



GOVERNING BOARD

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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, August 2, 2018

TIME: 10:00 a.m.

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

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

AGENDA

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VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR
 Pursuant to Government Code Section 54957.6
Agency Negotiator: Dee Contreras
Employee Organization: AFSCME Local 146

VII. Adjournment

DISTRIBUTION DATE: THURSDAY, JULY 26, 2018

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE JUNE 7, 2018 SPECIAL
BOARD MEETING

BACKGROUND:

Attached are the minutes of the June 7, 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, June 7, 2018
8:30 a.m.

I. Call to Order/Roll Call

Mr. Schenirer called the meeting to order at 8:35 a.m. The Pledge of Allegiance was recited. The roll was called and a quorum established.

Members Present:

Don Nottoli, Member, Board of Supervisors
Jay Schenirer, Councilmember, City of Sacramento
Sophia Scherman, Public Representative

Member Absent:

Larry Carr, Vice Chair; Councilmember, City of Sacramento
Patrick Kennedy, Chair; Member, Board of Supervisors

II. Consent Items

- A. Minutes of the April 26, 2018 Regular Board Meeting
- B. Approval of Claims and Warrants
- 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

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

- A. Approve the April 26, 2018 minutes.
- B. Approve the claims and warrants for the period 4/20/18 through 5/30/18.
- C. 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.

Roll call vote:

Aye: 3 (Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr & Kennedy)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Sacramento Employment and Training Agency Recommended Budget for Fiscal Year 2018-2019

Ms. Loretta Su reviewed the budget and explained the reduction from the previous year.

Mr. Nottoli asked why four out of six out of state travel destinations are in Las Vegas. Ms. Kossick replied that the vendors get cheaper rates in July when it is so hot. Ms. Scherman inquired about the salaries and wages category; was it used to hire extra help? Ms. Su replied that because SETA uses the county accounting system, the expenditures that come out of that category could be vacation cash out or stipends for student teachers. Ms. Scherman asked why the expenditures were not itemized? Ms. Kossick stated that SETA is required to utilize the county's general ledger accounting system; the 'various' category is mostly substitute teacher salaries.

Moved/Schenirer, second/Nottoli, to 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.

Roll call vote:

Aye: 3 (Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr & Kennedy)

2. **TIMED ITEM 8:30 A.M.AND PUBLIC HEARING:** Approval of Revision to the Job Specification for Fiscal Department Chief (Exempt)

There were no questions or comments.

Moved/Nottoli, second/Scherman, to close the public hearing and approve revisions to the job specification for Fiscal Department Chief (Exempt).

Roll call vote:

Aye: 3 (Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr & Kennedy)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services

Community Services Block Grant

One Stop Services

1. Agree with the Sacramento Works, Inc. Board to Approve the Workforce Innovation and Opportunity Act (WIOA) Resource Allocation Plan, PY 2018-19

Mr. Roy Kim stated that each year the Sacramento Works Workforce Development Board allocates funds for different activities as part of the job center system. SETA received the WIOA final allocation and there was a slight increase; the allocations will be modified appropriately.

Moved/Scherman, second/Nottoli, to agree with the Sacramento Works, Inc. Board to approve the WIOA Resource Allocation Plan for 2018-19.

Roll call vote:

Aye: 3 (Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr & Kennedy)

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, 2019

Ms. Terri Carpenter reviewed the extension recommendations for subgrantees for operators procured in 2016. The procurement affords the ability to extend funding for two years. Recommendations are based on the performance of providers. The funding allocations were based and final funding numbers were received with a minimal increase. The Youth Committee made their funding recommendations on May 2. California Human Development was recommended to fund since they serve the Galt area. If a provider increased their enrollment numbers by 1 slot, their recommended funding was increased by 1 slot; if they exceeded by 2, they were increased by 2. The Sacramento Works Board approved and asks for concurrence for Option A for program year 2018-2019.

Ms. Scherman asked where the Hispanics were shown in the report. Mr. Kim replied that it is lumped under 'I do not wish to respond' under the CalJOBS system. Ms. Scherman requested a report back on why there is no separate delineation for that group.

Moved/Nottoli, second/Scherman, to agree with the Sacramento Works, Inc. Board and approve funding 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. In addition, 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.

Roll call vote:

Aye: 3 (Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr & Kennedy)

Mr. Schenirer requested that Items 3 and 4 be voted on together.

3. Approval of Funding Extension Recommendations for the Workforce Innovation and Opportunity Act, Title 1 Adult and Dislocated Worker Programs, PY 2018-19

There was no questions or comments on this item.

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

There was no questions or comments on this item.

Moved/Schenirer, second/Nottoli, to approve items 3 and 4 as follows:

3. 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.
4. 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. In addition, 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.

Roll call vote:

Aye: 3 (Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr & Kennedy)

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

No questions.

Moved/Scherman, second/Nottoli, to 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.

Roll call vote:

Aye: 3 (Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr & Kennedy)

Ms. Schenirer asked that the CLASS presentation be done at the next meeting.

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 8:55 a.m. At 8:59 a.m., Ms. Scherman stated that the board is back in session and there was no report out of closed session.

Mr. Schenirer left at 9:00 a.m.

IV. Information Items

- A. CLASS Presentation – Children and Family Services Department: this will be done at a later date.
- B. Sacramento Employer Forum 2018: Skilled Workforce Ready to Work: No questions.
- C. Fiscal Monitoring Reports: No questions.
- D. Employer Success Stories and Activity Report: No questions.
- E. Dislocated Worker Update: No questions.
- F. Unemployment Update/Press Release from the Employment Development Department: Mr. Nottoli asked why Walnut Grove still has a high unemployment rate. Mr. Kim replied that the numbers are estimates and there is rounding as well. The numbers for Walnut Grove are smaller and the rounding make the numbers more significant. Mr. Nottoli asked that the report include a footnote with some explanation as to why the unemployment number for Walnut Grove is

so high. Mr. Kim stated that he will make this request to the LMID staff that a better explanation be included on the report.

G. Head Start Reports: No questions.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: Ms. Kossick reported that Loretta Su, the Fiscal Department Chief, will be going to SACOG as their fiscal officer. Today is her last day at SETA.

C. Deputy Directors: Mr. Roy Kim reported that under Mr. William Walker's leadership, SETA, in partnership with Prison Industries Authority and St. John's Program for Real Change, started an all women cohort for the pre-apprenticeship curriculum. This cohort will be connected with all trades. Mr. Walker stated that the training will be done at the Cal PIA center off Power Inn Road. Trainees will include women who are still incarcerated and a group of homeless women. The training began on Monday and included job readiness skills along with MC3 certification. They began with 25 participants and ended up with 20. The women that go through this program will have a high employment rate.

D. Counsel: No report.

E. Members of the Board: No report.

F. Public: No comments.

VII. Adjournment: The meeting was adjourned at 9:08 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 5/31/18 through 7/25/18, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 5/31/18 through 7/25/18.

PRESENTER: Kathy Kossick

ITEM II-C - ACTION

RATIFICATION OF THE SUBMISSION OF THE HEAD START TRAINING AND
TECHNICAL ASSISTANCE APPLICATION FOR PROGRAM YEAR 2018-2019

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to ratify the submission of the Head Start Training and Technical Assistance (TTA) application for Program Year 2018-2019 in an amount not to exceed \$196,068.

On May 22, 2018, the Office of Head Start/Administration for Children and Families notified SETA of an increase in Training and Technical Assistance funding for the Head Start program. TTA funds were not increased for EHS or EHS-CCP. Training and Technical Assistance funds are specifically designed to support professional development training activities for parents and staff. The additional TTA funds will be used for the following activities:

Personnel and Fringe Benefits	\$70,454
Mentor/Coach staffing	
Travel	\$ 7,500
ChildPlus Scramble in Las Vegas Nevada	
Playground certification training in Las Vegas Nevada	
Contractual	\$33,040
Elk Grove USD (\$5,040)	
Sacramento City USD (\$11,200)	
San Juan USD (\$8,400)	
Twin Rivers USD (\$4,200)	
WCIC (\$4,200)	
Other	\$85,074
ECERS Assessments (\$4,000)	
HELP Training (\$3,000)	
ChildPlus On-site Consultation/Training (\$10,000)	
Parenting Curriculum (\$25,000)	
Family Literacy Involvement Project (\$15,000)	
ECE 325 Coursework (\$10,000)	
Video Coaching App (\$1,000)	
All Staff meetings/trainings (\$17,074)	

Ms. Denise Lee will be available to answer questions.

RECOMMENDATION:

Ratify the submission of the Head Start Training and Technical Assistance application in the amount of \$196,068 for Program Year 2018-2019.

ITEM II-D - CONSENT

APPROVAL TO HIRE SETA RETIRED ANNUITANT AS A TEMPORARY SETA CONSULTANT EMPLOYEE

BACKGROUND:

Over the past fourteen years, the SETA Children and Family Services Department (CFS) has developed and implemented several proprietary databases that help track vital program information that assist staff in generating complex and multi-faceted reports for program oversight, management, and compliance. Database systems include: food services, child outcomes, staff qualifications/licensing documentation, parent surveys, and in-kind. The developer of these databases retired in January 2018. Since his retirement, staff have worked to migrate the data to other platforms and data tracking systems that are common to end-users. This migration is for the most part completed with exception of a few data systems that have not yet been replicated by off-the-shelf products. The retired developer of these systems is available on a part-time, on-call basis to assist with program updates essential to operating in the upcoming program year 2018-2019.

To complete the required updates, staff is requesting approval to hire Mr. Donald Schmidt to work with CFS Department staff to accomplish these updates and to ensure a smooth transition to another available software system. The anticipated number of hours for these projects will not exceed 160 hours.

RECOMMENDATION:

Approve hiring Donald Schmidt, a retired annuitant, as a temporary SETA Consultant employee at an hourly rate of \$35 for up to 160 hours.

PRESENTER: Denise Lee

ITEM II-E - CONSENT

APPROVAL TO EXTEND THE AGREEMENT WITH COMMUNITY LINK CAPITAL REGION FOR THE 2-1-1 SACRAMENTO HUMAN SERVICES DATABASE

BACKGROUND:

SETA partners with the County of Sacramento Departments of Human Assistance and Health and Human Services to fund the 2-1-1 Sacramento Human Services Database, the central resources database administered by the Community Link Capital Region. Each department or agency pays a portion of the Community Link cost for the database through a master contract held by the County of Sacramento. SETA has shared the cost of maintaining the database with the County for over 20 years.

The 2-1-1 Sacramento Human Services Database is an important information resource for Sacramento County service providers and residents. Community Link maintains a searchable, comprehensive, human services database of more than 2,400 non-profit and public health and human services organizations. It is the information resource used extensively by SETA for developing the required plans for the Community Service assessment data for grant applications. The information also helps to:

- Connect residents with community resources
- Highlight gaps in services
- Plan emergency services
- Assist with outreach efforts
- Develop neighborhood profiles

The master agreement between Community Link and the County was amended on February 14, 2018, to extend the term for fiscal year 2018-2019. Under the agreement, the amount of \$150,601.00 is shared among the three benefiting agencies or departments at an allocation of 25% from SETA, 25% from the County Department of Health and Human Services, and 50% from the County Department of Human Assistance. SETA's share would be \$37,650.25 for fiscal year 2018-2019.

Your approval is requested to provide Community Link \$37,650.25, through the County of Sacramento Master Contract, as SETA's share of the cost of maintaining the 2-1-1 Sacramento Human Services Database for the 2018-2019 fiscal year.

RECOMMENDATION:

Approve \$37,650.25 for Community Link to update and maintain the 2-1-1 Sacramento Human Services Database for fiscal year 2018-2019. The funding will be administered through the County of Sacramento Master Agreement.

STAFF PRESENTER: Julie Davis-Jaffe

ITEM II-F – CONSENT

APPROVAL OF USE OF FUND BALANCE

BACKGROUND:

In May 2018, staff discovered that since January 2009 a current employee has not been receiving the monthly \$25.00 retiree health savings plan contribution to their ICMA account. The employee was hired into a regular position in July 2008. The Agency conducted a thorough audit and concluded that the employee was not properly set up in the payroll system at the time they were hired. An initial adjustment was entered in January 2009 as part of the 2008 year-end adjustment and covered the timespan of July 2008 to December 2008. However, the employee's record was not corrected at that time. The employee's record has been corrected for future pay periods. SETA's contribution owed to the employee's retirement health savings plan for that time period between January 2009 to May 2018 would be \$2,800.00. In addition to the lost contributions during this time period, the employee also had a loss in investment earnings. In order to account for the lost investment income due to the error, ICMA was asked to calculate the amount of the lost investment income. Per ICMA, the lost earnings calculated for the period in question equaled \$1,074.93. The total contribution owed to the employees ICMA account is \$3,874.93. Of this amount, \$3,575.73 was earned during a prior period that is closed and no grant funds are available. SETA must use the Agency fund balance for the additional employee retirement health savings plan contribution.

RECOMMENDATION:

Approve the use of fund balance to cover the additional retirement health savings plan contribution in the amount of \$3,575.73.

PRESENTER: D'et Saurbourne

ITEM II-G - CONSENT

APPROVAL TO ACCEPT FUNDING FROM THE CALIFORNIA WORKFORCE DEVELOPMENT BOARD (CWDB) FOR THE CONSTRUCTION PRE-APPRENTICESHIP PIPELINE FOR EX-OFFENDERS DEMONSTRATION GRANT, AND AUTHORIZE THE EXECUTIVE DIRECTOR TO HIRE A CONSULTANT AND EXECUTE THE FUNDING AGREEMENT, MODIFICATIONS, OR OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND:

The Sacramento Employment and Training Agency has been awarded \$250,000 for the Construction Pre-Apprenticeship Pipeline for Ex-Offenders Demonstration Grant (CPP 2.0) This grant will integrate with the CWDB's High Road Partnerships for Construction (HRC) work to develop partnerships and pipelines that directly connect California Department of Corrections & Rehabilitation (CDCR) pre-release programs, CDCR post release programs and placement in state-approved apprenticeships.

A major purpose of the grant is to align the local building trades councils and joint apprenticeship programs with CDCR programs. To achieve this goal SETA will hire a Consultant to work in partnership with the Capital Region's building trades councils, joint apprenticeship programs, and Workforce Development Boards, Corrections partners, and MC3 Pre-Apprenticeship programs to further develop partnerships and pipelines that ensure connections to, and entry into, approved apprenticeships.

SETA will also utilize a portion of the funding to provide training to a cohort of 20 parolees using the MC3 Pre-Apprenticeship curriculum which provides an industry recognized workforce readiness certification in construction. To increase the number of registered apprentices, upon completion of the Pre-Apprenticeship training the job coach will walk the participants through the process of how to become a registered apprentice.

RECOMMENDATION:

Approve the acceptance of \$250,000 awarded from the CWDB for the Construction Pre-Apprenticeship Pipeline for Ex-Offenders Demonstration Grant (CPP 2.0), and authorize the Executive Director to hire a Consultant and execute the funding agreement, modifications, or other documents required by the funding source.

PRESENTER: William Walker

ITEM III-A – 1 - ACTION

TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:
APPROVAL OF THE SACRAMENTO EMPLOYMENT AND TRAINING
AGENCY FINAL BUDGET FOR FISCAL YEAR 2018-2019

BACKGROUND:

In June 2018, the Board took action to approve the Recommended Budget for Fiscal Year 2018-2019 and directed that notice of a Public Hearing be posted and published to commence on August 2, 2018 at 10:00 a.m. or as soon thereafter as practicable for purposes of considering and approving the Sacramento Employment and Training Agency Final Budget for Fiscal Year 2018-2019. Staff has posted and caused to be published notice of this Public Hearing as directed by the Board.

The Final Budget for the Fiscal Year 2018-2019 will be sent under separate cover. Staff will be available to answer questions. The approved Final Budget will also be submitted to the County and City for approval.

RECOMMENDATION:

Open a public hearing, hear testimony, close the public hearing and adopt the attached Resolution approving the Sacramento Employment and Training Agency Final Budget for Fiscal Year 2018-2019.

PRESENTER: D'et Saurbourne

ITEM III-A – 2 – ACTION

RECOMMENDATION OF PRIVATE SECTOR APPOINTMENTS TO THE SACRAMENTO WORKS BOARD

BACKGROUND:

The local Sacramento Works Workforce Development Board was newly formed in early 2016 to comply with the 2014 Workforce Innovation and Opportunity Act. As part of its action on February 4, 2016, the SETA Governing Board satisfied the desire for a smaller Workforce Development Board by setting the size of the Board at twenty-five members and allocated the twenty-five membership positions to the five membership categories in the following manner: Thirteen members were allocated to business (a majority of the membership); four members were allocated to Labor and Apprenticeship (at least 15% of the membership); six members were allocated to specific programs in the workforce system (community based organizations, Adult Education, Higher Education, Economic Development, Wagner-Peyser (EDD) and Vocational Rehabilitation); and two members were allocated to the “Other” category permitted by WIOA to provide the Governing Board with flexibility in appointing members in this catch-all category.

On March 3, 2016 the Governing Board appointed twenty-five members to the newly formed Sacramento Works Workforce Development Board. Since that time, resignations have been received from two Private Business representatives. Mr. Mike Dourgarian resigned and moved to Las Vegas. Ms. Elizabeth McClatchy resigned due to her recent retirement.

During the recruitment process for the new board, SETA received applications in early 2016 for seats representing Private Business. Each applicant included on the attached list has confirmed their continued interest to become a member of the Sacramento Works Board. In addition, the Board Development Committee has also recruited two applicants as noted on the attached listing. Each application has been sent under separate cover.

Historically, the Executive Committee of Sacramento Works has recommended the name(s) of individual applicants for appointment to the private sector seats by the SETA Governing Board. The Sacramento Works Executive Committee met on Monday, July 23 and recommend the following nominees:

- Christine Laster, Human Resources Manager, Siemens
- Amanda Blackwood, President & CEO, Sacramento Metro Chamber of Commerce

RECOMMENDATION:

Approve two applicants to fill the seat vacated by Mr. Dourgarian and Ms. McClatchy.

ITEM III-A – 3 - ACTION

TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF REVISIONS TO THE JOB SPECIFICATION FOR CHILDREN AND FAMILY SERVICES PROGRAM SPECIALIST

BACKGROUND:

The Agency is in the process of reviewing all job specifications to ensure that all positions accurately reflect the work assigned; that current methodologies are in compliance with current federal and state regulations; and that the updates enable the Agency to hire the best candidates.

The Children and Family Services Program Specialist current degree requirement is higher than other Specialist classifications and has limited internal staff from applying for promotional opportunities. As a result, SETA has added a work experience option in lieu of a degree.

The position has also evolved to include services in the areas of safe environments and oral health. As a result, the classification has been updated to ensure it accurately reflects the work assigned.

The Agency developed the job specification with input and approval from management and the union. Attached is a red-lined version of the job specification and a clean version. The Policy Council took action at their July 24, 2018 meeting.

RECOMMENDATION:

Open a Public Hearing, receive input, close the public hearing and approve the revised job specification for Children and Family Services Program Specialist.

PRESENTER: Allison Noren

CHILDREN AND FAMILY SERVICES (CFS) PROGRAM SPECIALIST

ORGANIZATIONAL RESPONSIBILITY

A Children and Family Services (CFS) Program Specialist is responsible to the CFS Deputy Director, a Head Start Manager or designee.

DEFINITION

Under general direction, to assist in providing, project leadership and direction to center-based and home-based staff in basic Head Start/Early Head Start and State funded programs in the delivery of comprehensive services in areas of safety, health, nutrition, learning environments, social and emotional development, disabilities, and family support, within state and federal programs operated by the Sacramento Employment and Training Agency.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification that uses expertise in a function to provide support and direct services to employees and supervisors as well as children and families within state and federal programs operated by the Sacramento Employment and Training Agency.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Provides training and technical assistance to support comprehensive service areas for children, families and staff within Head Start, Early Head Start and State funded programs;
2. Assists in organizing and developing procedures for conducting health, oral health, and nutrition mandates and follow-up services for children ages 0 – 5 years old;
3. Supports and encourages parent participation in all Head Start/Early Head Start activities;
4. Assists families with their own self-improvement efforts and utilization of community resources;
5. Assists and ensures the proper maintenance of family records at early learning centers;
6. Assists in developing and implementing training activities for staff and parents in the areas of health, oral health, safety, nutrition, social services, child development and disabilities;
7. Assists in planning and implementing services to children and families;
8. Organizes and conducts workshops and discussion groups for parents;
9. Assists with recruitment, enrollment and support services to families, health, oral health and nutrition tracking of children, etc.;
10. Coordinates health, oral health, nutrition, safety, and social services with community organizations and groups;
11. Makes home visits to discuss health, oral health, nutrition and mental health concerns and issues;
12. Assists in the entry and compilation of data, analysis and reports;
13. Prepares required reports;
14. Assists with service implementation for children with special needs and/or mental health concerns;
15. Ensures the implementation and compliance with local, state and federal regulations regarding health, oral health, nutrition, safe environments, mental health, disabilities and social services requirements;

16. Monitors and evaluates program activities for compliance and quality;
17. May assist staff with special projects and grants;
18. Works with parent groups;
19. Participates in multi-disciplinary team meetings and provides feedback regarding recommendations for individual child and family development;
20. Develops tracking systems to ensure compliance and timely follow-up;
21. Assists in the coordination of safety programs such as disaster preparedness, integrated pest management, CPR/first aide, fire and life safety practices, and materials safety compliance.

MINIMUM QUALIFICATIONS

Knowledge of:

- Head Start/Early Head Start and State funded programs and functions;
- Early Childhood Education, including special education and social/emotional development
- Public health principles and practices;
- Maternal and child health;
- Proper nutrition;
- Community Care Licensing practices and regulations;
- Issues and needs of low-income families;
- Staff development and training;
- Community relations and capacity building
- Some word processing software and current, relevant technology.

AND

Ability to:

- Develop and implement health, oral health, safe environments, nutrition, mental health, disabilities, and social services programs which meet the needs of young children and their families;
- Provide training programs and workshops for parents and staff;
- Promote parent involvement with Head Start health, oral health, safety, nutrition, mental health, disabilities, and social service programs;
- Work effectively with low-income families and parent groups;
- Speak and write effectively;
- Insure the proper maintenance of family records;
- Insure program compliance with health, oral health, safety, nutrition, mental health, disabilities, and social service regulations and standards;
- Maintain records and prepare reports;
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions;
- Establish and maintain cooperative working relationships.

AND

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

- I. At least five (5) years of experience working in a basic health, oral health, safe environments, nutrition, mental health, or social services functional area dealing with the socio-economic issues of young children and their families;

OR

- II. An AA Degree or higher in Child Development, Social Science, Psychology, Human Development, or its equivalent;

AND

- III. 2 years of experience working in a basic health, oral health, safe environments, nutrition, mental health, or social services functional area dealing with the socio-economic issues of young children and their families.
- IV. Bilingual skills are highly desirable.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid Class C California Driver’s License is required. A good driving record of at least three (3) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required. Failure to obtain a Class C Driver’s License will be evaluated on a case by case basis.

PHYSICAL DEMANDS/QUALIFICATIONS

Essential Physical Attributes:

<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</i>

	<i>the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</i>
Visual Acuity	<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>
Environment	<i>The worker is not substantially exposed to adverse environmental conditions.</i>
Relational	<i>The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.</i>

CHILDREN AND FAMILY SERVICES (CFS) PROGRAM SPECIALIST

ORGANIZATIONAL RESPONSIBILITY

A Children and Family Services (CFS) Program Specialist is responsible to the CFS Deputy Director, a Head Start Manager or designee.

DEFINITION

Under general direction, to assist in providing, project leadership and direction to center-based and home-based staff in basic Head Start/Early Head Start and State funded programs in the delivery of comprehensive services in areas of safety, health, nutrition, learning environments, social and emotional development, disabilities, and family support, within state and federal programs operated by the Sacramento Employment and Training Agency.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification that uses expertise in a function to provide support and direct services to employees and supervisors as well as children and families within state and federal programs operated by the Sacramento Employment and Training Agency.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Provides training and technical assistance to support comprehensive service areas for children, families and staff within Head Start, Early Head Start and State funded programs;
2. Assists in organizing and developing procedures for conducting health, oral health, and nutrition mandates and follow-up services for children ages 0 – 5 years old;
3. Supports and encourages parent participation in all Head Start/Early Head Start activities;
4. Assists families with their own self-improvement efforts and utilization of community resources;
5. Assists and ensures the proper maintenance of family records at early learning centers;
6. Assists in developing and implementing training activities for staff and parents in the areas of health, oral health, safety, nutrition, social services, child development and disabilities;
7. Assists in planning and implementing services to children and families;
8. Organizes and conducts workshops and discussion groups for parents;
9. Assists with recruitment, enrollment and support services to families, health, oral health and nutrition, tracking of children, etc.;
10. Coordinates health, oral health, nutrition, safety, and social services with community organizations and groups;
11. Makes home visits to discuss health, oral health, nutrition and mental health concerns and issues;
12. Assists in the entry and compilation of data, analysis and reports;
13. Prepares required reports;
14. Assists with service implementation for children with special needs and/or mental health concerns;
15. Ensures the implementation and compliance with local, state and federal regulations regarding health, oral health, nutrition, safe environments, mental health, disabilities and social services requirements;

- 16. Monitors and evaluates program activities for compliance and quality;
- 17. May assist staff with special projects and grants;
- 18. Works with parent groups;
- 19. Participates in multi-disciplinary team meetings and provides feedback regarding recommendations for individual child and family development;
- 20. Develops tracking systems to ensure compliance and timely follow-up;
- 20-21. Assists in the coordination of safety programs such as disaster preparedness, integrated pest management, CPR/first aid, fire and life safety practices, and materials safety compliance.

MINIMUM QUALIFICATIONS

Knowledge of:

- Head Start/Early Head Start and State funded programs and functions;
- Early Childhood Education, including special education and social/emotional development
- Public health principles and practices;
- Maternal and child health;
- Proper nutrition;
- Community Care Licensing practices and regulations;
- Issues and needs of low-income families;
- Staff development and training;
- Community relations and capacity building
- Some word processing software and current, relevant technology.

AND

Ability to:

- Develop and implement health, oral health, safe environments, nutrition, mental health, disabilities, and social services programs which meet the needs of young children and their families;
- Provide training programs and workshops for parents and staff;
- Promote parent involvement with Head Start health, oral health, safety, nutrition, mental health, disabilities, and social service programs;
- Work effectively with low-income families and parent groups;
- Speak and write effectively;
- Insure the proper maintenance of family records;
- Insure program compliance with health, oral health, safety, nutrition, mental health, disabilities, and social service regulations and standards;
- Maintain records and prepare reports;
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions;
- Establish and maintain cooperative working relationships.

AND

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

- I. At least ~~five~~ (54) years of experience working in a basic health, oral health, safe environments, nutrition, mental health, or social services functional area dealing with the socio-economic issues of young children and their families;

OR ~~AND~~

- II. An AA Degree or higher in Child Development, Social Science, Psychology, Human Development, or its equivalent;

AND

- III. 2 years of experience working in a basic health, oral health, safe environments, nutrition, mental health, or social services functional area dealing with the socio-economic issues of young children and their families.

- ~~IV.~~ Bilingual skills are highly desirable.

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SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid Class C California Driver's License is required. A good driving record of at least ~~three~~ (32) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required. Failure to obtain a Class C Driver's License will be evaluated on a case by case basis.

PHYSICAL DEMANDS/QUALIFICATIONS

Essential Physical Attributes:

<u>Required Activity</u>	<u>Description</u>
<u>Dexterity</u>	<u>Constantly picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in typing.</u>
<u>Talking</u>	<u>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.</u>
<u>Hearing</u>	<u>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.</u>
<u>Repetitive Motion</u>	<u>Constant substantial movements (motions) of the wrists, hands, and/or fingers.</u>
<u>Sedentary Work</u>	<u>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</u>

	<u><i>the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</i></u>
<u><i>Visual Acuity</i></u>	<u><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></u>
<u><i>Environment</i></u>	<u><i>The worker is not substantially exposed to adverse environmental conditions.</i></u>
<u><i>Relational</i></u>	<u><i>The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.</i></u>

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Sufficient Speech to:
 - Engage in conversation both in person and on the phone.
2. Sufficient Hearing to:
 - Understand conversation in person or on the phone.
3. Sufficient Vision to:
 - Operate a personal computer.
4. Sufficient Sensitivity of Touch to:
 - Operate a personal computer.
5. Sufficient Strength and Conditioning to:
 - Sit for long periods of time throughout the day;
 - Operate a personal computer throughout the day without experiencing abnormal hand/wrist or eye strain;
 - Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;
 - Move from one area in the workplace to another.

Non-essential Physical Attributes:

1. Ability to Taste.
2. Ability to Smell.

ITEM III-A – 4 - ACTION

APPROVAL TO EXTEND THE MEMORANDA OF UNDERSTANDING COVERING
EMPLOYEES IN THE HEAD START UNIT, CLERICAL, TECHNICAL, AND
ANALYTICAL UNIT, AND THE SUPERVISORY UNIT THROUGH OCTOBER 4, 2018

BACKGROUND:

Labor negotiations with the recognized employee organization, the American Federation of State, County and Municipal Employees (AFSCME), continue using the Interest-Based Bargaining (IBB) process and the Agency anticipates meeting through August 31, 2018. The MOUs expired on June 30, 2018.

The IBB is a relationship building and collaborative process which has led to improved communication between the parties and successful completion of aspects of the negotiation process. With continued efforts it is expected that the process can be completed by the end of August and that extending the agreements during the continuation of negotiations exemplifies the collaborative relationship which is being established.

RECOMMENDATION:

It is recommended that the three MOUs with AFSCME be extended during the negotiations process to continue the terms and conditions of employment while negotiations are finalized.

PRESENTER: Kathy Kossick

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
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: Children's Receiving Home

Findings and General Observations:

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

Recommendations for Corrective Action:

- 1) None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Jenifer Avey **DATE:** June 18, 2018
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Elk Grove Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & COLA	\$3,213,386	08/1/17-7/31/18	8/1/17-1/31/18
Head Start	T & TA	\$9,000	08/1/17-7/31/18	8/1/17-1/31/18

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 5/1-5/3/18

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

Program Operator: Elk Grove Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2017 to January 31, 2018 for the Head Start programs have been traced to the delegate agency records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

- 1) None

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Karen Malkiewicz **DATE:** June 18, 2018
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of
 Elk Grove Unified School District Adult & Community Education

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Adult	\$229,875	7/1/17-6/30/18	7/1/17-12/31/17
WIOA	DW	\$76,625	7/1/17-6/30/18	7/1/17-12/31/17
WIOA	OSY	\$268,018	7/1/17-6/30/18	7/1/17-12/31/17

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 5/1-5/3/18

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

Program Operator: EGUSD Adult & Community Education

Findings and General Observations:

The total costs as reported to SETA from July 1, 2017 to December 31, 2017 for the WIOA programs have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

1) None for this fiscal monitoring review.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Robert Sanger **DATE: June 8, 2018**
FROM: Tammi Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Folsom Cordova Community Partnership

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	B & IS Dislocated Worker	\$71,250	7.1.17-6.30.18	7.1.17-3.31.18
WIOA	B & IS Adult	\$213,000	7.1.17-6.30.18	7.1.17-3.31.18
WIOA	OS Youth	\$194,172	7.1.17-6.30.18	7.1.17-3.31.18
WIOA	ELL Navigator	\$ 60,000	7.1.17-6.30.18	7.1.17-3.31.18
RSS	VESL/ES	\$99,760	10.1.17-9.30.18	10.1.17-3.31.18
TA	ES	\$36,056	10.1.17-4.30.18	10.1.17-3.31.18
CSBG	Safety Net	\$ 25,000	1.1.18-12.31.18	1.1.18-3.31.18
CSBG	Family Self Sufficiency	\$ 55,000	1.1.18-12.31.18	1.1.18-3.31.18

Monitoring Purpose: Initial Follow-up Special Final
Date of review: May 14-16, 2018

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

Program Operator: Folsom Cordova Community Partnership

Findings and General Observations:

The total costs as reported to SETA from July 1, 2017 to March 31, 2018 for the WIOA and CSBG programs have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Robert Sanger **DATE: June 8, 2018**
FROM: Tammi Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Folsom Cordova Community Partnership

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	SWTC Dislocated Worker	\$60,000	7.1.16-6.30.17	3.1.17-6.30.17
WIOA	SWTC Adult	\$240,000	7.1.16-6.30.17	3.1.17-6.30.17
WIOA	OS Youth	\$204392	7.1.16-6.30.17	3.1.17-6.30.17
WIOA	OJT Adult	\$ 16,910	7.1.16-6.30.17	3.1.17-6.30.17
WIOA	OJT Adult Stand-Alone	\$ 89,310	7.1.16-6.30.17	3.1.17-6.30.17
CSBG	Safety Net	\$ 24,000	1.1.17-12.31.17	3.1.17-12.31.17
CSBG	Family Self Sufficiency	\$ 60,000	1.1.17-12.31.17	3.1.17-12.31.17

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: May 14-16, 2018

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

Program Operator: Folsom Cordova Community Partnership

Findings and General Observations:

The total costs as reported to SETA from March 1, 2017 to June 30, 2017 for the WIOA and CSBG programs have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board

Program Operator: River Oak Center for Children

Findings and General Observations:

The total costs as reported to SETA for the Early Head Start program from August 1, 2017 to February 28, 2018 have been traced to the delegate agency 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:** June 15, 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	\$ 192,375	7/1/17-6/30/18	7/1/17-1/31/18
WIOA	DW/BI	\$ 64,125	7/1/17-6/30/18	7/1/17-1/31/18
WIOA	OS	\$ 158,994	7/1/17-6/30/18	7/1/17-1/31/18
WIOA	Navigator	\$ 120,000	7/1/17-6/30/18	7/1/17-1/31/18

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: March 5-7, 2018; follow-up March 22, April 10, May 9, and June 12, 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: Mr. Scott Leslie **DATE:** June 15, 2018
FROM: Tammi Kerch, SETA Fiscal Monitor
RE: Fiscal Monitoring of Sacramento Metro Chamber SBDC

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Slingshot	Business Mentorship	\$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: April 4, and follow-up June 11, 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: Sacramento Metro Chamber SBDC

Findings and General Observations:

The total costs as reported to SETA for the Slingshot Grant from April 17, 2017 to February 28, 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: Mr. John Foley **DATE:** June 21, 2018
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: Desk review of Sacramento Self Help, Inc.

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

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 6/1/18

	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 Self Help, Inc.

Findings and General Observations:

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

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Jim Walters **DATE:** June 20, 2018

FROM: Mayxay Xiong, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of San Juan U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & Cola	\$ 4,652,403	8/1/17-7/31/18	8/1/17-2/28/18
Head Start	T & TA	\$15,000	8/1/17-7/31/18	8/1/17-2/28/18
Early HS	Basic & Cola	\$1,741.924	8/1/17-7/31/18	8/1/17-2/28/18
Early HS	T & TA	\$30,912	8/1/17-7/31/18	8/1/17-2/28/18

Monitoring Purpose: Initial X Follow Up Special Final

Date of Review: 5/21-5/24/18

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 Program Improvement		N/A		
9 Indirect Cost Allocation	X			
10 Adherence to Budget	X			
11 In-Kind Contribution	X			
12 Equipment Records		N/A		

Program Operator: San Juan Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2017 to February 28, 2018 for the Head Start and Early Head Start programs have been traced to the delegate agency's records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Kate Ingersoll **DATE:** July 3, 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	2/1/18-5/31/18
Head Start	T & TA	\$ 7,500	8/1/17-7/31/18	2/1/18-5/31/18
Head Start	Duration	\$ 618,997	8/1/17-7/31/18	2/1/18-5/31/18
Early HS	Basic	\$ 357,046	8/1/17-7/31/18	2/1/18-5/31/18
Early HS	T & TA	\$ 5,852	8/1/17-7/31/18	2/1/18-5/31/18

Monitoring Purpose: Initial ____ Interim X Special ____ Final ____

Date of review: June 11-12, 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	Davis Bacon Act		N/A		
9	Indirect Cost Allocation	X			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records	X			

Program Operator: Twin Rivers Unified School District

Findings and General Observations:

The total costs as reported to SETA from February 1 to May 31, 2018 have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

There are no findings.

Recommendations for Corrective Action:

There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Edenausageboye Davis **DATE:** June 18, 2018

FROM: Mayxay Xiong, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Women’s Civic Improvement Club

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & Cola	\$ 1,000,590	8/1/17-7/31/18	8/1/17-2/28/18
Head Start	T & TA	\$ 7,500	8/1/17-7/31/18	8/1/17-2/28/18
Head Start	Duration	\$ 445,867	8/1/17-7/31/18	8/1/17-2/28/18

Monitoring Purpose: Initial Follow-up Special Final

Date of review: 5/15-5/16-18

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

Program Operator: Women's Civic Improvement Club

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2017 to February 28, 2018 for the Head Start programs have been traced to the subgrantee's records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

- 1) None

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Elaine Lytle **DATE:** June 14, 2018
FROM: Tammi Kerch, SETA Fiscal Monitor
RE: Fiscal Monitoring of Yolo County (Agtech + Center for Land Based Learning Awards)

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Slingshot	Maker Space	\$167,502	5. 1.17-3.31.18	5. 1.17-3.31.18

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: May 21, 2018

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

Program Operator: Yolo County (Agtech + Center for Land Based Learning Awards)

Findings and General Observations:

The total costs as reported to SETA for the Slingshot Grant from May 1, 2017 to March 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

ITEM IV-C – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

PRESENTER: William Walker

SETA- Employer Activity Report
July 1, 2018 - July 16, 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			
Bay Area Kenworth UD Trucks	7	Body Shop Technician	1
Adecco	1	Grower Quality Inspector I	1
	1	Grower Quality Inspector II	2
California Moving Systems	9	Driver, Helper (Mover)	1
City of Elk Grove	1	Animal Services Officer	1
City of Sacramento	1	Labor Relations Officer	1
	6	Principal Systems Engineer	1
	10	Cashier (Community Services)	1
	10	Senior Recreation Aide	1
	1	Police Officer (Lateral)	1
	1	Account Clerk II	1
	3	Electrician	1
	1	Program Analyst	1
	1	ADA Coordinator	1
	9	Plant Operator	1
	1	Program Analyst	1
	9	Junior Plant Operator	1
	1	Police Administrative Manager	1
	3	Construction Inspector I	1
Iron Mechanical, Inc.	7	Field HVAC Installer	20
Los Rios Community College District	1	Clerk III	1
	1	Administrative Assistant I	1
	1	Admissions/Records Evaluator II	1
	1	Alternate Media Design Specialist	1
	1	Dean (III) of Fine and Applied Arts	1
	1	Dean (III) of the Natomas Education Center	1
	1	Groundskeeper	1
	7	Heating, Ventilation, and Air Conditioning (HVAC)	1
	9	Hospitality Management Culinary Supervisor	1
	1	Mathematics Assistant Professor	2
	1	Philosophy Assistant Professor	1
1	Student Personnel Assistant - Internship Developer	1	
Michael Bozzuto Insurance Agency	1	Commercial Lines Account Manager	1
SETA	1	Head Start Associate Infant/Toddler Teacher	1
	1	Personnel Clerk	1
Wild Bill's Cheesesteaks	8	Cooks and Cashiers	5
TOTAL			61

**SETA- Employer Activity Report
July 1, 2017- June 27, 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, 2017- June 27, 2018**

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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, 2017- June 27, 2018

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
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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, 2017- June 27, 2018**

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
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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, 2017- June 27, 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, 2017- June 27, 2018**

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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, 2017- June 27, 2018**

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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, 2017- June 27, 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			
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, 2017- June 27, 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-D – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

PRESENTER: William Walker

Sacramento Employment and Training Agency

Dislocated Worker Information PY 2017/2018

date of information as of June 29, 2018 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications if

Official	6/14/2017	Kmart Corporation 5100 Stockton Blvd. Sacramento, CA 95820	9/30/2017	84	7/25/17, 7/28/17, 8/15/17,8/18/17,8/2 9/17, 9/1/17
Official	6/30/2017	First Response EMS 10161 Croydon Way Sacramento, CA 95827	8/31/2017	66	8/11/2017
Official	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	Declined
Unofficial	3/24/2018	Aaron Brothers 2345 Arden Way Sacramento, CA 95825	7/31/2018	20	7/31/2018
Official	4/18/2018	Sears Holdings 5900 Sunrise Mall Citrus Heights, CA 95610	7/8/2018	67	6/11/2018
Official	6/29/2018	Dream Center Education Holdings, LLC 2850 Gateway Oaks Dr. Ste.100 Sacramento, CA 95833	12/31/2018	125	Pending
			Total # of Affected Workers	1,197	

Sacramento Employment and Training Agency

Dislocated Worker Information PY 2018/2019

date of information as of July 16, 2018 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in

Unofficial	3/24/2018	Aaron Brothers 2345 Arden Way Sacramento, CA 95825	7/31/2018	20	Pending
Official	4/18/2018	Sears Holdings 5900 Sunrise Mall Citrus Heights, CA 95610	7/8/2018	67	6/11/2018
Official	6/29/2018	Dream Center Education Holdings, LLC 2850 Gateway Oaks Dr. Ste.100 Sacramento, CA 95833	12/31/2018	125	Pending
			Total # of Affected Workers	212	

ITEM IV-E – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of June was 4.1%.

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)
Leisure and hospitality led month-over growth with 2,100 jobs**

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 4.1 percent in June 2018, up from a revised 3.3 percent in May 2018, and below the year-ago estimate of 4.6 percent. This compares with an unadjusted unemployment rate of 4.5 percent for California and 4.2 percent for the nation during the same period. The unemployment rate was 3.9 percent in El Dorado County, 3.5 percent in Placer County, 4.3 percent in Sacramento County, and 4.4 percent in Yolo County.

Between May 2018 and June 2018, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 1,900 to total 997,100 jobs.

- Leisure and hospitality (up 2,100 jobs) led the region with a normal seasonal job gain from May to June. Accommodation and food services gained 1,600 jobs. Arts, entertainment, and recreation added 500 jobs.
- Construction employment expanded by 400 jobs over the month. Construction of buildings (up 300 jobs) was responsible for a majority of the job additions.
- Farm experienced a gain of 400 jobs.
- Meanwhile, four industry sectors posted month-over declines. Education and health services shed 1,300 jobs. Other services decreased by 500 jobs. Government was down 300 jobs. Manufacturing dipped by 100 jobs.

Between June 2017 and June 2018, total jobs in the region increased by 15,200, or 1.6 percent.

- Education and health services led year-over growth for the fifth consecutive month with an increase of 5,800 jobs. Health care and social assistance (up 4,700 jobs) accounted for 81 percent of the gains.
- Government advanced by 4,900 jobs. State and local government gained 2,600 jobs each. These gains offset a loss in federal government, which shed 300 jobs.
- Trade, transportation, and utilities expanded by 3,300 jobs since last June. Retail trade added 1,300 jobs. Wholesale trade gained 1,100 jobs. Transportation, warehousing, and utilities expanded by 900 jobs.
- Four major industries experienced job reductions from last June, led by other services (down 900 jobs), professional and business services (down 700 jobs), information (down 300 jobs), and farm (down 100 jobs).

July 20, 2018

Employment Development Department
 Labor Market Information Division
 (916) 262-2162

Sacramento--Roseville--Arden-Arcade MSA
(El Dorado, Placer, Sacramento, and Yolo Counties)
 Industry Employment & Labor Force
 March 2017 Benchmark

Data Not Seasonally Adjusted

	Jun 17	Apr 18	May 18 Revised	Jun 18 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,080,300	1,070,900	1,071,500	1,078,100	0.6%	-0.2%
Civilian Employment	1,030,300	1,034,100	1,036,600	1,033,700	-0.3%	0.3%
Civilian Unemployment	50,000	36,700	34,900	44,500	27.5%	-11.0%
Civilian Unemployment Rate	4.6%	3.4%	3.3%	4.1%		
(CA Unemployment Rate)	4.8%	3.8%	3.7%	4.5%		
(U.S. Unemployment Rate)	4.5%	3.7%	3.6%	4.2%		
Total, All Industries (2)	981,900	990,500	995,200	997,100	0.2%	1.5%
Total Farm	10,600	9,300	10,100	10,500	4.0%	-0.9%
Total Nonfarm	971,300	981,200	985,100	986,600	0.2%	1.6%
Total Private	733,600	738,700	742,200	744,000	0.2%	1.4%
Goods Producing	96,500	95,200	97,900	98,200	0.3%	1.8%
Mining, Logging, and Construction	60,900	59,400	61,600	62,000	0.6%	1.8%
Mining and Logging	500	500	500	500	0.0%	0.0%
Construction	60,400	58,900	61,100	61,500	0.7%	1.8%
Construction of Buildings	12,300	13,100	13,300	13,600	2.3%	10.6%
Specialty Trade Contractors	42,100	40,300	42,000	42,300	0.7%	0.5%
Building Foundation & Exterior Contractors	12,000	11,800	12,300	12,600	2.4%	5.0%
Building Equipment Contractors	16,400	15,800	16,000	16,200	1.3%	-1.2%
Building Finishing Contractors	9,300	9,000	9,200	9,200	0.0%	-1.1%
Manufacturing	35,600	35,800	36,300	36,200	-0.3%	1.7%
Durable Goods	23,200	23,600	23,700	23,700	0.0%	2.2%
Computer & Electronic Product Manufacturing	4,900	5,000	5,000	5,000	0.0%	2.0%
Nondurable Goods	12,400	12,200	12,600	12,500	-0.8%	0.8%
Food Manufacturing	4,300	3,900	4,200	4,100	-2.4%	-4.7%
Service Providing	874,800	886,000	887,200	888,400	0.1%	1.6%
Private Service Providing	637,100	643,500	644,300	645,800	0.2%	1.4%
Trade, Transportation & Utilities	152,500	155,800	155,400	155,800	0.3%	2.2%
Wholesale Trade	26,500	27,200	27,400	27,600	0.7%	4.2%
Merchant Wholesalers, Durable Goods	14,500	14,500	14,600	14,500	-0.7%	0.0%
Merchant Wholesalers, Nondurable Goods	9,600	9,800	9,800	10,000	2.0%	4.2%
Retail Trade	100,300	102,200	101,600	101,600	0.0%	1.3%
Motor Vehicle & Parts Dealer	14,400	14,600	14,500	14,500	0.0%	0.7%
Building Material & Garden Equipment Stores	8,800	8,700	8,700	8,700	0.0%	-1.1%
Grocery Stores	19,400	19,000	19,100	19,100	0.0%	-1.5%
Health & Personal Care Stores	5,700	5,900	5,900	5,900	0.0%	3.5%
Clothing & Clothing Accessories Stores	8,200	8,000	7,900	8,100	2.5%	-1.2%
Sporting Goods, Hobby, Book & Music Stores	3,900	3,900	4,000	3,900	-2.5%	0.0%
General Merchandise Stores	18,900	20,100	20,300	20,200	-0.5%	6.9%
Transportation, Warehousing & Utilities	25,700	26,400	26,400	26,600	0.8%	3.5%
Information	12,400	12,100	12,000	12,100	0.8%	-2.4%
Publishing Industries (except Internet)	2,400	2,400	2,400	2,500	4.2%	4.2%
Telecommunications	3,900	3,900	3,900	3,800	-2.6%	-2.6%
Financial Activities	52,000	52,900	52,900	53,300	0.8%	2.5%
Finance & Insurance	36,900	37,400	37,400	37,600	0.5%	1.9%
Credit Intermediation & Related Activities	11,700	11,600	11,500	11,600	0.9%	-0.9%
Depository Credit Intermediation	6,600	6,500	6,500	6,500	0.0%	-1.5%
Nondepository Credit Intermediation	2,700	2,800	2,800	2,800	0.0%	3.7%
Insurance Carriers & Related	21,300	21,800	21,800	21,900	0.5%	2.8%
Real Estate & Rental & Leasing	15,100	15,500	15,500	15,700	1.3%	4.0%
Real Estate	11,600	12,100	12,000	12,100	0.8%	4.3%
Professional & Business Services	130,800	128,500	129,800	130,100	0.2%	-0.5%
Professional, Scientific & Technical Services	55,000	56,200	56,100	56,700	1.1%	3.1%
Architectural, Engineering & Related Services	10,000	10,100	10,200	10,400	2.0%	4.0%
Management of Companies & Enterprises	12,800	12,900	13,000	13,000	0.0%	1.6%
Administrative & Support & Waste Services	63,000	59,400	60,700	60,400	-0.5%	-4.1%
Administrative & Support Services	60,200	56,100	57,400	57,100	-0.5%	-5.1%
Employment Services	24,700	23,800	24,100	23,900	-0.8%	-3.2%

Data Not Seasonally Adjusted

	Jun 17	Apr 18	May 18 Revised	Jun 18 Prelim	Percent Change	
					Month	Year
Services to Buildings & Dwellings	13,400	13,100	13,300	13,500	1.5%	0.7%
Educational & Health Services	151,200	157,600	158,300	157,000	-0.8%	3.8%
Education Services	11,600	13,000	13,200	12,700	-3.8%	9.5%
Health Care & Social Assistance	139,600	144,600	145,100	144,300	-0.6%	3.4%
Ambulatory Health Care Services	49,100	50,400	50,400	49,900	-1.0%	1.6%
Hospitals	23,600	24,200	24,300	24,600	1.2%	4.2%
Nursing & Residential Care Facilities	17,200	17,500	17,500	17,600	0.6%	2.3%
Leisure & Hospitality	105,200	104,600	103,300	105,400	2.0%	0.2%
Arts, Entertainment & Recreation	16,900	16,300	15,300	15,800	3.3%	-6.5%
Accommodation & Food Services	88,300	88,300	88,000	89,600	1.8%	1.5%
Accommodation	8,900	9,900	9,300	9,600	3.2%	7.9%
Food Services & Drinking Places	79,400	78,400	78,700	80,000	1.7%	0.8%
Restaurants	75,000	74,500	74,300	75,600	1.7%	0.8%
Full-Service Restaurants	35,400	35,500	35,500	35,600	0.3%	0.6%
Limited-Service Eating Places	39,600	39,000	38,800	40,000	3.1%	1.0%
Other Services	33,000	32,000	32,600	32,100	-1.5%	-2.7%
Repair & Maintenance	9,900	10,000	10,100	10,100	0.0%	2.0%
Government	237,700	242,500	242,900	242,600	-0.1%	2.1%
Federal Government	14,200	14,100	14,000	13,900	-0.7%	-2.1%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	223,500	228,400	228,900	228,700	-0.1%	2.3%
State Government	119,600	121,400	121,900	122,200	0.2%	2.2%
State Government Education	31,500	32,300	32,600	32,800	0.6%	4.1%
State Government Excluding Education	88,100	89,100	89,300	89,400	0.1%	1.5%
Local Government	103,900	107,000	107,000	106,500	-0.5%	2.5%
Local Government Education	55,900	60,400	60,100	58,400	-2.8%	4.5%
Local Government Excluding Education	48,000	46,600	46,900	48,100	2.6%	0.2%
County	19,200	19,100	19,200	19,300	0.5%	0.5%
City	10,900	9,900	10,200	10,700	4.9%	-1.8%
Special Districts plus Indian Tribes	17,900	17,600	17,500	18,100	3.4%	1.1%

Notes:

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

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

These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Cara Welch 916-865-2466 or Elizabeth Bosley 530-741-5191

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

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

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Sacramento County	699,700	669,900	29,700	4.3%	1.000000	1.000000
Arden Arcade CDP	45,100	42,500	2,700	5.9%	0.063399	0.089632
Carmichael CDP	30,500	29,100	1,400	4.6%	0.043480	0.046822
Citrus Heights city	43,500	41,700	1,800	4.2%	N/A	N/A
Elk Grove CDP	81,500	78,500	3,000	3.7%	N/A	N/A
Fair Oaks CDP	15,700	15,100	700	4.3%	0.022493	0.022749
Florin CDP	20,200	18,800	1,400	6.9%	0.028053	0.046876
Folsom city	36,700	35,500	1,200	3.2%	N/A	N/A
Foothill Farms CDP	15,500	14,900	600	4.2%	0.022212	0.021682
Galt city	11,200	10,700	500	4.8%	N/A	N/A
Gold River CDP	3,500	3,400	100	3.2%	0.005009	0.003769
Isleton city	400	300	0	5.4%	0.000493	0.000629
La Riviera CDP	5,600	5,400	200	3.2%	0.008086	0.006052
North Highlands CDP	18,800	18,000	800	4.2%	0.026837	0.026194
Orangevale CDP	17,200	16,500	700	4.0%	0.024666	0.023316
Rancho Cordova City	34,300	32,800	1,500	4.3%	N/A	N/A
Rancho Murieta CDP	2,400	2,300	0	1.0%	0.003478	0.000770
Rio Linda CDP	6,200	6,000	200	3.3%	0.008905	0.006863
Rosemont CDP	12,000	11,400	500	4.4%	0.017071	0.017643
Sacramento city	231,000	220,800	10,200	4.4%	N/A	N/A
Vineyard CDP	12,700	12,200	400	3.5%	0.018253	0.014806
Walnut Grove CDP	700	600	100	14.0%	0.000865	0.003161
Wilton CDP	2,300	2,300	0	1.2%	0.003409	0.000919

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

Notes:

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

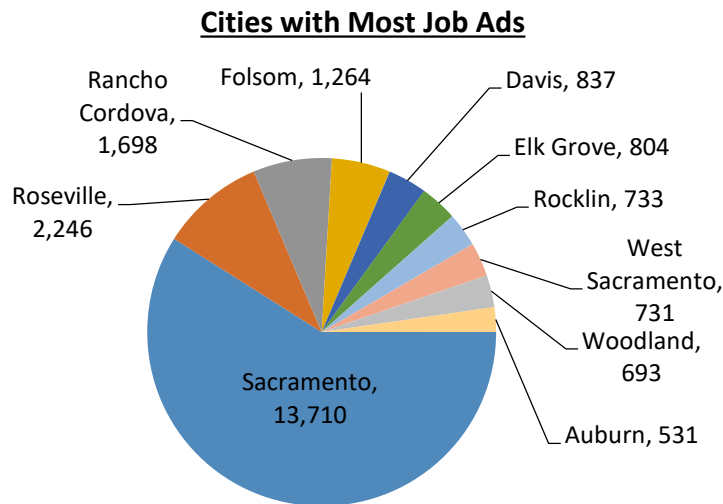
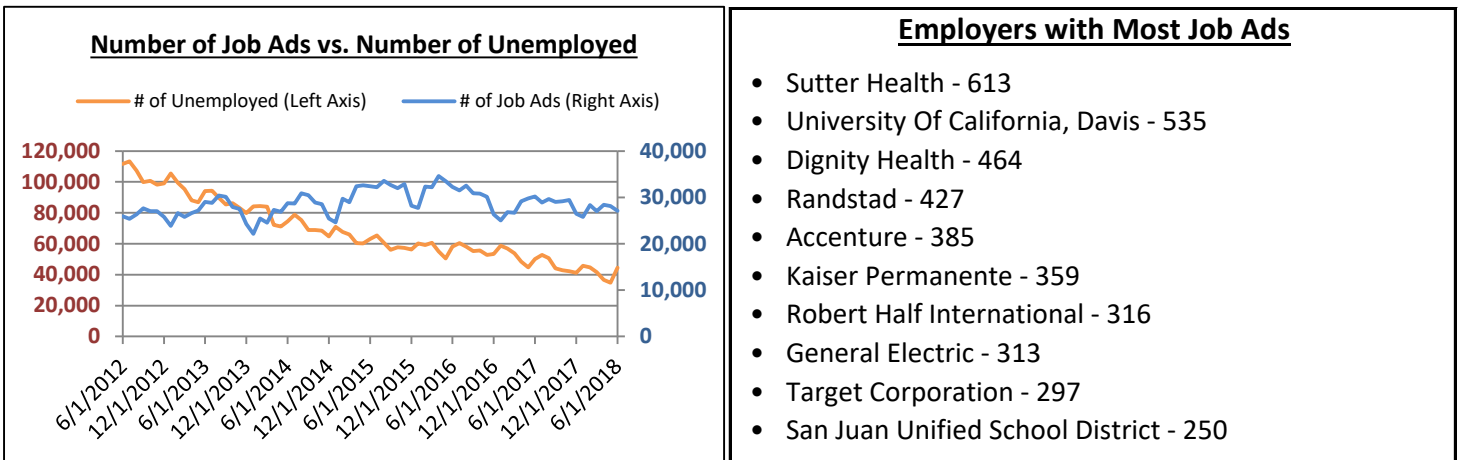
Monthly CDP's labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each CDP at the time of the 2011-2015 ACS survey. Ratios for CDPs' were developed from special tabulations based on ACS employment 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 - June 2018

Not Seasonally Adjusted



- ### Occupations with Most Job Ads
- Registered Nurses - 836
 - Heavy and Tractor-Trailer Truck Drivers - 756
 - Retail Salespersons - 630
 - Customer Service Representatives - 543
 - First-Line Supervisors of Retail Sales Workers - 487
 - First-Line Supervisors of Office and Administrative Support Workers - 479
 - Software Developers, Applications - 476
 - Computer Systems Analysts - 389
 - Computer User Support Specialists - 387
 - Management Analysts - 371

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

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
El Dorado County	89,600	86,100	3,500	3.9%	1.000000	1.000000
Cameron Park CDP	9,600	9,200	400	4.1%	0.107216	0.110630
Diamond Springs CDP	5,400	5,100	200	4.6%	0.059634	0.069250
El Dorado Hills CDP	21,700	21,000	600	3.0%	0.244105	0.182340
Georgetown CDP	900	800	100	6.0%	0.009833	0.015280
Placerville city	4,600	4,400	200	4.4%	0.051112	0.057550
Pollock Pines CDP	3,200	3,100	100	3.1%	0.035967	0.028100
Shingle Springs CDP	2,300	2,300	100	2.5%	0.026333	0.016220
South Lake Tahoe city	11,700	11,200	500	4.5%	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)
 June 2018 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Placer County	181,500	175,100	6,400	3.5%	1.000000	1.000000
Auburn city	6,500	6,300	300	3.8%	0.035818	0.038855
Colfax city	1,100	1,000	100	8.2%	0.005985	0.014656
Dollar Point CDP	600	600	0	1.3%	0.003593	0.001272
Foresthill CDP	600	600	0	5.4%	0.003221	0.005007
Granite Bay CDP	10,800	10,500	400	3.3%	0.059880	0.055556
Kings Beach CDP	2,300	2,200	100	3.5%	0.012451	0.012081
Lincoln city	18,800	18,100	700	3.8%	N/A	N/A
Loomis town	3,100	3,000	100	3.8%	0.016847	0.018321
Meadow Vista CDP	1,500	1,500	0	2.2%	0.008317	0.005087
North Auburn CDP	5,500	5,200	200	4.3%	0.029937	0.036958
Rocklin city	31,200	30,200	1,100	3.4%	N/A	N/A
Roseville city	66,000	63,800	2,200	3.4%	N/A	N/A
Sunnyside Tahoe City CDP	800	700	0	5.1%	0.004146	0.006040
Tahoe Vista CDP	900	800	0	3.6%	0.004825	0.005007

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

Notes:

- 1) Data may not add due to rounding. All unemployment rates shown are calculated on unrounded data.
- 2) These data are not seasonally adjusted.
- 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)
 June 2018 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Yolo County	107,300	102,600	4,700	4.4%	1.000000	1.000000
Davis city	35,500	34,400	1,100	3.1%	N/A	N/A
Esparto CDP	1,700	1,600	100	5.2%	0.015951	0.018750
West Sacramento city	25,600	24,500	1,200	4.6%	N/A	N/A
Winters city	3,800	3,500	200	5.9%	0.034407	0.047140
Woodland city	30,100	28,500	1,600	5.2%	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
June 2018 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,356,200	18,486,800	869,400	4.5%
ALAMEDA	7	846,400	818,200	28,200	3.3%
ALPINE	42	460	430	30	6.1%
AMADOR	21	14,800	14,190	620	4.2%
BUTTE	34	103,200	97,700	5,500	5.3%
CALAVERAS	21	21,590	20,690	900	4.2%
COLUSA	57	10,840	9,550	1,290	11.9%
CONTRA COSTA	10	562,400	542,700	19,700	3.5%
DEL NORTE	40	9,910	9,350	560	5.6%
EL DORADO	14	89,600	86,100	3,500	3.9%
FRESNO	51	456,100	421,400	34,700	7.6%
GLENN	48	12,750	11,850	900	7.0%
HUMBOLDT	14	62,690	60,220	2,470	3.9%
IMPERIAL	58	73,500	60,200	13,200	18.0%
INYO	18	8,820	8,470	350	4.0%
KERN	55	387,300	353,500	33,800	8.7%
KINGS	53	58,000	53,300	4,800	8.2%
LAKE	34	29,460	27,900	1,560	5.3%
LASSEN	28	9,970	9,480	480	4.8%
LOS ANGELES	28	5,141,900	4,894,700	247,200	4.8%
MADERA	50	61,600	57,100	4,500	7.4%
MARIN	3	140,000	136,300	3,800	2.7%
MARIPOSA	28	8,230	7,830	400	4.8%
MENDOCINO	18	39,430	37,850	1,570	4.0%
MERCED	54	117,900	107,700	10,200	8.6%
MODOC	44	3,400	3,180	210	6.3%
MONO	14	8,860	8,520	350	3.9%
MONTEREY	34	230,000	217,900	12,100	5.3%
NAPA	6	74,200	71,900	2,300	3.1%
NEVADA	13	48,370	46,530	1,840	3.8%
ORANGE	7	1,606,700	1,553,200	53,500	3.3%
PLACER	10	181,500	175,100	6,400	3.5%
PLUMAS	46	8,180	7,650	540	6.5%
RIVERSIDE	28	1,077,000	1,025,300	51,700	4.8%
SACRAMENTO	24	699,700	669,900	29,700	4.3%
SAN BENITO	34	30,500	28,900	1,600	5.3%
SAN BERNARDINO	27	954,600	911,100	43,500	4.6%
SAN DIEGO	12	1,582,000	1,523,600	58,400	3.7%
SAN FRANCISCO	2	565,600	550,600	15,000	2.6%
SAN JOAQUIN	45	324,400	303,700	20,600	6.4%
SAN LUIS OBISPO	7	144,500	139,800	4,700	3.3%
SAN MATEO	1	449,900	438,700	11,300	2.5%
SANTA BARBARA	14	218,700	210,100	8,600	3.9%
SANTA CLARA	4	1,053,800	1,023,300	30,600	2.9%
SANTA CRUZ	26	148,500	141,800	6,700	4.5%
SHASTA	33	74,800	70,900	3,900	5.1%
SIERRA	39	1,360	1,290	70	5.4%
SISKIYOU	43	18,190	17,060	1,130	6.2%
SOLANO	21	207,100	198,300	8,800	4.2%
SONOMA	5	263,500	255,500	8,000	3.0%
STANISLAUS	49	243,200	225,700	17,500	7.2%
SUTTER	51	45,900	42,500	3,500	7.6%
TEHAMA	41	25,770	24,220	1,550	6.0%
TRINITY	34	5,240	4,970	280	5.3%
TULARE	56	211,200	190,900	20,300	9.6%
TUOLUMNE	28	21,580	20,550	1,030	4.8%
VENTURA	18	425,300	408,400	16,900	4.0%
YOLO	25	107,300	102,600	4,700	4.4%
YUBA	47	28,600	26,700	1,900	6.8%

Notes

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2017 benchmark and Census 2010 population controls at the state level.

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

Area	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,356,200	18,486,800	869,400	4.5%
ANAHEIM-SANTA ANA-IRVINE MD (Orange Co.)	9	1,606,700	1,553,200	53,500	3.3%
BAKERSFIELD MSA (Kern Co.)	61	387,300	353,500	33,800	8.7%
CHICO MSA (Butte Co.)	39	103,200	97,700	5,500	5.3%
EL CENTRO MSA (Imperial Co.)	64	73,500	60,200	13,200	18.0%
FRESNO MSA (Fresno Co.)	57	456,100	421,400	34,700	7.6%
HANFORD CORCORAN MSA (Kings Co.)	59	58,000	53,300	4,800	8.2%
LOS ANGELES LONG BEACH GLENDALE MD (Los Angeles Co.)	33	5,141,900	4,894,700	247,200	4.8%
MADERA MSA (Madera Co.)	56	61,600	57,100	4,500	7.4%
MERCED MSA (Merced Co.)	60	117,900	107,700	10,200	8.6%
MODESTO MSA (Stanislaus Co.)	54	243,200	225,700	17,500	7.2%
NAPA MSA (Napa Co.)	8	74,200	71,900	2,300	3.1%
OAKLAND HAYWARD BERKELEY MD	12	1,408,700	1,360,900	47,800	3.4%
Alameda Co.	9	846,400	818,200	28,200	3.3%
Contra Costa Co.	13	562,400	542,700	19,700	3.5%
OXNARD THOUSAND OAKS VENTURA MSA (Ventura Co.)	21	425,300	408,400	16,900	4.0%
REDDING MSA (Shasta Co.)	38	74,800	70,900	3,900	5.1%
RIVERSIDE SAN BERNARDINO ONTARIO MSA	32	2,031,600	1,936,400	95,200	4.7%
Riverside Co.	33	1,077,000	1,025,300	51,700	4.8%
San Bernardino Co.	31	954,600	911,100	43,500	4.6%
SACRAMENTO--ROSEVILLE--ARDEN-ARCADE MSA	24	1,078,100	1,033,700	44,500	4.1%
El Dorado Co.	17	89,600	86,100	3,500	3.9%
Placer Co.	13	181,500	175,100	6,400	3.5%
Sacramento Co.	28	699,700	669,900	29,700	4.3%
Yolo Co.	29	107,300	102,600	4,700	4.4%
Yuba Co.	39	230,000	217,900	12,100	5.3%
SALINAS MSA (Monterey Co.)					
SAN DIEGO CARLSBAD MSA (San Diego Co.)	15	1,582,000	1,523,600	58,400	3.7%
SAN FRANCISCO REDWOOD CITY SOUTH SAN FRANCISCO MD	2	1,015,500	989,300	26,200	2.6%
San Francisco Co.	2	565,600	550,600	15,000	2.6%
San Mateo Co.	1	449,900	438,700	11,300	2.5%
SAN JOSE SUNNYVALE SANTA CLARA MSA	6	1,084,400	1,052,200	32,200	3.0%
San Benito Co.	39	30,500	28,900	1,600	5.3%
Santa Clara Co.	5	1,053,800	1,023,300	30,600	2.9%
SAN LUIS OBISPO PASO ROBLES ARROYO GRANDE MSA (San Luis Obispo Co.)	9	144,500	139,800	4,700	3.3%
SAN RAFAEL MD (Marin Co.)	4	140,000	136,300	3,800	2.7%
SANTA CRUZ WATSONVILLE MSA (Santa Cruz Co.)	30	148,500	141,800	6,700	4.5%
SANTA MARIA SANTA BARBARA MSA (Santa Barbara Co.)	17	218,700	210,100	8,600	3.9%
SANTA ROSA MSA (Sonoma Co.)	6	263,500	255,500	8,000	3.0%
STOCKTON LODI MSA (San Joaquin Co.)	50	324,400	303,700	20,600	6.4%
VALLEJO FAIRFIELD MSA (Solano Co.)	25	207,100	198,300	8,800	4.2%
VISALIA PORTERVILLE MSA (Tulare Co.)	62	211,200	190,900	20,300	9.6%
YUBA CITY MSA	55	74,500	69,100	5,400	7.3%
Sutter Co.	57	45,900	42,500	3,500	7.6%
Yuba Co.	52	28,600	26,700	1,900	6.8%
Alpine Co.	47	460	430	30	6.1%
Amador Co.	25	14,800	14,190	620	4.2%
Calaveras Co.	25	21,590	20,690	900	4.2%
Colusa Co.	63	10,840	9,550	1,290	11.9%
Del Norte Co.	45	9,910	9,350	560	5.6%
Glenn Co.	53	12,750	11,850	900	7.0%
Humboldt Co.	17	62,690	60,220	2,470	3.9%
Inyo Co.	21	8,820	8,470	350	4.0%
Lake Co.	39	29,460	27,900	1,560	5.3%
Lassen Co.	33	9,970	9,480	480	4.8%
Mariposa Co.	33	8,230	7,830	400	4.8%
Mendocino Co.	21	39,430	37,850	1,570	4.0%
Modoc Co.	49	3,400	3,180	210	6.3%
Mono Co.	17	8,860	8,520	350	3.9%
Nevada Co.	16	48,370	46,530	1,840	3.8%
Plumas Co.	51	8,180	7,650	540	6.5%
Sierra Co.	44	1,360	1,290	70	5.4%
Siskiyou Co.	48	18,190	17,060	1,130	6.2%
Tehama Co.	46	25,770	24,220	1,550	6.0%
Trinity Co.	39	5,240	4,970	280	5.3%
Tuolumne Co.	33	21,580	20,550	1,030	4.8%

Notes

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2017 benchmark and Census 2010 population controls at the state level.

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

REGION	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,356,200	18,486,800	869,400	4.5%
COASTAL REGION	7	741,700	709,600	32,100	4.3%
MONTEREY	---	230,000	217,900	12,100	5.3%
SAN LUIS OBISPO	---	144,500	139,800	4,700	3.3%
SANTA BARBARA	---	218,700	210,100	8,600	3.9%
SANTA CRUZ	---	148,500	141,800	6,700	4.5%
MIDDLE SIERRA	10	66,200	63,200	2,900	4.5%
AMADOR	---	14,800	14,190	620	4.2%
CALAVERAS	---	21,590	20,690	900	4.2%
MARIPOSA	---	8,230	7,830	400	4.8%
TUOLUMNE	---	21,580	20,550	1,030	4.8%
HUMBOLDT	5	62,700	60,200	2,500	3.9%
HUMBOLDT	---	62,690	60,220	2,470	3.9%
NORTH STATE	13	308,400	292,400	16,000	5.2%
BUTTE	---	103,200	97,700	5,500	5.3%
DEL NORTE	---	9,910	9,350	560	5.6%
LASSEN	---	9,970	9,480	480	4.8%
MODOC	---	3,400	3,180	210	6.3%
NEVADA	---	48,370	46,530	1,840	3.8%
PLUMAS	---	8,180	7,650	540	6.5%
SHASTA	---	74,800	70,900	3,900	5.1%
SIERRA	---	1,360	1,290	70	5.4%
SISKIYOU	---	18,190	17,060	1,130	6.2%
TEHAMA	---	25,770	24,220	1,550	6.0%
TRINITY	---	5,240	4,970	280	5.3%
CAPITOL REGION	9	1,176,700	1,124,600	52,100	4.4%
ALPINE	---	460	430	30	6.1%
COLUSA	---	10,840	9,550	1,290	11.9%
EL DORADO	---	89,600	86,100	3,500	3.9%
GLENN	---	12,750	11,850	900	7.0%
PLACER	---	181,500	175,100	6,400	3.5%
SACRAMENTO	---	699,700	669,900	29,700	4.3%
SUTTER	---	45,900	42,500	3,500	7.6%
YOLO	---	107,300	102,600	4,700	4.4%
YUBA	---	28,600	26,700	1,900	6.8%
EAST BAY	3	1,408,700	1,360,900	47,800	3.4%
ALAMEDA	---	846,400	818,200	28,200	3.3%
CONTRA COSTA	---	562,400	542,700	19,700	3.5%
NORTH BAY	4	753,700	727,600	26,100	3.5%
LAKE	---	29,460	27,900	1,560	5.3%
MARIN	---	140,000	136,300	3,800	2.7%
MENDOCINO	---	39,430	37,850	1,570	4.0%
NAPA	---	74,200	71,900	2,300	3.1%
SOLANO	---	207,100	198,300	8,800	4.2%
SONOMA	---	263,500	255,500	8,000	3.0%
BAY-PENINSULA	1	2,099,800	2,041,400	58,400	2.8%
SAN BENITO	---	30,500	28,900	1,600	5.3%
SAN FRANCISCO	---	565,600	550,600	15,000	2.6%
SAN MATEO	---	449,900	438,700	11,300	2.5%
SANTA CLARA	---	1,053,800	1,023,300	30,600	2.9%
SAN JOAQUIN VALLEY AND ASSOCIATED COUNTIES	14	1,877,400	1,730,200	147,100	7.8%
FRESNO	---	456,100	421,400	34,700	7.6%
INYO	---	8,820	8,470	350	4.0%
KERN	---	387,300	353,500	33,800	8.7%
KINGS	---	58,000	53,300	4,800	8.2%
MADERA	---	61,600	57,100	4,500	7.4%
MERCED	---	117,900	107,700	10,200	8.6%
MONO	---	8,860	8,520	350	3.9%
SAN JOAQUIN	---	324,400	303,700	20,600	6.4%
STANISLAUS	---	243,200	225,700	17,500	7.2%
TULARE	---	211,200	190,900	20,300	9.6%
SOUTHERN BORDER	8	1,655,500	1,583,800	71,700	4.3%
IMPERIAL	---	73,500	60,200	13,200	18.0%
SAN DIEGO	---	1,582,000	1,523,600	58,400	3.7%
LOS ANGELES BASIN	12	5,141,900	4,894,700	247,200	4.8%
LOS ANGELES	---	5,141,900	4,894,700	247,200	4.8%
ORANGE	2	1,606,700	1,553,200	53,500	3.3%
ORANGE	---	1,606,700	1,553,200	53,500	3.3%
INLAND EMPIRE	11	2,031,600	1,936,400	95,200	4.7%
RIVERSIDE	---	1,077,000	1,025,300	51,700	4.8%
SAN BERNARDINO	---	954,600	911,100	43,500	4.6%
VENTURA	6	425,300	408,400	16,900	4.0%
VENTURA	---	425,300	408,400	16,900	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.

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

REGION	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,356,200	18,486,800	869,400	4.5%
ALAMEDA COUNTY Alameda County, except Oakland City	5	632,900	612,900	20,100	3.2%
OAKLAND CITY Oakland City	14	213,400	205,300	8,100	3.8%
CONTRA COSTA COUNTY Contra Costa County, except Richmond City	10	508,800	491,200	17,600	3.5%
RICHMOND CITY Richmond City	15	53,600	51,500	2,100	3.9%
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	33	1,883,600	1,791,600	92,000	4.9%
LOS ANGELES CITY Los Angeles City	31	2,076,400	1,975,200	101,200	4.9%
VERDUGO CONSORTIUM Burbank, Glendale, and La Cañada Flintridge Cities	29	173,500	165,300	8,300	4.8%
FOOTHILL CONSORTIUM Arcadia, Duarte, Monrovia, Pasadena, Sierra Madre, and South Pasadena Cities	20	162,700	156,200	6,500	4.0%
SOUTH BAY CONSORTIUM Carson, El Segundo, Gardena, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Manhattan Beach, Redondo Beach, Lomita, and Torrance Cities	25	368,500	352,000	16,500	4.5%
SELACO (SOUTHEAST LOS ANGELES COUNTY CONSORTIUM) Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, and Norwalk Cities	28	229,500	218,800	10,600	4.6%
PACIFIC GATEWAY WORKFORCE INVESTMENT NETWORK Long Beach and Signal Hill Cities	32	247,700	235,600	12,100	4.9%
ORANGE COUNTY Orange County, except Anaheim and Santa Ana Cities	8	1,278,300	1,236,100	42,200	3.3%
ANAHEIM CITY Anaheim City	11	170,400	164,400	6,000	3.5%
SANTA ANA CITY Santa Ana City	9	158,000	152,700	5,300	3.4%
SAN JOSE - SILICON VALLEY Santa Clara County, except Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale Cities	3	719,200	697,500	21,800	3.0%
NOVA (NORTH VALLEY CONSORTIUM) Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale Cities; San Mateo County	1	784,500	764,500	20,000	2.6%
GOLDEN SIERRA CONSORTIUM Alpine, El Dorado, and Placer Counties	12	271,600	261,600	10,000	3.7%
KERN, INYO, MONO CONSORTIUM Kern, Inyo, and Mono Counties	43	405,000	370,500	34,500	8.5%
MOTHER LODE CONSORTIUM Amador, Calaveras, Mariposa, and Tuolumne Counties	24	66,200	63,200	2,900	4.5%
NORTEC (NORTHERN RURAL TRAINING AND EMPLOYMENT CONSORTIUM) Butte, Del Norte, Lassen, Nevada, Modoc, Plumas, Shasta, Sierra, Siskiyou, Tehama, and Trinity Counties	34	308,400	292,400	16,000	5.2%
NCCC (NORTH CENTRAL COUNTIES CONSORTIUM) Colusa, Glenn, Sutter, and Yuba Counties	41	98,100	90,500	7,600	7.7%
WORKFORCE ALLIANCE OF THE NORTH BAY (NORTH BAY CONSORTIUM) Napa, Lake, Marin and Mendocino Counties	7	283,100	273,900	9,300	3.3%
FRESNO COUNTY Fresno County	40	456,100	421,400	34,700	7.6%
HUMBOLDT COUNTY Humboldt County	17	62,690	60,220	2,470	3.9%
IMPERIAL COUNTY Imperial County	46	73,500	60,200	13,200	18.0%
KINGS COUNTY Kings County	42	58,000	53,300	4,800	8.2%
MADERA COUNTY Madera County	39	61,600	57,100	4,500	7.4%
MERCED COUNTY Merced County	44	117,900	107,700	10,200	8.6%
MONTEREY COUNTY Monterey County	35	230,000	217,900	12,100	5.3%
RIVERSIDE COUNTY Riverside County	30	1,077,000	1,025,300	51,700	4.8%
SACRAMENTO CITY/COUNTY Sacramento County	22	699,700	669,900	29,700	4.3%
SAN BENITO COUNTY San Benito County	36	30,500	28,900	1,600	5.3%
SAN BERNARDINO COUNTY	27	954,600	911,100	43,500	4.6%

San Bernardino County					
SAN DIEGO CITY/COUNTY San Diego County	13	1,582,000	1,523,600	58,400	3.7%
SAN FRANCISCO CITY/COUNTY San Francisco County	2	565,600	550,600	15,000	2.6%
SAN JOAQUIN COUNTY San Joaquin County	37	324,400	303,700	20,600	6.4%
SAN LUIS OBISPO COUNTY San Luis Obispo County	6	144,500	139,800	4,700	3.3%
SANTA BARBARA COUNTY Santa Barbara County	16	218,700	210,100	8,600	3.9%
SANTA CRUZ COUNTY Santa Cruz County	26	148,500	141,800	6,700	4.5%
SOLANO COUNTY Solano County	21	207,100	198,300	8,800	4.2%
SONOMA COUNTY Sonoma County	4	263,500	255,500	8,000	3.0%
STANISLAUS COUNTY Stanislaus County	38	243,200	225,700	17,500	7.2%
TULARE COUNTY Tulare County	45	211,200	190,900	20,300	9.6%
VENTURA COUNTY Ventura County	18	425,300	408,400	16,900	4.0%
YOLO COUNTY Yolo County	23	107,300	102,600	4,700	4.4%

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-F – 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, May 22, 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 9:01 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:

Andrea Scharnow, Sacramento City Unified School District
Claudett Sanders, Early Head Start, Sacramento City Unified School District
Charles Taylor, Twin Rivers Unified School District
Henrietta Gutierrez, SETA-Operated Program
Griselda Cisneros, SETA-Operated Program
Devon McCracken, SETA-Operated Program
Marley Schurr, SETA-Operated Program
Penelope Scott, Grandparent/Community Representative
Kenneth Tate, Outgoing Chair
Reginald Castex, Men's Activities Affecting Children Committee
Alisha Givehchi, Early Head Start/Home Base (seated at 9:38 a.m.)
Linda Litka, Past Parent/Community Representative (seated at 9:38 a.m.)
Marcheri Smith, SETA-Operated Program (seated at 9:50 a.m.)

Members Absent:

Kaoyee Xiong, Elk Grove Unified School District (excused)
Jessica Bradsberry, Sacramento City Unified School District (excused)

Members to be seated:

Diana Wriedt, Elk Grove Unified School District
Mason Taylor, Birth & Beyond, Community Agency Representative
Gloria Hager, Women's Civic Improvement Club (AP)

Members to be seated but absent:

Angel Chenault, Past Parent/Community Representative (excused)

Ms. Hader and Ms. Wriedt introduced themselves and spoke of their families.

II. Consent Item

- A. Approval of the Minutes of the April 24, 2018 Policy Council Meeting

The minutes were reviewed; no questions or corrections.

Moved/Scharnow, second/Tate, to approve the April 24, 2018 minutes.

Show of hands vote:

Aye: 12 (Gutierrez, Cisneros, Hader, McCracken, Sanders, Scharnow, Schurr, Scott, Tate, C. Taylor, M. Taylor, Wriedt)

Nay: 0

Abstentions: 1 (Castex)

Absent: 3 (Bradsberry, Givehchi, Litka, Smith, Xiong)

III. Action Items

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

The Board went into closed session at 9:11 a.m. At 9:35 a.m., Mr. Castex called the meeting back to order and reported that during closed session, the Board approved the following eligible lists: Approval of Eligible Lists for: Associate Teacher; Associate Teacher/Infant Toddler; Head Start Teacher; Infant Toddler Lead Teacher; Site Supervisor; and CFS Education Program Officer

Ms. Gutierrez seated Ms. Linda Litka and Alisha Givehchi at 9:38 a.m.

B. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: Approval of Revision to the Job Specification for Fiscal Department Chief (Exempt)

Ms. Allison Noren stated that this item is presented to comply with Head Start regulations. The regulations require that any fiscal chief must be either a CPA or have a BA in accounting, business, fiscal management or a related field. This job specification was updated in July 2017 but the revision only included finance and accounting; the job specification has been revised to include all of the required educational degrees.

Mr. Castex opened a public hearing.

Moved/Hader, second/Scharnow, to close the public hearing and approve revisions to the job specification for Fiscal Department Chief (Exempt).

Aye: 14 (Gutierrez, Cisneros, Givehchi, Hader, Litka, McCracken, Sanders, Scharnow, Schurr, Scott, Tate, C. Taylor, M. Taylor, Wriedt)

Nay: 0

Abstentions: 1 (Castex)

Absent: 2 (Bradsberry, Smith, Xiong)

Ms. Marcheri Smith was seated at 9:50 a.m.

C. Approval of the Submission of the Head Start/Early Head Start Cost of Living Adjustment (COLA) Application for Program Year 2018-2019

In late March the president signed the Head Start appropriations bill with an increase for Head Start/Early Head Start. This item requests approval to submit an application for a 2.6% COLA. This increase will be a boost to the base grant. Staff has not yet received the formal guidance letter and there is generally a 30-day turnaround for the grant application. The application will request \$1.4 million to cover Head Start, Early Head Start, and the Early Head Start Child Care Partnership program. The intent is to pass along to the employees as part of the base pay or fringe benefits or leases which is required to be passed along when increases are received. SETA is in the process of negotiating the COLA with the union.

Many of the lease agreements say when a COLA is received the lease payments must be increased. The federal government requests that the funds be prioritized to employee salaries/benefits. The COLA funds are not geared toward additional supplies.

Moved/Cisneros, second/Hader, to 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.

Show of hands vote:

Aye: 15 Aye: (Gutierrez, Cisneros, Givehchi, Hader, Litka, McCracken, Sanders, Scharnow, Schurr, Scott, Smith, Tate, C. Taylor, M. Taylor, Wriedt)

Nay: 0

Abstentions: 1 (Castex)

Absent: 2 (Bradsberry, Xiong)

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Gutierrez reviewed the calendar of events.
- Parent Leadership Institute Reports: Mr. Charles Taylor stated that he attended both of the institutes; it was very informative. Ms. Scott stated that the trainer was fabulous and it was good to get to know more board members. Mr. Castex appreciated the training and it was a great experience. Ms. McCracken stated that the trainer was wonderful.
- Parent/Staff Recognitions: Mr. Castex presented a certificate of participation for the Parent Leadership Institute to Mr. Kenneth Tate.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne provided a report for the budget nine months into the year. The budget expenditures are at 72.7% countywide. In-kind is currently at 25.2% and staff expects more to come in before the end of the fiscal year. The administrative expenses are far below the allowable amount.

- Toastmasters Training: Mr. Castex reported that June 5 will be the last one for the year. The training will start again in the new program year.
- Community Resources: Parents/Staff: Mr. Robert Silva provided an overview of the various resources available at the resource table. SETA will be participating in the Sacramento HELPS Fair (Health, Education, Legal Preparedness, and Services) Fair 9-3 p.m. at the Sam Pannell Center. Attendees can receive 72-hour emergency kits.
- Birth & Beyond: Mr. Mason Taylor distributed the Sacramento Family Resource Center calendar. More services will be provided for families during the summer months. Mr. Taylor reviewed the various programs available in the coming months. The Community Carnival had an outstanding attendance in the South Natomas area. There was great feedback from the attendees. There were 18 community partners participating in the Carnival. Planning for next year's carnival will begin in October.

B. Governing Board Minutes – March 1, 2018: No questions.

C. Fiscal Monitoring Report: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Gutierrez reviewed the critique.
- Bylaws Committee: Ms. Schurr, attendees reviewed the PAC bylaws; still need to go over the PC bylaws. Mr. Tate stated that there are possible changes that will be proposed June 8; all are welcome.
- Budget/Planning Committee: No report.
- Social/Hospitality Committee: Next meeting listed on calendar.
- Men's Activities Affecting Children Committee/Parent Ambassadors Committee: Mr. Castex reported that the location of the meeting has changed to WCIC, to 3555 – 3rd Avenue, Sacramento, CA 95817. Mr. Castex urged everyone to attend.
- Sacramento Medi-Cal Dental Advisory Committee: Mr. Tate stated that patients utilizing Medi-Cal Dental are having problems securing appointments. Ms. Robin Blanks stated that the committee tries to find solutions to dental problems. All input is needed, especially from the parents. There are four different plans that report back on what the committee is doing to help the community. The committee works with other counties to see what can be done to improve our program. The plan is to have a standard procedure to ensure everyone gets the services needed.

Mr. Castex urged board members to attend the Medi-Cal Dental Advisory Committee meetings. Ms. Desha clarified that only the appointed representative would be reimbursed for expenses.

Ms. Scharnow left the meeting at 11:00 a.m.
Mr. Mason Taylor was excused at 11:00 a.m.

- Maternal, Child & Adolescent Health Advisory Board Report: No report.

VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick invited all board members to tour one of the many job centers located throughout the county. A job center tour can be arranged at any time. Improvements are being made to this building and the County Department of Health and Human Services will be taking over a part of the offices. The parking lot will be reconfigured in late July or August. Board members are urged to part in only SETA parking slot.
- B. SETA Head Start Deputy Director's Report: Ms. Denise Lee distributed the results of the CLASS review. CLASS is an instrument to assess the quality of the teacher/child interaction in the classroom. Part of the federal review is for reviewers to monitor of our classrooms. Ms. Griffith will provide a report at the June meeting. Three years ago, the scores were very different from what the reviewers had; there was a lot of reengaging the staff and assessors to ensure everyone was on the same page. SETA also hired consultants to assist in the preparation. Over the last three years, we have honed our assessment process which is a stronger evaluation of the tool and more reflective of the federal reviewers.

Staff also received the final report of the first review (Focus Area 2); there was one minor 'non-compliance' issue in attendance. The Office of Head Start wants to know what we are doing county-wide to get and keep the attendance up. We are on a 120-day corrective action. Training and technical assistance support will be coming from ACF to assist with the corrective plan of action which will be submitted for approval. Full compliance is expected by August 25.

The Hopkins Park; the quotes from the general contractor was higher than expected. The groundbreaking for the Hopkins Park center will be postponed until fall; the children and families will be relocated to nearby centers.

- C. Chair's Report: Mr. Castex distributed a list for board members to work with human resources. Mr. Castex urged board members to be the leaders they are.
- D. Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: Ms. Carr referred to page 46, the monthly enrollment report. At the FSW meeting, an attendee talked about Medi-Cal and Denti-Cal. Ms. Carr received a flyer on how to make an appointment including a complaint line. For non-emergency care such as cavities, Denti-Cal has 30 days to make an appointment. A copy of the flyer was provided to board members.
 - Robyn Caruso - Program Support, Food Services and Save Environments, Quality Assurance, and EHS-CCP Services: No report.
 - Karen Griffith - School Readiness, Special Education and Mental Health Services: No report.

- E. Open Discussion and Comments: Mr. Tate stated that an office he is working on will be occupied by the Justice League; they specialize on expungements and other legal issues. He will be providing more information at a later date. Mr. Tate reminded everyone to vote.

Ms. Smith announced that the Sacramento County Fair will be open soon. On Friday it is free for Kids Day.

Ms. Smith stated that the home base program will have a socialization at the Sacramento County Fair. There is also a Groupon for a family pass.

- F. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 11:25 a.m.

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 6/29/18	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	440	100	88
Sacramento City USD	1,139	1,075	94	79
SETA	1,868 (1,788)	1,916	107	68
San Juan USD	668	672	101	75
Twin Rivers USD	180	173	96	69
WCIC/Playmate	100	100	100	79
Total	4,395 (4,315)	4,376	101	76

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 6/29/18	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	152	155	102	79
SETA	431	466	108	73
San Juan USD	160	164	103	83
TRUSD	16	16	100	69
Total	759	801	106	76

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 6/29/18	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	36	100	82
Sacramento City USD	40	42	105	67
SETA/Job Corps.	4	4	100	93
Total	80	82	103	81

(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:

- Hopkins Park (80 slots) was closed for Construction on May 14th.

Sacramento City USD:

Challenges:

- 3 classrooms capped at 20 due to class-size waiver denial. This affects 12 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 17 Twilight slots have started. The director continues to explore other opportunities.



SETA Head Start Food Service Operations Monthly Report *June 2018

June 1st - Grizzly Hollow EHS class extended by one day.
Last day of extended Traditional Classes Calendar C and Walnut Grove.
Minimum Day Preschool & EHS Full Day (C) classes

June 5th - Last Day of WCIC Classes

June 7th - New Summer Delivery Routes started due to Summer Class Closures.
Last Day for Calendar B Traditional Classes

June 21st - Home Base paper supply delivery to Sharon Neese for their socializations

June 22nd - Home Base Social - Items provided for the event for 75 guests.

June 26th - Brian Pinon with ICW Risk Management Services visited the WCIC Kitchen.

June 28th - Marina Vista closed for fire sprinkler repair.

Meetings & Trainings:
None.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
31,390	15,970	22,500	460

Total Amount of Meals and Snacks Prepared 70,320

Purchases:

Food	\$71,960.55
Non - Food	\$11,775.10

Building Maintenance and Repair: \$21.65

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$3,726.54

Vehicle Maintenance and Repair : \$842.40

Vehicle Gas / Fuel: \$1,591.28
Normal Delivery Days 21

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

June 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	256	13%	377	123	33%
Twin Rivers USD	180	23	13%	16	0	0%
Elk Grove USD	440	58	13%			
Sac City USD	1211	150	12%	144	25	17%
San Juan USD	668	111	17%	160	18	11%
WCIC	100	12	12%			
EHS CCP				80	9	11%
COUNTY TOTAL	4587	610	13%	777	175	23%

AFE: Annual Funded Enrollment



Quality Assurance Summary Report

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

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
Sacramento City Unified School District	Parkway HS Abraham Lincoln HS Elder Creek EHS-CCP	3 centers 3 classrooms 9 child files (HS = 6, EHS = 3) 11 staff files	May 7-25, 2018	Comprehensive Review <input checked="" type="checkbox"/> Initial (pilot) <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

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

Highlighted Program Strengths and Positive Observations:

Head Start

- SCUSD Head Start has culturally diverse teaching staff, reflective of the children and families served by the program. In addition, it employs itinerant bilingual staff support (TABS) who are assigned to various schools to provide additional assistance in working with non-English or limited English- speaking families.

EHS-CCP

- Enrolled children are provided ample opportunities to be independent in child-initiated activities and daily routines. Teachers were encouraging as they also incorporated family participation in the classroom.

Head Start/EHS-CCP

- Center and classroom environment is welcoming and inviting, with family pictures and materials reflecting its cultural diversity.
- Program staff members are warm, nurturing and respectful in their interactions with children and families.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	71%	-No current policy to identify and address children at risk of missing 10% of program days. -Inconsistent record-keeping for children

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
		<ul style="list-style-type: none"> enrolled with an over-income waiver -Enrollment applications are incomplete/missing information -Data in ChildPlus does not match contents of child's file -Not all vacancies filled within 30 days nor at the beginning of the program year
Disabilities Services <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>	90%	No significant noted findings
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>	90%	No significant noted findings
Family and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	89%	<ul style="list-style-type: none"> -Incomplete Family Partnership Agreements (FPA) -Limited follow-up on FPAs -Agency has not yet adopted a research-based parenting curriculum
Mental Health <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	98%	No significant noted findings
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	81%	<ul style="list-style-type: none"> -Some Ht/Wt screenings are missing and/or not graphed -Not all identified nutrition needs had documented follow-up -Special diet process not consistently followed in accordance with CACFP -Meal service and counts not performed in accordance with CACFP guidelines
Program Design and Management Human Resources <i>(Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)</i>	69%	-Staff files did not contain all required information
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	82%	<ul style="list-style-type: none"> -Data in ChildPlus did not match contents of the child's file -Not all health and dental screenings/exams were up to date -Limited/no documented follow-up on health needs -Not all immunizations were up-to-date -Rescue medications were not brought outside when children were at play
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	85%	<ul style="list-style-type: none"> -Children were still enrolled in EHS when they were over-age for the license capacity (past 36 months old) -Not all required postings were posted -Diapering procedure not consistently followed -No all toothbrushes were in good

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
		condition and properly stored -Classroom doors were propped during outside time -No spill kit available for use when an accident requiring universal precaution procedure occurred -Fire extinguishers not mounted properly and/or did not contain evidence of monthly inspection

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

Follow-up and Corrective Action Plans:

A program-level Corrective Action Plan (CAP) to address above areas of non-compliance is due to SETA within 30 days of receipt of this report. Governing Board/School Board notification of monitoring results is required within 60 days.

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



Quality Assurance Summary Report

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

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
SETA Operated Program	Parker Avenue HS Bannon Creek HS Elkhorn EHS Grizzly Hollow EHS	4 centers 4 classrooms 10 child files (HS = 6, EHS = 4) 12 staff files	April 9-25, 2018	Comprehensive Review <input checked="" type="checkbox"/> Initial (pilot) <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

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

Highlighted Program Strengths and Positive Observations:

- Centers have an inviting and welcoming environment, reflective of the families and community served.
- Teachers are nurturing and encouraging of children, receptive to their varying needs. They exhibited good ability to manage the class well.
- Children demonstrated familiarity with routines and class schedule.
- Staff teamwork at the centers is notable.
- Well-designed lesson plans, posted prominently in the classrooms.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	83%	-Source of income amount not consistent with application information -Incomplete applications -NOAs and other State documentation missing in child's file -Data in Childplus did not match contents of file -Not all vacancies filled within 30 days

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
Disabilities Services <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>	100%	No significant noted findings
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>	96%	No significant noted findings
Family and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	80%	<ul style="list-style-type: none"> -Incomplete Family Partnership Agreements (FPA) -Limited follow-up on FPA -No evidence of monthly parent meetings -Agency has not yet adopted a research-based parenting curriculum -No evidence of recruitment for PAC representative
Mental Health <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	100%	No significant noted findings
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	90%	No significant noted findings
Program Design and Management Human Resources <i>(Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)</i>	93%	No significant noted findings
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	85%	<ul style="list-style-type: none"> -No evidence staff shared policies on health emergencies -Data in ChildPlus did not match contents of file -Various health exams and screenings no completed and/or missing -Limited follow-up on noted health concerns -Expired medications not replaced by parent
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	86%	<ul style="list-style-type: none"> -Diapering procedure not followed regularly -Limited supervision during hand-washing and tooth-brushing -Minor maintenance/repair needed in the classroom (chipped paint, stained ceiling tiles, non-slip backing needed on rugs, etc.) -No evidence of monthly fire extinguisher inspections -Outdoor play equipment in need of repair -No designated trike path -Latch on gate not working properly

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

Follow-up and Corrective Action Plans:

A program-level Corrective Action Plan (CAP) to address above areas of non-compliance is due to SETA within 30 days of receipt of this report. Governing Board/School Board notification of monitoring results is required within 60 days.

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



Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council, and SETA Governing Board members

RE: SETA Quality Assurance/Monitoring Results – May 2018

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
SETA Operated Program	Head Start and Early Head Start Home Base	4 Home Visits 2 Socialization Groups 8 child files 4 Home Visitors	April 9-25, 2018	Comprehensive Review <input checked="" type="checkbox"/> Initial (pilot) <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

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

Highlighted Program Strengths and Positive Observations:

- Home visit interactions were respectful, supportive and culturally responsive. Different language needs of enrolled families were supported by having bilingual staff and services from a sign language interpreter. Trusting relationship between families and Home Visitors was evident.
- Comprehensive services were provided to entire family, as siblings were also engaged during the home visit.
- Socializations and field trips are planned, well-organized, well-attended, educational and fun. Community resources (preventive dental services) and parent meetings were integrated in socialization and field trip events.
- Excellent team work and highly qualified staff. Various opportunities for staff training and support by supervisors were evident.
- Excellent training and staff meeting documentation.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
ERSEA (Eligibility, Recruitment, Selection,	92%	No significant noted findings

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
<i>Enrollment, Attendance)</i>		
Disabilities Services <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>	100%	No significant noted findings
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>	86%	-No evidence that all children received required developmental, behavioral or speech screenings and required follow-up -Not all IDPs were completed or up-to-date in the child's file
Family and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	86%	-Family Partnership Agreements (FPAs) were often incomplete and/or did not have documented follow-up
Mental Health <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	95%	No significant noted findings
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	78%	-Not all Nutrition History Forms were up-to-date
Program Design and Management Human Resources <i>(Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)</i>	93%	No significant noted findings
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	83%	-Health screenings were often not up-to-date or missing -Dental exams were often not complete or up-to-date -ChildPlus did not match contents of child's file
Home Based Services <i>(Caseload, communication, relationship, activities, parent-child interactions, home visit plans, use of environment for lessons, resources, etc.)</i>	94%	No significant noted findings
Socialization <i>(Activities, facility, parent input, facilitation, parent-child interactions, shared experiences, etc.)</i>	97%	No significant noted findings

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
Services to Pregnant Women <i>(Health status, screenings, follow-up, pre/post-partum visits, medical home, dental services, etc.)</i>	100%	No significant noted findings

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Follow-up and Corrective Action Plans:

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Quality Assurance Summary Report

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

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
Twin Rivers Unified School District	Morey Avenue HS	1 centers 1 classrooms 3 child files 3 staff files	May 7-18, 2018	Comprehensive Review <input checked="" type="checkbox"/> Initial (pilot) <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

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

Highlighted Program Strengths and Positive Observations:

- Excellent family and community engagement activities and events that build school and community and school pride
- Excellent staff team work and communication as evidenced by smooth transitions in class schedule and routines including meal service
- Timely completion of health and nutrition services and follow-up
- Very good documentation in mental health and disabilities service areas
- Individualization and intentional instruction were evident in the review of DRDP assessments, IDP and lesson plans

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	90%	Not all funded enrollment slots were filled at the beginning of the year or throughout the year
Disabilities Services <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>	100%	No significant noted findings

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>	96%	No significant noted findings
Family and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	95%	Program has not yet adopted and implemented a research-based parenting curriculum
Mental Health <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	96%	No significant noted findings
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	95%	No significant noted findings
Program Design and Management Human Resources <i>(Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)</i>	88%	Staff licensing files were missing various required information (i.e. CPR/FA card, health screening report, etc.)
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	98%	No significant noted findings
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	92%	No significant noted findings

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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.