



**GOVERNING BOARD**

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City of Sacramento

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Board of Supervisors  
County of Sacramento

**DON NOTTOLI**  
Board of Supervisors  
County of Sacramento

**JAY SCHENIRER**  
Councilmember  
City of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

**KATHY KOSSICK**  
Executive Director

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**SPECIAL MEETING OF THE  
SETA GOVERNING BOARD**

**DATE:** Friday, September 21, 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](http://www.seta.net).

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

**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: WEDNESDAY, AUGUST 29, 2018**

**REVISED AGENDA DISTRIBUTION DATE: MONDAY, SEPTEMBER 17, 2018**

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE AUGUST 2, 2018  
REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the August 2, 2018 meeting for your review.

RECOMMENDATION:

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

PRESENTER: Kathy Kossick

**REGULAR 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, August 2, 2018  
10:00 a.m.

**I. Call to Order/Roll Call**

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

Members Present:

Patrick Kennedy, Chair; Member, Board of Supervisors  
Larry Carr, Vice Chair; Councilmember, City of Sacramento  
Sophia Scherman, Public Representative  
Don Nottoli, Member, Board of Supervisors (arrived at 10:12 a.m.)

Member Absent:

Jay Schenirer, Councilmember, City of Sacramento

- Recognition of Long-term employee: **Julieta Aldana**, Head Start Teacher (20 years) Ms. Alex Vidal acknowledged Ms. Aldana for her 20 years of employment at SETA/Head Start.

**II. Consent Items**

- A. Minutes of the June 7, 2018 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Ratification of the Submission of the Head Start Training and Technical Assistance Application for Program Year 2018-2019
- D. Approval to Hire SETA Retired Annuitant as a Temporary SETA Consultant Employee
- E. Approval to Extend the Agreement with Community Link Capital Region for the 2-1-1 Sacramento Human Services Database
- F. Approval of Use of Fund Balance
- G. 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

The consent items were reviewed; no questions or comments.

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

- A. Approve the June 7, 2018 minutes.
- B. Approve claims and warrants for the period 5/31/18 through 7/25/18.
- C. Ratify the submission of the Head Start Training and Technical Assistance application in the amount of \$196,068 for Program Year 2018-2019.
- D. Approve hiring Donald Schmidt, a retired annuitant, as a temporary SETA Consultant employee at an hourly rate of \$35 for up to 160 hours.
- E. 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.
- F. Approve the use of fund balance to cover the additional retirement health savings plan contribution in the amount of \$3,575.73.
- G. 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.

Roll Call Vote:

Aye: 3 (Carr, Kennedy, Scherman)

Nay: 0

Abstentions: 0

Absent 2 (Nottoli and Schenirer)

### **III. Action Items**

#### **A. GENERAL ADMINISTRATION/SETA**

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of the Sacramento Employment and Training Agency Final Budget for Fiscal Year 2018-2019

Ms. Kossick introduced Ms. D'et Saurbourne, the new fiscal chief. Ms. Saurbourne stated that there is an increase due to the Head Start COLA; there is also a large carryover which will be utilized to complete the Hopkins Park modular and many deferred maintenance items identified in the budget modification earlier this year. There were small decreases due to WIOA one-time funding that ran out this year.

Mr. Kennedy opened a public hearing.

Moved/Carr, second/Scherman, to close the public hearing and approve the Sacramento Employment and Training Agency Final Budget for Fiscal Year 2018-2019.

Roll Call Vote:

Aye: 3 (Carr, Kennedy, Scherman)

Nay: 0  
Abstentions: 0  
Absent 2 (Nottoli and Schenirer)

2. Recommendation of Private Sector Appointments to the Sacramento Works Board

Ms. Kathy Kossick offered to answer questions.

Ms. Scherman stated that she thought Deborah Portela would be a good fit.

Mr. Nottoli arrived at 10:12 a.m.

Ms. Scherman recommended Ms. Portela. Mr. Kennedy suggested approving the staff recommendation since Siemens is one of the largest employers in the area. He thinks it is important to have a major employer on the Sacramento Works board.

Moved/Carr, second/Scherman, to appoint Christine Laster, Siemens, and Ms. Amanda Blackwood, Sacramento Metro Chamber of Commerce, to the two Private Business vacancies on the Sacramento Works board.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent 1 (Schenirer)

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Revisions to the Job Specification for Children and Family Services Program Specialist

There were no questions on this item.

Moved/Nottoli, second/Scherman, to approve revisions to the job specification for Children and Family Services Program Specialist.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent 1 (Schenirer)

4. 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

Ms. Kossick stated that contract negotiations are continuing. This allows the terms and conditions to continue until new contracts are negotiated. Mr. Thatch

asked that the recommendation include a stipulation that it be extended to October 4, 2018

Moved/Nottoli, second/Scherman, to approve the extension of the three MOUs with AFSCME during the negotiations process to continue the terms and conditions of employment while negotiations are finalized, with the stipulation that the extension will go through October 4, 2018.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent 1 (Schenirer)

**B. WORKFORCE DEVELOPMENT DEPARTMENT:** None.

Refugee Services

Community Services Block Grant

One Stop Services

**C. CHILDREN AND FAMILY SERVICES:** None.

**IV. Information Items**

A. CLASS Presentation – Children and Family Services Department: Ms. Karen Griffith introduced Nathanael Gale, the Program Officer supervising the School Readiness Unit. Mr. Gale provided an overview of the Classroom Assessment Scoring System (CLASS) and countywide results for the 2017-2018 program year. Each classroom teacher is reviewed and rated on their effectiveness in multiple practices. Mr. Gale stated that staff training will be done in small 25-person groups.

B. Fiscal Monitoring Reports: No questions.

C. Employer Success Stories and Activity Report: No questions.

D. Dislocated Worker Update: No questions.

E. Unemployment Update/Press Release from the Employment Development Department: No questions.

F. Head Start Reports: Ms. Denise Lee is working on the Program Improvement Plan (PIP) to address the federal review finding for countywide attendance data reporting. Staff have been working the past couple of months with the delegate agencies on their attendance challenges. Each delegate agency is meeting one-on-one with management to develop individualized support plans to increase overall program average daily attendance. Staff from the regional office will visit on August 21 to do a mid-point check in. Ms. Lee acknowledged Victoria and



Sarah, both nurses at UC Davis. They are part of a larger volunteer group of professional nurses volunteering with Head Start centers on Head Start health-related training and issues.

Ms. Lee explained that future reports for average daily attendance will show month by month data to easily detect patterns of attendance below 85% for three or more consecutive months. The centers will also be implementing various activities to engage parents and children and promote better attendance.

**V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Ms. Kossick wished Happy Birthday to Ms. Scherman on August 18 and Mr. Carr on August 20. The 40<sup>th</sup> year celebration is coming along. Letters requesting donations will be sent out. Ms. Kossick thanked Mr. Kennedy's office for the donation.
- C. Deputy Directors: No comments.
- D. Counsel: No report.
- E. Members of the Board: Ms. Scherman acknowledged Mr. William Walker for his work recruiting New Rancho in Elk Grove. They are moving their flour tortilla line to Elk Grove. Ms. Scherman asked to have a tour of the plant.
- F. Public: No comments.

**VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

The board went into closed session at 10:46 a.m. Mr. Kennedy called the meeting back to order at 10:52 a.m. and stated that there was no report out of closed session.

- VII. Adjournment**: The meeting was adjourned at 10:52 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 7/26/18 through 8/29/18, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 7/26/18 through 8/29/18.

PRESENTER: Kathy Kossick

## ITEM II-C - CONSENT

### APPROVAL OF APPOINTMENT TO THE SACRAMENTO WORKS WORKFORCE DEVELOPMENT BOARD

#### BACKGROUND:

The Workforce Innovation and Opportunity Act (WIOA) was passed in 2014 to replace the 1998 Workforce Investment Act (WIA) and to provide state and local areas the flexibility to collaborate across systems in an effort to better address the employment and skills needs of current employees, jobseekers, and employers. WIOA prescribes a stronger alignment of the workforce, education, and economic development systems. The WIOA modifies the structure of State and local workforce boards, allowing them to be smaller and charging them to be more strategic analysts and investors in the labor market.

As SETA continues the transition under the WIOA, the Governing Board has made changes regarding the composition and member requirements of the Sacramento Works Workforce Development Board to provide for consistency with WIOA requirements. The California Employment Development Department issued a directive seeking to have newly-formed local Workforce Development Boards seated by March 31, 2016. On March 3, 2016 the Governing Board took action to appoint members to the Workforce Development Board.

As part of its effort to implement the state directive, the Governing Board has previously taken action to approve an application and appointment process for the new Workforce Development Board. At its January 7, 2016 meeting, the Governing Board approved the application process for appointing members of the Workforce Development Board, identifying five separate categories for Workforce Development Board membership including: Business; Labor/Workforce; Education/Training; Government and Economic/Community Development; and others deemed by the Governing Board to be appropriate.

In order to implement the WIOA, Sacramento Works, Inc., the local Workforce Development Board, approved a series of amendments to Article III of its bylaws at its January 27, 2016 meeting. The SETA Governing Board approved these bylaw changes at its February 4, 2016 meeting. These amendments included modifications to the number of directors and the manner of appointment. The bylaw amendments included the following changes and the changes in Sections 3.01 (number of directors), 3.03 (staggering of terms) and 3.05 (process of appointment to implement staggered terms):

- Section 3.01 reduced the size of the board from a range of 36 to 50 down to a range of 15 to 30 and set the current size of the board at 25, a reduction from the previous size set at 41. The size of the board can be changed by simple board resolution any time so long as it stays within the new range set by this amendment.

ITEM II-C – CONSENT (continued)

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- Section 3.02 changed the references to the qualifying law from the former WIA to the new WIOA.
- Section 3.03 made one change to provide for staggered terms as required under WIOA.
- Section 3.04 changed the reference to the qualifying law from the former WIA to the new WIOA.
- Section 3.05 (a) incorporated the changes needed to set up staggered terms by appointing approximately 1/3 of the directors appointed in March 2016 to two year terms, 1/3 to three year terms and 1/3 to four year terms. After these initial terms, all terms will be three years.

As part of its action on February 4, 2016, the 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. Attached to this item is a table showing the allocation of positions as approved by the Governing Board on February 4, 2016.

On March 3, 2016 the Governing Board appointed twenty-five members to the newly formed Sacramento Works Workforce Development Board. Ms. Ann Edwards Director of the County Department of Human Assistance was appointed to a three-year term to represent “Other” under the Government and Economic/Community Development category. Ms. Edwards is requesting that one of her managers who oversees employment services replace her on the Sacramento Works Board.

SETA has received an application from Ms. Kristin Gibbons, the Sacramento County Department of Human Assistance Division Manager over Employment Services. Her application is included under separate cover.

RECOMMENDATION:

Approve the appointment of Ms. Kristin Gibbons, the Sacramento County DHA Division Manager, to complete the term of the seat vacated by Ms. Edwards through March 31, 2019.

## ITEM II- D - CONSENT

### APPROVAL TO EXTEND TEMPORARY SETA CONSULTANT EMPLOYEE STATUS AND AUTHORIZE THE EXECUTIVE DIRECTOR TO ENGAGE FUTURE SETA CONSULTANTS TO PROVIDE REGIONAL COORDINATION SERVICES

#### BACKGROUND:

In March 2017, the Governing Board approved the receipt of \$53,000 of “Regional Coordination” funds from the California Workforce Development Board (CWDB), and the hiring of Ms. Robin Purdy, a retired annuitant, as a SETA Consultant employee to work with the CWDB staff to provide the following services:

1. Support regional leadership in identifying targets and trends by working with Business Leadership Councils to determine regional projects and investments and coordinate with regional workforce and education initiatives.
2. Review the Regional Plans submitted by Regional Planning Units, identify gaps and develop plans to address gaps.
3. Plan, schedule, and conduct orientation/planning sessions for Regional Organizers.
4. Convene weekly conference calls and quarterly meetings of Regional Organizers.
5. Mobilize existing resources in support of regional goals and support development of regional compacts to respond to gaps identified in the Regional Plan.
6. Track progress and coordinate with the State Board and technical assistance providers to identify areas where technical assistance is needed.
7. Report and replicate success.
8. Research California and national models for regional decision making/governance
9. Assist in creating a unified regional business outreach/engagement strategy
10. Increase capacity of staff and partners through development of cross-training and cost-sharing strategies
11. Identify areas where regional cooperation would result in administrative efficiencies that reduce duplication and redundancy.

In December 2017, the CWDB funded SETA with an additional \$111,000 and extended the agreement through June 30, 2019. Therefore, staff is requesting approval to extend Ms. Purdy’s SETA Consultant status to provide the above services.

In addition, staff anticipates that the CWDB will continue to provide “Regional Coordination” funds to SETA and there will be an ongoing need to provide Regional Coordination services, and is therefore requesting that the Board authorize the Executive Director to engage future SETA Consultant(s) to provide Regional Coordination services.

#### RECOMMENDATION:

Approve the extension Ms. Robin Purdy’s temporary SETA Consultant employee status and authorize SETA’s Executive Director to engage future SETA Consultant(s) to provide the Regional Coordination services.

ITEM II- E - CONSENT

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

BACKGROUND:

The SETA Children and Family Services Department (CFS) has been working with various school readiness coaches that offer feedback and assistance to teachers in the classroom with curriculum development and teacher approaches. One coaching model that is well regarded is peer-to-peer coaching where teachers coach other teachers. In January 2018, Debbie Schiele, Head Start Teacher, retired from SETA. To continue coaching opportunities with staff, the Children and Family Services Department is seeking approval to hire Ms. Debbie Schiele as a retired annuitant. The rate of pay would be \$35 per hour with an average of 15-20 hours per pay period.

RECOMMENDATION:

Approve hiring Debbie Schiele, a retired annuitant, as a temporary SETA Consultant employee at an hourly rate of \$35 for approximately 15-20 hours bi-weekly for a maximum not to exceed 960 hours per year.

PRESENTER: Kathy Kossick

## ITEM III-A – 1 – ACTION

### APPROVAL TO ACCEPT FUNDING FROM THE CALIFORNIA WORKFORCE DEVELOPMENT BOARD FOR THE BREAKING BARRIERS IN EMPLOYMENT FOR ADULTS WITH AUTISM PILOT PROGRAM, FIND THAT NONCOMPETITIVE PROCUREMENT IS APPROPRIATE AND APPROVE A SUBGRANT AGREEMENT WITH MERITEM, AND AUTHORIZE SETA'S EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

#### BACKGROUND:

SB866, the Breaking Barriers in Employment for Adults with Autism Pilot Program, was approved by the California Legislature and signed by the Governor on June 27, 2018. The California Workforce Development Board (CWDB) has been allocated \$1,500,000 to create a 3-year pilot program for the purpose of increasing long-term employment opportunities for young adults with Autism. The CWDB has selected the Sacramento Employment and Training Agency (SETA) to implement the pilot in Sacramento County and develop promising practices and an employer guide to implement statewide.

Autism Spectrum Disorder (ASD) is the fastest growing developmental disability in the United States. It is a life-long disability that can cause developmental problems in the areas of social interaction, speech, language, communication, and behavioral functions. Seventeen years ago, 1 in 150 children were born with ASD; today it is 1 in 68. According to a 2013 report published in the Journal of the American Academy of Child and Adolescent Psychiatry, unemployment and underemployment for young adults with Autism is estimated at 90% nationwide.

The Breaking Barriers in Employment for Adults with Autism legislation was authored by Assemblywoman Blanca Rubio with support from Meristem, a non-profit organization which serves young adults on the autism spectrum by helping them develop practical life skills, increase social capacity and transition to work and independence. Meristem has received funding from the CWDB Workforce Accelerator Fund initiative targeting young adults with autism.

The CWDB has authorized SETA to use noncompetitive procurement and enter into a contract with Meristem to:

- Develop a curriculum/best practices manual that will assist employers in building workplace capacity for individuals with Autism; and
- Implement employer trainings based on the developed curriculum with participation from young adults with autism and other developmental disabilities; and

ITEM III-A – 1 – ACTION (continued)

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- Recruit and pay participating young adults with Autism a one-time education/workforce development stipend for their engagement in both the development of the curriculum and the facilitating of trainings for employers.

The CWDB has also authorized SETA to procure an evaluator/technical assistance provider to assess the overall success of the pilot program and evaluate the effectiveness of the program for the targeted population and to assist in expanding the successful practices statewide. The evaluator will be required to submit a report to SETA and CWDB by November 30, 2021, detailing the overall success and effectiveness of the pilot program.

The CWDB has allocated \$1,425,000 to SETA for the 3-year pilot program, with \$150,000 for evaluation/ technical assistance, \$250,000 for coordination, reporting and oversight, and \$1,025,000 for the contract with Meristem.

SETA's procurement policies authorize the Agency to procure services without competition in certain circumstances, including when the funding agency authorizes SETA to use noncompetitive procurement.

RECOMMENDATION:

1. Consistent with SETA's Procurement Policies and Federal Regulations, find that noncompetitive procurement is appropriate, and approve a subgrant agreement with Meristem in the amount of \$1,025,000; and
2. Accept \$1,425,000 in funding from the CWDB to implement the Breaking Barriers in Employment for Adults with Autism pilot program for the period beginning September 1, 2018 and ending January 1, 2022, and authorize SETA's Executive Director to execute the agreement and any other documents required by the funding source.



## ITEM III-A – 2 - ACTION

### APPROVAL OF THE RATIFIED TENTATIVE AGREEMENT BETWEEN THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA) AND THE AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME) REGARDING COST OF LIVING ADJUSTMENTS FOR SALARY AND HEALTH CONTRIBUTIONS

#### BACKGROUND

SETA and AFSCME have been in labor negotiations since April, 2018 working on revisions to the three labor agreements that ended June 30, 2018. On August 2, 2018 the SETA Governing Board took action to extend the terms and conditions of these agreements through October 4, 2018 while the labor negotiations continue.

The Governing Board previously approved the grant application to The Administration for Children and Families that included a 2.6% cost of living adjustment that will be effective August 1, 2018. In addition, the Agency annual budget approved on August 2, 2018 reflected this increase totaling approximately \$866,000.

On August 21, 2018 AFSCME ratified a tentative agreement (TA) regarding cost of living salary and medical contributions increases. This agreement reflects a 2% cost of living increase to be effective August 1, 2018, which is the beginning of the Head Start grant year. In addition, the TA includes increases in monthly premiums for medical coverage. This includes a \$50 increase for employee-only coverage and a \$120 increase for family coverage. This brings the employee-only monthly contribution to \$545 and the family monthly contribution to \$900. The increases in medical premiums will become effective on September 9, 2018.

#### RECOMMENDATION:

Approve the ratified Tentative Agreement between SETA and AFSCME which provides for a 2% cost of living increase effective August 1, 2018 and monthly medical premium increases of \$50 employee-only coverage and \$120 family coverage effective September 9, 2018.

PRESENTER: Kathy Kossick

### ITEM III-A- 3- ACTION

#### APPROVAL OF 2018-19 COMPENSATION RECOMMENDATIONS FOR UNREPRESENTED CONFIDENTIAL AND MANAGEMENT PERSONNEL

##### BACKGROUND

On a periodic basis, the Governing Board reviews a report containing recommendations of the Executive Director for salary and benefit improvements for unrepresented confidential and exempt management employees, and any necessary amendments to the Personnel Resolution Covering Unrepresented Employees. The Board last acted on July 6, 2017. There are no changes in the Personnel Resolution Covering Unrepresented Employees at this time. Consistent with the Tentative Agreement for represented employees, the Executive Director is recommending that all unrepresented employees receive a 2% cost of living adjustment retroactive to August 1, 2018. In addition, the monthly increases for health premiums include \$50 for employee-only coverage and \$120 for family coverage. This brings the employee-only monthly contribution to \$545 and the family monthly contribution to \$900. The fiscal impact will be approximately \$76,000. Both increases are reflected in the Agency's 2018-19 approved budget.

Staff will be available to answer questions.

##### RECOMMENDATION

Review and approve the compensation recommendation for unrepresented confidential and exempt management employees which provides a 2% cost of living increase retroactive to August 1, 2018 and monthly medical insurance premium increases of \$50 employee-only coverage and \$120 family coverage effective September 9, 2018.

PRESENTER: Kathy Kossick

## ITEM III-B – 1 – ACTION

### APPROVAL OF STAFF FUNDING EXTENSION RECOMMENDATIONS FOR REFUGEE SUPPORT SERVICES (RSS) AND RSS SET-ASIDE PROGRAMS, PROGRAM YEAR (PY) 2018-2019

#### BACKGROUND

SETA's Refugee Program, operated under Refugee Social Services (RSS), Targeted Assistance (TA), and RSS Set-Aside funds received from the United States (U.S.) Department of Health and Human Services (HHS), Administration for Children and Families (ACF), Office of Refugee Resettlement (ORR), provides direct services intended to result in the economic self-sufficiency and reduced public assistance dependency of refugees, asylees, certified victims of human trafficking, and individuals holding Special Immigrant Visas (SIVs) through employment and acculturation assistance.

Under SETA's Refugee Program, the following services are provided to eligible refugees, asylees, certified victims of human trafficking, and SIVs who are within five years of arrival in the United States:

- Vocational English-as-a-Second Language combined with Employment Services (VESL/ES)
- Employment Services (ES) – Stand Alone
- Social Adjustment and Cultural Orientation (SA&CO) – Older Refugees

In May, 2017, the Governing Board approved the release of a Request for Proposals (RFP) for Refugee Program services and delegate agreements were awarded to successful applicants for Program Year (PY) 2017-18, which began October 1, 2017 and will end September 30, 2018. The RFP and the delegate agreements permit extensions for up to two additional years. This item recommends extension of delegate agreements for one year beginning October 1, 2018.

#### Funding

##### ***2017-18 Formula Funding Methodology -***

**RSS Formula** – ORR determines each state's total RSS allocation based on its refugee arrivals in proportion to total arrivals nationwide for the most recent 24 months. Secondary migration of the populations from the state of initial settlement is also considered in reaching the final formula allocations. Prior to California receiving its final allocation, ORR allocates funds directly to the Wilson/Fish Alternative Project operated in San Diego County by Catholic Charities. The remaining funds, received by the State of California, Department of Social Services—Refugee Programs Bureau (RPB), are then allocated to eligible counties based on the number of refugees on aid in each county, weighted according to the length of time refugees have been in the U.S.

**TA Formula** – TA allocations are based on the arrival data for the most recent 24 month period. Secondary migration of the populations from the state of initial settlement is also considered in reaching the final formula allocations. The funding methodology was intended to support the service needs of “newly arriving” populations who are entering the country.

***2018-19 Formula Funding Methodology –***

In June, 2018, counties received a notification from RPB that ORR combined the RSS and TA programs into a new Refugee Support Services (RSS) program to provide states the flexibility to allocate funds to address current and emerging needs of the most recent arrivals without having to administer duplicative service programs.

Under the new RSS program, allocations to states will be based on arriving populations during FY 2017 only, rather than the combined arrivals in both FY 2016 and FY 2017 (the most recent 24 month arrivals). Since FY 2010, RSS and TA allocations have been based on arrivals in the most recent 24 months. However, beginning FY 2018, allocations will be based on arrivals in the most recent 12 months so that the funding will best serve the current population and improve the ability of the states and counties to respond to shifting arrival patterns.

***2018-19 New RSS Funding Levels –***

Based on preliminary information, RPB believes that the State will receive \$16,469,075 for the new RSS program that will be a combination of what was formerly separate Refugee Social Services and Targeted Assistance grants. This allocation also includes one-time TA funds that were not allocated for program year 2017-18. This is approximately a \$4.7 million increase from FFY 2017. However, RPB has indicated that they are unclear on what programs are included under the new RSS because no official information has been released from ORR. Additionally, with the limited information RPB has received, it is anticipated that the existing state methodology for the allocation of RSS funds will be utilized. This, however, is subject to change once final guidance is released by ORR.

SETA has not received final notification of award for its new RSS grant for PY 2018-19. Preliminary estimates indicate that funds available for allocation will be:

- **New RSS -** \$2,256,018

The amount indicated for allocation is merely an estimate and is subject to change once final PY 2018-19 allocations are received from RPB.

***RSS Set-Aside Funding –***

SA&CO services to older refugees are currently funded through RSS Set-Aside funding. Awards to counties are formula based; measured by the number of refugees 60 years of age and older reflected in the California Department of Health Care Services Medi-Cal Eligibility Data System (MEDS). SETA has not received final notification of award for its RSS Set-aside grant for PY 2018-19. Preliminary estimates indicate that funds available for allocation will be:

- **RSS Set-aside:** \$11,456

It is anticipated that 29 older refugees will receive assistance accessing naturalization/citizenship, as well as social adjustment and acculturation services in PY 2018-19.

The amount indicated above for allocation is merely an estimate and is subject to change once final PY 2018-19 allocations are received from CDSS—RPB. In addition, CDSS-RPB has indicated that funds for the SA&CO, older refugee program for 2018-19 may be allocated from the new RSS grant.

**Extension Recommendations**

Refugee Program provider delegate agreements entered into in 2017 permit SETA the sole option to extend agreements for additional terms, up to a total of two additional years. Staff is seeking approval to extend the current Refugee Program provider delegate agreements for an additional year effective October 1, 2018. Recommended funding levels, as reflected in the attached funding extension charts, are based on provider performance through July 31, 2018, which includes enrollment, entered employment and retention rates, average wage at placement, as well as CalWORKs and Refugee Cash Assistance (RCA) grant reduction/termination rates. In addition to provider performance, the recommended awards also represent a balance between geographic diversification, and maintaining adequate program infrastructure to reduce volatility in programs/services.

SETA is recommending Folsom Cordova Community Partnership and World Relief for a level funding amount in PY 2018-19 as was provided in PY 2017-18. As new providers this year, both experienced challenges during the first seven months of PY 2017-18 learning the many aspects of the refugee program. Although performance improvements have been demonstrated by both providers over the recent months, more time is needed to evaluate their ability to successfully perform in the delivery of employment services to refugees, including their application of program processes, procedures, and policies, and the provision of case management, record documentation, participant and data tracking, and program reporting. Current and

recommended funding levels are necessary to ensure the program is adequately resourced to provide employment services.

Provider performance detail has been sent under separate cover.

As mentioned previously, if approved, funding for the new RSS and RSS Set-aside will be subject to SETA's final PY 2018-19 allocations. Additionally, funding for all services will be subject to satisfactory year-end program performance, as well as satisfactory fiscal reviews. Refugee Program providers that do not meet year-end performance goals or receive satisfactory fiscal reviews may be subject to the deobligation of funds.

***RSS Set-Aside Funding -***

Staff is recommending that services provided under the 2018-19 RSS Set-aside funding continue to be delivered through the following provider who has consistently exceeded contractual service levels:

- ✓ Slavic Assistance Center, Inc.

The recommended allocation is based on a preliminary estimate, and is contingent upon receipt of PY 2018-19 RSS Set-aside funding. If the final funding level is different than anticipated, staff will adjust the allocation for award, accordingly.

***Program Performance/Evaluation –***

SETA staff routinely monitor and evaluate Refugee Program providers and their services for overall program performance and their ability to meet contractual performance levels. Evaluation criteria reviewed for performance includes, but is not limited to:

- Achievement of planned performance goals (enrollment, entered employment, job retention, average wage at placement, reductions/terminations from aid, service units)
- Ability to enroll and serve refugee populations, with a focus on recipients of public assistance
- Documentation of services and client progress towards goal attainment
- Ability to implement all required program elements and adhere to policies and program guidelines
- Ability to coordinate with Sacramento County, Department of Human Assistance (DHA), as well as Sacramento Works America's Job Center (SWJC) staff

ITEM III-B – 1 – ACTION (continued)

Page 5

Program performance through July 31, 2018, compared to end of year goals, was used as the basis for funding extension recommendations. Through July 31, 2018, employment service programs enrolled a total of 1,094 customers with 650 (59%)

entering employment, with a 95% employment retention rate after 90 days. An additional 31 customers were served in the social adjustment and acculturation program for older refugees receiving over 94 service units, including 22 application submissions for citizenship.

**Recommendation**

Approve the funding extensions for the Refugee Support Services (RSS) and Refugee Social Services (RSS) Set-aside programs for PY 2018-19 effective October 1, 2018, and as indicated in the attached charts. Additionally, approve the following funding stipulations:

1. PY 2018-19 funding will be subject to satisfactory year-end program performance and satisfactory fiscal reviews.
2. VESL/ES service providers must ensure open-entry and prompt placement into VESL classes for all clients that are assessed to be in need of English language training.
3. All VESL/ES and ES Stand Alone service providers must allocate a minimum of 5% of their awards for supportive services.
4. Providers with case management and job development staff budgeted for less than 12 months, or budgeted for part-time employment, must ensure program services are available Monday through Friday, eight hours per day, from October 1, 2018, through September 30, 2019.
5. If the final allocations for the new RSS and RSS Set-aside are less than the anticipated awards, SETA reserves the right to reduce amounts allocated to providers proportionately.
6. If the final allocations for new RSS and RSS Set-aside are more than anticipated, staff may return with an augmentation recommendation in October.
7. If final guidance from ORR indicates that the RSS Set-aside grant is eliminated, the SA&CO Older Refugee program may be funded from the PY 2018-19 new RSS allocation.
8. Participants in Match Grant employment services provided by IRC and World Relief are not eligible to participate in IRC's or World Relief's new RSS funded programs until all services within the Match Grants have been exhausted.

**PRESENTER:** Michelle O'Camb

**New Refugee Support Services (RSS)  
Funding Extension Recommendations - PY 2018-19  
Vocational English-as-a-Second Language/Employment Services (VESL/ES)**

PROVIDER NAME	CURRENT VESL/ES FUNDING, PY 2017-18		FUNDING EXTENSION RECOMMENDATIONS, PY 2018-19	
	AMOUNT	VESL/ES #s TO SERVE	NEW VESL/ES #s TO SERVE*	NEW AMOUNT*
Bach Viet Association, Inc.	\$264,121	106	122	\$305,000
Lao Family Community Development, Inc.	297,515	119	124	309,508
International Rescue Committee, Inc.	309,659	124	119	297,500
Twin Rivers USD	270,676	196	191	263,771
Asian Resources, Inc.	259,799	111	107	251,557
Folsom Cordova Community Partnership**	99,915	40	20	49,960
World Relief - Sacramento	99,760	40	40	99,760
<b>Totals</b>	<b>\$1,601,445</b>	<b>736</b>	<b>723</b>	<b>\$1,577,056</b>

\* Subject to the final award of 2018-19 new RSS funding from ORR

\*\*Recommended numbers to be served in VESL/ES decreased for PY 2018-19 due to increase in numbers to be served in the ES component.



**New Refugee Support Services (RSS)  
Funding Extension Recommendations - PY 2018-19  
Employment Services (ES) Stand Alone**

PROVIDER NAME	CURRENT ES FUNDING, PY 2017-18		FUNDING EXTENSION RECOMMENDATIONS, PY 2018-19	
	AMOUNT	ES #s TO SERVE	NEW ES #s TO SERVE*	NEW AMOUNT*
Bach Viet Association, Inc.	\$87,000	58	73	\$109,500
Twin Rivers USD	107,436	84	86	109,994
Asian Resources, Inc.	92,580	60	60	92,580
Lao Family Community Development, Inc.	105,000	70	66	99,000
International Rescue Committee, Inc.	103,500	69	64	96,000
Folsom Cordova Community Partnership**	62,165	40	72	111,888
World Relief - Sacramento	60,000	40	40	60,000
<b>Totals</b>	<b>\$617,681</b>	<b>421</b>	<b>461</b>	<b>\$678,962</b>

\* Subject to the final award of 2018-19 new RSS funding from ORR

\*\*Recommended numbers to be served in ES increased for PY 2018-19 due to decrease in numbers to be served in the VESL/ES component.

**Refugee Social Services (RSS) Set Aside  
Funding Extension Recommendations, PY 2018-19  
SA&CO (Older Refugee)**

PROVIDER NAME	ACTIVITY	CURRENT FUNDING, PY 2017-18		FUNDING EXTENSION RECOMMENDATIONS, PY 2018-19	
		RSS Set-aside Amount	Numbers to Serve	New Numbers to be Served*	New RSS Set-aside Funding Amount*
Slavic Assistance Center	SA&CO (Older Refugee)	\$11,456	29	29	\$11,456
<b>Totals</b>		<b>\$11,456</b>	<b>29</b>	<b>29</b>	<b>\$11,456</b>

\* Subject to the final award of 2018-19 RSS Set-aside funding from ORR

ITEM III-B – 2 - ACTION

APPROVAL OF STAFF FUNDING AUGMENTATION RECOMMENDATIONS FOR  
TWO CATEGORIES OF NEWLY RELEASED CSBG FUNDING

BACKGROUND:

Currently SETA receives funds from the California Department of Community Services & Development to provide CSBG services within the boundaries of Sacramento County. The total funding for 2018 was projected to be \$1,743,146, however, as a result of population shifts of impoverished households throughout the state, SETA has received an augmentation of \$44,485 for local services through December 31, 2018, for a total contract amount of \$1,787,631.

Additionally, SETA has received a discretionary award in the amount of \$35,000 which can be used for meeting identified community needs or building agency capacity. This is a one-time funding award and the term of this discretionary grant ends on 5/31/19.

Regarding the \$44,485 augmentation to SETA's annual CSBG funding, staff recommends funding the next ranked proposal that remained unfunded from the PY2018 procurement process, Children's Receiving Home (CRH), in the amount of \$28,500. CRH's original proposal requested \$40,000, was the only proposal to provide services exclusively for foster youth, and CRH's PY2017 funding award was \$28,500. Staff further recommends that the PY 2018 Lao Family Community Development (LFCD) contract be augmented in the amount of \$15,985. LFCD's original proposal requested \$70,000 to provide safety net services for homeless and low-income customers, and its current funding is \$25,000. Attached is a revised version of the PY2018 funding recommendations reflecting these augmentations.

Regarding the \$35,000 discretionary award, the staff recommendations are based on the one-time nature of the funds. Staff recommends funding River City Food Bank in the amount of \$3,000 for the purchase and distribution of diapers to CSBG eligible households in the Arden Arcade target area. Staff further recommends that the remaining funding, \$32,000, be allocated to SETA safety-net services to increase access to Job Center services for CSBG-eligible households in Sacramento County that require transportation, food and other emergency assistance in order to access and enroll in longer-term Job Center services.

The Community Action Board approved this item at their August 8 meeting.

RECOMMENDATION:

Approve the funding augmentation recommendations as described above and as indicated on the attached funding chart.

PRESENTER: Julie Davis-Jaffe

2018 CSBG PROGRAM PROCUREMENT DATA CHART

FOR PROGRAMS RECOMMENDED FOR FUNDING AUGMENTATIONS

**NOTE:** The chart below describes the status of highlighted programs recommended for augmentation.

<b>Safety-Net Services</b>								
Score	Agency	Target Group	Target Area	2017 Funding	Funding Request	Cost per/ # Served	2018 Award	Staff Recommends
93.6	River City Food Bank	Low-Income Households	Sacramento County	\$20,000	\$40,000	\$1.25/ 32,000	\$37,000	\$3,000
93.1	Voluntary Legal Services of Northern CA	Persons w/ Criminal Convictions or Suspended Driver's Licenses	Sacramento County	\$28,000	\$34,000	\$88.54/ 384	\$34,000	
93.0	My Sister's House	Domestic Violence Survivors	Central and South Sacramento, Elk Grove	\$34,100	\$34,100	\$568/ 60	\$34,100	
92.3	Lao Family Community Development	Homeless and Low-Income Households	N. Sacramento, Florin, North Highlands, Arden Arcade, Lemon Hill, Parkway	\$20,000	\$70,000	\$318/ 220	\$25,000	\$15, 985
91.4	Legal Services of Northern CA	Seniors	Sacramento County	\$20,000	\$20,000	\$33.33/ 600	\$20,000	
91.1	Folsom Cordova Community Partnership	Low-Income Households	Rancho Cordova and Parts of Folsom	\$24,000	\$56,419	\$56.59/ 997	\$25,000	
90.9	The Salvation Army	Low-Income Households	Sacramento County	\$60,500	\$75,000	\$203/ 369	\$60,500	
90.7	Volunteers of America	Homeless and Low-Income Veterans	Sacramento County	\$7,600	\$26,850	\$107/ 252	\$22,000	
84.9	Elk Grove Food Bank Services	Low-Income Households	Elk Grove and Zip Codes 95624, 95757, 95758, 95828, 95829, 95288, 95823, 95759, 95683, 95693	\$20,000	\$40,000	\$57.14/ 700	\$20,000	
82.4	Next Move	Homeless Households	Sacramento County	\$85,600	\$89,605	\$358/ 250	\$14,632	
78.9	WIND Youth Services	Imminently Homeless or Homeless Youth 12-24	Sacramento County	\$20,381	\$20,000	\$100/ 200	\$0	
68.4	Travelers Aid Emergency Assistance Agency	Low-Income Households	Sacramento County	\$0	\$70,000	\$175/ 400	\$0	
68.3	South County Services	Low-Income Households	South Sacramento County and River Delta Areas	\$27,700	\$49,055	\$98.11/ 500	\$27,768	

**NOTE:** Of all 2018 procurement proposals eligible for funding that remained unfunded on the chart below, Children’s Receiving Home’s proposal had the highest score in any funding category.

Youth and Senior Support								
Score	Agency	Target Group	Target Area	2017 Funding	Funding Request	Cost per/ # Served	2018 Award	Staff Recommends
91.3	La Familia Counseling Center	In-School, Truant, Gang and Pre-Gang Youth	Lemon Hill, Parkway, Florin and Galt	\$55,000	\$85,500	\$1,425/ 60 Youth	\$55,000	
90.3	Department of Health and Human Services	Seniors 65+	Sacramento County	\$16,500	\$16,500	\$1,182/ 14 Seniors	\$16,500	
89.0	Waking the Village	Pregnant and Parenting Youth and their Children	Sacramento County	\$0	\$70,000	\$2,333/ 30 Youth	\$45,000	
88.5	Health Education Council	African-American Youth, 14-17	Sacramento County	\$0	\$40,000	\$1,333/ 30 Youth	\$40,000	
81.7	WIND Youth Services	Homeless and Imminently Homeless Youth 12-24	Sacramento County	\$0	\$60,924	\$609/ 100 Youth	\$33,500	
81.4	Children’s Receiving Home	Foster Youth	Sacramento County	\$28,500	\$40,000	\$1,333/ 30 Youth	\$0	\$28,500
80.3	St. John’s Program for Real Change	Resident Youth 0-17 Years	Arden Arcade, Foothill Farms, La Riviera, Florin, North Highlands, Lemon Hill, Parkway, North Sacramento	\$0	\$50,000	\$476/ 105 Youth	\$0	
79.1	Court Appointed Special Advocates	Foster Youth	Arden Arcade, Carmichael, Citrus Heights, Elk Grove, Galt, Florin, No. Highlands, Rancho Cordova, and City of Sacramento	\$0	\$50,000	\$625/ 80 Youth	\$0	
76.4	Next Move	Seniors 65+	Sacramento County	\$25,000	\$27,416	\$1,246/ 22 Seniors	\$0	
67.9	Children’s Receiving Home	African American Foster Youth 14-17	Sacramento County	\$0	\$40,000	\$2,000/ 20 Youth	\$0	
50.9	Linkage to Education	Probation and Foster Youth	Sacramento County	\$30,000 Consult.	\$0	\$0	\$0	

ITEM III-C - 1 - ACTION

APPROVAL TO SUBMIT A REQUEST TO CARRY OVER HEAD START,  
EARLY HEAD START AND EARLY HEAD START-CHILD CARE PARTNERSHIP  
BASIC AND TRAINING AND TECHNICAL ASSISTANCE FUNDS FROM 2017-2018  
PROGRAM YEAR TO 2018-2019 PROGRAM YEAR

BACKGROUND:

On March 20 and April 5, 2018, the SETA Policy Council and SETA Governing Board, respectively, approved a Head Start, Early Head Start and EHS-Child Care Partnership Budget Modification to reprogram under-spent funds for deferred maintenance items (i.e., playgrounds, shade structures, classroom furniture/materials, etc.). The budget modification was approved by the Administration for Children and Families (ACF) on May 22, 2018.

The Office of Head Start requires that funds be obligated by July 31, 2018, and that all obligations be liquidated by October 29, 2018. Due to tight timelines and limited availability of contractors during the summer months, SETA was unable to complete all approved projects prior to the July 31 program year (PY) end date. As a result, staff is requesting to carryover funds from PY 2017-2018, as follows, and complete the projects in PY 2018-2019.

**Head Start/Early Head Start**

	<b>09CH010182</b>			
	HS Basic	EHS Basic	HS Duration	<b>Totals</b>
Equipment	\$ 330,000	\$ 70,000	\$ -	\$ 400,000
Construction	\$ 150,000	\$ -	\$ 783,937	\$ 933,937
Other - Maint/Repair	\$ 375,000	\$ -	\$ -	\$ 375,000
Other -Training	\$ -	\$ -	\$ -	\$ -
	<b>\$ 855,000</b>	<b>\$ 70,000</b>	<b>\$ 783,937</b>	<b>\$ 1,708,937</b>

**Early Head Start – Child Care Partnership**

	<b>09HP0021</b>		
	EHS-CCP Basic	EHS-CCP T/TA	<b>Totals</b>
Equipment	\$ 200,000	\$ -	\$ 200,000
Construction	\$ 125,032	\$ -	\$ 125,032
Other - Maint/Repair	\$ -	\$ -	\$ -
Other -Training	\$ -	\$ 136,304	\$ 136,304
	<b>\$ 325,032</b>	<b>\$ 136,304</b>	<b>\$ 461,336</b>

ITEM III-C – 1 – ACTION (continued)  
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SETA is requesting to carryover Head Start/Early Head Start funds in the amount of **\$1,708,937** and EHS-Child Care Partnership funds in the amount of **\$461,336** for a total of **\$2,170,273** for program year 2017-2018.

A list of the remaining deferred maintenance projects is attached.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the submission of a carryover request for Program Year 2017-2018 in the amount of **\$1,708,937** for Head Start/Early Head Start and **\$461,336** for EHS-Child Care Partnership for a total of **\$2,170,273**.

PRESENTER: Denise Lee



Sacramento Employment and Training Agency  
 Head Start/Early Head Start  
**Carryover Request**  
 FY 2017-2018 to FY 2018-2019

On March 20 and April 5, 2018, the SETA Policy Council and SETA Governing Board, respectively, approved a Head Start and Early Head Start Budget Modification to reprogram under-spent funds for deferred maintenance items (i.e. playgrounds, shade structures, classroom furniture/materials, etc.). The budget modification was approved by the Administration for Children and Families (ACF) on May 22, 2018.

The Office of Head Start requires that funds be obligated by July 31, 2018, and that all obligations be liquidated by October 29, 2018. Due to tight timelines and limited availability of contractors during the summer months, SETA was unable to complete all approved projects prior to the July 31 program year (PY) end date. As a result, staff is requesting to carryover funds from PY' 2017-2018 and complete the projects in PY' 2018-2019.

Carryover is being requested for the Head Start (HS) and Early Head Start (EHS) program in the amount of \$1,708,937. The funds will be utilized in the following categories:

	<b>09CH010182</b>			
	HS Basic	EHS Basic	HS Duration	<b>Totals</b>
Equipment	\$ 330,000	\$ 70,000	\$ -	\$ 400,000
Construction	\$ 150,000	\$ -	\$ 783,937	\$ 933,937
Other - Maint/Repair	\$ 375,000	\$ -	\$ -	\$ 375,000
<b>Totals</b>	<b>\$ 855,000</b>	<b>\$ 70,000</b>	<b>\$ 783,937</b>	<b>\$ 1,708,937</b>

The funds will be utilized in each category as such:

Equipment

The \$330,000 requested to be carried over from Head Start Basic will be used to replace aging playgrounds at the SETA Operated Program (SOP) sites; Elkhorn, North Avenue, and 16<sup>th</sup> Avenue.

The \$70,000 requested to be carried over from Early Head Start Basic will be used to build a new playground at the SOP site, Crossroad Gardens. A new EHS classroom was renovated at the Crossroad Gardens sites to increase the EHS children served at that site.



Construction

SETA receive approval last program year to carryover \$854,265 for the Hopkins Park ELC modular project. On May 22, 2018, ACF approved an additional budget modification to the project in the amount of \$150,000 to add a dedicated parking lot to the project to ensure the safety of the children and families. The project has continued to move forward and is expected

to be completed in December 2018. SETA has expended \$70,328 on the project as of July 31, 2018. The total carryover amount being requested for SOP is \$933,937.

Other – Maintenance and Repair

Carryover funds will be used to complete the following facility maintenance and repairs:

Site	Project	Estimated Cost
Elkhorn	Flooring	\$ 75,000
Job Corp	Flooring	\$ 35,000
Mather	Lighting & Ceiling Tiles	\$ 30,000
Northview	Lighting & Ceiling Tiles	\$ 30,000
Mather	Fencing	\$ 15,000
Northview	Rubber Replacement @playground	\$ 80,000
Bright Beginnings	Rubber Replacement @playground	\$ 80,000
Northview	Cabinets/Countertops	\$ 30,000
		\$ 375,000

Due to the uncertain nature of construction projects, SETA requests to extend the carryover funds through July 31, 2019. It is anticipated that all carryover funds will be expended by July 31, 2019.

Non-Federal Share (\$427,235)

*SETA Operated Program*

**\$427,235**

SETA will meet their non-federal share requirement with classroom volunteers. Classroom volunteers include parent classroom volunteers, School Readiness Aides, and Parent Food Aides. SETA anticipates approximately 19,030.51 hours of volunteer time valued at the current associate teacher wage rate with fringe benefits (\$22.45/hour).



Sacramento Employment and Training Agency  
 Early Head Start – Child Care Partnership  
**Carryover Request**  
 FY 2017-2018 to 2018-2019

On March 20 and April 5, 2018, the SETA Policy Council and SETA Governing Board, respectively, approved an Early Head Start-Child Care Partnership Budget Modification to reprogram under-spent funds for deferred maintenance items (i.e., playgrounds, shade structures, classroom furniture/materials, etc.). The budget modification was approved by the Administration for Children and Families (ACF) on May 22, 2018.

The Office of Head Start requires that funds be obligated by July 31, 2018, and that all obligations be liquidated by October 29, 2018. Due to tight timelines and limited availability of contractors during the summer months, SETA was unable to complete all approved projects prior to the July 31 program year (PY) end date. As a result, staff is requesting to carryover funds from PY' 2017-2018 and complete the projects in PY' 2018-2019.

Carryover is being requested for the Early Head Start-Child Care Partnership (EHS-CCP) program in the amount of \$461,336. The funds will be utilized in the following categories:

	<b>09HP0021</b>		
	<b>EHS-CCP Basic</b>	<b>EHS-CCP T/TA</b>	<b>Totals</b>
Equipment	\$ 200,000	\$ -	\$ 200,000
Construction	\$ 125,032	\$ -	\$ 125,032
Other -Training	\$ -	\$ 136,304	\$ 136,304
<b>Totals</b>	<b>\$ 325,032</b>	<b>\$ 136,304</b>	<b>\$ 461,336</b>

The funds will be utilized in each category as such:

Equipment

The \$200,000 requested to be carried over from EHS-CCP Basic will be used to build new playgrounds at the SETA Operated Program (SOP) sites Hopkins Park and 16<sup>th</sup> Avenue.

Construction

SETA receive approval last program year to procure and purchase a new modular building at the Hopkins Park ELC site. On March 29, 2018, ACF approved additional funding to the project in the amount of \$125,032 to add a dedicated EHS modular classroom to the project. The project has continued to move forward and is expected to be completed in December 2018. The total carryover amount being requested from the EHS-CCP portion of this project is \$125,032.

Training and Technical Assistance (TTA)

SETA will continue providing necessary training and technical assistance for the EHS-CCP project. Due to the loss of SETA's EHS-CCP partner, SETA began to operate an additional 36 EHS-CCP enrollment slots in the grantee operated program. With five new classrooms in operation, SETA will utilize the carryover TTA funds to provide on-going staff development and training for new EHS-CCP staff. To assist in these efforts, SETA is requesting to extend the carryover funds through July 31, 2019. It is anticipated that all carryover funds will be expended by July 31, 2019.

Planned activities are outlined in the Training and Technical Assistance Plan submitted with the refunding application, including, but not limited to:

- Practice-Based Coaching
- ECE College Coursework
- State and local conferences
- Ready Rosie training
- Creative Curriculum training
- CLASS IT
- ECERS

Non-Federal Share (\$115,334)

*SETA Operated Program*

*\$115,334*

SETA will meet the non-federal share requirement with classroom volunteers. Classroom volunteers include parent classroom volunteers, School Readiness Aides, and Parent Food Aides. SETA anticipates approximately 5,137.37 hours of volunteer time valued at the current associate teacher wage rate with fringe benefits (\$22.45/hour).

ITEM IV-A – INFORMATION

PRESENTATION ON SPECIAL YOUTH GRANTS

BACKGROUND:

This agenda item provides the opportunity for Workforce Development Manager Terri Carpenter to provide an overview of special youth grants.

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: D'et Saurbourne

**MEMORANDUM**

**TO:** Ms. Julie Aguilar-Rogado **DATE:** August 2, 2018  
**FROM:** Tammi Kerch, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Legal Services of Northern California

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 20,000	1.1.17-12.31.17	1.1.17-12.31.17

**Monitoring Purpose:** Initial                      Follow-up                      Special                      Final      X  
**Date of review:** July 24, 2018

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

**Program Operator:** Legal Services of Northern California

**Findings and General Observations:**

- 1) The total costs as reported to SETA for the Safety Net program from January 1, 2017 to December 31, 2017 have been traced to the subgrantee 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:** Ms. Victoria Jacobs **DATE:** August 2, 2018  
**FROM:** Tammi Kerch, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Voluntary Legal Services of Northern California

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 28,000	1.1.17-12.31.17	1.1.17-12.31.17

**Monitoring Purpose:** Initial                      Follow-up                      Special                      Final      X  
**Date of review:** July 24, 2018

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



**Program Operator:** Voluntary Legal Services of Northern California

**Findings and General Observations:**

- 2) The total costs as reported to SETA for the Safety Net program from January 1, 2017 to December 31, 2017 have been traced to the subgrantee 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: Mr. Kerry Ham** **DATE: July 25, 2018**  
**FROM: Tammi Kerch, SETA Fiscal Monitor**  
**RE: Fiscal Monitoring of World Relief Corporation - Sacramento**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
TA	ES	\$ 34,800	10.1.17-9.30.18	10.1.17-3.31.18
RSS	VESL/ES	\$ 99,760	10.1.17-9.30.18	10.1.17-3.31.18

**Monitoring Purpose:** Initial  Follow-up  Special  Final   
**Date of review:** May 22, 2018 and follow up June 22, 2018

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

**Program Operator:** World Relief Corporation - Sacramento

**Findings and General Observations:**

The total costs as reported to SETA for the RSS and TA grants from October 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 - August 28, 2018**

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
<b>Critical Occupational Clusters Key: 1=Administrative &amp; Support Services; 2=Architecture &amp; Engineering;3=Construction; 4=Healthcare &amp; Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance &amp; Repair; 8=Tourism/Hospitality; 9=Transportation &amp; Production; 10=Non-Critical Occupations</b>			
Adecco	1	Grower Quality Inspector I	1
	1	Grower Quality Inspector II	2
Bay Area Kenworth UD Trucks	7	Body Shop Technician	1
California Moving Systems	9	Driver, Helper (Mover)	1
City of Elk Grove	1	Animal Services Officer	1
	1	Police Records Technician I	1
	7	Senior Facilities Technician	1
	1	Strategic Planning and Innovation Program Manager	1
City of Sacramento	1	Account Clerk II	2
	1	ADA Coordinator	1
	1	Administrative Analyst	1
	1	Administrative Officer	1
	1	Administrative Technician	1
	10	Art Museum Registrar	1
	7	Assistant Water Cross Connection Control Specialist	1
	3	Building Services Manager	1
	10	Camp Sacramento Supervisor	1
	10	Cashier (Community Services)	1
	3	Construction Inspector I	1
	1	Dispatcher II	1
	1	Dispatcher Recruit	1
	3	Electrician	2
	10	Event Associate	1
	1	Executive Assistant	1
	7	Instrument Technician I	1
	7	Junior Plant Operator	2
	1	Labor Relations Officer	1
	7	Plant Operator	2
	1	Police Administrative Manager	1
	1	Police Officer	2
	1	Police Recruit	1
	6	Principal Systems Engineer	1
	1	Program Analyst	3
	1	Program Specialist	1
	10	Senior Recreation Aide	1
	1	Supervising Landscape	1
	6	Systems Engineer	1
	1	Telecommunications Technician Trainee	1
7	Water Cross Connection Control Specialist	1	
General Produce Company	9	Order Selector	10
Health Advocates	1	Attorney	1
Iron Mechanical, Inc.	7	Field HVAC Installer	20
Just Energy	1	Energy Advisor	12
Los Rios Community College District	1	Administrative Assistant I	2
	1	Admissions/Records Evaluator I	1
	1	Admissions/Records Evaluator II	1
	1	Alternate Media Design Specialist	1
	1	Business Services Supervisor	1
	1	Buyer III	1
	1	Clerk III	5
	1	College Safety Officer	1
	1	Custodian	1

**SETA- Employer Activity Report  
July 1, 2018 - August 28, 2018**

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
<b>Critical Occupational Clusters Key: 1=Administrative &amp; Support Services; 2=Architecture &amp; Engineering;3=Construction; 4=Healthcare &amp; Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance &amp; Repair; 8=Tourism/Hospitality; 9=Transportation &amp; Production; 10=Non-Critical Occupations</b>			
Los Rios Community College District	1	Dean (III) of Fine and Applied Arts	1
	1	Dean (III) of the Natomas Education Center	1
	1	Director (VI) of First-Year Experience	1
	1	Disabled Student Programs and Services Counselor	1
	1	Engineering Assistant Professor	1
	1	Extended Opportunity Programs and Services	1
	1	Groundskeeper	1
	1	Health Information Technology Assistant Professor	1
	7	Heating, Ventilation, and Air Conditioning (HVAC)	1
	9	Hospitality Management Culinary Supervisor	1
	1	Mathematics Assistant Professor	2
	1	Payroll Specialist	1
	1	Philosophy Assistant Professor	1
	1	Research Analyst	1
	1	Student Life Supervisor	1
	1	Student Personnel Assistant - Internship Developer	1
	1	Technical Director - Harris Center for the Arts	1
1	Vice President of Student Services	1	
Michael Bozzuto Insurance Agency	1	Commercial Lines Account Manager	1
Nesco Resource	9	Wine Cellar Laborer	5
People Ready	9	Auto Auction Driver	2
	8	Food Service Worker	3
	9	General Labor Associate	5
Rainbow Daycare	1	Preschool Teacher	3
	1	Toddler Teacher	3
Sacramento Children's Home	5	Child Care Worker	8
Sacramento Employment and Training Agency	1	Accountant I	1
	1	Accountant II (Supervisory)	1
	1	Facilities Specialist	1
	1	Family Service Worker - Range 3	1
	1	Head Start Associate Infant/Toddler Teacher	1
	1	Personnel Clerk	1
San Juan Unified School District	1	Substitute Child Development Assistant ECE	1
Tharaldson Hospitality Staffing	8	Hotel General Manager	1
Wild Bill's Cheesesteaks	8	Cooks and Cashiers	1
<b>TOTAL</b>			<b>162</b>

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 2018/2019

The following is an update of information as of August 28, 2018 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County.

Unofficial	3/24/2018	<b>Aaron Brothers</b> 2345 Arden Way Sacramento, CA 95825	7/31/2018	20	Pending
Official	4/18/2018	<b>Sears Holdings</b> 5900 Sunrise Mall Citrus Heights, CA 95610	7/8/2018	67	6/11/2018
Official	6/29/2018	<b>Dream Center Education Holdings, LLC</b> 2850 Gateway Oaks Dr. Ste.100 Sacramento, CA 95833	12/31/2018	125	Pending
Unofficial	8/6/2018	<b>Golden West Packaging- PackageOne</b> 4225 Pell Dr. Sacramento, CA 95838	8/31/2018	25	8/28/2018
			<b>Total # of Affected Workers</b>	237	



ITEM IV-E – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT  
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of July was 3.9%.

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)  
Seasonal cutbacks in education led to month-over job decline**

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 3.9 percent in July 2018, down from a revised 4.1 percent in June 2018, and below the year-ago estimate of 4.8 percent. This compares with an unadjusted unemployment rate of 4.4 percent for California and 4.1 percent for the nation during the same period. The unemployment rate was 3.6 percent in El Dorado County, 3.3 percent in Placer County, 4.0 percent in Sacramento County, and 4.1 percent in Yolo County.

**Between June 2018 and July 2018**, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo, decreased by 4,100 to total 996,600 jobs.

- Government (down 8,300 jobs) experienced a normal seasonal decline from June to July as schools reduced staff for the summer break. Local government (down 5,400 jobs) and state government (down 2,900 jobs) were responsible for the decline.
- Financial activities shed 500 jobs. Finance and insurance declined by 300 jobs. Real estate and rental and leasing dipped by 200 jobs.
- Meanwhile, professional and business services led month-over growth, adding 1,900 jobs. Administrative and support and waste services (up 2,200 jobs) and management of companies (up 200 jobs) were responsible for the gains and offset a 500-job loss in professional, scientific, and technical services.
- Trade, transportation, and utilities expanded by 1,300 jobs from June to July. Retail trade (up 800 jobs) accounted for 61.5 percent of the increase.

**Between July 2017 and July 2018**, total jobs in the region increased by 14,600, or 1.5 percent.

- Education and health services continued to lead year-over growth, adding 6,200 jobs. Health care and social assistance (up 5,200 jobs) was responsible for 83.9 percent of the expansion. Educational services experienced a gain of 1,000 jobs.
- Government gained 5,000 jobs since last July. State government added 2,700 jobs. Local government contributed 2,400 jobs over the year. Federal government was down 100 jobs.
- Trade, transportation, and utilities expanded by 3,700 jobs. Retail trade grew by 1,500 jobs. Transportation, warehousing, and utilities gained 1,300 jobs. Wholesale trade added 900 jobs.
- Only three major industries experienced job reductions from last July, led by other services (down 900 jobs), information (down 400 jobs), and professional and business services (down 100 jobs).

#####

Data Not Seasonally Adjusted

	Jul 17	May 18	Jun 18	Jul 18	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,093,200	1,071,500	1,080,500	1,091,800	1.0%	-0.1%
Civilian Employment	1,040,400	1,036,600	1,036,300	1,049,300	1.3%	0.9%
Civilian Unemployment	52,800	34,900	44,200	42,500	-3.8%	-19.5%
Civilian Unemployment Rate	4.8%	3.3%	4.1%	3.9%		
(CA Unemployment Rate)	5.1%	3.7%	4.5%	4.4%		
(U.S. Unemployment Rate)	4.6%	3.6%	4.2%	4.1%		
<b>Total, All Industries (2)</b>	<b>982,000</b>	<b>995,200</b>	<b>1,000,700</b>	<b>996,600</b>	<b>-0.4%</b>	<b>1.5%</b>
Total Farm	10,900	10,100	10,500	10,900	3.8%	0.0%
Total Nonfarm	971,100	985,100	990,200	985,700	-0.5%	1.5%
Total Private	739,300	742,200	745,100	748,900	0.5%	1.3%
Goods Producing	97,600	97,900	98,300	98,500	0.2%	0.9%
Mining, Logging, and Construction	61,800	61,600	62,000	61,900	-0.2%	0.2%
Mining and Logging	500	500	500	500	0.0%	0.0%
Construction	61,300	61,100	61,500	61,400	-0.2%	0.2%
Construction of Buildings	12,800	13,300	13,600	13,600	0.0%	6.3%
Specialty Trade Contractors	42,300	42,000	42,300	41,700	-1.4%	-1.4%
Building Foundation & Exterior Contractors	12,100	12,300	12,600	12,500	-0.8%	3.3%
Building Equipment Contractors	16,400	16,000	16,200	16,300	0.6%	-0.6%
Building Finishing Contractors	9,300	9,200	9,300	9,200	-1.1%	-1.1%
Manufacturing	35,800	36,300	36,300	36,600	0.8%	2.2%
Durable Goods	23,100	23,700	23,800	23,800	0.0%	3.0%
Computer & Electronic Product Manufacturing	4,900	5,000	5,100	5,100	0.0%	4.1%
Nondurable Goods	12,700	12,600	12,500	12,800	2.4%	0.8%
Food Manufacturing	4,400	4,200	4,100	4,400	7.3%	0.0%
Service Providing	873,500	887,200	891,900	887,200	-0.5%	1.6%
Private Service Providing	641,700	644,300	646,800	650,400	0.6%	1.4%
Trade, Transportation & Utilities	153,500	155,400	155,900	157,200	0.8%	2.4%
Wholesale Trade	26,900	27,400	27,600	27,800	0.7%	3.3%
Merchant Wholesalers, Durable Goods	14,500	14,600	14,600	14,700	0.7%	1.4%
Merchant Wholesalers, Nondurable Goods	9,800	9,800	10,000	10,300	3.0%	5.1%
Retail Trade	101,000	101,600	101,700	102,500	0.8%	1.5%
Motor Vehicle & Parts Dealer	14,800	14,500	14,500	14,600	0.7%	-1.4%
Building Material & Garden Equipment Stores	8,600	8,700	8,700	8,700	0.0%	1.2%
Grocery Stores	19,400	19,100	19,100	19,200	0.5%	-1.0%
Health & Personal Care Stores	5,900	5,900	5,900	5,900	0.0%	0.0%
Clothing & Clothing Accessories Stores	8,100	7,900	8,100	8,200	1.2%	1.2%
Sporting Goods, Hobby, Book & Music Stores	3,900	4,000	3,900	3,800	-2.6%	-2.6%
General Merchandise Stores	19,100	20,300	20,200	20,500	1.5%	7.3%
Transportation, Warehousing & Utilities	25,600	26,400	26,600	26,900	1.1%	5.1%
Information	12,500	12,000	12,000	12,100	0.8%	-3.2%
Publishing Industries (except Internet)	2,400	2,400	2,500	2,500	0.0%	4.2%
Telecommunications	3,900	3,900	3,800	3,900	2.6%	0.0%
Financial Activities	52,800	52,900	53,300	52,800	-0.9%	0.0%
Finance & Insurance	37,300	37,400	37,600	37,300	-0.8%	0.0%
Credit Intermediation & Related Activities	11,700	11,500	11,600	11,400	-1.7%	-2.6%
Depository Credit Intermediation	6,500	6,500	6,500	6,500	0.0%	0.0%
Nondepository Credit Intermediation	2,800	2,800	2,800	2,700	-3.6%	-3.6%
Insurance Carriers & Related	21,500	21,800	21,900	21,800	-0.5%	1.4%
Real Estate & Rental & Leasing	15,500	15,500	15,700	15,500	-1.3%	0.0%
Real Estate	11,900	12,000	12,100	12,000	-0.8%	0.8%
Professional & Business Services	132,400	129,800	130,400	132,300	1.5%	-0.1%
Professional, Scientific & Technical Services	55,400	56,100	56,800	56,300	-0.9%	1.6%
Architectural, Engineering & Related Services	10,200	10,200	10,400	10,500	1.0%	2.9%
Management of Companies & Enterprises	12,800	13,000	13,100	13,300	1.5%	3.9%
Administrative & Support & Waste Services	64,200	60,700	60,500	62,700	3.6%	-2.3%
Administrative & Support Services	61,300	57,400	57,200	59,300	3.7%	-3.3%
Employment Services	25,600	24,100	24,000	24,400	1.7%	-4.7%

Data Not Seasonally Adjusted

	Jul 17	May 18	Jun 18 Revised	Jul 18 Prelim	Percent Change	
					Month	Year
Services to Buildings & Dwellings	13,400	13,300	13,500	13,600	0.7%	1.5%
Educational & Health Services	151,500	158,300	157,300	157,700	0.3%	4.1%
Education Services	11,200	13,200	12,700	12,200	-3.9%	8.9%
Health Care & Social Assistance	140,300	145,100	144,600	145,500	0.6%	3.7%
Ambulatory Health Care Services	49,100	50,400	50,000	50,200	0.4%	2.2%
Hospitals	23,800	24,300	24,600	24,600	0.0%	3.4%
Nursing & Residential Care Facilities	17,300	17,500	17,600	17,600	0.0%	1.7%
Leisure & Hospitality	106,200	103,300	105,800	106,400	0.6%	0.2%
Arts, Entertainment & Recreation	17,600	15,300	15,800	16,100	1.9%	-8.5%
Accommodation & Food Services	88,600	88,000	90,000	90,300	0.3%	1.9%
Accommodation	9,300	9,300	9,700	9,700	0.0%	4.3%
Food Services & Drinking Places	79,300	78,700	80,300	80,600	0.4%	1.6%
Restaurants	74,900	74,300	75,800	76,200	0.5%	1.7%
Full-Service Restaurants	35,500	35,500	36,300	36,200	-0.3%	2.0%
Limited-Service Eating Places	39,400	38,800	39,500	40,000	1.3%	1.5%
Other Services	32,800	32,600	32,100	31,900	-0.6%	-2.7%
Repair & Maintenance	10,200	10,100	10,100	10,100	0.0%	-1.0%
Government	231,800	242,900	245,100	236,800	-3.4%	2.2%
Federal Government	14,200	14,000	14,100	14,100	0.0%	-0.7%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	217,600	228,900	231,000	222,700	-3.6%	2.3%
State Government	117,400	121,900	123,000	120,100	-2.4%	2.3%
State Government Education	28,900	32,600	33,300	30,400	-8.7%	5.2%
State Government Excluding Education	88,500	89,300	89,700	89,700	0.0%	1.4%
Local Government	100,200	107,000	108,000	102,600	-5.0%	2.4%
Local Government Education	52,200	60,100	59,700	54,000	-9.5%	3.4%
Local Government Excluding Education	48,000	46,900	48,300	48,600	0.6%	1.3%
County	19,200	19,200	19,300	19,300	0.0%	0.5%
City	10,800	10,200	10,700	10,900	1.9%	0.9%
Special Districts plus Indian Tribes	18,000	17,500	18,200	18,400	1.1%	2.2%

**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.

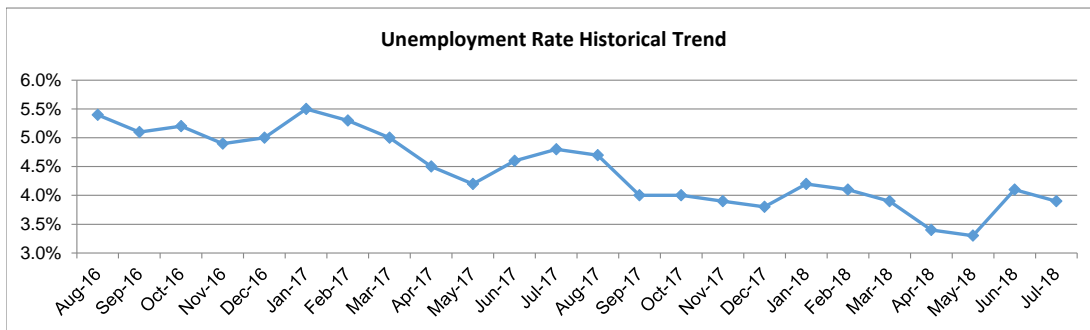
These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Cara Welch 916-865-2466 or Elizabeth Bosley 530-741-5191

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.

#####

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

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 3.9 percent in July 2018, down from a revised 4.1 percent in June 2018, and below the year-ago estimate of 4.8 percent. This compares with an unadjusted unemployment rate of 4.4 percent for California and 4.1 percent for the nation during the same period. The unemployment rate was 3.6 percent in El Dorado County, 3.3 percent in Placer County, 4.0 percent in Sacramento County, and 4.1 percent in Yolo County.



Industry	Jun-2018	Jul-2018	Change		Jul-2017	Jul-2018	Change
	Revised	Prelim				Prelim	

Total, All Industries	1,000,700	996,600	(4,100)		982,000	996,600	14,600
Total Farm	10,500	10,900	400		10,900	10,900	0
Total Nonfarm	990,200	985,700	(4,500)		971,100	985,700	14,600
Mining, Logging, and Construction	62,000	61,900	(100)		61,800	61,900	100
Mining and Logging	500	500	0		500	500	0
Construction	61,500	61,400	(100)		61,300	61,400	100
Manufacturing	36,300	36,600	300		35,800	36,600	800
Trade, Transportation & Utilities	155,900	157,200	1,300		153,500	157,200	3,700
Information	12,000	12,100	100		12,500	12,100	(400)
Financial Activities	53,300	52,800	(500)		52,800	52,800	0
Professional & Business Services	130,400	132,300	1,900		132,400	132,300	(100)
Educational & Health Services	157,300	157,700	400		151,500	157,700	6,200
Leisure & Hospitality	105,800	106,400	600		106,200	106,400	200
Other Services	32,100	31,900	(200)		32,800	31,900	(900)
Government	245,100	236,800	(8,300)		231,800	236,800	5,000

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

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

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios Emp</b>	<b>Census Ratios Unemp</b>
Sacramento County	708,500	679,900	28,600	4.0%	1.000000	1.000000
Arden Arcade CDP	45,700	43,100	2,600	5.6%	0.063399	0.089632
Carmichael CDP	30,900	29,600	1,300	4.3%	0.043480	0.046822
Citrus Heights city	44,000	42,300	1,700	3.9%	N/A	N/A
Elk Grove CDP	82,600	79,700	2,900	3.5%	N/A	N/A
Fair Oaks CDP	15,900	15,300	700	4.1%	0.022493	0.022749
Florin CDP	20,400	19,100	1,300	6.6%	0.028053	0.046876
Folsom city	37,200	36,100	1,100	3.0%	N/A	N/A
Foothill Farms CDP	15,700	15,100	600	3.9%	0.022212	0.021682
Galt city	11,300	10,800	500	4.3%	N/A	N/A
Gold River CDP	3,500	3,400	100	3.1%	0.005009	0.003769
Isleton city	400	300	0	5.1%	0.000493	0.000629
La Riviera CDP	5,700	5,500	200	3.1%	0.008086	0.006052
North Highlands CDP	19,000	18,200	700	3.9%	0.026837	0.026194
Orangevale CDP	17,400	16,800	700	3.8%	0.024666	0.023316
Rancho Cordova City	34,700	33,300	1,400	4.1%	N/A	N/A
Rancho Murieta CDP	2,400	2,400	0	0.9%	0.003478	0.000770
Rio Linda CDP	6,300	6,100	200	3.1%	0.008905	0.006863
Rosemont CDP	12,100	11,600	500	4.2%	0.017071	0.017643
Sacramento city	234,000	224,100	9,900	4.2%	N/A	N/A
Vineyard CDP	12,800	12,400	400	3.3%	0.018253	0.014806
Walnut Grove CDP	700	600	100	13.3%	0.000865	0.003161
Wilton CDP	2,300	2,300	0	1.1%	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**

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios</b>	
					<b>Emp</b>	<b>Unemp</b>

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

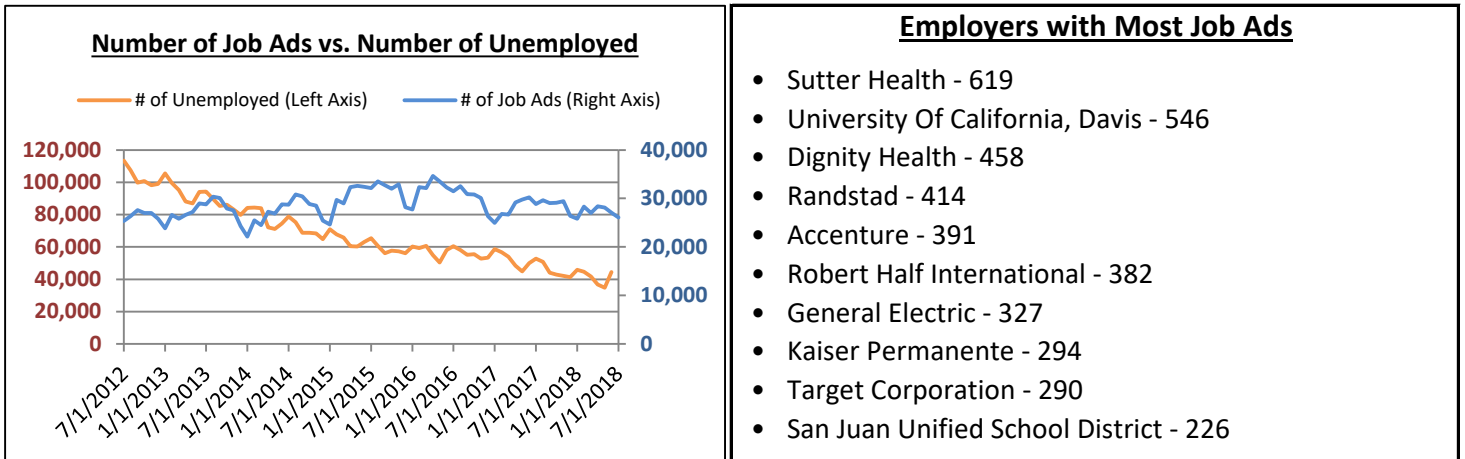
Monthly CDP's labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each CDP at the time of the 2011-2015 ACS survey. Ratios for CDPs' were developed from special tabulations based on ACS employment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

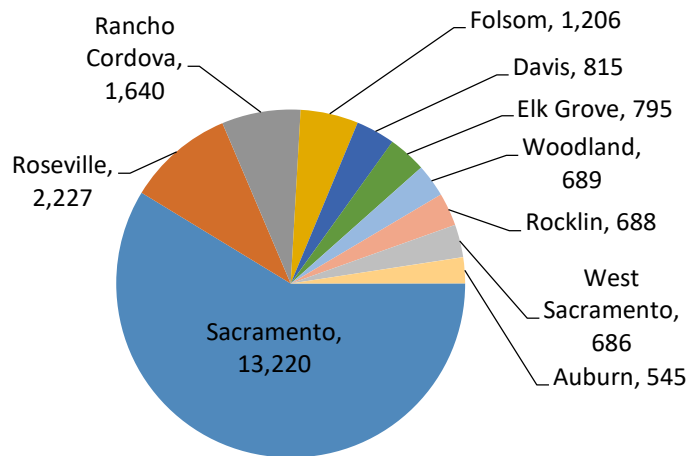
# Recent Job Ads

## Sacramento Roseville Arden Arcade MSA - July 2018

*Not Seasonally Adjusted*



### Cities with Most Job Ads



### Occupations with Most Job Ads

- Registered Nurses - 846
- Heavy and Tractor-Trailer Truck Drivers - 612
- Retail Salespersons - 602
- Customer Service Representatives - 579
- First-Line Supervisors of Retail Sales Workers - 530
- First-Line Supervisors of Office and Administrative Support Workers - 482
- Software Developers, Applications - 460
- Computer User Support Specialists - 425
- First-Line Supervisors of Food Preparation and Serving Workers - 358
- Maintenance and Repair Workers, General - 355

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



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

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios Emp</b>	<b>Census Ratios Unemp</b>
El Dorado County	90,800	87,500	3,300	3.6%	1.000000	1.000000
Cameron Park CDP	9,700	9,400	400	3.8%	0.107216	0.110630
Diamond Springs CDP	5,400	5,200	200	4.2%	0.059634	0.069250
El Dorado Hills CDP	22,000	21,300	600	2.7%	0.244105	0.182340
Georgetown CDP	900	900	100	5.6%	0.009833	0.015280
Placerville city	4,700	4,500	200	4.1%	0.051112	0.057550
Pollock Pines CDP	3,200	3,100	100	2.9%	0.035967	0.028100
Shingle Springs CDP	2,400	2,300	100	2.3%	0.026333	0.016220
South Lake Tahoe city	11,800	11,300	500	4.2%	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)  
 July 2018 - Preliminary  
 Data Not Seasonally Adjusted**

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios Emp</b>	<b>Census Ratios Unemp</b>
Placer County	183,900	177,800	6,100	3.3%	1.000000	1.000000
Auburn city	6,600	6,400	200	3.6%	0.035818	0.038855
Colfax city	1,200	1,100	100	7.7%	0.005985	0.014656
Dollar Point CDP	600	600	0	1.2%	0.003593	0.001272
Foresthill CDP	600	600	0	5.1%	0.003221	0.005007
Granite Bay CDP	11,000	10,600	300	3.1%	0.059880	0.055556
Kings Beach CDP	2,300	2,200	100	3.2%	0.012451	0.012081
Lincoln city	19,000	18,400	700	3.5%	N/A	N/A
Loomis town	3,100	3,000	100	3.6%	0.016847	0.018321
Meadow Vista CDP	1,500	1,500	0	2.1%	0.008317	0.005087
North Auburn CDP	5,500	5,300	200	4.1%	0.029937	0.036958
Rocklin city	31,700	30,600	1,000	3.3%	N/A	N/A
Roseville city	66,900	64,700	2,100	3.2%	N/A	N/A
Sunnyside Tahoe City CDP	800	700	0	4.8%	0.004146	0.006040
Tahoe Vista CDP	900	900	0	3.5%	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**

<b>Area Name</b>	<b>Labor Force</b>	<b>Employ- ment</b>	<b>Unemployment Number</b>	<b>Rate</b>	<b>Census Ratios</b>	
					<b>Emp</b>	<b>Unemp</b>

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**  
**July 2018 - Preliminary**  
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	<b>19,469,500</b>	<b>18,613,000</b>	<b>856,500</b>	<b>4.4%</b>
ALAMEDA	8	854,200	827,200	27,000	3.2%
ALPINE	42	470	440	30	5.9%
AMADOR	19	14,780	14,210	570	3.9%
BUTTE	37	103,300	98,100	5,200	5.1%
CALAVERAS	19	21,780	20,920	860	3.9%
COLUSA	57	11,140	9,980	1,170	10.5%
CONTRA COSTA	10	567,700	548,900	18,800	3.3%
DEL NORTE	39	9,960	9,420	540	5.5%
EL DORADO	14	90,800	87,500	3,300	3.6%
FRESNO	52	455,200	422,500	32,700	7.2%
GLENN	50	12,700	11,800	890	7.0%
HUMBOLDT	19	61,920	59,530	2,390	3.9%
IMPERIAL	58	71,100	57,400	13,700	19.3%
INYO	16	8,970	8,630	340	3.7%
KERN	55	384,000	352,500	31,500	8.2%
KINGS	53	58,200	53,900	4,300	7.5%
LAKE	36	29,520	28,060	1,460	5.0%
LASSEN	30	9,940	9,490	450	4.6%
LOS ANGELES	37	5,173,800	4,911,900	261,900	5.1%
MADERA	50	61,000	56,700	4,300	7.0%
MARIN	3	142,900	139,300	3,600	2.5%
MARIPOSA	27	8,350	7,980	370	4.4%
MENDOCINO	16	39,910	38,420	1,480	3.7%
MERCED	54	115,900	106,600	9,300	8.1%
MODOC	44	3,320	3,120	200	6.0%
MONO	12	9,240	8,910	330	3.5%
MONTEREY	33	231,400	220,400	11,000	4.8%
NAPA	5	74,700	72,500	2,200	2.9%
NEVADA	14	48,350	46,610	1,740	3.6%
ORANGE	8	1,618,200	1,567,000	51,300	3.2%
PLACER	10	183,900	177,800	6,100	3.3%
PLUMAS	42	8,290	7,790	490	5.9%
RIVERSIDE	31	1,082,600	1,031,500	51,100	4.7%
SACRAMENTO	23	708,500	679,900	28,600	4.0%
SAN BENITO	34	30,600	29,100	1,500	4.9%
SAN BERNARDINO	27	960,500	918,200	42,300	4.4%
SAN DIEGO	12	1,593,000	1,536,700	56,300	3.5%
SAN FRANCISCO	2	574,400	560,400	14,000	2.4%
SAN JOAQUIN	44	326,300	306,700	19,600	6.0%
SAN LUIS OBISPO	7	142,500	138,100	4,500	3.1%
SAN MATEO	1	457,200	446,600	10,600	2.3%
SANTA BARBARA	18	217,300	209,100	8,200	3.8%
SANTA CLARA	4	1,062,800	1,034,000	28,800	2.7%
SANTA CRUZ	26	147,300	141,100	6,200	4.2%
SHASTA	34	74,700	71,000	3,700	4.9%
SIERRA	39	1,330	1,260	70	5.5%
SISKIYOU	41	18,650	17,570	1,070	5.7%
SOLANO	24	208,400	199,900	8,500	4.1%
SONOMA	5	264,500	256,900	7,500	2.9%
STANISLAUS	48	246,300	229,800	16,500	6.7%
SUTTER	48	46,700	43,500	3,100	6.7%
TEHAMA	46	25,530	23,980	1,550	6.1%
TRINITY	31	5,180	4,940	240	4.7%
TULARE	56	208,400	189,000	19,400	9.3%
TUOLUMNE	27	21,810	20,840	970	4.4%
VENTURA	19	422,600	406,200	16,400	3.9%
YOLO	24	108,700	104,200	4,500	4.1%
YUBA	47	28,700	26,800	1,900	6.5%

**Notes**

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

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

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios Emp</b>	<b>Census Ratios Unemp</b>
Yolo County	108,700	104,200	4,500	4.1%	1.000000	1.000000
Davis city	36,000	34,900	1,100	3.1%	N/A	N/A
Esparto CDP	1,700	1,700	100	4.8%	0.015951	0.018750
West Sacramento city	26,000	24,800	1,200	4.5%	N/A	N/A
Winters city	3,800	3,600	200	5.6%	0.034407	0.047140
Woodland city	30,300	29,000	1,300	4.4%	N/A	N/A

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

**Notes:**

- 1) Data may not add due to rounding. All unemployment rates shown are calculated on unrounded data.
- 2) These data are not seasonally adjusted.
- 3) N/A = Estimate created by Bureau of Labor Statistics

**Methodology:**

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

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

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

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

Area	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	<b>---</b>	<b>19,469,500</b>	<b>18,613,000</b>	<b>856,500</b>	<b>4.4%</b>
ANAHEIM-SANTA ANA-IRVINE MD (Orange Co.)	10	1,618,200	1,567,000	51,300	3.2%
BAKERSFIELD MSA (Kern Co.)	61	384,000	352,500	31,500	8.2%
CHICO MSA (Butte Co.)	42	103,300	98,100	5,200	5.1%
EL CENTRO MSA (Imperial Co.)	64	71,100	57,400	13,700	19.3%
FRESNO MSA (Fresno Co.)	58	455,200	422,500	32,700	7.2%
HANFORD CORCORAN MSA (Kings Co.)	59	58,200	53,900	4,300	7.5%
LOS ANGELES LONG BEACH GLENDALE MD (Los Angeles Co.)	42	5,173,800	4,911,900	261,900	5.1%
MADERA MSA (Madera Co.)	56	61,000	56,700	4,300	7.0%
MERCED MSA (Merced Co.)	60	115,900	106,600	9,300	8.1%
MODESTO MSA (Stanislaus Co.)	54	246,300	229,800	16,500	6.7%
NAPA MSA (Napa Co.)	7	74,700	72,500	2,200	2.9%
OAKLAND HAYWARD BERKELEY MD	10	1,421,900	1,376,100	45,700	3.2%
Alameda Co.	10	854,200	827,200	27,000	3.2%
Contra Costa Co.	13	567,700	548,900	18,800	3.3%
OXNARD THOUSAND OAKS VENTURA MSA (Ventura Co.)	22	422,600	406,200	16,400	3.9%
REDDING MSA (Shasta Co.)	39	74,700	71,000	3,700	4.9%
RIVERSIDE SAN BERNARDINO ONTARIO MSA	34	2,043,100	1,949,600	93,500	4.6%
Riverside Co.	36	1,082,600	1,031,500	51,100	4.7%
San Bernardino Co.	31	960,500	918,200	42,300	4.4%
SACRAMENTO--ROSEVILLE--ARDEN-ARCADE MSA	22	1,091,800	1,049,300	42,500	3.9%
El Dorado Co.	17	90,800	87,500	3,300	3.6%
Placer Co.	13	183,900	177,800	6,100	3.3%
Sacramento Co.	27	708,500	679,900	28,600	4.0%
Yolo Co.	28	108,700	104,200	4,500	4.1%
Yuba Co.	38	231,400	220,400	11,000	4.8%
SALINAS MSA (Monterey Co.)	15	1,593,000	1,536,700	56,300	3.5%
SAN DIEGO CARLSBAD MSA (San Diego Co.)	2	1,031,700	1,007,000	24,600	2.4%
SAN FRANCISCO REDWOOD CITY SOUTH SAN FRANCISCO MD	2	574,400	560,400	14,000	2.4%
San Francisco Co.	1	457,200	446,600	10,600	2.3%
San Mateo Co.	6	1,093,400	1,063,100	30,300	2.8%
SAN JOSE SUNNYVALE SANTA CLARA MSA	39	30,600	29,100	1,500	4.9%
San Benito Co.	5	1,062,800	1,034,000	28,800	2.7%
Santa Clara Co.	9	142,500	138,100	4,500	3.1%
SAN LUIS OBISPO PASO ROBLES ARROYO GRANDE MSA (San Luis Obispo Co.)	4	142,900	139,300	3,600	2.5%
SAN RAFAEL MD (Marin Co.)	30	147,300	141,100	6,200	4.2%
SANTA CRUZ WATSONVILLE MSA (Santa Cruz Co.)	21	217,300	209,100	8,200	3.8%
SANTA MARIA SANTA BARBARA MSA (Santa Barbara Co.)	7	264,500	256,900	7,500	2.9%
SANTA ROSA MSA (Sonoma Co.)	49	326,300	306,700	19,600	6.0%
STOCKTON LODI MSA (San Joaquin Co.)	28	208,400	199,900	8,500	4.1%
VALLEJO FAIRFIELD MSA (Solano Co.)	62	208,400	189,000	19,400	9.3%
VISALIA PORTERVILLE MSA (Tulare Co.)	53	75,300	70,300	5,000	6.6%
YUBA CITY MSA	54	46,700	43,500	3,100	6.7%
Sutter Co.	52	28,700	26,800	1,900	6.5%
Yuba Co.	47	470	440	30	5.9%
Alpine Co.	22	14,780	14,210	570	3.9%
Amador Co.	22	21,780	20,920	860	3.9%
Calaveras Co.	63	11,140	9,980	1,170	10.5%
Colusa Co.	44	9,960	9,420	540	5.5%
Del Norte Co.	56	12,700	11,800	890	7.0%
Glenn Co.	22	61,920	59,530	2,390	3.9%
Humboldt Co.	19	8,970	8,630	340	3.7%
Inyo Co.	41	29,520	28,060	1,460	5.0%
Lake Co.	34	9,940	9,490	450	4.6%
Lassen Co.	31	8,350	7,980	370	4.4%
Mariposa Co.	19	39,910	38,420	1,480	3.7%
Mendocino Co.	49	3,320	3,120	200	6.0%
Modoc Co.	15	9,240	8,910	330	3.5%
Mono Co.	17	48,350	46,610	1,740	3.6%
Nevada Co.	47	8,290	7,790	490	5.9%
Plumas Co.	44	1,330	1,260	70	5.5%
Sierra Co.	46	18,650	17,570	1,070	5.7%
Siskiyou Co.	51	25,530	23,980	1,550	6.1%
Tehama Co.	36	5,180	4,940	240	4.7%
Trinity Co.	31	21,810	20,840	970	4.4%
Tuolumne Co.					

**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**  
**July 2018 - Preliminary**  
 Data Not Seasonally Adjusted

REGION	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	<b>---</b>	<b>19,469,500</b>	<b>18,613,000</b>	<b>856,500</b>	<b>4.4%</b>
<b>COASTAL REGION</b>	<b>7</b>	<b>738,500</b>	<b>708,700</b>	<b>29,900</b>	<b>4.0%</b>
MONTEREY	---	231,400	220,400	11,000	4.8%
SAN LUIS OBISPO	---	142,500	138,100	4,500	3.1%
SANTA BARBARA	---	217,300	209,100	8,200	3.8%
SANTA CRUZ	---	147,300	141,100	6,200	4.2%
<b>MIDDLE SIERRA</b>	<b>8</b>	<b>66,700</b>	<b>63,900</b>	<b>2,800</b>	<b>4.1%</b>
AMADOR	---	14,780	14,210	570	3.9%
CALAVERAS	---	21,780	20,920	860	3.9%
MARIPOSA	---	8,350	7,980	370	4.4%
TUOLUMNE	---	21,810	20,840	970	4.4%
<b>HUMBOLDT</b>	<b>5</b>	<b>61,900</b>	<b>59,500</b>	<b>2,400</b>	<b>3.9%</b>
HUMBOLDT	---	61,920	59,530	2,390	3.9%
<b>NORTH STATE</b>	<b>12</b>	<b>308,600</b>	<b>293,300</b>	<b>15,300</b>	<b>5.0%</b>
BUTTE	---	103,300	98,100	5,200	5.1%
DEL NORTE	---	9,960	9,420	540	5.5%
LASSEN	---	9,940	9,490	450	4.6%
MODOC	---	3,320	3,120	200	6.0%
NEVADA	---	48,350	46,610	1,740	3.6%
PLUMAS	---	8,290	7,790	490	5.9%
SHASTA	---	74,700	71,000	3,700	4.9%
SIERRA	---	1,330	1,260	70	5.5%
SISKIYOU	---	18,650	17,570	1,070	5.7%
TEHAMA	---	25,530	23,980	1,550	6.1%
TRINITY	---	5,180	4,940	240	4.7%
<b>CAPITOL REGION</b>	<b>9</b>	<b>1,191,400</b>	<b>1,141,900</b>	<b>49,500</b>	<b>4.2%</b>
ALPINE	---	470	440	30	5.9%
COLUSA	---	11,140	9,980	1,170	10.5%
EL DORADO	---	90,800	87,500	3,300	3.6%
GLENN	---	12,700	11,800	890	7.0%
PLACER	---	183,900	177,800	6,100	3.3%
SACRAMENTO	---	708,500	679,900	28,600	4.0%
SUTTER	---	46,700	43,500	3,100	6.7%
YOLO	---	108,700	104,200	4,500	4.1%
YUBA	---	28,700	26,800	1,900	6.5%
<b>EAST BAY</b>	<b>3</b>	<b>1,421,900</b>	<b>1,376,100</b>	<b>45,700</b>	<b>3.2%</b>
ALAMEDA	---	854,200	827,200	27,000	3.2%
CONTRA COSTA	---	567,700	548,900	18,800	3.3%
<b>NORTH BAY</b>	<b>4</b>	<b>759,900</b>	<b>735,100</b>	<b>24,800</b>	<b>3.3%</b>
LAKE	---	29,520	28,060	1,460	5.0%
MARIN	---	142,900	139,300	3,600	2.5%
MENDOCINO	---	39,910	38,420	1,480	3.7%
NAPA	---	74,700	72,500	2,200	2.9%
SOLANO	---	208,400	199,900	8,500	4.1%
SONOMA	---	264,500	256,900	7,500	2.9%
<b>BAY-PENINSULA</b>	<b>1</b>	<b>2,125,100</b>	<b>2,070,200</b>	<b>54,900</b>	<b>2.6%</b>
SAN BENITO	---	30,600	29,100	1,500	4.9%
SAN FRANCISCO	---	574,400	560,400	14,000	2.4%
SAN MATEO	---	457,200	446,600	10,600	2.3%
SANTA CLARA	---	1,062,800	1,034,000	28,800	2.7%
<b>SAN JOAQUIN VALLEY AND ASSOCIATED COUNTIES</b>	<b>14</b>	<b>1,873,600</b>	<b>1,735,300</b>	<b>138,300</b>	<b>7.4%</b>
FRESNO	---	455,200	422,500	32,700	7.2%
INYO	---	8,970	8,630	340	3.7%
KERN	---	384,000	352,500	31,500	8.2%
KINGS	---	58,200	53,900	4,300	7.5%
MADERA	---	61,000	56,700	4,300	7.0%
MERCED	---	115,900	106,600	9,300	8.1%
MONO	---	9,240	8,910	330	3.5%
SAN JOAQUIN	---	326,300	306,700	19,600	6.0%
STANISLAUS	---	246,300	229,800	16,500	6.7%
TULARE	---	208,400	189,000	19,400	9.3%
<b>SOUTHERN BORDER</b>	<b>10</b>	<b>1,664,100</b>	<b>1,594,100</b>	<b>70,000</b>	<b>4.2%</b>
IMPERIAL	---	71,100	57,400	13,700	19.3%
SAN DIEGO	---	1,593,000	1,536,700	56,300	3.5%
<b>LOS ANGELES BASIN</b>	<b>13</b>	<b>5,173,800</b>	<b>4,911,900</b>	<b>261,900</b>	<b>5.1%</b>
LOS ANGELES	---	5,173,800	4,911,900	261,900	5.1%
<b>ORANGE</b>	<b>2</b>	<b>1,618,200</b>	<b>1,567,000</b>	<b>51,300</b>	<b>3.2%</b>
ORANGE	---	1,618,200	1,567,000	51,300	3.2%
<b>INLAND EMPIRE</b>	<b>11</b>	<b>2,043,100</b>	<b>1,949,600</b>	<b>93,500</b>	<b>4.6%</b>
RIVERSIDE	---	1,082,600	1,031,500	51,100	4.7%
SAN BERNARDINO	---	960,500	918,200	42,300	4.4%
<b>VENTURA</b>	<b>6</b>	<b>422,600</b>	<b>406,200</b>	<b>16,400</b>	<b>3.9%</b>
VENTURA	---	422,600	406,200	16,400	3.9%

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**  
**July 2018 - Preliminary**  
 Data Not Seasonally Adjusted

REGION	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	19,469,500	18,613,000	856,500	4.4%
<b>ALAMEDA COUNTY</b> Alameda County, except Oakland City	5	638,700	619,600	19,100	3.0%
<b>OAKLAND CITY</b> Oakland City	14	215,500	207,600	7,800	3.6%
<b>CONTRA COSTA COUNTY</b> Contra Costa County, except Richmond City	10	513,600	496,900	16,700	3.3%
<b>RICHMOND CITY</b> Richmond City	17	54,100	52,100	2,000	3.8%
<b>LOS ANGELES COUNTY</b> 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	35	1,895,600	1,797,900	97,700	5.2%
<b>LOS ANGELES CITY</b> Los Angeles City	34	2,089,100	1,982,200	106,900	5.1%
<b>VERDUGO CONSORTIUM</b> Burbank, Glendale, and La Cañada Flintridge Cities	33	174,600	165,900	8,800	5.0%
<b>FOOTHILL CONSORTIUM</b> Arcadia, Duarte, Monrovia, Pasadena, Sierra Madre, and South Pasadena Cities	25	163,600	156,700	6,900	4.2%
<b>SOUTH BAY CONSORTIUM</b> Carson, El Segundo, Gardena, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Manhattan Beach, Redondo Beach, Lomita, and Torrance Cities	27	370,600	353,300	17,300	4.7%
<b>SELACO (SOUTHEAST LOS ANGELES COUNTY CONSORTIUM)</b> Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, and Norwalk Cities	31	231,000	219,600	11,400	4.9%
<b>PACIFIC GATEWAY WORKFORCE INVESTMENT NETWORK</b> Long Beach and Signal Hill Cities	36	249,400	236,400	13,000	5.2%
<b>ORANGE COUNTY</b> Orange County, except Anaheim and Santa Ana Cities	8	1,287,500	1,247,000	40,400	3.1%
<b>ANAHEIM CITY</b> Anaheim City	11	171,600	165,900	5,700	3.3%
<b>SANTA ANA CITY</b> Santa Ana City	9	159,200	154,100	5,100	3.2%
<b>SAN JOSE - SILICON VALLEY</b> Santa Clara County, except Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale Cities	3	725,400	704,800	20,600	2.8%
<b>NOVA (NORTH VALLEY CONSORTIUM)</b> Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale Cities; San Mateo County	1	794,600	775,800	18,800	2.4%
<b>GOLDEN SIERRA CONSORTIUM</b> Alpine, El Dorado, and Placer Counties	12	275,100	265,700	9,400	3.4%
<b>KERN, INYO, MONO CONSORTIUM</b> Kern, Inyo, and Mono Counties	43	402,200	370,100	32,200	8.0%
<b>MOTHER LODE CONSORTIUM</b> Amador, Calaveras, Mariposa, and Tuolumne Counties	23	66,700	63,900	2,800	4.1%
<b>NORTEC (NORTHERN RURAL TRAINING AND EMPLOYMENT CONSORTIUM)</b> Butte, Del Norte, Lassen, Nevada, Modoc, Plumas, Shasta, Sierra, Siskiyou, Tehama, and Trinity Counties	32	308,600	293,300	15,300	5.0%
<b>NCCC (NORTH CENTRAL COUNTIES CONSORTIUM)</b> Colusa, Glenn, Sutter, and Yuba Counties	40	99,200	92,100	7,100	7.1%
<b>WORKFORCE ALLIANCE OF THE NORTH BAY (NORTH BAY CONSORTIUM)</b> Napa, Lake, Marin and Mendocino Counties	6	287,000	278,300	8,700	3.0%
<b>FRESNO COUNTY</b> Fresno County	41	455,200	422,500	32,700	7.2%
<b>HUMBOLDT COUNTY</b> Humboldt County	18	61,920	59,530	2,390	3.9%
<b>IMPERIAL COUNTY</b> Imperial County	46	71,100	57,400	13,700	19.3%
<b>KINGS COUNTY</b> Kings County	42	58,200	53,900	4,300	7.5%
<b>MADERA COUNTY</b> Madera County	39	61,000	56,700	4,300	7.0%
<b>MERCED COUNTY</b> Merced County	44	115,900	106,600	9,300	8.1%
<b>MONTEREY COUNTY</b> Monterey County	29	231,400	220,400	11,000	4.8%
<b>RIVERSIDE COUNTY</b> Riverside County	28	1,082,600	1,031,500	51,100	4.7%
<b>SACRAMENTO CITY/COUNTY</b> Sacramento County	20	708,500	679,900	28,600	4.0%
<b>SAN BENITO COUNTY</b> San Benito County	30	30,600	29,100	1,500	4.9%
<b>SAN BERNARDINO COUNTY</b>	26	960,500	918,200	42,300	4.4%



San Bernardino County					
<b>SAN DIEGO CITY/COUNTY</b> San Diego County	13	1,593,000	1,536,700	56,300	3.5%
<b>SAN FRANCISCO CITY/COUNTY</b> San Francisco County	2	574,400	560,400	14,000	2.4%
<b>SAN JOAQUIN COUNTY</b> San Joaquin County	37	326,300	306,700	19,600	6.0%
<b>SAN LUIS OBISPO COUNTY</b> San Luis Obispo County	7	142,500	138,100	4,500	3.1%
<b>SANTA BARBARA COUNTY</b> Santa Barbara County	16	217,300	209,100	8,200	3.8%
<b>SANTA CRUZ COUNTY</b> Santa Cruz County	24	147,300	141,100	6,200	4.2%
<b>SOLANO COUNTY</b> Solano County	21	208,400	199,900	8,500	4.1%
<b>SONOMA COUNTY</b> Sonoma County	4	264,500	256,900	7,500	2.9%
<b>STANISLAUS COUNTY</b> Stanislaus County	38	246,300	229,800	16,500	6.7%
<b>TULARE COUNTY</b> Tulare County	45	208,400	189,000	19,400	9.3%
<b>VENTURA COUNTY</b> Ventura County	19	422,600	406,200	16,400	3.9%
<b>YOLO COUNTY</b> Yolo County	22	108,700	104,200	4,500	4.1%

**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 – 3<sup>rd</sup> 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.





### Quality Assurance Summary Report

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

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
River Oak Center for Children (EHS Partner)	Early Head Start Home Base	1 Home Visit 1 Socialization Group 2 child files 1 Home Visitor	June 6-20, 2018	<b>Comprehensive Review</b> <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:**

- Extensive and strong collaboration with community agencies providing families access to a network of resources
- Recruitment and service history with the foster youth community
- Effective recordkeeping system
- Excellent follow-up as evidenced by thorough and detailed case notes

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
<b>ERSEA</b> (Eligibility, Recruitment, Selection, Enrollment, Attendance)	75%	-Not all vacancies were filled within 30 days -Recruitment information is not offered in other languages than English
<b>Disabilities Services</b> (Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)	N/A	Not reviewed in sample size

<b>Areas Reviewed</b>	<b>Percentage Compliant</b>	<b>Individual Indicators Needing Attention</b>
<b>Education</b> (Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)	93%	No significant noted findings
<b>Family and Community Engagement</b> (Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)	100%	No significant noted findings
<b>Mental Health</b> (Screening, Consent, Referrals, Follow-up, Strategies)	100%	No significant noted findings
<b>Nutrition</b> (Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)	88%	-Not all screenings were completed (i.e. Lead Risk Assessment, HGB/HCT) -Some data in ChildPlus did not match contents of file
<b>Program Design and Management Human Resources</b> (Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)	92%	No significant noted findings
<b>Health</b> (Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)	97%	No significant noted findings
<b>Home Based Services</b> (Caseload, communication, relationship, activities, parent-child interactions, home visit plans, use of environment for lessons, resources, etc.)	100%	No significant noted findings
<b>Socialization</b> (Activities, facility, parent input, facilitation, parent-child interactions, shared experiences, etc.)	84%	-Indoor climbing structure was not age appropriate -No evidence of parent meetings -Program did not offer jarred baby food or formula at the socialization group
<b>Services to Pregnant Women</b> (Health status, screenings, follow-up, pre/post-partum visits, medical home, dental services, etc.)	N/A	Not reviewed

\* 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 – July 2018

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
Sacramento County Office of Education (SCOE)	Early Head Start Home Base	1 Home Visits 1 Socialization Group 2 Child Files 1 Home Visitor	June 6-20, 2018	<b>Comprehensive Review</b> <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 child file recordkeeping system. Applications are complete, concise and clear. Checklists used in the beginning of the child’s files are easy to follow and accurate.
- Socializations were welcoming, interactive and inclusive of all family members. Home visitors greeted all families and encouraged participation of all parents and children in the activities.
- Home visit was pleasant, inviting, and it built on parent’s strengths in assisting her to overcome her parenting challenges with her child. Visit included a review process that highlighted child’s growth and development over time and parent’s efforts in supporting her child. Home visitor incorporated a majority of the materials from the home and worked with the parent on strategies to help the child overcome milestones.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
<b>ERSEA</b> (Eligibility, Recruitment, Selection, Enrollment, Attendance)	88%	-No source document to verify enrollment eligibility -Not all vacancies filled within 30

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
		days
<b>Disabilities Services</b> <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>	100%	No significant noted findings
<b>Education</b> <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>	86%	-No dates on developmental assessment forms (HELP) to ascertain if they were completed within timelines -No evidence of Winter Individual Development Plans (IDPs) on file
<b>Family and Community Engagement</b> <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	96%	No significant noted findings
<b>Mental Health</b> <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	94%	No significant noted findings
<b>Nutrition</b> <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	69%	-Several screenings/subsequent screenings were not completed and/or not completed within timelines
<b>Program Design and Management Human Resources</b> <i>(Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)</i>	100%	No significant noted findings
<b>Health</b> <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	83%	-Required physical past due -Subsequent TB Risk Assessment not completed within time lines - <i>ChildPlus</i> did not match contents of child's file -No evidence of dental exam and/or dental home on file
<b>Home Based Services</b> <i>(Caseload, communication, relationship, activities, parent-child interactions, home visit plans, use of environment for lessons, resources, etc.)</i>	95%	No significant noted findings
<b>Socialization</b> <i>(Activities, facility, parent input, facilitation, parent-child interactions, shared experiences, etc.)</i>	81%	-Parent meeting documentation unavailable to monitors -Baby wipes used in lieu of handwashing -Tooth brushing with fluoride toothpaste not offered at socialization

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
		-No diaper pad was provided for diaper changing -Program did not offer baby food or formula during socialization

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**Follow-up and Corrective Action Plans:**

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

**Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 7/31/18	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440 (0)	Not in Session	N/A	N/A
Sacramento City USD	1,139 (140)	149	106	63
SETA	1,868 (1,508)	1,605	106	66
San Juan USD	668 (0)	Not in Session	N/A	N/A
Twin Rivers USD	180 (0)	Not in Session	N/A	N/A
WCIC/Playmate	100 (0)	Not in Session	N/A	N/A
<b>Total</b>	<b>4,395 (1,648)</b>	<b>1,754</b>	<b>106</b>	<b>65</b>

**Early Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 7/31/18	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	152	154	101	88
SETA	431	442	103	77
San Juan USD	160	167	104	58
TRUSD	16 (0)	Not in Session	N/A	N/A
<b>Total</b>	<b>759 (743)</b>	<b>763</b>	<b>103</b>	<b>83</b>

**EHS-CC Partnership/Expansion**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 7/31/18	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	33	92	74
Sacramento City USD	40	44	101	63
SETA/Job Corps.	4	4	100	93
<b>Total</b>	<b>80</b>	<b>81</b>	<b>101</b>	<b>77</b>

- (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

Four delegate Agencies are closed for summer. The others operated on a reduced summer schedule.



# SETA Head Start Food Service Operations Monthly Report \*July 2018

**July 2nd** - SCOE children return for the Monday through Friday summer program.

**July 4th** - Holiday Independence Day.

**July 5th** - Calenda A & E Classes closed.

**July 6th** - Calendar A & E classes closed, minimum day Preschool & EHS full day calendar C classes.

**July 12th** - Alder Grove I/T closed SHRA project water will need to be turned off.

**Meetings & Trainings:**

CPR Training attended in July by Head Cook Celia, Cook Drivers Raven, Mario & Shantell.

**Total Number of Meals and Snacks Prepared for All Kitchens:**

Lunch	PM Snack	Breakfast	Field Trips
28,620	19,330	19,870	1500

**Total Amount of Meals and Snacks Prepared** **69,320**

**Purchases:**

Food	\$59,195.03
Non - Food	\$9,019.91

**Building Maintenance and Repair:** **\$616.21**

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

**Kitchen Small Wares and Equipment:** **\$1,473.60**

**Vehicle Maintenance and Repair :** **\$3,313.96**

**Vehicle Gas / Fuel:** **\$1,273.09**  
     Normal Delivery Days **21**



# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**July 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
<b>SETA operated</b>	1988	259	<b>13%</b>	377	129	<b>34%</b>
<b>Twin Rivers USD</b>	180	23	<b>13%</b>	16	0	<b>0%</b>
<b>Elk Grove USD</b>	440	58	<b>13%</b>			
<b>Sac City USD</b>	1211	150	<b>12%</b>	144	25	<b>17%</b>
<b>San Juan USD</b>	668	111	<b>17%</b>	160	18	<b>11%</b>
<b>WCIC</b>	100	12	<b>12%</b>			
<b>EHS CCP</b>				80	9	<b>11%</b>
<b>COUNTY TOTAL</b>	<b>4587</b>	<b>613</b>	<b>13%</b>	<b>777</b>	<b>181</b>	<b>23%</b>

*AFE: Annual Funded Enrollment*

## 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.