



GOVERNING BOARD

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Councilmember
City of Sacramento

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

JAY SCHENIRER
Councilmember
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SOPHIA SCHERMAN
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KATHY KOSSICK
Executive Director

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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, December 6, 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.

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**VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATORS
PURSUANT TO GOVERNMENT CODE SECTION 54957.6**

- Agency Designated Representatives: Kathy Kossick and Dee Contreras
- Unrepresented Employees: Executive Director, Children & Family Services Deputy Director, Workforce Department Deputy Director, Fiscal Department Chief, Personnel/Human Resources Department Chief, Accountant III/Fiscal Manager, Head Start Manager, Workforce Development Manager, Network Engineer, Web Innovation Engineer

VII. Adjournment

DISTRIBUTION DATE: THURSDAY, NOVEMBER 29, 2018

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE NOVEMBER 1, 2018
REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the November 1, 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 Board Room
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Thursday, November 1, 2018
10:00 a.m.

I. Call to Order/Roll Call

Mr. Kennedy called the meeting to order at 10:04 a.m. The Pledge of Allegiance was recited. The roll was called; a quorum was not established.

Members Present:

Patrick Kennedy, Chair; Member, Board of Supervisors
Don Nottoli, Member, Board of Supervisors
Jay Schenirer, Councilmember, City of Sacramento (arrived at 10:08 a.m.)

Member Absent:

Larry Carr, Vice Chair; Councilmember, City of Sacramento
Sophia Scherman, Public Representative

► Recognition of Long-term employees (all 20 Years):

- Alicia Andrade, Head Start Teacher
- Carmen Gomez, Site Supervisor
- Elizabeth Kallman, Associate Teacher II
- Marlo Lopez, Site Supervisor

Ms. Carmen Gomez, site supervisor from Galt, recognized Ms. "Lisa" Kallman and Ms. Alicia Andrade, both teachers. Both teachers worked for delegate agencies prior to joining SETA/Head Start.

Mr. Schenirer arrived at 10:08 a.m.; a quorum was achieved.

Ms. Kelly Sprake acknowledged Ms. Marlo Lopez for her service to SETA/Head Start. She, too, was a member of a delegate agency.

Ms. Sprake acknowledged Ms. Carmen Gomez. Ms. Gomez was also formerly employed at the Delta Head Start program.

II. Consent Items

- A. Minutes of the October 4, 2018 Regular Board Meeting
- B. Approval of Claims and Warrants

- C. Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council
- D. Approval of Use of Fund Balance

The consent items were reviewed; no questions or comments.

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

- A. Approve the October 4, 2018 minutes.
- B. Approve the claims and warrants for the period 9/28/18 through 10/24/18.
- C. Approve the modifications to the Policy Council bylaws.
- D. Approve the use of fund balance to cover the additional retirement health savings plan contribution in the amount of \$342.03.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Schenirer)

Nay: 0

Abstentions: 0

Absent: 2 (Carr and Scherman)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Election of Officers of the Sacramento Employment and Training Agency Governing Board

Ms. Kossick stated that Mr. Carr and Mr. Nottoli are next in line to serve as officers.

Moved/Kennedy, second/Schenirer, to nominate Mr. Carr as Chair and Mr. Nottoli as Vice Chair of the SETA Governing Board.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Schenirer)

Nay: 0

Abstentions: 0

Absent: 2 (Carr and Scherman)

- 2. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella, Errors and Omissions and Student Accident

D'et Saurbourne introduced Mr. Ken Urrutia; Mr. Urrutia reported that he will be handing the contract over to Mr. Ken Thomas. The Board received a report on quotes received and recommended coverages, included on page 7 of the report. There were no questions on this item.

Moved/Schenirer, second/Kennedy, to delegate the authority to the Executive Director to purchase agency insurance for general liability, vehicle liability, umbrella, errors and omissions, and student accident.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Schenirer)

Nay: 0

Abstentions: 0

Absent: 2 (Carr and Scherman)

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Revisions to the Salary Schedules for Head Start Parent Intern, Student Intern, Head Start Childcare Teacher Assistant, Bilingual Aide, Head Start On-Call Cook Driver, Consultant Range I, and Head Start Substitute Teacher Assistant

Ms. Allison Noren offered to answer questions; no questions or comments.

Moved/Schenirer, second/Nottoli, to approve the new salary schedules for the Head Start Parent Intern, Student Intern, Head Start Childcare Teacher Assistant, Bilingual Aide, Head Start On-Call Cook Driver, Consultant Range I, and Head Start Substitute Teacher Assistant from January 1, 2019 through January 1, 2022.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Schenirer)

Nay: 0

Abstentions: 0

Absent: 2 (Carr and Scherman)

B. **WORKFORCE DEVELOPMENT DEPARTMENT**

Community Services Block Grant: None.

Refugee Services

1. Approval to Augment Funds to Refugee Program Service Providers under the Refugee Support Services (RSS) and RSS Set-Aside Grants, Program Year (PY) 2018-19

Mr. Nottoli inquired whether the additional money will be used to maximize the use of our funds? Ms. Michelle O'Camb replied that staff is thrilled to get extra funds into the community; the RFP, which will be acted upon next, will solicit two additional components to the refugee community. This is a good problem to have.

Moved/Schenirer, second/Nottoli, to approve staff augmentation recommendations under the Refugee Social Services (RSS) and RSS Set-aside grants for PY 2018-2019 as reflected in the attached funding charts. Additionally, approve the following stipulations:

1. Open entry and prompt placement into VESL classes must be ensured for all clients that are assessed to be in need of English language training.
2. All VESL/ES and ES Stand Alone service providers must allocate a minimum of 5% of their awards for supportive services.
3. 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.
4. 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.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Schenirer)

Nay: 0

Abstentions: 0

Absent: 2 (Carr and Scherman)

2. Approval to Release a Request for Proposals (RFP) for the Refugee Support Services (RSS) Program, Program Year (PY) 2018-20

There were no questions or comments on this item.

Moved/Schenirer, second/Kennedy, to approve the release of the Request for Proposals (RFP) for the Refugee Support Services (RSS) Funded Programs, Program Year 2018-2020.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Schenirer)

Nay: 0

Abstentions: 0

Absent: 2 (Carr and Scherman)

One Stop Services

3. Approval of the One-Stop Share of Cost Agreement with the County Department of Human Assistance, PY 2018-2019, and Authorize the Executive Director to sign the Agreement and any Required Documents Pertaining to the Agreement

There were no questions or comments on this item.

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

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Schenirer)

Nay: 0

Abstentions: 0
Absent: 2 (Carr and Scherman)

4. Approval to Accept 2018 Trade and Economic Transition National Dislocated Worker Grant from the California Employment Development Department, and Authorize the Executive Director to Enter into Subcontracts with the Capital Region's Workforce Development Areas, and Execute the Agreement, any Subgrants or other Documents Required by the Funding Source

Mr. Thatch asked that the board adopt some sole source findings. The services in workforce cannot be provided by SETA pursuant to the joint powers agreement. Mr. Thatch asked that the board include a sole source finding that Federal regulations and the SETA procurement policies permit non-competitive procurement when services are available from only a single source. The services under this grant can only be provided by each of the three local workforce development boards within the boundaries of their respective jurisdictions. Therefore, the Governing Board finds that these services, within the respective areas, are only available from a single source and justifies subcontracting with the following designated WIOA Title I grant recipients of the Capital Region: The Golden Sierra Job Training Agency, the North Central Counties Consortium, and the Yolo County Department of Health and Human Services.

Mr. Nottoli questioned the number of layoffs noted. Does the total include the layoffs at Sears and other layoffs? Ms. Davis Jaffe noted that those will be focused on and will be included in the services provided. Wells Fargo was also included this after the staff report was submitted. Currently we are modifying our plan with the state to include all of the layoffs staff are aware of.

Moved/Nottoli, second/Schenirer, to include the sole source finding read into the record, and accept the Trade and Economic Transition NDWG funds from the EDD, and authorize the Executive Director to enter into subcontracts with the Capital Region's Workforce Development Areas, and execute the agreement, any subgrants or other documents required by the funding source.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Schenirer)

Nay: 0

Abstentions: 0

Absent: 2 (Carr and Scherman)

5. Approval to Submit an Application to the California Workforce Development Board for Workforce Innovation and Opportunity Act, Regional Plan Implementation Slingshot 2.0 Funds, and Authorize the Executive Director to Execute the Funding Agreement, Modifications, or other Documents Required by the Funding Source

There were no questions or comments on this item.

Moved/Schenirer, second/Nottoli, to approve the submission of an application to the CWDB for WIOA Regional Plan Implementation Slingshot 2.0 funds; and authorize the Executive Director to execute the funding agreement, modifications, or other documents required by the funding source.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Schenirer)

Nay: 0

Abstentions: 0

Absent: 2 (Carr and Scherman)

C. CHILDREN AND FAMILY SERVICES

1. Approval to Submit Supplemental Funding Application to Increase Program Hours for Head Start/Early Head Start

No questions.

Moved/Schenirer, second/Kennedy, to approve the submission of a Supplemental Funding Application to the Office of Head Start/Administration for Children and Families to increase program hours in Head Start and Early Head Start in Sacramento County.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Schenirer)

Nay: 0

Abstentions: 0

Absent: 2 (Carr and Scherman)

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 10:25 a.m.; at 10:33 a.m., Mr. Kennedy brought the meeting back to order and stated that there was no report out of closed session.

The board adjourned at 10:33 a.m. to take action on the Helping Others, Inc. agenda. The SETA Governing Board meeting was reconvened as Governing Board at 10:36 a.m.

IV. Information Items

- A. SETA Children and Family Services Department Year-In-Review Presentation: Ms. Karen Griffith and Ms. Lisa Carr provided an overview of the Head Start

program over the last fiscal year. Board members requested that the slide show be sent to board members.

- 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: No additional report.

V. Reports to the Board

- A. Chair: No.
- B. Executive Director: Ms. Kossick wished Mr. Kennedy a happy birthday in November and thanked him for the support for SETA's 40th celebration.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: None.

Mr. Kennedy thanked Ms. Kossick and staff for their support over the previous year.

- VII. Adjournment:** The meeting was adjourned at 11:23 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 10/25/18 through 11/28/18, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 10/25/18 through 11/28/18.

PRESENTER: Kathy Kossick

ITEM II-C - CONSENT

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

BACKGROUND:

The SETA Children and Family Services Department (CFS) has developed and implemented several proprietary databases that help track vital program information that assist staff in generating complex and multi-faceted reports for program oversight, management, and compliance. Database systems include: food services, child outcomes, staff qualifications/licensing documentation, parent surveys, and in-kind. The developer of these databases retired in January 2018.

On August 2, 2018, the Governing Board approved to hire Donald Schmidt as a retired annuitant as a temporary SETA consultant employee to support technology needs in the Children and Family Services Department (CFS). At the time of the approval, staff anticipated that the maximum number of hours needed would be 160. To date, Mr. Schmidt has provided 160 hours of support to the CFS department staff.

During the past few months, most of the critical issues have been remedied. However, staff are recommending to extend Mr. Schmidt for future on-call support for any unforeseen issues that are not easily remedied by non-technical staff; updates to the proprietary systems when needed; and to provide training for new staff on new updates.

Mr. Schmidt's extended assignment would not exceed an additional 780 hours.

RECOMMENDATION:

Approve to extend Donald Schmidt, a retired annuitant, as a temporary SETA Consultant employee at an hourly rate of \$35 not to exceed an additional 780 hours.

PRESENTER: Kathy Kossick

ITEM II-D - CONSENT

RECOMMENDATION OF LABOR APPOINTMENTS TO THE SACRAMENTO WORKS, INC. BOARD

BACKGROUND:

The Sacramento Works, Inc. Board is a 25-member board comprised of representatives from the private sector, education, economic development, labor, and required partners. The required partners represent public employment service, rehabilitation agency, and public assistance agency. Two members representing Labor have recently left the board which resulted in two Labor seat vacancies.

Staff received applications for Labor Sector vacancies from:

- * Mr. Karl Pineo, Business Manager, Financial Secretary, Treasurer, Ironworkers Local 118
- * Mr. Kevin Ferreira, Executive Director, Sacramento Sierra's Building and Construction Trades Council

These applications were reviewed by legal counsel and will be sent under separate cover.

Staff will be available to answer questions.

RECOMMENDATION:

Appoint Mr. Karl Pineo and Mr. Kevin Ferreira to the two vacant Labor Sector seats on the Sacramento Works, Inc. Board of Directors.

PRESENTER: Kathy Kossick

ITEM II-E – CONSENT

APPROVAL TO MODIFY K CONSULTING'S VENDOR
SERVICES CONTRACT

BACKGROUND:

In 2015, the SETA Governing Board approved K Consulting for SETA's Vendor Services (VS) List offering In-Service Training and Education Services to support and enhance SETA Head Start Child Development (ages 0 – 5) and Family Services.

Due to increased costs to meet SETA's insurance requirements, K Consulting submitted a formal request to modify its VS contract to increase its fees. A team comprised of program and contracting staff reviewed and evaluated K Consulting's request and determined that the request is justified, and that the new proposed service rates are reasonable.

Staff is seeking approval of the attached recommendation for modification.

RECOMMENDATION:

Approve the attached recommendation for modification of K Consulting's VS contract to increase service rates.

PRESENTER: Marianne Sphar

Workforce Development Vendor Services (VS) List

Staff Recommendation

Applicant: K Consulting

**Location: 553 36th Street
Sacramento, CA 95816**

Applicant's Background:

K Consulting was formed in 2015 and offers more than 30 years of experience in early childhood education services to education leaders and staff to achieve their change objectives and quality assurance goals. The firm's experience encompasses managing early childhood education programs, including fostering parent involvement, and training on accessing social services.

K Consulting currently provides In-Service Training and Education Services that support and enhance SETA Head Start Child Development (ages 0 – 5) and Family Services. Approval of the proposed rate increases will ensure K Consulting's ability to continue providing these high-quality, professional development services.

Activity	Current Rates	New Rates
In-Service Training* – <ul style="list-style-type: none"> • Effective Change Management • Leadership Development • Program Design and Management • Coaching 	\$100 per hour for Individual \$100 per hour for 2 – 4 participants \$150 per hour for 5 – 25 participants	\$120 per hour for Individual \$120 per hour for 2 – 4 participants \$170 per hour for 5 – 25 participants

<p>Education Services –</p> <ul style="list-style-type: none"> • Quality Assurance Monitoring • Reflective Supervision • Class Observation 	<p>\$100 per hour for Individual (Quality Assurance reviews, not to exceed 8 hours per day</p> <p>\$100 per hour for 2 – 4 participants</p> <p>\$150 per hour for 5 – 25 participants</p>	<p>\$120 per hour for Individual (Quality Assurance reviews, not to exceed 8 hours per day</p> <p>\$120 per hour for 2 – 4 participants</p> <p>\$170 per hour for 5 – 25 participants</p>
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*All services subject to prior management approval.

ITEM III-A-1 - ACTION

APPROVAL OF PROCUREMENT OF AGENCY'S WORKERS
COMPENSATION INSURANCE

BACKGROUND:

The Agency's insurance policy for Workers Compensation expires December 31, 2018. SETA's broker, Arthur J. Gallagher, is in the process of obtaining quotations for the coverage and will present an oral report at the meeting.

If final quotes are not available at the December 6 meeting, the Board may delegate procurement authority to the Executive Director.

RECOMMENDATION:

Hear the oral report and recommendations and authorize the Executive Director procure Workers Compensation coverage for the calendar year 2019.

PRESENTER: D'et Saurbourne

ITEM III-A- 2 - ACTION

REVIEW AND APPROVAL OF THE AGENCY'S INDEPENDENT AUDITOR'S REPORT
AND FINANCIAL STATEMENTS FOR FISCAL YEAR ENDED JUNE 30, 2018

BACKGROUND:

Vavrinek, Trine, Day & Co., LLP Inc. recently completed the annual audit of the Sacramento Employment and Training Agency for the fiscal year ended June 30, 2018. Staff will be available to answer questions regarding the audit.

The audit report is being finalized and will be provided at the board meeting.

RECOMMENDATION:

Review and approve the Annual Auditor's Report and Financial Statements of the Agency for the fiscal year ended June 30, 2018.

PRESENTER: D'et Saurbourne

ITEM III-A – 3 - ACTION

APPROVAL OF LABOR AGREEMENTS

BACKGROUND

The American Federation of State, County, and Municipal Employees (AFSCME) and the Sacramento Employment and Training Agency (SETA) have been in negotiations discussions and meetings since April 2018. A tentative agreement on a three-year contract has been reached with the three bargaining units represented by AFSCME including the Head Start Unit, the Clerical, Technical and Analytical Unit and the Supervisory Unit. The ratification process took place from November 13 through 15, 2018.

The Head Start Policy Council approved the labor agreements on November 27, 2018.

The major provisions of the Agreements between SETA and AFSCME include the following:

- 3-year term extension through June 30, 2021
- 2% COLA increase for all employees effective August 1, 2018
- Increase in monthly health contribution of \$50 for employee only and \$120 for family effective October 2018
- Creation of Step F at the top of the salary ranges effective February 2019
- Reduce sick leave accrual to 13 days effective January 2019
- Define excessive use of sick and progressive discipline standards
- Eliminate cash-back for no health insurance effective January 2019
- Delete the wellness incentive effective January 2019
- Clarify and streamline the discipline process and retention of discipline in the employee's personnel file
- Streamline the testing and hiring process
- Delete agency fee language and update Union access requirements
- Modify temporary assignment to a higher classification and begin payment on the 6th day
- Define part-time health benefits
- Add mandatory State and Federal sick leave use programs

Staff will be available to answer questions.

RECCOMENDATION:

Approve the labor agreements effective December 6, 2018 – June 30, 2021.

PRESENTER: Allison Noren

RESOLUTION NO.: 2018-04

Adopted by the Sacramento Employment and Training
Agency Governing Board on the Date of

December 6, 2018

**A RESOLUTION ADOPTING AGREEMENTS WITH THE UNITED
SETA EMPLOYEES, AMERICAN FEDERATION OF STATE, COUNTY
AND MUNICIPAL EMPLOYEES, LOCAL 146
DATED DECEMBER 6, 2018**

WHEREAS, this Board pursuant to Government Code Section 3500, et seq., enacted by resolution an employer-employee relations policy; and,

WHEREAS, under the terms of that policy, the representatives of the Executive Director have met and conferred with the representatives of the United SETA Employees, American Federation of State, County, and Municipal Employees, Local 146, the recognized employee organization for the employees in the Head Start, Clerical, Technical and Analytical, and Supervisory Units as designated in said policy; and,

WHEREAS, these parties have reached agreement on matters relating to the employment conditions of the employees in said Units, as reflected by the written Agreements entered into by them on November 19, 2018, which Agreements are hereto attached and made a part hereof; and,

WHEREAS, this Board finds that the provisions and agreements contained in these Agreements are fair and proper and in the best interests of the Sacramento Employment and Training Agency;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY, that it adopt in full the terms and conditions contained in the said Agreements.

Larry Carr, Chair

ATTEST:

Nancy L. Hogan
Clerk of the Boards

ITEM III-A – 4 - ACTION

APPROVAL OF THE SACRAMENTO COUNTY EMPLOYEES RETIREMENT SYSTEM
(SCERS) MEMBERSHIP POLICY COVERING ELIGIBLE EMPLOYEES

BACKGROUND

The SACRAMENTO COUNTY EMPLOYEES RETIREMENT SYSTEM (SCERS) adopted definitions of membership for SCERS on June 20, 2018 and the Agency is now enacting the SCERS definitions to determine eligibility for enrollment into SCERS.

SETA became a participating employer in SCERS in 1979 and in 1987 that relationship was formalized by a Resolution of the Board of Supervisors in a Special District Agreement with the County. With the adoption of formal definitions of eligible employees, the SCERS Board has redefined and clarified which employees must be enrolled and those which are not eligible for membership.

This action will adopt the SCERS definitions and classifications eligible for SCERS retirement benefits.

RECOMMENDATION:

Approve the Resolution Adopting the SCERS Membership Policy as the Agency membership definitions for retirement coverage effective December 6, 2018.

PRESENTER: Allison Noren

RESOLUTION NO.: 2018-05

Adopted by the Sacramento Employment and Training
Agency Governing Board on the Date of
December 6, 2018

**A RESOLUTION ADOPTING THE SACRAMENTO COUNTY
EMPLOYEES RETIREMENT SYSTEM (SCERS) MEMBERSHIP POLICY
DEFINING ELIGIBLE EMPLOYEES**

DATED DECEMBER 6, 2018

WHEREAS, Sacramento Employment and Training Agency (SETA) became a Participating Employer in the Sacramento County Employees' Retirement System (SCERS) on or about June 1, 1979; and,

WHEREAS, on or about March 3, 1987, SETA was incorporated as a Special District by the Sacramento County Board of Supervisors and the practices of the County were utilized to determine employee benefits and retirement eligibility as described in the Special District Agreement, attached as Exhibit A to this resolution and incorporated by reference; and,

WHEREAS, on or about June 20, 2018, the SCERS Board of Retirement adopted a Membership Policy, attached as Exhibit B to this resolution and incorporated by reference; and,

WHEREAS, this Board finds that the definitions contained in that Policy represent the proper application of retirement benefits and are in the best interests of the Sacramento Employment and Training Agency; and,

WHEREAS, SETA has evaluated its current job classifications and determined which classifications are and are not eligible for SCERS membership, and Exhibit C, attached to this resolution and incorporated by reference, is a list of all SETA classifications, identifying those classifications eligible and not eligible for SCERS membership,

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY, that it adopt in full the SCERS Membership Policy and attachments hereto.

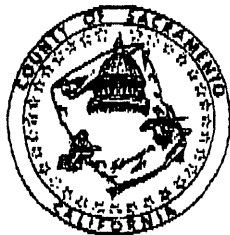
Larry Carr, Chair

ATTEST:

Nancy L. Hogan
Clerk of the Boards

Succession
#50

Exhibit A COUNTY OF SACRAMENTO



BRIAN H. RICHTER
County Executive

DEPARTMENT OF PERSONNEL MANAGEMENT
GERALD M. PAULY, Director

Telephone (916) 440-7097

APPROVED
BY RESOLUTION # 87-267
BOARD OF SUPERVISORS

FOR AGENDA OF: March 3, 1987

To: Board of Supervisors
From: Director of Personnel Management

MAR 3 1987
BY *Daniel C. Williams*
Chair of the Board

Subject: SPECIAL DISTRICT AGREEMENT WITH SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA) REGARDING PARTICIPATION IN COUNTY EMPLOYEE BENEFIT PROGRAMS

RECOMMENDATION

That your Board adopt the attached resolution prepared by the County Counsel, which authorizes the Chairman of the Board to execute the attached agreement, approved by the County Counsel, which provides for Sacramento Employment and Training Agency (SETA) to participate in the County employee benefit programs.

Discussion

On November 18, 1986, your Board approved revised conditions under which dependent or independent districts would be allowed to participate in the County's benefit programs. Your Board directed at that time that the Director of Personnel Management prepare new agreements for each district reflecting the revised conditions. The agreements were to be submitted to the Board for approval by February 1987. The new agreement with Sacramento Employment and Training Agency (SETA), which reflects the specified conditions under which the district can participate in the County's employee benefit programs, is attached for your approval.

Respectfully submitted,

Approval recommended,

Gerald M. Pauly
GERALD M. PAULY
Director of Personnel Management

Brian H. Richter
BRIAN H. RICHTER
County Executive

GMP:EL:pag

Attachments

cc: County Executive; Director of Personnel Management; County Counsel; Auditor-Controller; Chief, Employee Services Division; County Insurance Manager; County Retirement Officer; Sacramento Employment and Training Agency (SETA)

BE IT RESOLVED AND ORDERED that the Chairperson of the Board of Supervisors be and he is hereby authorized and directed to execute a Special District Agreement to participate in County Employee Benefit Programs in the form hereto attached, on behalf of the COUNTY OF SACRAMENTO, a political subdivision of the State of California, with SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA)

FILED

In accordance with Section 25103 of the Government Code of the State of California a copy of this document has been deposited in the Office of the Chairperson of the Board of Supervisors, County of Sacramento on

MAR 03 1987

MAR 03 1987

BOARD OF SUPERVISORS
BY *Emily A. Williams*
CLERK OF THE BOARD

Henry A. Davidson
Deputy Chair, Board of Supervisors

and to do and perform everything necessary to carry out the purpose of this Resolution.

On a motion by Supervisor S. SMOLEY, seconded by Supervisor I. COLLIN, the foregoing Resolution was passed and adopted by the Board of Supervisors of the County of Sacramento, State of California, this 3rd day of March, 1987, by the following vote, to wit:

- AYES: Supervisors, I. COLLIN, G. JOHNSON, S. SMOLEY, J. STRENG, T. JOHNSON
- NOES: Supervisors, NONE
- ABSENT: Supervisors, NONE

Toby Johnson

Chairperson of the Board of Supervisors of Sacramento County, California

(SEAL)

ATTEST: *Emily A. Williams*
Clerk of the Board of Supervisors

SPECIAL DISTRICT AGREEMENT

The conditions under which a district in the County of Sacramento would be allowed to participate in the County's Benefit Programs are as follows:

1. The district and all its employees are subject to the same eligibility requirements and all the general rules governing the County group health, life, and dental insurance plans. All coverages and options made available to County employees must be made available to district employees. The plan will cover only regular full-time and regular part-time (20 hours or more per week) employees. No temporary, seasonal, volunteer, or extra-help employees may be covered. The district and its employees are subject to these and similar rules in precisely the same manner as they apply to the County and its employees.
2. The district is required to pay at a minimum the following as an employer contribution on behalf of each eligible employee.
 - a. The employee only premium of the least expensive health plan other than the Sacramento County Catastrophic Health Plan.
 - b. The premium of the County Employees' Dental Plan.
 - c. The premium to cover Basic Life Insurance (first \$2,000 of coverage).
3. The district and its employees must be willing to accept any changes in the future. The County is obligated to negotiate the group insurance benefits and cost sharing with County employee organizations recognized to represent County employees. It is very likely that future changes in the plan will take place under conditions that will make it impractical for the County to consult or notify the district or its employees prior to the making of decisions to change the County plan. In other words, the district and its employees must be willing to accept whatever plans and arrangements are agreed to by the County and its employees. The only recourse would be to get out of the plans at some future date if the district no longer wishes to participate.
4. A district must be a member of the Sacramento County Employees' Retirement Plan before being eligible to participate in the County's benefit programs. Districts who elect to participate in the Sacramento County Employees' Retirement Plan will be given a pre-employment physical examination by the County medical physician in the Employee Health Office of the Department of Personnel Management. The district will be required to reimburse the County for the full cost of the medical examinations. District employees will be subject to the same medical standards which apply to persons seeking County employment in a position with physical demands comparable to those of the job involved in the District. A separate agreement providing for such services including cost reimbursement between the district and County must be approved by the Board of Supervisors prior to the scheduling of the employee pre-placement medical examination, immunizations, or other medical services as agreed to.

SPECIAL DISTRICT AGREEMENT CONTINUED

5. Since it is a requirement that the district participate in all phases of the group insurance program under the same set of underwriting rules and to the same extent as applies to the County, it follows that district employees must be offered all lines of County coverages in order for the district to participate in any. If the district withdraws from any one of the County's insurance programs, the remaining programs will also be cancelled on the same date.
6. Districts are eligible to participate only if they keep their funds in the County Treasury and pay them through the County Auditor.
7. A district may not sponsor any other group health plan or medical, life, or dental insurance plan which is in competition with the plans offered under the County program.
8. A district with less than five regular employees is ineligible; a district may be required to provide evidence of insurability for certain plans.
9. A district that withdraws from participation in the County's benefit programs will not be eligible to participate in the programs for a period of 10 years from the withdrawal date.
10. The County will charge for all of the actual costs to administer the benefit programs on behalf of the district.
11. This agreement may be terminated by either the District or County upon thirty days' advance written notice served by the terminating party upon the non-terminating party.

This district understands the above conditions and agrees to abide by them.

[Handwritten Signature]

2-5-87

DISTRICT ADMINISTRATOR
Sacramento Employment & Training Agency

DATE

If required by your Board of Directors, the lines below are for their signatures of approval.

[Handwritten Signature]

TOBY JOHNSON, CHAIRPERSON MAR 03 1987
SACRAMENTO COUNTY BOARD OF SUPERVISORS



EXHIBIT B **MEMBERSHIP POLICY**

Revision Date:	Policy Number: 008
Revision Number:	

PURPOSE

The purpose of this policy is to establish an employee's eligibility for membership in SCERS. Once approved by the Board, this policy shall be operative beginning January 1, 2019.

OBJECTIVE

The retirement and related benefits administered by SCERS are part of the comprehensive benefits package that Participating Employers provide for their eligible employees. SCERS benefit design and funding is structured for longer-term, career employees. Participating Employers have a variety of other types of positions for employing personnel on a non-regular part-time, temporary, seasonal, or intermittent basis. These employees typically work less than a full-time equivalent each year and are generally not employed long term in these "non-career" types of positions.

The objective of this policy is to ensure all eligible employees are properly enrolled in SCERS membership and provide for the exclusion of employees from SCERS membership while working in non-career positions for the same Participating Employer, and to clarify existing law under California Government Code Sections 31550, et seq. and SCERS regulations with respect to the persons who are eligible for SCERS membership.

DEFINITIONS

As used in this policy the terms below have the following meaning:

Extra Help Employee – An employee who is employed for a period of short duration, whether part-time or full-time, in a position which is either designated as extra help in the annual salary ordinance or publicly available pay schedule, or is not contained therein.

Intermittent Employee – A County employee who is not appointed to a permanent position and who is not a Regular Employee whose service is irregular, periodic, and recurrent at intervals not to exceed the full-time equivalent of nine (9) months employment in a year.

Non-Career Employee – For ease of reference in this policy, means a non-Regular Part-time, Extra-Help, Intermittent, Seasonal, or Temporary Employee as those terms are defined herein.

Participating Employer – The County of Sacramento, the Superior Court in Sacramento County, and the special district employers that have taken formal action to provide the retirement and related benefits administered by SCERS to their eligible employees.

Part-Time Employee – An employee who is hired to work substantially less than 8 hours per day or 40 hours per week during the employee’s period of employment.

Permanent Position – A position established in the annual salary ordinance or publicly available pay schedule, excluding a position established to accomplish a specific project which is limited in its duration.

Regular Employee – An officer or employee of a Participating Employer who occupies a permanent position established in accordance with the annual salary ordinance or publicly available pay schedule and who is assigned to work full-time or to work part-time for at least 20 hours per week (1,044 hours per year), or any elected official.

Seasonal Employee – An employee who is not appointed to a permanent position and who is not a Regular Employee whose service is irregular, periodic, and recurrent at intervals.

Temporary Employee – An employee whose appointment to a position is of limited duration for less than 1,566 hours per year.

Year – The twelve (12) consecutive months of a calendar year January 1st through December 31st.

POLICY

All persons eligible to be members of SCERS who have not executed a valid waiver of membership must be enrolled as members of SCERS, and persons ineligible for membership must be excluded from SCERS membership.

A. Mandatory Membership

A Regular Employee not expressly excluded from membership as provided in Section C of this policy shall become a member of SCERS on the first day of employment in a position requisite for membership.

B. Optional Membership

A Regular Employee first hired in a position requisite for SCERS membership after attaining the age of sixty (60) years may irrevocably waive membership in SCERS by submitting to SCERS within sixty (60) days of beginning employment a written and signed waiver of membership on a form prescribed by SCERS.

An elective officer may file a written declaration with SCERS to establish SCERS membership, which will be effective on the first day of the calendar month following the filing of a declaration. Within 60 days after the expiration of the elective officer’s term of office or within 60 days after the officer ceases to hold the office, the officer

may rescind the declaration and withdraw from SCERS membership, and all contributions paid by the officer as a SCERS member shall be refunded. Any elective officer who does not declare in writing his or her intention to become a member of SCERS as required by Government Code Section 31553 is ineligible for SCERS membership.

C. Excluded from Membership

An employee of a Participating Employer who is described by one or more of the following conditions is ineligible for membership and shall not be enrolled as a member of SCERS:

1. The employee is eligible to waive, and has executed a valid waiver of, SCERS membership.
2. The employee is a retired member of SCERS who satisfies the requirements of Government Code Section 7522.56 to serve a Participating Employer without reinstatement from retirement.
3. A Non-Career Employee hired with an agreement between the employee and the Participating Employer that the employee will work less than 1,566 hours per year.
4. SCERS may determine an employee's eligibility for SCERS membership based on the actual number of hours worked by the employee.

APPLICATION

The governing documents in effect for a Participating Employer may establish a threshold number of hours worked per year at which a Non-Career Employee is eligible for SCERS membership, provided that the threshold hours for SCERS membership is less than 1,566 hours worked per year. The Participating Employer must notify SCERS in writing within 30 days of the date the Participating Employer modifies the threshold hours for SCERS membership for its Non-Career Employees.

Each Participating Employer is responsible for determining, in accordance with this policy, which of the Participating Employer's employees are eligible for membership in SCERS and is responsible for enrolling those eligible employees into SCERS membership.

A Non-Career Employee hired with an agreement between the employee and the Participating Employer that the employee will work less than 1,566 hours per year is properly excluded from SCERS membership.

If a Non-Career employee properly excluded from SCERS membership under Section C at the outset of employment actually works 1,566 or more hours in a year, the employee shall be enrolled into SCERS membership as of the employee's first working day of the calendar year during which the employee worked the threshold hours or more, and the employee shall continue as a member of SCERS for all subsequent service with that Participating

Employer. The Board may consider whether an employee’s work hours exceeded the threshold hours per year for SCERS membership due to administrative oversight.

SCERS may periodically review a Participating Employer’s payroll practices as authorized by Government Code Section 31543 to assure compliance with this policy.

When a Participating Employer fails to comply with the requirements of this policy, the Board will exercise its discretion to decide an employee’s eligibility for membership and determine an appropriate correction procedure based on the facts of each case.

BACKGROUND

The County Employees’ Retirement Law authorizes a county retirement board to include in its regulations provisions for the exemption or exclusion from membership, in the discretion of the board, of “persons whose tenure is temporary, seasonal, intermittent, or for part time only, or persons whose compensation is fixed at a rate by the day or hour.” [Government Code Section 31527(e)].

Chapter 3 of SCERS Bylaws contains broad provisions describing the employees who are eligible for, and those who are excluded from, membership in SCERS. More specificity is needed at the administrative policy level for Participating Employers to consistently and correctly apply the standards for SCERS membership to their employees.

This policy was established to clarify the SCERS membership standards, describe their application, and define the roles and responsibilities of Participating Employers and SCERS to ensure the membership standards are correctly applied, and provide for corrective action when necessary.

RESPONSIBILITIES

Executive Owner: Chief Benefits Officer

POLICY HISTORY

Date	Description
08-01-2018	Renumbered from 065
06-20-2018	Board adopted new policy

Exhibit C: SETA Job Classifications

JOB TITLE	Eligibility
ACCOUNT CLERK II	Eligible
ACCOUNTANT I	Eligible
ACCOUNTANT II	Eligible
ACCOUNTANT II (SUP)	Eligible
ACCOUNTANT III (FISCAL MANAGER)	Eligible
ADMINISTRATION DEPARTMENT CHIEF	Eligible
ADMINISTRATIVE ASSISTANT	Eligible
ADMINISTRATIVE SERVICES DEPUTY DIRECTOR	Eligible
ASSOCIATE TEACHER / INFANT TODDLER	Eligible
ASSOCIATE TEACHER / INFANT TODDLER (INCENTIVE PAY)	Eligible
ASSOCIATE TEACHER TIER I	Eligible
ASSOCIATE TEACHER TIER II	Eligible
ASSOCIATE TEACHER TIER III	Eligible
ASSOCIATE TEACHER TIER IV	Eligible
BILINGUAL AIDE	Eligible
CFS ADMINISTRATIVE PROGRAM OFFICER	Eligible
CFS DEPUTY DIRECTOR	Eligible
CFS EDUCATION PROGRAM OFFICER	Eligible
CFS FACILITIES SUPPLY CLERK	Eligible
CFS PROGRAM SPECIALIST	Eligible
CFS QUALITY ASSURANCE ANALYST	Eligible
CFS SUPPORT SERVICES PROGRAM OFFICER	Eligible
CHILDREN AND FAMILY SERVICES MAINTENANCE/COURIER	Eligible
CLERICAL SUPERVISOR	Eligible
CLERK OF BOARDS	Eligible
DISPATCH CLERK	Eligible
EXECUTIVE ASSISTANT	Eligible
EXECUTIVE COORDINATOR	Eligible
FACILITIES COORDINATOR	Eligible
FAMILY SERVICES WORKER I	Eligible
FAMILY SERVICES WORKER II	Eligible
FAMILY SERVICES WORKER III	Eligible
FISCAL DEPARTMENT CHIEF	Eligible
HEAD START CHILDCARE TEACHER ASSISTANT	Eligible
HEAD START CLINICAL SOCIAL WORKER	Eligible
HEAD START COOK/DRIVER	Eligible
HEAD START COORDINATOR (EDUCATION) (SUP)	Eligible
HEAD START COORDINATOR (FOOD SRVC) (SUP)	Eligible
HEAD START COORDINATOR (HEALTH) (NON-SUP) TIER I	Eligible
HEAD START COORDINATOR (HEALTH) (NON-SUP) TIER II	Eligible
HEAD START COORDINATOR (HEALTH) (NON-SUP) TIER III	Eligible
HEAD START COORDINATOR (HEALTH) (NON-SUP) TIER IV	Eligible

HEAD START COORDINATOR (HEALTH) (SUP)	Eligible
HEAD START COORDINATOR (HEALTH) (SUP) TIER I	Eligible
HEAD START COORDINATOR (HEALTH) (SUP) TIER II	Eligible
HEAD START COORDINATOR (HEALTH) (SUP) TIER III	Eligible
HEAD START COORDINATOR (HEALTH) (SUP) TIER IV	Eligible
HEAD START COORDINATOR (HEALTH/MENTAL HEALTH)	Eligible
HEAD START COORDINATOR (NUTRITION)	Eligible
HEAD START COORDINATOR (SOCIAL SERVICES/PARENT INCOLVEMENT) (NON-SUP)	Eligible
HEAD START COORDINATOR (SOCIAL SERVICES/PARENT INVOLVEMENT) (SUP)	Eligible
HEAD START COORDINATOR (SPECIAL EDUCATION)	Eligible
HEAD START DEPUTY DIRECTOR	Eligible
HEAD START EDUCATION SPECIALIST (NON-SUP)	Eligible
HEAD START EDUCATION SPECIALIST (SUPERVISORY)	Eligible
HEAD START EDUCATION/SPECIAL ED SPECIALIST (SUP)	Eligible
HEAD START EDUCATION/SPECIAL EDUC. SPECIALIST (NON-SUP)	Eligible
HEAD START FACILITIES SPECIALIST (SUP)	Eligible
HEAD START FAMILY PLACEMENT WORKER	Eligible
HEAD START FOOD SERVICES SPECIALIST (SUP)	Eligible
HEAD START HEAD COOK	Eligible
HEAD START HEALTH/NUTRITION SPECIALIST	Eligible
HEAD START HOME BASE SPECIALIST (SUP)	Eligible
HEAD START HOME VISITOR	Eligible
HEAD START INTERVENTION SPECIALIST TIER I	Eligible
HEAD START INTERVENTION SPECIALIST TIER II	Eligible
HEAD START INTERVENTION SPECIALIST TIER III	Eligible
HEAD START MANAGER	Eligible
HEAD START NUTRITION SPECIALIST (SOP) (NON-SUP)	Eligible
HEAD START NUTRITION SPECIALIST (SUP)	Eligible
HEAD START PARENT INTERN	Eligible
HEAD START PARENT INTERN	Eligible
HEAD START PARENT INTERN	Eligible
HEAD START PARENT INTERN	Eligible
HEAD START PARENT INTERN	Eligible
HEAD START RESOURCE TEACHER/CDA ADVISOR	Eligible
HEAD START SOCIAL SERVICES SPECIALIST (NON-SUP) TIER I	Eligible
HEAD START SOCIAL SERVICES SPECIALIST (NON-SUP) TIER II	Eligible
HEAD START SOCIAL SERVICES SPECIALIST (NON-SUP) TIER III	Eligible
HEAD START SOCIAL SERVICES SPECIALIST (SUP) TIER I	Eligible
HEAD START SOCIAL SERVICES SPECIALIST (SUP) TIER II	Eligible
HEAD START SOCIAL SERVICES SPECIALIST (SUP) TIER III	Eligible
HEAD START SOCIAL SERVICES/PARENT INVOLVEMENT SPECIALIST	Eligible
HEAD START SOCIAL SERVICES/PARENT INVOLVEMENT SPECIALIST	Eligible
HEAD START SOCIALSERVICES/PARENT INVOLVEMENT SPECIALIST	Eligible
HEAD START SPECIAL EDUCATION FIELD TECHNICIAN	Eligible
HEAD START SPEECH THERAPIST	Eligible
HEAD START TEACHER	Eligible

HEAD START TEACHER ONE	Eligible
HEAD START TEACHER-EDUC INCENTIVE	Eligible
HEAD START TYPIST CLERK II	Eligible
HEAD START TYPIST CLERK III	Eligible
HEAD START/EARLY HEAD START COORDINATOR (HEALTH-NUTRITION) (NON-SUP)	Eligible
HEAD START/EARLY HEAD START COORDINATOR (HEALTH-NUTRITION) (SUP)	Eligible
HUMAN RESOURCE MANAGER	Eligible
INFANT TODDLER LEAD TEACHER	Eligible
INFORMATION SYSTEM DEPARTMENT CHIEF	Eligible
INFORMATION TECHNOLOGY ANALYST I	Eligible
INFORMATION TECHNOLOGY ANALYST II	Eligible
INFORMATION TECHNOLOGY ENGINEERING ANALYST	Eligible
INFORMATION TECHNOLOGY SERVICES FACILITATOR	Eligible
NETWORK ENGINEER	Eligible
OFFICE SUPPLY AND ADMINISTRATIVE SUPPORT CLERK	Eligible
PAYROLL OPERATIONS SUPERVISOR	Eligible
PAYROLL SPECIALIST	Eligible
PERSONNEL ANALYST	Eligible
PERSONNEL CLERK	Eligible
PERSONNEL/HUMAN RESOURCES DEPARTMENT CHIEF	Eligible
PLANNING AND COMMUNITY DEVELOPMENT CHIEF	Eligible
PROGRAM ANALYST	Eligible
PROGRAMMER ANALYST	Eligible
PUBLIC INFORMATION OFFICER	Eligible
PURCHASING ANALYST	Eligible
REFUGEE SERVICES SUPERVISOR	Eligible
SENIOR ACCOUNTANT	Eligible
SENIOR PAYROLL SPECIALIST	Eligible
SITE SUPERVISOR	Eligible
SITE SUPERVISOR-EDUC INCENTIVE	Eligible
SR. PERSONNEL ANALYST (Sup)	Eligible
STAFF SUPPORT OFFICER	Eligible
STAFF SUPPORT OFFICER - NON-REP	Eligible
STUDENT INTERN	Eligible
STUDENT INTERN	Eligible
TRAINING/STAFF DEVELOPMENT OFFICER	Eligible
TYPIST CLERK I	Eligible
TYPIST CLERK II	Eligible
TYPIST CLERK III	Eligible
TYPIST CLERK III (C)	Eligible
WEB INNOVATION ENGINEER	Eligible
WELLNESS SPECIALIST	Eligible
WORKFORCE DEVELOPMENT ANALYST I	Eligible
WORKFORCE DEVELOPMENT ANALYST II	Eligible
WORKFORCE DEVELOPMENT ANALYST III	Eligible
WORKFORCE DEVELOPMENT ANALYST SUPERVISOR	Eligible

WORKFORCE DEVELOPMENT ANALYTICAL PROGRAM OFFICER	Eligible
WORKFORCE DEVELOPMENT DEPUTY DIRECTOR	Eligible
WORKFORCE DEVELOPMENT MANAGER	Eligible
WORKFORCE DEVELOPMENT OPERATIONAL PROGRAM OFFICER	Eligible
WORKFORCE DEVELOPMENT PLANNER I	Eligible
WORKFORCE DEVELOPMENT PLANNER II	Eligible
WORKFORCE DEVELOPMENT PROFESSIONAL I	Eligible
WORKFORCE DEVELOPMENT PROFESSIONAL II	Eligible
WORKFORCE DEVELOPMENT PROFESSIONAL III	Eligible
WORKFORCE DEVELOPMENT PROFESSIONAL SUPERVISOR	Eligible
WORKFORCE DEVELOPMENT QUALITY CONTROL SUPERVISOR	Eligible
WORKFORCE SYSTEM ADMINISTRATOR	Eligible
WORKFORCE SYSTEM ANALYST	Eligible
CONSULTANT RANGE I	Not Eligible
CONSULTANT RANGE II	Not Eligible
Head Start On-Call Cook Driver	Not Eligible
HEAD START PARENT INTERN (TEMPORARY)	Not Eligible
Head Start Substitute Teacher Assistant	Not Eligible

ITEM III-A – 5 - ACTION

APPROVAL OF THE PERSONNEL RESOLUTION COVERING UNREPRESENTED EMPLOYEES

BACKGROUND

The Agency must intermittently update and amend the Personnel Resolution Covering Unrepresented Employees and this is usually done following completion of negotiations for represented employees.

The major changes to the Unrepresented Resolution include the following:

- 2% COLA increase for all employees effective August 1, 2018
- Increase in monthly health contribution of \$50 for employee only and \$120 for family effective October 2018
- Creation of Step F at the top of the salary ranges effective February 2019
- Reduce sick leave accrual to 13 days effective January 2019
- Eliminate cash-back for no health insurance effective January 2019
- Delete the wellness incentive effective January 2019
- Modify temporary assignment to a higher classification and begin payment on the 6th day

Staff will be available to answer questions.

RECOMMENDATION:

Approve the Personnel Resolution Covering Unrepresented Employees effective December 6, 2018.

PRESENTER: Allison Noren

RESOLUTION NO.: 2018-06

Adopted by the Sacramento Employment and Training
Agency Governing Board on the Date of
December 6, 2018

**A RESOLUTION ADOPTING THE PERSONNEL RESOLUTION
COVERING UNREPRESENTED EMPLOYEES
DATED DECEMBER 6, 2018**

WHEREAS, this Board pursuant to Government Code Section 3500, et seq., enacted by resolution an employer-employee relations policy; and,

WHEREAS, unrepresented employees are identified within the Policy and the terms and conditions of employment of unrepresented employees are established by the Agency; and,

WHEREAS, the Executive Director has reviewed such terms and conditions and is making these recommendations to insure equity and parity within the Agency, and such recommendations are hereto attached and made a part hereof; and,

WHEREAS, this Board finds that the provisions and agreements contained in these Agreements are fair and proper and in the best interests of the Sacramento Employment and Training Agency;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY, that it adopt in full the terms and conditions contained in the Personnel Resolution Covering Unrepresented Employees.

Larry Carr, Chair

ATTEST:

Nancy L. Hogan
Clerk of the Boards

ITEM III-B – 1 - ACTION

APPROVAL OF COMMUNITY SERVICES BLOCK GRANT DELEGATE AGENCY FUNDING EXTENSION RECOMMENDATIONS AND A NEW FUNDING RECOMMENDATION FOR PROGRAM YEAR 2019

BACKGROUND

SETA's delegate agreements with Community Services Block Grant (CSBG) funded program operators permit SETA to extend the agreements for an additional year, ending on December 31, 2019.

SETA's estimated planning allocation for Program Year (PY) 2019 is \$1,743,146. After setting aside funds for program staffing, direct customer supports and administrative costs, staff recommends allocating \$874,485 for CSBG direct services by contracted partners.

SETA's Community Services and Fiscal staff have conducted a thorough evaluation of CSBG program operator performance through September 30, 2018. Staff have determined that the majority of CSBG program operators are performing in a satisfactory manner, and some have exceeded outcome goals and/or service levels prescribed in their subcontracts.

One Youth and Senior Support (YSS) Special Project agreement is not recommended for extension, as noted on the attached table. During the PY2018 procurement for Special Projects to serve African-American Youth, only one (1) proposal qualified for funding. As a result, there is no other qualified agency pre-approved by SETA to render these youth services in PY2019. Consequently, staff is recommending funding Saint John's Program for Real Change (SJPRC), which prequalified to provide CSBG services during the most recent procurement process for CSBG delegate agencies, but was not funded due to a lack of available funding.

The SETA Community Action Board discussed this item on November 14, 2018. Unfortunately, a quorum was not reached at this meeting. Four of the five members present indicated that they agreed with the funding recommendations presented by staff. One member was unable to indicate agreement or disagreement.

NOTE: Staff recommendations are contingent upon continuing levels of program performance throughout the 4th quarter of PY2018.

RECOMMENDATION:

Approve the extension of CSBG delegate agreements, as noted on the attached table, for an additional year under the same terms, conditions, and funding amounts. In addition, approve the funding recommendation for St. John's Program for Real Change for program year 2019.

2018 CSBG PROGRAM DATA CHART

PY2019 EXTENSION AND FUNDING RECOMMENDATIONS

Agencies listed in the three (3) tables below are considered for having their 2018 CSBG contracts with SETA extended for an additional year with the same terms, funding levels, and conditions.

Safety-Net Services				
Agency	Target Group	Target Area	2018 Award	Staff Recommendations
River City Food Bank	Low-Income Households	Sacramento County	\$37,000	Extend through PY2019
My Sister's House	Domestic Violence Survivors	Central and South Sacramento, Elk Grove	\$34,100	Extend through PY2019
Lao Family Community Development	Homeless and Low-Income Households	N. Sacramento, Florin, North Highlands, Arden Arcade, Lemon Hill, Parkway	\$40,985	Extend through PY2019
Folsom Cordova Community Partnership	Low-Income Households	Rancho Cordova and Parts of Folsom	\$25,000	Extend through PY2019
The Salvation Army	Low-Income Households	Sacramento County	\$60,500	Extend through PY2019
Volunteers of America	Homeless and Low-Income Veterans	Sacramento County	\$22,000	Extend through PY2019
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	Extend through PY2019
Next Move	Homeless Households	Sacramento County	\$48,632	Extend through PY2019
WIND Youth Services	Imminently Homeless or Homeless Youth 12-24	Sacramento County	\$20,000	Extend through PY2019
South County Services	Low-Income Households	South Sacramento County and River Delta Areas	\$27,768	Extend through PY2019

Youth and Senior Support				
Agency	Target Group	Target Area	2018 Award	Staff Recommendations
La Familia Counseling Center	In-School, Truant, Gang and Pre-Gang Youth	Lemon Hill, Parkway, Florin and Galt	\$55,000	Extend through PY2019
Health and Human Services	Seniors 65+	Sacramento County	\$16,500	Extend through PY2019
Waking the Village	Pregnant and Parenting Youth and their Children	Sacramento County	\$45,000	Extend through PY2019
Health Education Council	African-American Youth, 14-17 (Special Project)	Sacramento County	\$40,000	Contract Extension Not Recommended
Saint John's Program for Real Change	Resident Youth 0-17	Arden Arcade, Florin, Citrus Heights, Carmichael, North Highlands, Elk Grove, Foothill Farms, Galt, Rancho Cordova	\$0	Fund Children's Program at \$40,000
WIND Youth Services	Homeless and Imminently Homeless Youth 12-24	Sacramento County	\$33,500	Extend through PY2019
Children's Receiving Home	Foster Youth	Sacramento County	\$28,500	Awarded on 9/21/2018 Extended through PY 2018

Family Self-Sufficiency				
Agency	Target Group	Target Area	2018 Award	Staff Recommendations
Folsom Cordova Community Partnership	Low Income Households and Single Parents w/ Children 0-5	Rancho Cordova and Portions of Folsom	\$55,000	Extend through PY2019
International Rescue Committee	Low Income Households and Single Parents w/ Children 0-5	Arden Arcade, Florin, Citrus Heights, Carmichael, Natomas	\$64,998	Extend through PY2019
Next Move Sacramento	Homeless	Arden Arcade, Florin, Carmichael, Citrus Heights, Elk Grove, Galt, Lemon Hill, Rancho Cordova, Parkway, No. Sacramento	\$59,582	Extend through PY2019
Saint John's Program for Real Change	Low Income Households and Single Parents w/ Children 0-5	Arden Arcade, Florin, Citrus Heights, Carmichael, North Highlands, Elk Grove, Foothill Farms, Galt, Rancho Cordova	\$25,420	Extend through PY2019
Waking the Village	Homeless Pregnant and Parenting Youth w/ Children	Sacramento County	\$60,000	Extend through PY2019
WIND Youth Services	Homeless and Imminently Homeless Youth 12-24	Sacramento County	\$55,000	Extend through PY2019

ITEM III-B – 2 - ACTION

APPROVAL OF THE APPOINTMENT OF LOW INCOME ORGANIZATIONS
TO DEMOCRATICALLY ELECT TARGET AREA LOW INCOME SECTOR
REPRESENTATIVES AND ALTERNATES TO SERVE ON THE COMMUNITY
ACTION BOARD (CAB)

BACKGROUND:

In March, 2018, SETA was reviewed for programmatic and fiscal performance of its Community Services Block Grant program by the California Department of Community Services and Development (CSD). Although not rising to the level of a finding, the state monitor made the following observation:

“SETA was unable to demonstrate that they followed its bylaws in selecting its low-income members through a democratic selection process. In addition, verification was not provided to support all low-income board members resided in the applicable jurisdictions as described in the bylaws.”

As a result, CSD requested the following corrective actions:

“To ensure compliance with establishing and maintaining a full 12-member tripartite board, Agency shall fill its board vacancies in accordance with its bylaws. Until all vacancies are filled, submit a quarterly written status report to CSD describing efforts and progress in filling the board vacancies.”

The bylaws governing the operation of the SETA Community Action Board (CAB) describe the process by which sector members of this tripartite board shall be selected, as follows:

“The SETA Governing Board shall select organizations at its February meeting every three (3) years commencing in 2006. Within thirty (30) days of selection by the SETA Governing Board, each organization shall select a representative to serve as a member of the Community Action Board. At the same time, each organization shall select a representative to serve as an alternate to the member.”
(Section 2.6, Selections of Organizations and Members, CAB By-Laws (revised 2/2/2006))

And,

“At a public meeting and via the democratic process, the SETA Governing Board will appoint up to four (4) low income organizations to select a member or members to serve on the Community Action Board. No low income organization shall be designated to select more than two (2) members to serve on the Community Action Board. Upon designation, each low income organization shall democratically elect an individual or individuals, who is/are a resident of the

appropriate low income target area, to serve on the Community Action Board as a representative of low income persons who reside in the same target area. Each organization shall elect an alternate representative for each member elected at the same time. The elected representatives and alternates must be low income individuals themselves, must reside in a target area, but need not necessarily reside in the same target area. ” (Section 2.4, Representation of the Low Income Sector, CAB By-Laws (revised 2/2/2006))

The current CAB bylaws were revised and approved in February 2006, but the selection process described in the bylaws was not fully implemented. The staff recommendation below will implement the appointment process described in the CAB bylaws for low income sector representatives. In the event that any of the initially appointed organizations are unable to democratically elect low income sector representatives and to ensure ongoing compliance with the CAB bylaws, staff will return to the Governing Board for approval of addition of qualified organizations.

Staff have conducted a review of the organizations serving low-income groups in target areas and have attached a chart listing these organizations. The first four agencies on the chart are being recommended by staff to democratically elect target area, Low-Income Sector representatives and alternates to serve on the CAB Board are Mutual Assistance Network, Community Resource Project, Mutual Housing California, and the Head Start Policy Council.

Criteria used to develop the recommendation include:

- The Agency is located in the Community Action Plan Target Area(s)
- The Agency has experience with serving low-income groups
- The Agency has capacity to elect representatives
- The stability of the Agency is high.

RECOMMENDATION:

Approve the appointment of low income sector organizations to democratically elect target area, Low-Income Sector representatives and alternates to serve on the CAB Board, as indicated on the attached chart.

PRESENTER: Julie Davis-Jaffe

**Community-based Organizations Listed by High-Poverty Target Areas
Identified in the 2018-2019 SETA Community Action Plan**

(Community-based organizations under CSBG contract with SETA are not included in this list)

SETA STAFF RECOMMENDATIONS

COMMUNITY-BASED ORGANIZATION	PROGRAMS	TARGET AREAS
Community Resource Project 2143 Hurley Way, Suite 110,150 Sacramento, CA 95825	Low income weatherization program; home energy assistance program; free solar systems; water saving measures	Arden Arcade North Highlands
Mutual Assistance Network Birth and Beyond FRC 811 Grand Avenue, Ste. A3 Sacramento, CA 95838	Family Programs, including workshops, school readiness help for preschoolers, resource specialist, in-home parent support And Black Child Legacy	Arden Arcade City of Sacramento
Mutual Housing California 8001 Fruitridge Road, Suite A Sacramento, CA 95820	Affordable housing complex which fosters strong communities through resident participation and leadership development	Florin Foothill Farms Lemon Hill North Sacramento
SETA Head Start Policy Council 925 Del Paso Blvd., Suite 100 Sacramento, CA 95815	Head Start is a federally funded program for preschool children from low income families. In Sacramento County, SETA is the Head Start grantee, providing direction and support to the Head Start program	Sacramento County
ADDITIONAL ORGANIZATIONS TO CONSIDER		
Advocates for Arden Arcade 3129 Pennland Dr. Sacramento, CA 95825	Charitable and Educational Organization.	Arden Arcade

COMMUNITY-BASED ORGANIZATION	PROGRAMS	TARGET AREAS
ARI Community Services, Inc. 5100 El Paraiso Ave, Sacramento, CA 95824	Social and workforce services for the limited English-speaking community	Lemon Hill
Assistance League of Sacramento 2751 Fulton Ave. Sacramento, CA 95821	Provides school clothing to youth; clothes for careers; scholarships to youth with barriers; vision screening for preschoolers; senior friendship; apartment starter kits for aging youth in need	Arden Arcade
Birth & Beyond N. Sacramento FRC 1217 Del Paso Blvd., Ste. B Sacramento, CA 95815	Offering a range of services, activities, and opportunities that respond comprehensively to the needs and hopes of local residents and families.	North Sacramento
Boys and Girls Club of America Boys & Girls Club 5212 Lemon Hill Avenue Sacramento, CA 95824	A place where kids can feel safe, connect with others, and build the skills and confidence needed to reach great futures.	Lemon Hill
Bread of Life Center 1260 Fulton Avenue, Suite A Sacramento, CA 95825	Training and Experiential Learning Services for Individuals, Families and Organizations	Arden Arcade
California Human Development Corp. Field Office 150 Camellia Way Galt, CA 95632	Employment, training and social services for migrant farmworkers, immigrants, and other disadvantaged populations	Galt
California Indian Manpower Consortium 738 North Market Blvd. Sacramento, CA 95834	Training and employment activities primarily directed to member tribes; WIOA-funded	North Sacramento

COMMUNITY-BASED ORGANIZATION	PROGRAMS	TARGET AREAS
Center for Fathers and Families	Adult programs: parent support; drug testing Youth services: after-school and at-risk youth programs	North Sacramento
Connections for Youth, Inc. 2620 Hurley Way B Sacramento, CA 95864	Day trip adventures; overnight camping; senior year activities; scholarships for qualified foster youth	Arden Arcade
Dunlap House Birth and Beyond FRC 4322 4 th Avenue Sacramento, CA 95817	Nurturing Parenting Program - prenatal through school age (court approved) Make Parenting a Pleasure Dare to Be You - anti-bullying program	City of Sacramento
Evolve You Foundation 3407 Arden Way Sacramento, CA 95825	Job training for foster youth	Arden Arcade
Health and Life Organization 5524 Assembly Ct, Sacramento, CA 95823	Community Health Clinic	Florin
Helping Hands Senior Network 3644 Elkhorn Blvd. North Highlands, CA 95660	Senior Centers and Services	La Riviera
Inter-Tribal Council of California 3425 Arden Way Sacramento, CA 95825	Child Care Development Fund Program; Services For Victims of Domestic Violence	Arden Arcade
Jewish Federation 2351 Wyda Way Sacramento, CA 95825	Community social worker, kosher food pantry, support groups, senior programs, transportation	Arden Arcade

COMMUNITY-BASED ORGANIZATION	PROGRAMS	TARGET AREAS
KAVANAH 4704 Roseville Road, Ste. 105 North Highlands, CA 95660	Public Housing Facilities	North Highlands
Liberty Towers Church Black Child Legacy Campaign 5132 Elkhorn Blvd. Sacramento, CA 95842	Black Child Legacy Campaign	Foothill Farms
Loaves and Fishes 1321 North C Street Sacramento, CA 95811	Homeless Services	City of Sacramento
Love Action Int. 5848 Santa Fe Way North Highlands, CA 95660	Youth camp and choir	Foothill Farms North Highlands
Meadowview Family Resource Center and Birth & Beyond FRC 2251 Florin Road, Ste. 158 Sacramento, CA 95822	Intervention services, court-approved parenting education, home visitation, engagement services, and school readiness	City of Sacramento
NAMI 1851 Heritage Ln. Sacramento, CA 95825	For mental health issues: raise awareness and provide support and education that was not previously available to those in need	Arden Arcade
Panacea 5437 Palm Ave, Sacramento, CA 95841	Offers evidence based substance abuse prevention, education & treatment, co-occurring services, anger management, family education and support, gang prevention and other counseling services.	Foothill Farms
River Oak Center for	Mental health services for youth, family resource center, and early Head Start	North Highlands

COMMUNITY-BASED ORGANIZATION	PROGRAMS	TARGET AREAS
Children 5445 Laurel Hills Drive Sacramento, CA 95841		
Roberts Family Development Center 770 Darina Ave. Sacramento, CA 95815	Parent Empowerment Program	North Sacramento
Sacramento ACT 9249 Folsom Blvd, Sacramento, CA 95826	Vision to build a community that prioritizes racial and economic equity in all decision making and allocation of resources. Services for youth services, jobs and quality education for youth and adults, including community members returning after incarceration, immigrants, and refugees, health and mental health care, addiction treatment, re-entry services, and environmental health.	La Riviera
Stanford Youth Solutions 8912 Volunteer Lane Sacramento, CA 95826	Workforce and counseling programs for at-risk and foster youth	Foothill Farms
Valley Hi Birth & Beyond FRC 7000 Franklin Blvd., Ste. 820 Sacramento, CA 95823	Intervention services, court-approved parenting education, home visitation, engagement services, and school readiness	City of Sacramento
Youth Development Network 5320 Hemlock St room 17, Sacramento, CA 95841	Programs to nurture strong youth leaders and teams	Foothill Farms

ITEM III-B - 3 - ACTION

APPROVAL TO TRANSFER WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) DISLOCATED WORKER FUNDS TO ADULT FUNDS, PROGRAM YEAR (PY) 2018-19, AND AUTHORIZE STAFF TO SUBMIT A REQUEST TO THE STATE OF CALIFORNIA, EMPLOYMENT DEVELOPMENT DEPARTMENT

BACKGROUND:

This item addresses the transfer of Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker funds to Adult funds for Program Year (PY) 2018-19. WIOA, signed into law July 22, 2014, allows Local Workforce Development Boards (LWDBs), with approval from the Governor, to transfer up to and including 100 percent of the funds allocated for Adult and Dislocated Worker programs in order to maximize customer service and provide local boards with greater flexibility to respond to changes in their local labor markets and the demonstrated needs of each unique population. WIOA funds transfer limitations can be found in WIOA, Section 133(b)(4).

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

Consistent with the State of California, Employment Development Department's (EDD) Workforce Services Directive WSD15-23, Transfer of Funds – Adult/Dislocated Worker Programs, issued on March 29, 2016, staff is recommending that the Board authorize the transfer of up to 75 percent of SETA's total WIOA dislocated worker formula allocation to the adult program for PY 2018-19.

SETA's WIOA, Title I, Adult and Dislocated Worker formula allocations for PY 2018-19 are:

Adult -	\$3,627,927
Dislocated Worker -	<u>\$3,278,849</u>
	\$6,906,776

The amount of dislocated worker funds to be transferred to the adult allocation for PY 2018-19 will be up to \$2,459,137. Before effecting the transfer, SETA will obtain written approval from EDD, Workforce Services Division, which has been delegated authority to act on behalf of the Governor.

The Sacramento Works Board approved this action on November 28, 2018.

RECOMMENDATION:

Approve the transfer of up to 75 percent (\$2,459,137) in WIOA dislocated worker formula funds to the WIOA adult formula funding stream for PY 2018-19, and authorize staff to submit a request to the State of California, EDD.

ITEM III-B – 4 - ACTION

APPROVAL TO SUBMIT AN APPLICATION TO THE CALIFORNIA EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD) FOR THE DISABILITY EMPLOYMENT ACCELERATOR (DEA) FUNDING OPPORTUNITY, AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT, SUBGRANT AGREEMENTS, MODIFICATIONS AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND

The California Employment Development Department (EDD), in coordination with the California Workforce Development Board (CWDB) and the California Labor and Workforce Development Agency, has released a solicitation for applications to its Disability Employment Accelerator (DEA) grant program. EDD has announced the availability of up to \$2 million in Workforce Innovation and Opportunity Act (WIOA) discretionary funds for the design, development and implementation of projects that accelerate employment and re-employment strategies for people with disabilities (PWD), including college students who are close to fulfilling their degree requirements and/or college graduates.

DEA funds will be available for Local Workforce Development Areas to seek innovative ways to strengthen business partnerships around in-demand jobs in high-growth industry sectors. DEA funds must also focus on creating program linkages with a variety of service providers that assist PWDs find and keep employment. Additionally, given the high percentage of college graduates with disabilities who are not employed, it is expected that partnering with the Disabled Student Programs and Services (DSPS) department at two- and four-year colleges will be an integral part of DEA projects. Finally, the solicitation encourages the use of “earn and learn” opportunities, such as On-the-Job Training (OJT), that can assist in ensuring that individuals with disabilities have the necessary work-based skills to obtain and retain competitive, integrated employment, which offers a career path to advancement.

Applicant agencies must identify a minimum of three regional, high-demand businesses and provide clear strategies for engagement to result in increased employment and retention opportunities, including:

- Recognizing the existing skills of PWDs rather than focusing on the need for additional vocational training
- Improving one-on-one relationships with hiring managers to increase individualized referrals of qualified PWDs
- Creating or expanding “earn and learn” opportunities for individuals such as paid internships in significant work settings, formal apprenticeship, OJT, or other work-based learning possibilities
- Educating high-demand industry sector businesses on the value of hiring skilled PWDs

ITEM III-B – 4 – ACTION (continued)

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SETA is preparing and will submit a DEA grant application to EDD by the deadline of December 13, 2018, in the amount of \$350,000 to serve 60 PWDs. SETA's proposed project will implement employer engagement strategies, develop "earn and learn" opportunities, and educate employers on the value of hiring skilled PWDs. Since college graduates with disabilities is a target population identified by EDD under the grant, SETA proposes to serve a minimum of 30 college graduates, or those close to graduating if successful in securing the DEA funds. The performance period for this project will be up to 24 months.

SETA's proposed project seeks to expand partnerships with Sacramento City College's Disability Student Programs and Services (DSPS) department, the Alta Regional Center, Goodwill Sacramento Valley & Northern Nevada, California Department of Rehabilitation (DOR), Crossroads Diversified, Inc., and the NorCal Center on Deafness.

Proposed subcontracts for this project include:

- Crossroads Diversified, Inc. - \$97,500 (15 participants)
- Folsom Cordova Community Partnership, Inc. - \$97,500 (15 participants)
- California Workforce Association – \$20,000 (Consulting – development and implementation of alternative assessment and innovative employment retention strategies)

RECOMMENDATION:

Approve the submission of an application to EDD for the Disability Employment Accelerator (DEA) funding opportunity in the amount of \$350,000, and authorize the SETA Executive Director to execute the agreement, subgrant agreements, modifications and any other documents required by the funding source.

PRESENTER: Michelle O'Camb

ITEM III-B – 5 - ACTION

APPROVAL TO ACCEPT FUNDS FROM THE GAP, INC., TO SUPPORT THE THIS WAY AHEAD PROGRAM, AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT, MODIFICATIONS AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE, AND APPROVE TRAVEL OUT-OF-STATE TO ATTEND REQUIRED TRAINING

BACKGROUND:

In 2007, Gap, Inc., created the This Way Ahead program to help more low-income teens and young adults get a foot in the door for that life-changing first job experience. This Way Ahead is a paid life skills and internship program that helps low-income youth land a first job at Old Navy, Gap, and Banana Republic stores.

This Way Ahead Program Overview

- Youth are recruited by a local nonprofit that runs a job training program
- Store employees volunteer to lead store tours and skill-building workshops
- Youth apply for internships
- Store managers interview youth
- Youth are hired for paid store internships and work 12 hours/week for 10 weeks
- Youth receive ongoing support from nonprofit job coaches, store managers, and store colleagues
- When internships end, qualified interns receive offers for ongoing employment

Currently, Gap, Inc., operates the This Way Ahead program in 14 cities across the US. In July 2018, SETA was asked to submit an application to be an approved partner to operate the This Way Ahead program in Sacramento. In November 2018, SETA was notified by Gap, Inc., of application approval and invited to become an official This Way Ahead program operator for Sacramento, California.

As the Gap, Inc., This Way Ahead Program Operator, SETA will recruit 50 teens and young adults ages 16-24 who face barriers to employment throughout Sacramento for placement in the paid internship program at Gap, Banana Republic, and Old Navy stores. SETA staff will provide 20 hours of work readiness training, coordinate interviews with store managers and case manage the youth during the 10-week summer internship in 2019.

The Gap, Inc., will provide SETA with \$18,750 in funding to support the program. Additionally, Gap, Inc., will provide \$74,125 in wages to support 50 youth at 12 hours per week for 10 weeks in a paid summer internship along with a \$100 gift card to purchase a work outfit from Gap, Banana Republic or Old Navy. SETA will leverage \$56,250 of WIOA Youth funding for in-house staff support to operate the program.

ITEM III-B- 5 -ACTION (continued)
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The Gap, Inc., requires that two staff attend a three-day training for all This Way Ahead partners to be held in Houston, Texas from January 15-17, 2019. The Gap, Inc., will provide air fare and hotel accommodations for two staff attending the training. SETA is requesting Out-of-State travel approval to attend the mandatory training and approval of up to \$500 to cover incidentals and related travel costs not covered by Gap, Inc.

RECOMMENDATION:

Approval to accept \$18,750 in funds from the Gap, Inc., to support the This Way Ahead program, authorize the Executive Director to execute the agreement, modifications and any other documents required by the funding source, and approve travel out-of-state to attend the required staff training.

PRESENTER: Terri Carpenter

ITEM III-B - 6 - ACTION

APPROVAL TO SUBMIT WORKFORCE ACCELERATOR APPLICATIONS TO THE CALIFORNIA WORKFORCE DEVELOPMENT BOARD AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENTS, MODIFICATIONS AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND:

The California Workforce Development Board (CWDB) and the Employment Development Department (EDD) have announced the availability of up to \$4 million in Workforce Innovation and Opportunity Act (WIOA) funds to design, develop, and implement projects that accelerate employment and re-employment strategies for California job seekers. The State Board and EDD will award grants to projects that create and prototype innovative strategies to accelerate skill development, employment, and reemployment of one or more target groups. The application deadline is December 10, 2018.

SETA is planning on submitting two grant applications for the Workforce Accelerator Fund 7.0 requesting funding for \$150,000 per application to support:

- (1) the expansion of the Sacramento Valley Manufacturing Initiative (SVMI) employer developed curriculum, enrolling 20 justice involved young adults 18-24 years of age with a focus on serving females in a 2-1/2 month – 80-hour course; the development of community college certification of the machining manufacturing curriculum;
- (2) the launch of the “Big Build” pilot program providing MC3 Pre-Apprenticeship Construction training to 20 justice involved young adults 18-24 years of age with a focus on serving young men of color and females. The project will capitalize on SETA’s Community Worker Agreements with the State of California for the P and O Street Building Projects and the City of Sacramento Community Worker Agreement for the Sacramento Convention Center.

RECOMMENDATION:

Approve the submission of two Workforce Accelerator Fund 7.0 grant applications requesting \$150,000 per application to the California Workforce Development Board, and authorize the Executive Director to execute the agreements, modifications and any other documents required by the funding source.

PRESENTER: Terri Carpenter

ITEM III-B – 7 - ACTION

RATIFICATION OF THE SUBMISSION OF AN EMPLOYMENT TRAINING PANEL (ETP) APPLICATION TO SUPPORT INCUMBENT WORKER TRAINING IN INFORMATION TECHNOLOGY AND HEALTHCARE, AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT, MODIFICATIONS, AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND:

The Employment Training Panel (ETP) provides funding to employers to assist in upgrading the skills of their workers through training that leads to good paying, long-term jobs. The ETP was created in 1982 by the California State Legislature and is funded by California employers through a special payroll tax.

On November 28, 2019, SETA submitted an ETP application for a multi-employer project in the amount of \$199,160 to train 20 incumbent workers employed with local IT companies as IT Support Technicians, IT Administrators, Field Service Technicians, Network Administrators, Technical Support Specialists, and Network Engineers with 175 hours of technology skills training. Additionally, 65 incumbent Medical Assistants and Clinic Managers employed with Elica Health Centers will complete a 64 hour, Health Coaching Accelerator program, to perform health coaching for patients with hypertension and diabetes.

CompTIA will deliver the core technology career pathway training of A+ and Network+. This training provides in depth technology skills coupled with industry recognized certifications in A+, Network+, Security+ and Cyber Security Analyst+. CompTIA is a national IT association and has a long history of training both incumbent workers and unemployed individuals. Through long-standing educational partnerships, CompTIA has certified thousands of current employees with recognized certifications. In 2017, CompTIA issued 7,210 certifications total.

Jeanne Reeves Consulting currently provides healthcare training to Elica Health Center's employees and the success of Elica's employee training programs is demonstrated by their certification as a Patient Centered Medical Home (PCMH) by the National Committee of Quality Assurance (NCQA). The employee training programs implemented through Jeanne Reeves Consulting have reduced employee turnover rate by 30%. Jeanne Reeves Consulting Trainer, Katherine Kim, PhD, MPH, MBA, is an assistant professor at the University of California Davis in the Betty Irene Moore School of Nursing.

RECOMMENDATION:

Ratify the submission of an Employment Training Panel (ETP) application in the amount of \$199,160 to support incumbent worker training in Information Technology and Healthcare, and authorize the SETA Executive Director to execute the agreement, modifications and any other documents required by the funding source.

ITEM III-C – 1 - ACTION

RATIFICATION OF THE SUBMISSION OF THE
HEAD START SUPPLEMENTAL FUNDING APPLICATION
TO THE OFFICE OF HEAD START TO INCREASE PROGRAM HOURS

BACKGROUND:

This agenda item provides an opportunity for the Board to ratify the submission of the supplemental funding application to the Office of Head Start to increase program hours for Head Start preschool children in Sacramento County.

On November 1, 2018, the SETA Governing Board approved the Children and Family Services Department to submit a funding application to increase program hours to 1,020 per program year by increasing the number of hours per day, increasing days per year and/or a combination of both. At the time of the approval, staff were still working on the details of the proposal, the supporting budget and delegate agency plans.

A complete application and budget were submitted to the Office of Head Start/Administration for Children and Families on November 30. A copy of the program narrative and budget are provided under separate cover.

Staff will be available to answer questions.

RECOMMENDATION:

Ratify the submission of a Supplemental Funding Application to the Office of Head Start/Administration for Children and Families to increase program hours in Head Start and Early Head Start in Sacramento County.

ITEM IV-A – INFORMATION

CONSTRUCTION AND RELATED INITIATIVES

BACKGROUND:

This item provides an opportunity for Mr. William Walker to give a presentation on the agency's construction and related initiatives.

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. Stephanie Nguyen

DATE: October 29, 2018

RE: On-Site Fiscal Monitoring of Asian Resources, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	OSY	\$ 271,293	7/1/17-6/30/18	12/1/17-6/30/18
WIOA	AD	\$ 171,000	7/1/17-6/30/18	12/1/17-6/30/18
WIOA	DW	\$ 245,728	7/1/17-6/30/18	12/1/17-6/30/18
RESS	VESL/ES	\$ 247,641	10/1/17-9/30/18	12/1/17-9/30/18
TA	ES	\$ 69,828	10/1/17-9/30/18	12/1/17-9/30/18
RESS	Stand-alone	\$ 38,884	5/1/18-9/30/18	5/1/18-9/30/18

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X
Date of review: August 15-17, 2018

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

Program Operator: Asian Resources, Inc.

Findings and General Observations:

The total costs as reported to SETA for WIOA, RESS, and TA have been traced to the delegate agency records. The records were verified and appear to be in order, and there are no adjustments required.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Mary Breeding **DATE:** November 1, 2018
FROM: Tammi Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Kinder World, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early Head Start	CCP	\$ 347,768	8/1/17-7/31/18	8/1/17-7/31/18

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: October 15-16, and follow up on 24, 31, 2018

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

Program Operator: Kinder World, Inc.

Findings and General Observations:

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

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

Program Operator: River Oak Center for Children

Findings and General Observations:

- 2) The total costs as reported to SETA for the Early Head Start program from March 1, 2018 to July 31, 2018 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Leo McFarland **DATE:** October 29, 2018
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: Fiscal Monitoring of Volunteers of America

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u>	<u>PERIOD</u>
			<u>PERIOD</u>	<u>COVERED</u>
CSBG	Safety Net	\$ 7,600	1/1/17-12/31/17	1/1/17-12/31/17

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: October desk audit

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

Program Operator: Volunteers of America

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

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 - October 31, 2018**

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical			
Adecco	1	Grower Quality Inspector I	1
	1	Grower Quality Inspector II	2
Artegan at Prairie City	8	Dishwasher	2
	7	Maintenance Assistant	1
Bay Area Kenworth UD Trucks	7	Body Shop Technician	1
California Native Plant Society	1	Accounting and HR Analyst	1
California Moving Systems	9	Driver, Helper (Mover)	1
California State University Sacramento	1	Front Office Receptionist (ASA II)	1
Children's Receiving Home	5	Residential Counselor	10
City of Elk Grove	1	Animal Care Supervisor	1
	1	Animal Services Officer	1
	2	Civil Engineer	1
	1	Environmental Specialist	1
	1	Manager	1
	1	Police Records Technician I	1
	1	Public Works Division Manager	1
	7	Senior Facilities Technician	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	Aquatics Recreation Coordinator	1
	10	Art Museum Registrar	1
	1	Assistant City Manager	1
	7	Assistant Water Cross Connection Control	1
	2	Associate Civil Engineer-Hydraulic Model	1
	1	Auditor	1
	3	Building Services Manager	1
	10	Camp Sacramento Supervisor	1
	10	Cashier-Community Services	1
	3	Construction Inspector I	1
	6	Departments Systems Specialist I	1
	6	Departments Systems Specialist II	1
	1	Dispatcher II	1
	1	Dispatcher Recruit	1
	3	Electrician	2
	1	Environmental Program Manager	1
	10	Event Associate	1
	1	Executive Assistant	1
	1	Fiscal Policy Analyst	1
	7	Instrument Technician I	1
	7	Junior Plant Operator	2
	1	Labor Relations Officer	1
	7	Machinist	1
	1	Meter Reader	1
	1	Park Maintenance Worker II	1
	7	Plant Operator	2
	1	Police Administrative Manager	1
1	Police Officer	2	

**SETA- Employer Activity Report
July 1, 2018 - October 31, 2018**

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical			
City of Sacramento	1	Police Recruit	1
	6	Principal Systems Engineer	1
	6	Principal Systems Engineer -Information	1
	1	Program Analyst	4
	1	Program Specialist	1
	2	Senior Engineer	1
	10	Senior Recreation Aide	1
	1	Senior Staff Assistant	1
	1	Supervising Landscape	1
	7	Supervising Plant Operator	1
	1	Support Services Manager	1
	6	Systems Engineer	1
	1	Telecommunications Technician Trainee	1
	1	Traffic Control and Lighting Technician I	1
	1	Traffic Control and Lighting Technician II	1
1	Treasury Analyst	1	
7	Water Cross Connection Control Specialist	1	
Cosumnes Community Svc Dist	1	Fire Inspector I	1
	1	Maintenance Aide	1
	1	Park Maintenance Worker	1
	1	Preschool Aide-Tiny Tot Program	1
	10	Recreation Leader	1
Direct Delivery Service, Inc.	9	Delivery Driver	50
Easter Seals Superior CA	1	Community Skills Trainer	7
	1	Core Instructor w/Class B Drivers Li	2
	5	Rehab Assistant	1
Energy Star Lighting Electric Inc.	2	Lighting Technician-Electrician	10
Estelle's Baking Company	8	Assistant Pastry Chef	1
	8	Customer Service/Barista	1
	8	Dishwashers	1
	8	Line Cook	1
	8	Pastry/Bread Baker	1
Geological Logging Inc.	9	Truck Driver/Rig-up Lab Trailers/Shop Maintenance	1
General Produce Company	9	Order Selector	10
Greater Sacramento Area Economic Council	6	Data Engineer	1
	1	Digital Marketing Manager	1
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	Account Clerk II	1
	1	Account Clerk III	1
	1	Accounting Adjunct Assistant Professor	1
	1	Administration of Justice Adjunct Assistant	1
	1	Administrative Assistant I	2
	1	Admissions/Records Evaluator I	1
	1	Admissions/Records Evaluator II	1
	1	Aeronautics Adjunct Assistant Professor	1
	1	Agricultural Business & Related Services,	1
1	Agricultural Business Adjunct Assistant	1	

**SETA- Employer Activity Report
July 1, 2018 - October 31, 2018**

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical			
Los Rios Community College District	1	Allied Health Adjunct Assistant Professor	1
	1	Alternate Media Design Specialist	1
	1	Animal Science Adjunct Assistant Professor	1
	1	Arabic Adjunct Assistant Professor	1
	1	Athletic Trainer	1
	1	Business Services Supervisor	1
	1	Buyer III	1
	1	Chemistry Assistant Professor	1
	1	Child Development Center Teacher	1
	1	Clerk III	5
	1	College Safety Officer	1
	1	Confidential Administrative Assistant III	1
	1	Counselor (Athletics)	1
	1	Custodian	1
	1	Dean (III) of Fine and Applied Arts	1
	1	Dean (III) of Language and Literature	1
	1	Dean (III) of the Natomas Education Center	1
	1	Diagnostic Medical Sonography Assistant	1
	1	Director (VI) of First-Year Experience	1
	1	Disabled Student Programs and Services	1
	7	Energy Management Controls Specialist	1
	1	Engineering Assistant Professor	1
	7	Equipment Mechanic I	1
	1	Extended Opportunity Programs and Services	1
	1	Fiscal Services Supervisor	1
	1	Groundskeeper	1
	1	Health Information Technology Assistant	1
	7	Heating, Ventilation, and Air Conditioning	1
	9	Hospitality Management Culinary Supervisor	1
	6	Information Technology Business/Technical	1
	1	Instructional Assistant-Campus Computer	1
	1	Instructional Assistant-Fundamentals of Nursing	1
	1	Instructional Assistant-Health & Education	1
	7	Maintenance Technician I	1
	1	Mathematics Assistant Professor	2
	1	Payroll Specialist	1
	1	Pharmacy Technology Assistant Professor and	1
	1	Philosophy Assistant Professor	1
	1	Police Communications Supervisor	1
	6	Programmer I	1
1	Research Analyst	1	
1	Student Life Supervisor	1	
1	Student Personnel Assistant - Internship	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
Pacific Hearth & Home	1	Production Manager	1

**SETA- Employer Activity Report
July 1, 2018 - October 31, 2018**

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical			
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	Head Start Manager	1
	1	Head Start Teacher	1
	1	Personnel Clerk	1
Sacramento LGBT Community Center	1	Events Manager	1
	1	Outreach and Training Institute Director	1
San Juan Unified School District	1	Substitute Child Development Assistant ECE	1
Sierra Forever Families	5	Outreach Coordinator	1
SunStone Home Services	1	Appointment Setter	5
Tharaldson Hospitality Staffing	8	Hotel General Manager	1
Univision Television Group	10	Show Host	1
USCB, Inc.	1	Representative I, Customer Service	1
Wild Bill's Cheesesteaks	8	Cooks and Cashiers	1
Wisetek Solutions	1	Audit Technician	2
	9	Warehouse Associate	4
Zanker Road Resource	9	Class A/B Driver	2
	1	Customer Service Associate	2
	9	Load Checker	3
	9	Sorters	5
TOTAL			343

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 November 30, 2018 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County.

	MONTH RECEIVED	COMPANY AND ADDRESS	WARN STATUS	AFFECTED WORKERS	SETA INTERVENTION
Unofficial	3/24/2018	Aaron Brothers 2345 Arden Way Sacramento, CA 95825	7/31/2018	20	7/31/2018
Official	4/18/2018	Sears Holdings 5900 Sunrise Mall Citrus Heights, CA 95610	7/8/2018	67	6/11/2018
Official	6/29/2018	Dream Center Education Holdings, LLC 2850 Gateway Oaks Dr. Ste.100 Sacramento, CA 95833	12/31/2018	125	Pending
Unofficial	8/6/2018	Golden West Packaging Package One 4225 Pell Dr. Sacramento, CA 95820	9/30/2017	84	8/28/2018
Unofficial	8/22/2018	Orchard Supply Hardware 4249 Elverta Rd. Antelope, CA 95843	10/29/2018	46	10/29/2018
Official	8/23/2018	Well Fargo 11000 White Rock Road Rancho Cordova, CA 95662	11/21/2018	191	9/17-20/2018
Official	9/28/2018	Aerojet Rocketdyne 2001 Aerojet Rd. Rancho Cordova, CA 95670	11/29/2018	120	11/20/18 11/26-27/2018
Official	10/1/2018	IAP Worldwide Services, Inc. 2900 Spruce St. McClellan, CA 95652	11/30/2018	8	11/13/2018
Official	10/18/2018	Sears Roebuck and Co. 5901 Florin Rd. Sacramento, CA 95823	12/31/2018	85	11/16/18 11/19/18 12/3/18
			Total # of Affected Workers	653	

ITEM IV-E – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of October was 3.5%.

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

Staff will be available to answer questions.

PRESENTER: Roy Kim

**SACRAMENTO—ROSEVILLE—ARDEN-ARCADE METROPOLITAN STATISTICAL AREA
(MSA)
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)**
Greater Sacramento area gained 7,800 jobs over the month; 12,700 over the year

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 3.5 percent in October 2018, up from a revised 3.4 percent in September 2018, and below the year-ago estimate of 4.0 percent. This compares with an unadjusted unemployment rate of 4.0 percent for California and 3.5 percent for the nation during the same period. The unemployment rate was 3.4 percent in El Dorado County, 3.1 percent in Placer County, 3.7 percent in Sacramento County, and 3.6 percent in Yolo County.

Between September 2018 and October 2018, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo, increased by 7,800 to total 1,002,200 jobs.

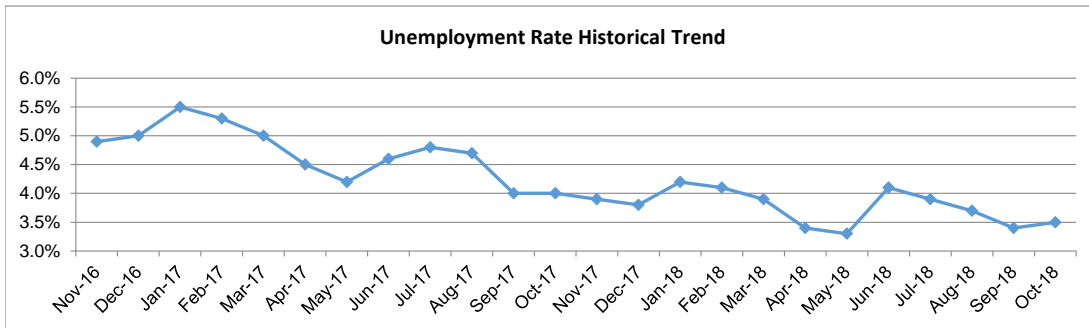
- Government (up 6,600 jobs) led the region with a normal seasonal job gain from September to October. State government picked up 3,700 jobs, while local government and federal government added 2,700 jobs and 200 jobs, respectively.
- Educational and health services advanced by 1,000 jobs. Health care and social assistance added 700 jobs. Education services gained 300 jobs.
- Professional and business services reported a month-over increase of 1,000 jobs. Professional, scientific, and technical services (up 800 jobs) was responsible for 80.0 percent of the growth.
- Meanwhile, four major industries experienced job declines from September to October, led by construction (down 1,200 jobs), manufacturing (down 500 jobs), leisure and hospitality (down 400 jobs), and farm (down 300 jobs).

Between October 2017 and October 2018, total jobs in the region increased by 12,700, or 1.3 percent.

- Government continued to lead year-over growth, adding 4,700 jobs. State government gained 3,100 jobs. Local government was up 1,800 jobs. These gains offset a decrease in federal government, which was down 200 jobs.
- Trade, transportation, and utilities gained 3,900 jobs since last October. Transportation, warehousing, and utilities added 2,200 jobs. Wholesale trade contributed 1,100 jobs. Retail trade increased by 600 jobs.
- Educational and health services expanded by 3,800 jobs. Health care and social assistance grew by 3,300 jobs. Education services added 500 jobs.
- The largest decrease occurred in construction with a decline of 1,500 jobs. Three other sectors also reported employment declines: professional and business services (down 600 jobs), other services (down 400 jobs), and information (down 200 jobs).

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

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 3.5 percent in October 2018, up from a revised 3.4 percent in September 2018, and below the year-ago estimate of 4.0 percent. This compares with an unadjusted unemployment rate of 4.0 percent for California and 3.5 percent for the nation during the same period. The unemployment rate was 3.4 percent in El Dorado County, 3.1 percent in Placer County, 3.7 percent in Sacramento County, and 3.6 percent in Yolo County.



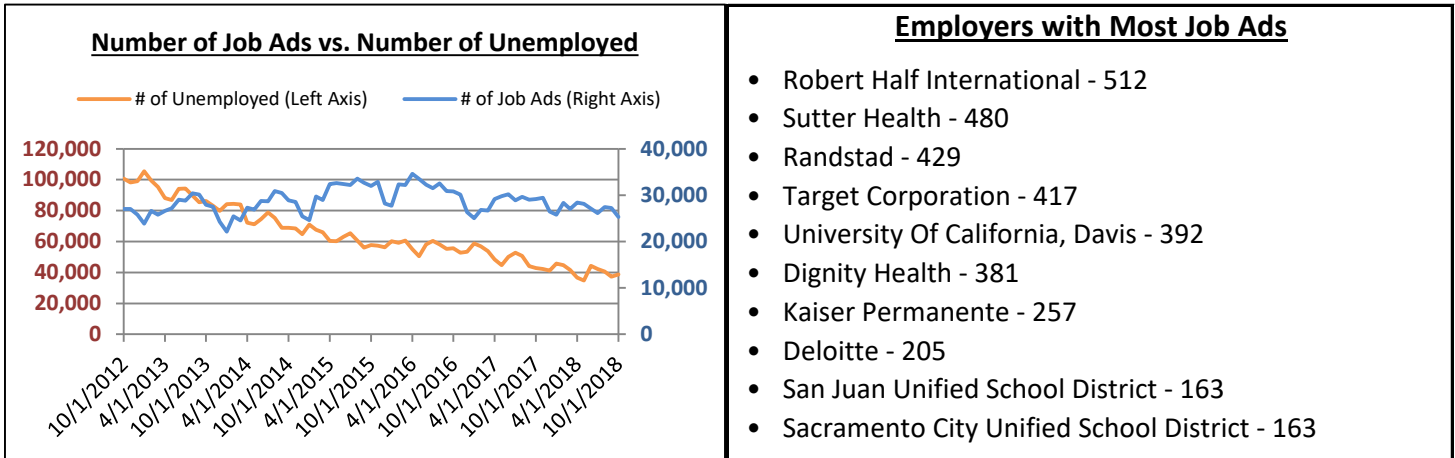
Industry	Sep-2018	Oct-2018	Change		Oct-2017	Oct-2018	Change
	Revised	Prelim			Prelim		
Total, All Industries	994,400	1,002,200	7,800		989,500	1,002,200	12,700
Total Farm	9,700	9,400	(300)		9,300	9,400	100
Total Nonfarm	984,700	992,800	8,100		980,200	992,800	12,600
Mining, Logging, and Construction	62,500	61,300	(1,200)		62,800	61,300	(1,500)
Mining and Logging	500	500	0		500	500	0
Construction	62,000	60,800	(1,200)		62,300	60,800	(1,500)
Manufacturing	36,800	36,300	(500)		35,800	36,300	500
Trade, Transportation & Utilities	158,900	159,300	400		155,400	159,300	3,900
Information	11,900	12,000	100		12,200	12,000	(200)
Financial Activities	52,900	53,400	500		52,200	53,400	1,200
Professional & Business Services	129,800	130,800	1,000		131,400	130,800	(600)
Educational & Health Services	158,300	159,300	1,000		155,500	159,300	3,800
Leisure & Hospitality	103,500	103,100	(400)		101,900	103,100	1,200
Other Services	31,400	32,000	600		32,400	32,000	(400)
Government	238,700	245,300	6,600		240,600	245,300	4,700

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

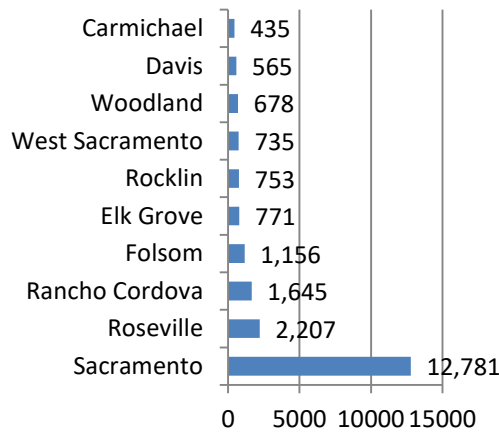
Recent Job Ads

Sacramento Roseville Arden Arcade MSA - October 2018

Not Seasonally Adjusted



Cities with Most Job Ads



Occupations with Most Job Ads

- Retail Salespersons - 734
- Registered Nurses - 714
- Customer Service Representatives - 599
- Heavy and Tractor-Trailer Truck Drivers - 561
- First-Line Supervisors of Retail Sales Workers - 554
- First-Line Supervisors of Office and Administrative Support Workers - 541
- Computer User Support Specialists - 405
- Software Developers, Applications - 388
- Teacher Assistants - 379
- Accountants - 348

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

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Sacramento County	711,200	685,100	26,000	3.7%	1.000000	1.000000
Arden Arcade CDP	45,800	43,400	2,300	5.1%	0.063399	0.089632
Carmichael CDP	31,000	29,800	1,200	3.9%	0.043480	0.046822
Citrus Heights city	44,200	42,600	1,600	3.6%	N/A	N/A
Elk Grove CDP	82,900	80,300	2,600	3.1%	N/A	N/A
Fair Oaks CDP	16,000	15,400	600	3.7%	0.022493	0.022749
Florin CDP	20,400	19,200	1,200	6.0%	0.028053	0.046876
Folsom city	37,400	36,300	1,000	2.7%	N/A	N/A
Foothill Farms CDP	15,800	15,200	600	3.6%	0.022212	0.021682
Galt city	11,400	10,900	500	4.2%	N/A	N/A
Gold River CDP	3,500	3,400	100	2.8%	0.005009	0.003769
Isleton city	400	300	0	4.5%	0.000493	0.000629
La Riviera CDP	5,700	5,500	200	2.8%	0.008086	0.006052
North Highlands CDP	19,100	18,400	700	3.6%	0.026837	0.026194
Orangevale CDP	17,500	16,900	600	3.5%	0.024666	0.023316
Rancho Cordova City	34,800	33,500	1,300	3.6%	N/A	N/A
Rancho Murieta CDP	2,400	2,400	0	0.8%	0.003478	0.000770
Rio Linda CDP	6,300	6,100	200	2.9%	0.008905	0.006863
Rosemont CDP	12,200	11,700	500	3.8%	0.017071	0.017643
Sacramento city	234,700	225,800	8,900	3.8%	N/A	N/A
Vineyard CDP	12,900	12,500	400	3.0%	0.018253	0.014806
Walnut Grove CDP	700	600	100	12.2%	0.000865	0.003161
Wilton CDP	2,400	2,300	0	1.0%	0.003409	0.000919

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

Notes:

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

Methodology:

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

Data Not Seasonally Adjusted

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

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

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

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

Data Not Seasonally Adjusted

	Oct 17	Aug 18	Sep 18 Revised	Oct 18 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,083,800	1,083,500	1,088,700	1,095,600	0.6%	1.1%
Civilian Employment	1,041,000	1,042,900	1,051,400	1,056,900	0.5%	1.5%
Civilian Unemployment	42,900	40,500	37,300	38,700	3.8%	-9.8%
Civilian Unemployment Rate	4.0%	3.7%	3.4%	3.5%		
(CA Unemployment Rate)	4.2%	4.3%	3.9%	4.0%		
(U.S. Unemployment Rate)	3.9%	3.9%	3.6%	3.5%		
Total, All Industries (2)	989,500	999,400	994,400	1,002,200	0.8%	1.3%
Total Farm	9,300	10,600	9,700	9,400	-3.1%	1.1%
Total Nonfarm	980,200	988,800	984,700	992,800	0.8%	1.3%
Total Private	739,600	751,300	746,000	747,500	0.2%	1.1%
Goods Producing	98,600	99,800	99,300	97,600	-1.7%	-1.0%
Mining, Logging, and Construction	62,800	62,700	62,500	61,300	-1.9%	-2.4%
Mining and Logging	500	500	500	500	0.0%	0.0%
Construction	62,300	62,200	62,000	60,800	-1.9%	-2.4%
Construction of Buildings	13,000	13,700	13,800	13,800	0.0%	6.2%
Specialty Trade Contractors	42,700	43,100	42,800	42,400	-0.9%	-0.7%
Building Foundation & Exterior Contractors	12,500	13,200	13,000	12,900	-0.8%	3.2%
Building Equipment Contractors	16,500	16,600	16,600	16,400	-1.2%	-0.6%
Building Finishing Contractors	9,400	9,600	9,600	9,600	0.0%	2.1%
Manufacturing	35,800	37,100	36,800	36,300	-1.4%	1.4%
Durable Goods	23,400	23,700	23,500	23,800	1.3%	1.7%
Computer & Electronic Product Manufacturing	4,900	5,100	5,000	5,100	2.0%	4.1%
Nondurable Goods	12,400	13,400	13,300	12,500	-6.0%	0.8%
Food Manufacturing	4,000	5,000	4,900	4,000	-18.4%	0.0%
Service Providing	881,600	889,000	885,400	895,200	1.1%	1.5%
Private Service Providing	641,000	651,500	646,700	649,900	0.5%	1.4%
Trade, Transportation & Utilities	155,400	157,900	158,900	159,300	0.3%	2.5%
Wholesale Trade	27,100	28,300	28,200	28,200	0.0%	4.1%
Merchant Wholesalers, Durable Goods	14,600	14,900	14,900	14,900	0.0%	2.1%
Merchant Wholesalers, Nondurable Goods	9,800	10,300	10,200	10,300	1.0%	5.1%
Retail Trade	102,600	102,100	102,700	103,200	0.5%	0.6%
Motor Vehicle & Parts Dealer	14,600	14,500	14,700	14,600	-0.7%	0.0%
Building Material & Garden Equipment Stores	8,400	8,700	8,500	8,600	1.2%	2.4%
Grocery Stores	19,100	19,200	19,300	19,300	0.0%	1.0%
Health & Personal Care Stores	5,900	5,900	5,900	5,900	0.0%	0.0%
Clothing & Clothing Accessories Stores	8,200	8,200	8,000	8,000	0.0%	-2.4%
Sporting Goods, Hobby, Book & Music Stores	4,200	3,900	3,900	4,000	2.6%	-4.8%
General Merchandise Stores	20,300	21,000	21,100	22,000	4.3%	8.4%
Transportation, Warehousing & Utilities	25,700	27,500	28,000	27,900	-0.4%	8.6%
Information	12,200	12,000	11,900	12,000	0.8%	-1.6%
Publishing Industries (except Internet)	2,500	2,500	2,500	2,500	0.0%	0.0%
Telecommunications	3,900	3,900	3,900	3,900	0.0%	0.0%
Financial Activities	52,200	53,500	52,900	53,400	0.9%	2.3%
Finance & Insurance	37,000	37,700	37,300	37,700	1.1%	1.9%
Credit Intermediation & Related Activities	11,700	11,600	11,500	11,600	0.9%	-0.9%
Depository Credit Intermediation	6,400	6,600	6,500	6,600	1.5%	3.1%
Nondepository Credit Intermediation	2,800	2,800	2,800	2,800	0.0%	0.0%
Insurance Carriers & Related	21,300	22,100	21,800	22,100	1.4%	3.8%
Real Estate & Rental & Leasing	15,200	15,800	15,600	15,700	0.6%	3.3%
Real Estate	11,900	12,200	12,100	12,200	0.8%	2.5%
Professional & Business Services	131,400	131,700	129,800	130,800	0.8%	-0.5%
Professional, Scientific & Technical Services	55,800	56,300	54,900	55,700	1.5%	-0.2%
Architectural, Engineering & Related Services	10,200	10,600	10,500	10,600	1.0%	3.9%
Management of Companies & Enterprises	13,000	13,200	13,200	13,100	-0.8%	0.8%
Administrative & Support & Waste Services	62,600	62,200	61,700	62,000	0.5%	-1.0%
Administrative & Support Services	59,700	58,800	58,400	58,700	0.5%	-1.7%
Employment Services	26,000	25,000	24,900	25,600	2.8%	-1.5%

Data Not Seasonally Adjusted

	Oct 17	Aug 18	Sep 18	Oct 18	Percent Change	
			Revised	Prelim	Month	Year
Services to Buildings & Dwellings	13,200	13,700	13,700	13,700	0.0%	3.8%
Educational & Health Services	155,500	158,800	158,300	159,300	0.6%	2.4%
Education Services	12,700	12,400	12,900	13,200	2.3%	3.9%
Health Care & Social Assistance	142,800	146,400	145,400	146,100	0.5%	2.3%
Ambulatory Health Care Services	50,200	50,800	50,800	50,900	0.2%	1.4%
Hospitals	24,100	24,800	24,700	24,800	0.4%	2.9%
Nursing & Residential Care Facilities	17,300	17,700	17,700	17,800	0.6%	2.9%
Leisure & Hospitality	101,900	105,500	103,500	103,100	-0.4%	1.2%
Arts, Entertainment & Recreation	14,700	15,700	14,800	14,200	-4.1%	-3.4%
Accommodation & Food Services	87,200	89,800	88,700	88,900	0.2%	1.9%
Accommodation	9,000	9,700	9,600	9,500	-1.0%	5.6%
Food Services & Drinking Places	78,200	80,100	79,100	79,400	0.4%	1.5%
Restaurants	74,400	75,900	75,000	75,200	0.3%	1.1%
Full-Service Restaurants	34,900	36,300	35,800	35,000	-2.2%	0.3%
Limited-Service Eating Places	39,500	39,600	39,200	40,200	2.6%	1.8%
Other Services	32,400	32,100	31,400	32,000	1.9%	-1.2%
Repair & Maintenance	10,100	10,100	10,100	9,900	-2.0%	-2.0%
Government	240,600	237,500	238,700	245,300	2.8%	2.0%
Federal Government	14,300	14,000	13,900	14,100	1.4%	-1.4%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	226,300	223,500	224,800	231,200	2.8%	2.2%
State Government	120,300	120,200	119,700	123,400	3.1%	2.6%
State Government Education	31,400	30,400	29,900	33,300	11.4%	6.1%
State Government Excluding Education	88,900	89,800	89,800	90,100	0.3%	1.3%
Local Government	106,000	103,300	105,100	107,800	2.6%	1.7%
Local Government Education	59,400	55,000	57,800	60,900	5.4%	2.5%
Local Government Excluding Education	46,600	48,300	47,300	46,900	-0.8%	0.6%
County	19,100	19,200	19,200	19,100	-0.5%	0.0%
City	10,100	10,700	10,100	10,000	-1.0%	-1.0%
Special Districts plus Indian Tribes	17,400	18,400	18,000	17,800	-1.1%	2.3%

Notes:

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

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

These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Cara Welch 916-865-2466 or Sheila Stock 530-225-2383

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

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

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
El Dorado County	91,400	88,400	3,100	3.4%	1.000000	1.000000
Cameron Park CDP	9,800	9,500	300	3.5%	0.107216	0.110630
Diamond Springs CDP	5,500	5,300	200	3.9%	0.059634	0.069250
El Dorado Hills CDP	22,100	21,600	600	2.5%	0.244105	0.182340
Georgetown CDP	900	900	0	5.1%	0.009833	0.015280
Placerville city	4,700	4,500	200	3.8%	0.051112	0.057550
Pollock Pines CDP	3,300	3,200	100	2.7%	0.035967	0.028100
Shingle Springs CDP	2,400	2,300	100	2.1%	0.026333	0.016220
South Lake Tahoe city	11,900	11,500	500	3.9%	0.129759	0.150450

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

Notes:

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

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

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Unemp
Placer County	185,000	179,300	5,700	3.1%	1.000000	1.000000
Auburn city	6,600	6,400	200	3.3%	0.035818	0.038855
Colfax city	1,200	1,100	100	7.3%	0.005985	0.014656
Dollar Point CDP	700	600	0	1.1%	0.003593	0.001272
Foresthill CDP	600	600	0	4.8%	0.003221	0.005007
Granite Bay CDP	11,100	10,700	300	2.9%	0.059880	0.055556
Kings Beach CDP	2,300	2,200	100	3.0%	0.012451	0.012081
Lincoln city	19,200	18,500	600	3.3%	N/A	N/A
Loomis town	3,100	3,000	100	3.4%	0.016847	0.018321
Meadow Vista CDP	1,500	1,500	0	1.9%	0.008317	0.005087
North Auburn CDP	5,600	5,400	200	3.8%	0.029937	0.036958
Rocklin city	31,800	30,900	1,000	3.0%	N/A	N/A
Roseville city	67,400	65,300	2,000	3.0%	N/A	N/A
Sunnyside Tahoe City CDP	800	700	0	4.4%	0.004146	0.006040
Tahoe Vista CDP	900	900	0	3.2%	0.004825	0.005007

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

Notes:

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

Methodology:

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

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

Data Not Seasonally Adjusted

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

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

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

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Yolo County	108,000	104,100	3,900	3.6%	1.000000	1.000000
Davis city	35,800	34,900	900	2.5%	N/A	N/A
Esparto CDP	1,700	1,700	100	4.3%	0.015951	0.018750
West Sacramento city	25,800	24,800	1,000	3.8%	N/A	N/A
Winters city	3,800	3,600	200	4.9%	0.034407	0.047140
Woodland city	30,300	28,900	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 C
Monthly Labor Force Data for Counties
October 2018 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,627,400	18,846,900	780,500	4.0%
ALAMEDA	8	862,800	837,800	25,000	2.9%
ALPINE	44	460	440	20	5.2%
AMADOR	19	14,940	14,390	540	3.6%
BUTTE	29	106,700	102,200	4,500	4.2%
CALAVERAS	23	21,870	21,060	800	3.7%
COLUSA	56	11,230	10,320	910	8.1%
CONTRA COSTA	10	573,900	556,600	17,300	3.0%
DEL NORTE	41	10,070	9,560	510	5.0%
EL DORADO	15	91,400	88,400	3,100	3.4%
FRESNO	53	454,100	425,300	28,800	6.3%
GLENN	41	13,180	12,520	660	5.0%
HUMBOLDT	12	64,200	62,200	2,100	3.2%
IMPERIAL	58	74,900	60,600	14,400	19.2%
INYO	15	8,850	8,550	310	3.4%
KERN	55	390,900	365,200	25,700	6.6%
KINGS	54	57,100	53,400	3,700	6.4%
LAKE	37	30,070	28,660	1,410	4.7%
LASSEN	23	10,790	10,390	400	3.7%
LOS ANGELES	37	5,179,900	4,937,100	242,700	4.7%
MADERA	51	61,300	57,600	3,600	5.9%
MARIN	2	145,200	141,800	3,400	2.3%
MARIPOSA	35	7,710	7,370	340	4.4%
MENDOCINO	18	40,550	39,130	1,420	3.5%
MERCED	52	120,200	112,800	7,400	6.1%
MODOC	47	3,240	3,070	170	5.3%
MONO	29	8,600	8,240	360	4.2%
MONTEREY	29	225,500	216,100	9,400	4.2%
NAPA	6	74,900	72,900	2,000	2.6%
NEVADA	13	48,960	47,370	1,590	3.3%
ORANGE	8	1,640,100	1,593,000	47,100	2.9%
PLACER	11	185,000	179,300	5,700	3.1%
PLUMAS	44	7,970	7,560	410	5.2%
RIVERSIDE	35	1,099,700	1,051,600	48,100	4.4%
SACRAMENTO	23	711,200	685,100	26,000	3.7%
SAN BENITO	29	31,000	29,700	1,300	4.2%
SAN BERNARDINO	27	973,700	935,800	37,900	3.9%
SAN DIEGO	13	1,611,500	1,559,000	52,500	3.3%
SAN FRANCISCO	2	578,900	565,700	13,200	2.3%
SAN JOAQUIN	44	333,000	315,600	17,400	5.2%
SAN LUIS OBISPO	7	144,600	140,500	4,000	2.8%
SAN MATEO	1	461,000	451,200	9,800	2.1%
SANTA BARBARA	15	219,900	212,600	7,400	3.4%
SANTA CLARA	4	1,074,000	1,047,500	26,500	2.5%
SANTA CRUZ	19	147,300	142,100	5,200	3.6%
SHASTA	33	76,700	73,400	3,300	4.3%
SIERRA	40	1,360	1,300	70	4.8%
SISKIYOU	43	18,520	17,580	950	5.1%
SOLANO	19	211,300	203,600	7,700	3.6%
SONOMA	4	271,100	264,300	6,800	2.5%
STANISLAUS	48	244,000	230,700	13,400	5.5%
SUTTER	50	45,700	43,000	2,700	5.8%
TEHAMA	37	26,900	25,640	1,250	4.7%
TRINITY	33	5,070	4,850	220	4.3%
TULARE	57	205,000	187,900	17,100	8.3%
TUOLUMNE	28	21,790	20,910	880	4.0%
VENTURA	23	430,800	415,000	15,800	3.7%
YOLO	19	108,000	104,100	3,900	3.6%
YUBA	49	28,900	27,300	1,600	5.6%

Notes

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

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

Area	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,627,400	18,846,900	780,500	4.0%
ANAHEIM-SANTA ANA-IRVINE MD (Orange Co.)	10	1,640,100	1,593,000	47,100	2.9%
BAKERSFIELD MSA (Kern Co.)	61	390,900	365,200	25,700	6.6%
CHICO MSA (Butte Co.)	34	106,700	102,200	4,500	4.2%
EL CENTRO MSA (Imperial Co.)	64	74,900	60,600	14,400	19.2%
FRESNO MSA (Fresno Co.)	59	454,100	425,300	28,800	6.3%
HANFORD CORCORAN MSA (Kings Co.)	60	57,100	53,400	3,700	6.4%
LOS ANGELES LONG BEACH GLENDALE MD (Los Angeles Co.)	42	5,179,900	4,937,100	242,700	4.7%
MADERA MSA (Madera Co.)	57	61,300	57,600	3,600	5.9%
MERCED MSA (Merced Co.)	58	120,200	112,800	7,400	6.1%
MODESTO MSA (Stanislaus Co.)	53	244,000	230,700	13,400	5.5%
NAPA MSA (Napa Co.)	8	74,900	72,900	2,000	2.6%
OAKLAND HAYWARD BERKELEY MD	10	1,436,700	1,394,400	42,300	2.9%
Alameda Co.	10	862,800	837,800	25,000	2.9%
Contra Costa Co.	13	573,900	556,600	17,300	3.0%
OXNARD THOUSAND OAKS VENTURA MSA (Ventura Co.)	27	430,800	415,000	15,800	3.7%
REDDING MSA (Shasta Co.)	38	76,700	73,400	3,300	4.3%
RIVERSIDE SAN BERNARDINO ONTARIO MSA	33	2,073,400	1,987,400	86,000	4.1%
Riverside Co.	40	1,099,700	1,051,600	48,100	4.4%
San Bernardino Co.	31	973,700	935,800	37,900	3.9%
SACRAMENTO--ROSEVILLE--ARDEN-ARCADE MSA	21	1,095,600	1,056,900	38,700	3.5%
El Dorado Co.	18	91,400	88,400	3,100	3.4%
Placer Co.	14	185,000	179,300	5,700	3.1%
Sacramento Co.	27	711,200	685,100	26,000	3.7%
Yolo Co.	23	108,000	104,100	3,900	3.6%
SALINAS MSA (Monterey Co.)	34	225,500	216,100	9,400	4.2%
SAN DIEGO CARLSBAD MSA (San Diego Co.)	16	1,611,500	1,559,000	52,500	3.3%
SAN FRANCISCO REDWOOD CITY SOUTH SAN FRANCISCO MD	2	1,039,900	1,016,900	23,000	2.2%
San Francisco Co.	3	578,900	565,700	13,200	2.3%
San Mateo Co.	1	461,000	451,200	9,800	2.1%
SAN JOSE SUNNYVALE SANTA CLARA MSA	5	1,104,900	1,077,200	27,800	2.5%
San Benito Co.	34	31,000	29,700	1,300	4.2%
Santa Clara Co.	5	1,074,000	1,047,500	26,500	2.5%
SAN LUIS OBISPO PASO ROBLES ARROYO GRANDE MSA (San Luis Obispo Co.)	9	144,600	140,500	4,000	2.8%
SAN RAFAEL MD (Marin Co.)	3	145,200	141,800	3,400	2.3%
SANTA CRUZ WATSONVILLE MSA (Santa Cruz Co.)	23	147,300	142,100	5,200	3.6%
SANTA MARIA SANTA BARBARA MSA (Santa Barbara Co.)	18	219,900	212,600	7,400	3.4%
SANTA ROSA MSA (Sonoma Co.)	5	271,100	264,300	6,800	2.5%
STOCKTON LODI MSA (San Joaquin Co.)	49	333,000	315,600	17,400	5.2%
VALLEJO FAIRFIELD MSA (Solano Co.)	23	211,300	203,600	7,700	3.6%
VISALIA PORTERVILLE MSA (Tulare Co.)	63	205,000	187,900	17,100	8.3%
YUBA CITY MSA	55	74,600	70,300	4,300	5.7%
Sutter Co.	56	45,700	43,000	2,700	5.8%
Yuba Co.	54	28,900	27,300	1,600	5.6%
Alpine Co.	49	460	440	20	5.2%
Amador Co.	23	14,940	14,390	540	3.6%
Calaveras Co.	27	21,870	21,060	800	3.7%
Colusa Co.	62	11,230	10,320	910	8.1%
Del Norte Co.	46	10,070	9,560	510	5.0%
Glenn Co.	46	13,180	12,520	660	5.0%
Humboldt Co.	15	64,200	62,200	2,100	3.2%
Inyo Co.	18	8,850	8,550	310	3.4%
Lake Co.	42	30,070	28,660	1,410	4.7%
Lassen Co.	27	10,790	10,390	400	3.7%
Mariposa Co.	40	7,710	7,370	340	4.4%
Mendocino Co.	21	40,550	39,130	1,420	3.5%
Modoc Co.	52	3,240	3,070	170	5.3%
Mono Co.	34	8,600	8,240	360	4.2%
Nevada Co.	16	48,960	47,370	1,590	3.3%
Plumas Co.	49	7,970	7,560	410	5.2%
Sierra Co.	45	1,360	1,300	70	4.8%
Siskiyou Co.	48	18,520	17,580	950	5.1%
Tehama Co.	42	26,900	25,640	1,250	4.7%
Trinity Co.	38	5,070	4,850	220	4.3%
Tuolumne Co.	32	21,790	20,910	880	4.0%

Notes

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

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

REGION	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,627,400	18,846,900	780,500	4.0%
COASTAL REGION	6	737,300	711,300	26,000	3.5%
MONTEREY	---	225,500	216,100	9,400	4.2%
SAN LUIS OBISPO	---	144,600	140,500	4,000	2.8%
SANTA BARBARA	---	219,900	212,600	7,400	3.4%
SANTA CRUZ	---	147,300	142,100	5,200	3.6%
MIDDLE SIERRA	9	66,300	63,700	2,600	3.9%
AMADOR	---	14,940	14,390	540	3.6%
CALAVERAS	---	21,870	21,060	800	3.7%
MARIPOSA	---	7,710	7,370	340	4.4%
TUOLUMNE	---	21,790	20,910	880	4.0%
HUMBOLDT	5	64,200	62,200	2,100	3.2%
HUMBOLDT	---	64,250	62,170	2,080	3.2%
NORTH STATE	12	316,200	302,900	13,300	4.2%
BUTTE	---	106,700	102,200	4,500	4.2%
DEL NORTE	---	10,070	9,560	510	5.0%
LASSEN	---	10,790	10,390	400	3.7%
MODOC	---	3,240	3,070	170	5.3%
NEVADA	---	48,960	47,370	1,590	3.3%
PLUMAS	---	7,970	7,560	410	5.2%
SHASTA	---	76,700	73,400	3,300	4.3%
SIERRA	---	1,360	1,300	70	4.8%
SISKIYOU	---	18,520	17,580	950	5.1%
TEHAMA	---	26,900	25,640	1,250	4.7%
TRINITY	---	5,070	4,850	220	4.3%
CAPITOL REGION	8	1,195,100	1,150,500	44,600	3.7%
ALPINE	---	460	440	20	5.2%
COLUSA	---	11,230	10,320	910	8.1%
EL DORADO	---	91,400	88,400	3,100	3.4%
GLENN	---	13,180	12,520	660	5.0%
PLACER	---	185,000	179,300	5,700	3.1%
SACRAMENTO	---	711,200	685,100	26,000	3.7%
SUTTER	---	45,700	43,000	2,700	5.8%
YOLO	---	108,000	104,100	3,900	3.6%
YUBA	---	28,900	27,300	1,600	5.6%
EAST BAY	4	1,436,700	1,394,400	42,300	2.9%
ALAMEDA	---	862,800	837,800	25,000	2.9%
CONTRA COSTA	---	573,900	556,600	17,300	3.0%
NORTH BAY	3	773,100	750,400	22,700	2.9%
LAKE	---	30,070	28,660	1,410	4.7%
MARIN	---	145,200	141,800	3,400	2.3%
MENDOCINO	---	40,550	39,130	1,420	3.5%
NAPA	---	74,900	72,900	2,000	2.6%
SOLANO	---	211,300	203,600	7,700	3.6%
SONOMA	---	271,100	264,300	6,800	2.5%
BAY-PENINSULA	1	2,144,800	2,094,100	50,800	2.4%
SAN BENITO	---	31,000	29,700	1,300	4.2%
SAN FRANCISCO	---	578,900	565,700	13,200	2.3%
SAN MATEO	---	461,000	451,200	9,800	2.1%
SANTA CLARA	---	1,074,000	1,047,500	26,500	2.5%
SAN JOAQUIN VALLEY AND ASSOCIATED COUNTIES	14	1,883,000	1,765,400	117,600	6.2%
FRESNO	---	454,100	425,300	28,800	6.3%
INYO	---	8,850	8,550	310	3.4%
KERN	---	390,900	365,200	25,700	6.6%
KINGS	---	57,100	53,400	3,700	6.4%
MADERA	---	61,300	57,600	3,600	5.9%
MERCED	---	120,200	112,800	7,400	6.1%
MONO	---	8,600	8,240	360	4.2%
SAN JOAQUIN	---	333,000	315,600	17,400	5.2%
STANISLAUS	---	244,000	230,700	13,400	5.5%
TULARE	---	205,000	187,900	17,100	8.3%
SOUTHERN BORDER	10	1,686,400	1,619,600	66,800	4.0%
IMPERIAL	---	74,900	60,600	14,400	19.2%
SAN DIEGO	---	1,611,500	1,559,000	52,500	3.3%
LOS ANGELES BASIN	13	5,179,900	4,937,100	242,700	4.7%
LOS ANGELES	---	5,179,900	4,937,100	242,700	4.7%
ORANGE	2	1,640,100	1,593,000	47,100	2.9%
ORANGE	---	1,640,100	1,593,000	47,100	2.9%
INLAND EMPIRE	11	2,073,400	1,987,400	86,000	4.1%
RIVERSIDE	---	1,099,700	1,051,600	48,100	4.4%
SAN BERNARDINO	---	973,700	935,800	37,900	3.9%
VENTURA	7	430,800	415,000	15,800	3.7%
VENTURA	---	430,800	415,000	15,800	3.7%

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
October 2018 - Preliminary
 Data Not Seasonally Adjusted

REGION	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,627,400	18,846,900	780,500	4.0%
ALAMEDA COUNTY Alameda County, except Oakland City	5	645,300	627,500	17,800	2.8%
OAKLAND CITY Oakland City	15	217,500	210,300	7,200	3.3%
CONTRA COSTA COUNTY Contra Costa County, except Richmond City	10	519,200	503,800	15,400	3.0%
RICHMOND CITY Richmond City	18	54,700	52,800	1,900	3.5%
LOS ANGELES COUNTY Los Angeles County, except Los Angeles City, Verdugo Consortium, Foothill Consortium, South Bay Consortium, Southeast Los Angeles County Consortium, and Pacific Gateway Workforce Investment Network	36	1,898,500	1,807,100	91,400	4.8%
LOS ANGELES CITY Los Angeles City	34	2,090,400	1,992,400	98,000	4.7%
VERDUGO CONSORTIUM Burbank, Glendale, and La Cañada Flintridge Cities	33	174,700	166,700	8,000	4.6%
FOOTHILL CONSORTIUM Arcadia, Duarte, Monrovia, Pasadena, Sierra Madre, and South Pasadena Cities	26	164,100	157,500	6,500	4.0%
SOUTH BAY CONSORTIUM Carson, El Segundo, Gardena, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Manhattan Beach, Redondo Beach, Lomita, and Torrance Cities	31	371,400	355,100	16,300	4.4%
SELACO (SOUTHEAST LOS ANGELES COUNTY CONSORTIUM) Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, and Norwalk Cities	32	231,200	220,700	10,500	4.5%
PACIFIC GATEWAY WORKFORCE INVESTMENT NETWORK Long Beach and Signal Hill Cities	35	249,600	237,600	12,000	4.8%
ORANGE COUNTY Orange County, except Anaheim and Santa Ana Cities	9	1,305,100	1,267,800	37,300	2.9%
ANAHEIM CITY Anaheim City	11	173,900	168,600	5,200	3.0%
SANTA ANA CITY Santa Ana City	8	161,200	156,600	4,600	2.8%
SAN JOSE - SILICON VALLEY Santa Clara County, except Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale Cities	4	732,900	714,000	18,900	2.6%
NOVA (NORTH VALLEY CONSORTIUM) Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale Cities; San Mateo County	1	802,000	784,700	17,400	2.2%
GOLDEN SIERRA CONSORTIUM Alpine, El Dorado, and Placer Counties	12	277,000	268,100	8,800	3.2%
KERN, INYO, MONO CONSORTIUM Kern, Inyo, and Mono Counties	44	408,300	381,900	26,400	6.5%
MOTHER LODE CONSORTIUM Amador, Calaveras, Mariposa, and Tuolumne Counties	24	66,300	63,700	2,600	3.9%
NORTEC (NORTHERN RURAL TRAINING AND EMPLOYMENT CONSORTIUM) Butte, Del Norte, Lassen, Nevada, Modoc, Plumas, Shasta, Sierra, Siskiyou, Tehama, and Trinity Counties	29	316,200	302,900	13,300	4.2%
NCCC (NORTH CENTRAL COUNTIES CONSORTIUM) Colusa, Glenn, Sutter, and Yuba Counties	40	99,000	93,100	5,900	5.9%
WORKFORCE ALLIANCE OF THE NORTH BAY (NORTH BAY CONSORTIUM) Napa, Lake, Marin and Mendocino Counties	7	290,700	282,500	8,200	2.8%
FRESNO COUNTY Fresno County	42	454,100	425,300	28,800	6.3%
HUMBOLDT COUNTY Humboldt County	13	64,250	62,170	2,080	3.2%
IMPERIAL COUNTY Imperial County	46	74,900	60,600	14,400	19.2%
KINGS COUNTY Kings County	43	57,100	53,400	3,700	6.4%
MADERA COUNTY Madera County	39	61,300	57,600	3,600	5.9%
MERCED COUNTY Merced County	41	120,200	112,800	7,400	6.1%
MONTEREY COUNTY Monterey County	28	225,500	216,100	9,400	4.2%
RIVERSIDE COUNTY Riverside County	30	1,099,700	1,051,600	48,100	4.4%
SACRAMENTO CITY/COUNTY Sacramento County	23	711,200	685,100	26,000	3.7%
SAN BENITO COUNTY San Benito County	27	31,000	29,700	1,300	4.2%
SAN BERNARDINO COUNTY	25	973,700	935,800	37,900	3.9%

San Bernardino County					
SAN DIEGO CITY/COUNTY San Diego County	14	1,611,500	1,559,000	52,500	3.3%
SAN FRANCISCO CITY/COUNTY San Francisco County	2	578,900	565,700	13,200	2.3%
SAN JOAQUIN COUNTY San Joaquin County	37	333,000	315,600	17,400	5.2%
SAN LUIS OBISPO COUNTY San Luis Obispo County	6	144,600	140,500	4,000	2.8%
SANTA BARBARA COUNTY Santa Barbara County	16	219,900	212,600	7,400	3.4%
SANTA CRUZ COUNTY Santa Cruz County	19	147,300	142,100	5,200	3.6%
SOLANO COUNTY Solano County	21	211,300	203,600	7,700	3.6%
SONOMA COUNTY Sonoma County	3	271,100	264,300	6,800	2.5%
STANISLAUS COUNTY Stanislaus County	38	244,000	230,700	13,400	5.5%
TULARE COUNTY Tulare County	45	205,000	187,900	17,100	8.3%
VENTURA COUNTY Ventura County	22	430,800	415,000	15,800	3.7%
YOLO COUNTY Yolo County	20	108,000	104,100	3,900	3.6%

Notes

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

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, August 28, 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 9:03 a.m. and read the thought of the day. The Pledge of Allegiance was recited. Ms. Henrietta Gutierrez called the roll. Mr. Charles Taylor confirmed that and a quorum was established.

Members Present:

Andrea Scharnow, Sacramento City Unified School District
Diana Wriedt, Elk Grove Unified School District
Kao Yee Xiong, Elk Grove Unified School District
Charles Taylor, Twin Rivers Unified School District
Claudett Sanders, Early Head Start, Sacramento City 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
Reginald Castex, Men's Activities Affecting Children Committee
Angel Chenault, Past Parent/Community Representative
Kenneth Tate, Outgoing Chair
Linda Litka, Past Parent/Community Representative (seated at 9:27 a.m.)

Members Absent:

Mason Taylor, Birth & Beyond, Community Agency Representative (unexcused)

II. Consent Item

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

Moved/Scharnow, second/Scott,

Show of hands vote:

Aye: 12 (Chenault, Cisneros, Gutierrez, McCracken, Sanders, Scharnow, Schurr, Scott, Tate, Taylor, Wriedt, Xiong)

Nay: 0

Abstentions: 1 (Castex)

Absent: Litka, M. Taylor

III. Action Items

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

The Board went into closed session at 9:07 a.m. Mr. Castex called the meeting back into open session at 9:25 a.m. and announced that the board approved the eligible lists for the following positions: Associate Teacher; Associate Teacher/Infant Toddler; Family Services Worker III; and Personnel Clerk.

Ms. Linda Litka was seated at 9:27 a.m.

B. Approve Countywide Parent Activities for Program Year 2018-2019

Ms. Desha reviewed this item. A save the date will be sent out to all SETA-operated sites and Delegates with a greater emphasis put on advertising the activities. PC/PAC and Policy Committee representatives will be encouraged to announce activities at their parent meetings to promote attendance for a successful event. The list is down to 11 activities. Ms. McCracken asked who could attend and Ms. Desha replied that these are family-oriented activities; children are welcome.

Ms. Desha stated that after today's vote, she and her team will work to coordinate the activities. There will be three activities in the program year, and the fourth approved activity is for backup.

Ms. Desha encouraged parents to review the list of activities and vote; SETA is hoping for huge parent and family participation. The board voted and Ms. Desha announced the results with the four highest votes as follows:

1. Powerhouse Science Museum
2. Sacramento Zoo
3. Fog Willow Farms
4. Fishing in the City

Moved/Scharnow, second/Cisneros, to approve the countywide parent activities for Program Year 2018-2019 as follows:

1. Powerhouse Science Museum
2. Sacramento Zoo
3. Fog Willow Farms
4. Fishing in the City

Show of hands vote:

Aye: 13 (Chenault, Cisneros, Gutierrez, Litka, McCracken, Sanders, Scharnow, Schurr, Scott, Tate, C. Taylor, Wriedt, Xiong)

Nay: 0

Abstentions: 1 (Castex)

Absent: 1 (M. Taylor)

- C. 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 Funds from 2017-2018 Program Year to 2018-2019 Program Year

Ms. Denise Lee reviewed this item and the additional information distributed to members. The carryover request is to complete pre-approved deferred maintenance projects and the Hopkins Park modular project not completed by the end of the fiscal year, July 31, 2018.

Moved/Cisneros, second/Scharnow, to 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.

Show of hands vote:

Aye: 13 (Chenault, Cisneros, Gutierrez, Litka, McCracken, Sanders, Scharnow, Schurr, Scott, Tate, C. Taylor, Wriedt, Xiong)

Nay: 0

Abstentions: 1 (Castex)

Absent: 1 (M. Taylor)

IV. **Information Items**

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Gutierrez reviewed the calendar of events.
- Parent/Staff Recognitions: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han reviewed the fiscal report; staff is expected to have the budget fully expended with exception of the carryover funds. Elk Grove is fully spent. There are still some expenditures coming in and it is expected that the non-federal share will exceed the required 25%. The line item for construction show a zero balance; the funds will be carried over to the next fiscal year so the construction can be done. Mr. Tate asked if any funds will be sent back; Mr. Han did not know the answer but he will provide it upon final closeout of 2017-2018. Mr. Castex asked what the fraudulent charge is on the credit card statement; Mr. Han replied that the external charge is being disputed; it was a security breach.
- Community Resources – Mr. Robert Silva has information on SacLaw.org for those seeking record expungement. A community resource event will be held September 22 including food and they will be distributing free backpacks. Mr. Silva urged attendees to go early to this event.

First 5 has \$5,000 community parent block grants for those that have great ideas that will improve the community. Ms. Kao Yee Xiong reported that she was successful in receiving a grant for a “Learn Hmong with Me” project. It is seed money for 12 months, but if you are good with budgeting, the funds will stretch.

Ms. Lee stated that anyone applying for the funds should not do so on behalf of Head Start.

- PC/PAC Recruitment 2018-2019: Ms. Desha requested assistance in the compilation of recruitment material tomorrow from 9-11 a.m.

➤ Birth & Beyond: No report.

B. Governing Board Minutes – June 7, 2018: No questions.

V. Committee Reports

➤ Executive Committee Meeting Critique: Ms. Gutierrez reviewed the critique.

➤ Social/Hospitality Committee: Ms. Gutierrez reported on the most recent committee meeting.

➤ Budget/Planning Committee: Ms. Robin Blanks provided a brief report of the last meeting.

➤ Personnel/Bylaws Committee: Ms. Marley Schurr reviewed the last meeting and invited everyone to the August 31 meeting.

➤ Sacramento Medi-Cal Dental Advisory Committee: Ms. Penelope Scott discussed Proposition 56 at the last meeting. Although there was additional money available, there was no additional funding for providers that offer special treatments.

➤ Community Action Board: Mr. Tate reported on the August 8 meeting.

VI. Other Reports

A. Executive Director's Report: Ms. Kathy Kossick requested success stories that will be shared at SETA's 40th anniversary scheduled on October 10.

B. SETA Head Start Deputy Director's Report: Ms. Denise Lee reported that the PAC met with the regional staff here to assist SETA staff with the Attendance finding. October 12 is the deadline for corrective action. The required minimum attendance threshold is 85% for classroom to county-wide attendance. A desk audit will most likely be performed to review the corrective plan and ensure countywide attendance reporting improves. Ms. Lee reviewed the list of possible names for the new 16th Avenue site. This list will be sent out via Survey Monkey to both PAC and PC to vote for their top three picks. The QA reports were reviewed.

Mr. Tate asked about the revised child care reimbursement modification; Ms. Desha stated that the Personnel/Bylaws Committee will forward recommendations that will be voted on at both the PAC and PC.

- Monthly Head Start Reports: No questions.

C. Chair's Report: Mr. Castex requested parent participation for personnel eligibility screenings.

D. Head Start Managers' Reports

- Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: Ms. Carr reviewed the countywide enrollment report and

attendance report. Board members will be seeing new reporting format that will show enrollment and attendance for the entire year. Staff has met with WCIC, Sac City and San Juan to talk about enrollment and attendance issues and developed a Delegate Support Plan; Elk Grove was able to achieve 85% enrollment. Ms. Carr urged parents to spread the word about Head Start. There are many centers still with openings for enrollment. Ms. Carr encouraged anyone interested in getting into Early Learning as a career to consider attending the ECE330 class she is teaching.

- Karen Griffith - School Readiness, Special Education and Mental Health Services: No report.
- Vacant - Program Support, Food Services and Save Environments, Quality Assurance, and EHS-CCP Services: No report.

E. Open Discussion and Comments: None.

F. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 11:02 a.m.

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 10/31/18	(b) % Actual to Funded
Elk Grove USD	440	451	103
Sacramento City USD	1,139	1,073	94
SETA	1,836	1,760	96
San Juan USD	668	685	103
Twin Rivers USD	180	183	102
WCIC/Playmate	100	110	110
Total	4,363	4,262	98

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 10/31/18	(b) % Actual to Funded
Sacramento City USD	152	151	99
SETA	439	448	102
San Juan USD	160	176	110
TRUSD*	16	18	113
Total	767	793	103

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 10/31/18	(b) % Actual to Funded
SETA	40	42	105
Sacramento City USD	40	42	105
Total	80	84	105

- (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.

Head Start Enrollment Challenges and Corrective Action:

SETA-Operated Program:

Challenge(s):

- 20 children in routing process for Disabilities and Health /Nutrition concerns
- 8 Classes capped due to majority 3 year olds leaves up to 24 vacant slots at any time due to capping
- Other reasons such as children leaving for Transitional Kindergarten

Action Step(s):

- Routing process is being expedited as much as possible

Sacramento City USD

Challenge

- 1 Class capped due to majority 3 year olds
- 3 Home Visitor Staff vacancies leaving 36 slots vacant
- Other reasons such as no wait list for some centers

Action Step(s):

- 3 Staff have been hired, waiting for hiring process to be completed

**SETA - County Monthly Average Daily Attendance (ADA)
Program Year 2018-2019**

Head Start

Agency	August ADA %	Sept ADA %	October ADA %	Nov ADA %	Dec ADA %	January ADA %	February ADA %	March ADA %	April ADA %	May ADA %	June ADA %	July ADA %
Elk Grove USD	91	89	88									
Sacramento City USD	73	90	88									
SETA	78	87	85									
San Juan USD	N/A	76	88									
Twin Rivers USD	93	90	88									
WCIC/ Playmate	N/A	68	83									
TOTAL	84	83	87									

Early Head Start

Agency	August ADA %	Sept ADA %	October ADA %	Nov ADA %	Dec ADA %	January ADA %	February ADA %	March ADA %	April ADA %	May ADA %	June ADA %	July ADA %
Sacramento City USD	82	92	91									
SETA	80	86	87									
San Juan USD	83	84	89									
Twin Rivers USD	91	88	88									
TOTAL	84	88	89									

**SETA - County Monthly Average Daily Attendance (ADA)
Program Year 2018-2019**

EHS-CC Partnership/Expansion

Agency	<u>August</u> ADA %	<u>Sept</u> ADA %	<u>October</u> ADA %	<u>Nov</u> ADA %	<u>Dec</u> ADA %	<u>January</u> ADA %	<u>February</u> ADA %	<u>March</u> ADA %	<u>April</u> ADA %	<u>May</u> ADA %	<u>June</u> ADA %	<u>July</u> ADA %
Sacramento City USD	74	80	78									
SETA	84	82	84									
TOTAL	79	81	81									

A summary of individual agency Attendance Action Plan(s) are provided below after any three (3) consecutive months of ADA below 85%

Attendance Action Plan(s):

SETA Operated Program:

- Each month any classroom that has below 85% attendance, submits a Classroom Attendance Improvement Plan.

SCUSD:

- Plan to be included with November Attendance Report.

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

October 2018

The Special Education Report shows the percentage of enrolled preschool aged children with a diagnosed disability receiving services through an Individualized Education Plan (IEP). For Early Head Start, the Special Education Report shows the number of children ages 0-3 who are receiving early intervention services through an Individualized Family Services Plan (IFSP).

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

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	1836	181	10%	439	85	19%
Twin Rivers USD	180	13	7%	16	1	6%
Elk Grove USD	440	27	6%			
Sac City USD	1139	77	7%	152	12	8%
San Juan USD	668	74	11%	160	19	12%
WCIC	100	3	3%			
EHS CCP				120	7	6%
COUNTY TOTAL	4363	375	9%	887	124	14%

AFE: Annual Funded Enrollment



Quality Assurance Summary Report

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

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
Sacramento City Unified School District	Head Start and Early Head Start Home Base	4 Home Visits 2 Socialization Groups 1 EHS LDO Classroom	September 17-October 2, 2018	Comprehensive Review <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

This monitoring review was performed using the 2018 Monitoring for Compliance and Quality Improvement tool (MCQI). MCQI was designed in *ChildPlus* and is comprised of 25 monitoring checklists representing 363 performance indicators. All indicators align with the Head Start Program Performance Standards (HSPPS), the Head Start Act, Community Care Licensing, and other local, state and federal regulations.

Highlighted Program Strengths and Positive Observations:

- Excellent documentation in children’s files in the areas of Family Partnership Agreement, educational and mental health screenings and educational assessments.
- Socialization and parent meetings were well conducted and organized. Relationship between families and home visitors was observed to be warm, friendly and caring.
- Learning experiences facilitated by home visitors for the families during socialization events and during the LDO class were developmentally appropriate and provided opportunities for child-initiated, individualized learning.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	87%	-Files not locked at all times and/or sign out log not utilized for file checkout -Some files missing required forms -Childplus did not match contents of files
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>	96%	No significant noted findings
Family and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	97%	No significant noted findings

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
Mental Health <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	97%	No significant noted findings
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	90%	No significant noted findings
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	88%	-Immunization records not up to date -Not all health screenings were completed/completed in a timely manner -No/limited follow-up on noted health concerns -Not all children received required dental exams
Home Based Services <i>(Caseload, communication, relationship, activities, parent-child interactions, home visit plans, use of environment for lessons, resources, etc.)</i>	92%	No significant noted findings
Socialization <i>(Activities, facility, parent input, facilitation, parent-child interactions, shared experiences, etc.)</i>	86%	-Staff did not wash hands before setting the table for food service -First Aid kits and emergency back-packs not available at socialization -Staff did not offer two required socializations per month
Services to Pregnant Women <i>(Health status, screenings, follow-up, pre/post-partum visits, medical home, dental services, etc.)</i>	100%	No significant noted findings

* 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.

ITEM IV-G - INFORMATION

MEMORANDUM OF UNDERSTANDING REGARDING DUTIES AND RESPONSIBILITIES FOR PAYROLL PROCESSING

BACKGROUND:

Effective January 1, 2019, SETA will be responsible for issuance of payroll payments to SETA employees, submission of required labor reports including payroll tax filings, and administer payroll garnishment withholding and payments. In the past, both the County of Sacramento and SETA utilized the payroll software called High Line. The current version of High Line is no longer supported and necessitates either an upgrade to the updated version, or a change in payroll software. The County of Sacramento chose not to upgrade High Line and moved their payroll processing functions into their accounting software, COMPASS. SETA is not able to move its payroll processing into COMPASS and has chosen to upgrade High Line to the newest version. Since the County and SETA are no longer utilizing the same payroll processing software, it will no longer become feasible for the County to perform the payroll functions they previously performed on behalf of SETA. The Memorandum of Understanding will be finalized with SETA legal counsel and the County counsel.

PRESENTER: D'et Saurbourne

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.