cities	18	162,800	157,300	5,500	3.4%
SOUTH BAY CONSORTIUM Carson, El Segundo, Gardena, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Manhattan Beach, Redondo Beach, Lomita, and Torrance Cities	23	368,400	354,600	13,800	3.8%
SELACO (SOUTHEAST LOS ANGELES COUNTY CONSORTIUM) Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, and Norwalk Cities	26	229,400	220,400	9,000	3.9%
PACIFIC GATEWAY WORKFORCE INVESTMENT NETWORK Long Beach and Signal Hill Cities	29	247,200	237,300	10,000	4.0%
ORANGE COUNTY Orange County, except Anaheim and Santa Ana Cities	6	1,276,500	1,243,500	33,000	2.6%
ANAHEIM CITY Anaheim City	9	170,100	165,400	4,700	2.7%
SANTA ANA CITY Santa Ana City	8	157,800	153,600	4,200	2.6%
SAN JOSE - SILICON VALLEY Santa Clara County, except Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale Cities	3	711,800	694,200	17,600	2.5%
NOVA (NORTH VALLEY CONSORTIUM) Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale Cities; San Mateo County	1	780,500	764,700	15,800	2.0%
GOLDEN SIERRA CONSORTIUM Alpine, El Dorado, and Placer Counties	14	270,700	262,400	8,300	3.1%
KERN, INYO, MONO CONSORTIUM Kern, Inyo, and Mono Counties	43	394,400	362,500	31,900	8.1%
MOTHER LODGE CONSORTIUM Amador, Calaveras, Mariposa, and Tuolumne Counties	32	64,000	61,300	2,700	4.3%
NORTEC (NORTHERN RURAL TRAINING AND EMPLOYMENT CONSORTIUM) Butte, Del Norte, Lassen, Nevada, Modoc, Plumas, Shasta, Sierra, Siskiyou, Tehama, and Trinity Counties	33	304,500	289,700	14,800	4.9%
NCCC (NORTH CENTRAL COUNTIES CONSORTIUM) Colusa, Glenn, Sutter, and Yuba Counties	42	96,900	89,100	7,800	8.1%
WORKFORCE ALLIANCE OF THE NORTH BAY (NORTH BAY CONSORTIUM) Napa, Lake, Marin and Mendocino Counties	11	281,000	273,000	8,000	2.9%
FRESNO COUNTY Fresno County	40	450,400	416,600	33,800	7.5%
HUMBOLDT COUNTY Humboldt County	17	63,050	60,960	2,090	3.3%
IMPERIAL COUNTY Imperial County	46	70,000	59,900	10,100	14.4%
KINGS COUNTY Kings County	41	57,300	52,800	4,600	8.0%
MADERA COUNTY Madera County	39	60,500	56,100	4,400	7.3%
MERCED COUNTY Merced County	44	115,700	105,600	10,100	8.7%
MONTEREY COUNTY	38	222,200	207,200	15,000	6.7%

Monterey County					
RIVERSIDE COUNTY Riverside County	25	1,070,000	1,028,900	41,100	3.8%
SACRAMENTO CITY/COUNTY Sacramento County	19	695,400	671,100	24,300	3.5%
SAN BENITO COUNTY San Benito County	34	30,200	28,700	1,500	5.1%
SAN BERNARDINO COUNTY San Bernardino County	21	948,600	914,200	34,300	3.6%
SAN DIEGO CITY/COUNTY San Diego County	12	1,577,400	1,531,200	46,200	2.9%
SAN FRANCISCO CITY/COUNTY San Francisco County	2	564,300	552,400	11,900	2.1%
SAN JOAQUIN COUNTY San Joaquin County	36	324,400	305,600	18,800	5.8%
SAN LUIS OBISPO COUNTY San Luis Obispo County	7	142,500	138,700	3,800	2.6%
SANTA BARBARA COUNTY Santa Barbara County	20	217,300	209,700	7,700	3.5%
SANTA CRUZ COUNTY Santa Cruz County	35	143,700	135,900	7,700	5.4%
SOLANO COUNTY Solano County	22	207,100	199,600	7,500	3.6%
SONOMA COUNTY Sonoma County	4	260,800	254,200	6,600	2.5%
STANISLAUS COUNTY Stanislaus County	37	239,000	223,800	15,300	6.4%
TULARE COUNTY Tulare County	45	209,700	190,500	19,200	9.2%
VENTURA COUNTY Ventura County	15	424,500	410,700	13,800	3.2%
YOLO COUNTY Yolo County	28	106,700	102,400	4,300	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 2017 benchmark and Census 2010 population controls at the state level.

ITEM IV-G – INFORMATION

HEAD START REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: Denise Lee

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, March 27, 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 9:04 a.m. The Pledge of Allegiance was recited. The thought of the day was read. Ms. Henrietta Gutierrez called the roll and a quorum was established.

Members Present:

Kaoyee Xiong, Elk Grove Unified School District
Jessica Bradsberry, Sacramento City Unified School District
Andrea Scharnow, Sacramento City Unified School District
Claudett Sanders, Early Head Start, Sacramento City Unified School District
Henrietta Gutierrez, SETA-Operated Program
Linda Litka, Past Parent/Community Representative
Terri McMillin, Past Parent/Community Representative
Penelope Scott, Grandparent/Community Representative
Kenneth Tate, Outgoing Chair
Reginald Castex, Men's Activities Affecting Children Committee

Members Absent:

Maria Castro-Flores, Sacramento City Unified School District (unexcused)
Willie Holmes, Elk Grove Unified School District (unexcused)
Yezenia Lopez, SETA-Operated Program (unexcused)
Coline Jorgensen, San Juan Unified School District (unexcused)
Charles Taylor, Twin Rivers Unified School District (excused)
Mason Taylor, Birth & Beyond, Community Agency Representative (excused)

Members to be seated:

Griselda Cisneros, SETA-Operated Program
Devon McCracken, SETA-Operated Program
Marcheri Smith, SETA-Operated Program
Alisha Givehchi, Early Head Start/Home Base (SOP)

Members to be seated but absent:

Domonique Garrett, WCIC/Playmate Child Development Center (unexcused)
Benjamin Rye, WCIC/Playmate Child Development Center (unexcused)

Jessica Sherren, SETA-Operated Program (unexcused)

II. Consent Item

A. Approval of the Minutes of the February 27, 2018 Regular Meeting

Moved/Gutierrez, second/Tate, to approve the February 27, 2018 minutes.

Show of hands vote:

Aye: 13 (Bradsberry, Cisneros, Givehchi, Gutierrez, Litka, McCracken, McMillin, Sanders, Scharnow, Scott, Smith Tate, Xiong)

Nay: 0

Abstain: 1 (Castex)

Absent: 6 (Castro-Flores, Holmes, Jorgensen, Lopez, C. Taylor, M. Taylor)

III. Action Item

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

The Board went into closed session at 9:15 a.m. At 9:38 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, Coordinator (Education) (Supervisory), Head Start Manager, and Program Analyst.

Ms. Scott left during closed session at 9:15 a.m.

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

Mr. Tate provided a brief overview of the Parent Activity.

Moved/Cisneros, second/Xiong, that the Policy Council approve a joint parent activity with the Parent Advisory Committee.

Show of hands vote:

Aye: 12 (Bradsberry, Cisneros, Givehchi, Gutierrez, Litka, McCracken, McMillin, Sanders, Scharnow, Smith, Tate, Xiong)

Nay: 0

Abstain: 1 (Castex)

Absent: 7 (Castro-Flores, Holmes, Jorgensen, Lopez, Scott, C. Taylor, M. Taylor)

Ms. Denise Lee asked to review items B, C, and D together. Votes will be taken separately.

Ms. Lee reviewed page 16 of the agenda and provided an overview of the various ways Head Start services are provided at the center level. Staff recently received a call from the Administration from Children and Families that additional

funds would be available on a one-time basis for program improvement projects. SETA submitted a request for \$200,000 and was subsequently awarded \$125,032. There were two specific projects being targeted for these funds. Part of the funds were for the modular at Hopkins Park and the second project was a playground. After consideration of the funds received, only the modular would be worked on for the \$125,032. The playground will be funded with under-spent funds in the HS/EHS Budget Modification. The SETA Governing Board will be meeting later today to approve this item as well.

Ms. Lee shared that grant funds are 'use it or lose it' funding. After reviewing the budget, SETA is expected to be underspent by approximately \$1.1 million. This item requests moving \$1.1 million from personnel and fringe to a variety of other cost categories. Ms. Lee distributed a list of a deferred maintenance items that will be done with the under-spent funds.

C. Approval of Budget Modification for Head Start and Early Head Start Program Year 2017-2018

Moved/Cisneros, second/Bradsberry, to 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.

Show of hands vote:

Aye: 12 (Bradsberry, Cisneros, Givehchi, Gutierrez, Litka, McCracken, McMillin, Sanders, Scharnow, Smith, Tate, Xiong)

Nay: 0

Abstain: 1 (Castex)

Absent: 7 (Castro-Flores, Holmes, Jorgensen, Lopez, Scott, C. Taylor, M. Taylor)

D. Approval of Budget Modification for Early Head Start-Child Care Partnership PY 2017-2018

Moved/Xiong, second/Scharnow, to approve an Early Head Start-Child Care Partnership budget modification in the amount of \$240,000 from Personnel and Fringe Benefits to Equipment, Supplies, and Construction for the 2017-2018 program year.

Show of hands vote:

Aye: 12 (Bradsberry, Cisneros, Givehchi, Gutierrez, Litka, McCracken, McMillin, Sanders, Scharnow, Smith, Tate, Xiong)

Nay: 0

Abstain: 1 (Castex)

Absent: 7 (Castro-Flores, Holmes, Jorgensen, Lopez, Scott, C. Taylor, M. Taylor)

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

Moved/McMillin, second/Smith, to approve the submission of the Program Improvement Supplemental application for the Early Head Start-Child Care Partnership Program in the amount of \$125,032 for Fiscal Year 2017-2018.

Show of hands vote:

Aye: 12 (Bradsberry, Cisneros, Givehchi, Gutierrez, Litka, McCracken, McMillin, Sanders, Scharnow, Smith, Tate, Xiong)

Nay: 0

Abstain: 1 (Castex)

Absent: 7 (Castro-Flores, Holmes, Jorgensen, Lopez, Scott, C. Taylor, M. Taylor)

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Mr. Castex new proposed time for the Budget/Planning Committee is March 30 at 1 p.m. or April 6 at 1 p.m.

Ms. McMillin left at 10:12 a.m.

It was decided that there will not be a Budget/Planning Committee meeting on March 30. The meeting will be moved to April 6, 1 p.m. The PC/PAC Bylaws Committee has been canceled with a date yet to be determined. Mr. Castex stated that the Fishing in the City is open to everyone.

Ms. Belinda Malone provided additional information on the Parent Leadership Institute. This is an annual training provided to assist board members with leadership skills. This is a two-part workshop with lunch provided.

Mr. Tate requested an updated calendar be distributed to board members.

- Parent/Staff Recognition: None.
- Toastmasters Update: Mr. Castex reported that the last meeting was a great success. This training assists people on how to feel comfortable speaking in large groups. Ms. Sanders reported that she attended the training and learned how to not say 'um'; it was a great meeting.
- Crocker Art Museum Tour Report: Ms. Gutierrez reported that the MAACC held a day at the Crocker Art Museum. It was an exciting tour and the children had a great time. She urged board members to take their children; the museum has a lot of dates where the entry fee is waived. Ms. Xiong stated that if anyone has children 0-5 of age, she has free passes to the Crocker Art Museum.
- Early Learning Advocacy Day Report: Mr. Silva provided an overview of the Early Learning Advocacy Day tour. They met with Assemblyman McCarty and Assemblyman Pan. It gave the group the opportunity to get the parents involved and aware of advocacy.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne reported that the budget is on target so far this year. The In-kind is

looking good and the administrative costs are well below the 15% so far this year. Credit card statements were reviewed. No questions from the Board.

- Community Resources: Parents/Staff: Mr. Silva discussed a budgeting work shop to be held at the Franklin One Stop Career Center, Wednesday, April 4th. The group will be meeting at SETA and leaving at 8:30 a.m. from the light rail to the bus stop near the One Stop Career Center. Mr. Silva urged parents to sign up for this field trip. Ms. Xiong asked if this is open to SETA only. Ms. Malone clarified that anyone can go to the budgeting workshop, but the field trip is for SETA PC/PAC. The parents and attendees can use their own vehicles if they prefer.
- Committee Reports:
 - ◆ Executive Committee: Ms. Gutierrez reviewed the critique.
 - ◆ Budget Planning Committee: Mr. Tate reviewed the March 23 meeting; they had a good turnout. They discussed the opening of the new site on Martin Luther King Blvd. Board members were asked to vote on a possible name for the new center. Ms. Lee gave a great presentation during the budget meeting. Mr. Tate invited members to attend the April 6 budget meeting.
 - ✓ Birth & Beyond: No report.

B. SETA Governing Board Minutes: December 7, 2017: No comments.

V. Committee Reports

- Executive Committee Meeting Critique: The critique was reviewed.
- Budget/Planning Committee: No additional report.
- Men's Activities Affecting Children Committee (MAACC)/Parent Ambassadors Committee: Mr. Tate would like to have input from other members and encourages them to attend.
- Social/Hospitality Committee: Ms. Gutierrez reported that this committee plans two activities during the year. Currently, committee members are reviewing 11 potential parent activities. The next meeting is scheduled for Wednesday, April 11 a.m. to 12:30 p.m. She welcomes others to bring their ideas.
- Maternal, Child and Adolescent Health Advisory Board: No report
- Sacramento Medi-Cal Dental Advisory Committee: No report.

V. Other Reports

- A. Executive Director's Report – No Report
- B. Head Start Deputy Director's Report: Ms. Lee stated staff received notification that new Federal budget includes a slight increase in funds for EHS expansion, full day duration services, and a COLA. More details to come as we learn more. The CLASS review is scheduled for next week but no feedback will be given during the week.
- C. Chair's Report- Ms. Desha: There is a birthday cake for board members to enjoy after the meeting.
- D. Head Start Managers' Reports- No report

- Lisa Carr - Family Engagement, Home Base, and ERSEA Services
 - Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services
 - Karen Griffith - School Readiness, Special Education and Mental Health Services
 - Vacant - Health, Nutrition and Safe Environments Services
- E. Open Discussion and Comments: Ms. McCracken asked for badges and Mr. Castex replied that new members will receive them at orientation.
- F. Public Participation: No comments.
- VII. Adjournment:** The meeting was adjourned at 10:55 a.m.

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 4/30/18	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	440	100	86
Sacramento City USD	1,139	1,101	97	84
SETA	1,868	1,840	99	80
San Juan USD	668	683	102	84
Twin Rivers USD	180	173	96	90
WCIC/Playmate	100	100	100	79
Total	4,395	4,337	99	

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 4/30/18	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	152	154	101	75
SETA	431	463	107	78
San Juan USD	160	176	110	85
TRUSD	16	16	100	62
Total	759	809	107	

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 4/30/18	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	40	111	82
Sacramento City USD	40	41	102	70
SETA/Job Corps.	4	4	100	95
Total	80	85	106	

- (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:

SETA Operated Program:

Challenges:

- 7 classrooms capped due to majority of 3-year olds enrolled. This affects up to 21 enrollment slots at any given time.
- 6 classrooms capped at 20 due to class-size waiver denial. This affects 12 enrollment slots at any given time.
- 1 center closed for reconstruction

Action Steps:

- SETA has hired additional Home Visitors to serve up to 33 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.

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.

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 August 20, 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

April 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	249	13%	377	124	33%
Twin Rivers USD	180	23	13%	16	0	0%
Elk Grove USD	440	56	13%			
Sac City USD	1211	134	11%	144	25	17%
San Juan USD	668	108	16%	160	18	11%
WCIC	100	11	11%			
EHS CCP				80	9	11%
COUNTY TOTAL	4587	581	13%	777	176	23%

AFE: Annual Funded Enrollment



SETA Head Start

Food Service Operations Monthly Report

*April 2018

April 6th - Minimum Day Preschool and EHS Classes - Walnut Grove closed.
Crossroad Gardens Socialization for the part day classes lunch provided for 22 participants.

April 9th - New delivery routes at the WCIC Kitchen.

April 10th - Kennedy Estates closed integrated pest management needed.

April 11th - Kennedy Estates AM claa still closed - PM was open.

April 12th - Fruitridge Class A closed due to lack of permanent staff.

April 13th - Teaching Pyramid - classes closed.

April 17th - Home Base EHS field trip to the Sacramento Zoo. Lunch and snack provided for 100 guests.

April 18th - New delivery van purchased for Food Services Delivery - 2018 Transit Connect \$23,563.40

April 19th - Home Base EHS field trip to the Folsom Zoo. Lunch and snack provided for 70 guests.

April 21st - Daddy & Me Fishing in the City Activity - Breakfast provided for 100 guests.

April 25th - Central Valley Fire Control serviced Ansil Systems on the hoods at the kitchens.

April 26th - Home Base field trip to Fog Willow Farms - Lunch and snack provided for 40 guests.

Meetings & Trainings:

Head Cook Celia Limones attended a Supervisor's Training on May 17th.

Food Services Coordinator attended the Association of Nutrition & Food Service Professionals Training in Livermore on April 20th.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
38,274	19,860	26,590	160

Total Amount of Meals and Snacks Prepared 84,884

Purchases:

Food	\$86,524.56
Non - Food	\$12,407.27

Building Maintenance and Repair: \$592.55

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$3,058.82

Vehicle Maintenance and Repair : \$1,293.09

Vehicle Gas / Fuel: \$1,884.74

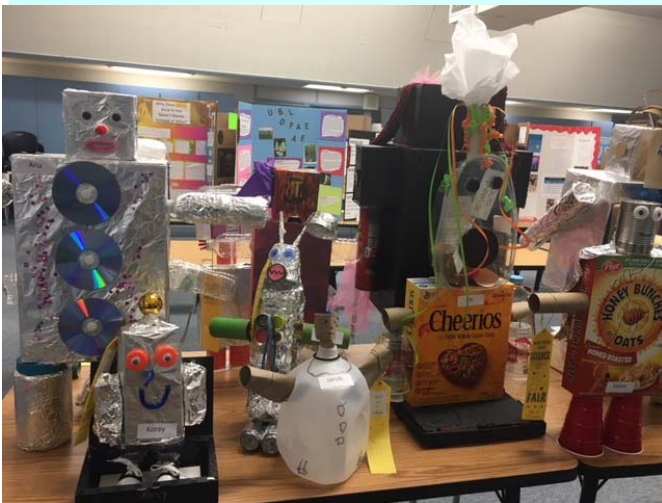
Normal Delivery Days 21



Monthly Program Information Report

Elk Grove PreK Students Participate in Science Fair

Last month Elk Grove USD held science fairs and students in the PreK class at James McKee entered robots they had made out of recycled materials. They had made robots as part of the recycling theme in *The Creative Curriculum*. This is a great example of how EGUSD is engaging preschool students in school site events.



Contest Extended

In March, the SETA administration solicited names for the new Head Start/Early Head Start center located on Martin Luther King Jr Blvd. The contest has been extended through **June 15, 2018**. Names already submitted do not need to be submitted again. They will remain on the nomination list with exception of celebrity/political figure names. Unfortunately, celebrity/political figure names cannot be considered for this contest.

Please check the internet to confirm your nominated name is not a duplicate of another child care center within / around Sacramento County and /or are not celebrity/political affiliate names.

Submit names to Wendy Tanner at wendy.tanner@seta.net no later than **June 15, 2018 at 5:00 p.m.**

Results of the Federal Monitoring Review

On April 30th, SETA received its final report from the Focus Area 2 Federal Review. The report was very brief, but showed that each service area was in compliance with exception of one minor non-compliance in ERSEA. The finding stated *“The program did not establish an effective system to analyze and respond to low monthly attendance at the grantee level. Ten percent of classrooms observed during the monitoring review had monthly attendance rates below the 85 percent requirements since August 2017. The program has demonstrated efforts of tracking, monitoring, and following-up on individual absences; however, they are just beginning phases of implementing a program-wide initiative to address its chronic attendance issue.”*

SETA will participate in a corrective plan of action with ACF and demonstrate full compliance no later than August 27th. Once developed, the plan will be shared with the boards. As part of the clearance process, ACF may be on-site to verify correction.

SETA received its final report for the CLASS Review. Staff will present the results at the June 7th meeting.



Spring is in the Air

Head Start Funding Increase FY 2018

ACF-PI-HS-18-03 Fiscal Year 2018 Head Start Funding Increase— President Trump signed Public Law 115-141, the Consolidated Appropriations Act of 2018, on March 23, 2018. Included is \$9,863,095 for programs under the Head Start Act, an increase of \$610 million over the fiscal year (FY) 2017 funding level. Of this increase, \$216M provides grantees:

- 2.6 percent cost-of-living adjustment (COLA)
- \$260M to support grantees in increasing their hours of program operations
- \$115M for early Head Start-Child Care Partnership and Early Head Start Expansion (including a 2.5% COLA for existing grantees)

More details will be forth-coming from ACF/OHS in the next few weeks.

Study of Coaching Practices in Early Care and

Open Comment Period — The Administration for Children and Families (ACF) at the U.S. Department of Health and Human Services (HHS) seeks approval to collect descriptive information for the Study of Coaching Practices in Early Care and Education Settings (SCOPE) project. The goal of this information collection is to identify how professional development coaching practices for early care and education (ECE) providers are implemented and vary in ECE classrooms serving children supported by Child Care and Development Fund (CCDF) subsidies or Head Start grants. This study will focus primarily on coaching used for delivering professional development services to ECE teachers and caregivers to improve knowledge and practice in center-based classrooms and family child care (FCC) homes serving preschool-age children. This study aims to advance understanding of how core features of coaching are implemented in ECE classrooms, how the features may vary by key contextual factors and implementation drivers, and which are ripe for more rigorous evaluation. For more information visit the website at: <https://www.gpo.gov/fdsys/pkg/FR-2018-04-03/html/2018-06684.htm>

MAACC Hosts Fishing in the City

On April 21st, the Men's Activities Affecting Children's Committee (MAACC) hosted its annual Fishing in the City activity. Over seventy (70) children and their families attended the event, enjoying the fresh outdoors and some great family bonding time. Wildlife expert, Richard Munoz, hosted the event with fishing poles, bait and family workshops on the basics of fishing along with fish and their natural habitat.



Twin Rivers USD Open House

Twin Rivers USD hosted an Open House in April 2018. The event focused on math and all classrooms engaged parents and students in different activities. The school's favorite librarian started the event with a wonderful book reading related to counting hats. Parents then visited all of the classrooms and received information from community agencies. The event was topped off with a delicious treat from the TRUSD Nutrition Department and



EHS Home Base Field Trip to the Zoo

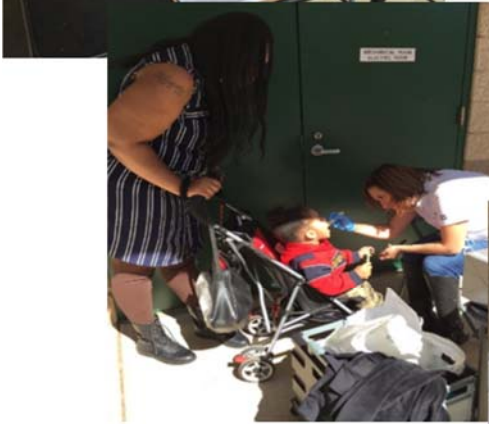
Early Head Start Home Base families had the opportunity to visit Sacramento Zoo and Folsom Zoo which are perfect day trip destinations for any season! As children explore the zoo, they are exposed to words and concepts. What a great way to spark curiosity and enhance language development. The visit to the zoo was a perfect way to spend a day together and promote family bonding. The children, families and Home Visitors had a wonderful time interacting with each other and becoming more aware of the world of animals.





EHS Home Base Gets a Visit from the Dentist

In addition to a great day out in the sun, the home base families had the opportunity to establish a connection to a dental or medical provider through available representatives from *Liberty Dental Plan* and *Sacramento Covered*. There was also a Dental Hygienist available from *Early Smiles Sacramento* to perform screening and fluoride varnish for participating children and adults.



Enrolling Now!!

School is almost out for the summer.
Secure your enrollment for Fall 2018.
For enrollment information, please
call:

SETA

916.263.3804

Elk Grove USD

916.686.7595

Sacramento City USD

916.643.7800

San Juan USD

916.971.7375

Twin Rivers USD

916.566.1600

Women's Civic Improvement Club

916.451.8870

School Readiness Update (SETA)

Child Assessments - Teachers across Sacramento County are finishing up their last DRDP assessment for the school year. Teachers will receive their student's assessment data and meet with parents to plan goals based around their child's individual developmental needs. Traditional teaching staff will meet with the parents and plan goals for the parents to work on with their child over the summer. Year round teachers at SETA will provide parents with at home activities to help their child meet their specific goals as well as working with the children in the classroom.

Teaching Pyramid—The Sac City and SETA Teaching Pyramid Collaboration Cohort will meet in May for Module 3A. This module focuses on effective strategies for observing children and identifying the meaning/function of their behavior to help teachers identify skills that could be targeted for instruction. A group of SETA education coordinators, intervention specialists, and program officers are attending the Teaching Pyramid Symposium in May. The information will be brought back and incorporated into coaching, training, and one on one support throughout Head Start classrooms in Sacramento County.

Staff Development—Some of the education coordinator staff will be attending the STEM institute on May 7-9th, the staff attending will bring back the information to add to the Creative Curriculum resources being used in the classroom, support CLASS teaching practices, and to provide STEM trainings to EHS and preschool teachers.



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.