



GOVERNING BOARD

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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, February 7, 2019

TIME: 10:00 a.m.

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

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

AGENDA

PAGE NUMBERS

I. Call to Order/Roll Call/Pledge of Allegiance

- ▶ Recognition of Long-term employee:
 - Helen Oldham, Head Start Home Visitor: 20 years

II. Consent Items

- | | | |
|----|--|-----|
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| B. | Approval of Claims and Warrants | 7 |
| C. | Appointment of Youth Committee Member | 8 |
| D. | Receive, Adopt, and File the Sacramento County Annual Investment Policy on the Pooled Investment Fund – Calendar Year 2019 (D'et Saurbourne) | 9 |

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Out-of-State Travel to Attend the Region IX Head Start Association Western States Early Learning Institute (Denise Lee) 10
2. Approval of Appointment to the Sacramento Works Workforce Development Board (Kathy Kossick) 11
3. Approval of Memorandum of Understanding with the City of Sacramento Regarding the Local Hire and Community Workforce Training Program (Roy Kim) 12

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services

1. Agree with the Sacramento Works, Inc., Youth Committee to Approve the Release of a Request for Proposals for the Workforce Innovation and Opportunity Act (WIOA) Youth Program Services Funded by Title I for Program Years 2019-2023 (Terri Carpenter) 13-14
2. Ratification of the Submission of a Proposal to the Sacramento Municipal Utilities District (SMUD) for the High School Internship Program Recruitment and Case Management, and Authorize the Executive Director to Execute the Agreement and any other Documents Required by the Funding Source (Terri Carpenter) 15

C. CHILDREN AND FAMILY SERVICES

IV. Information Items

- A. **Presentation**: College and University Partnerships (Denise Lee and Roy Kim) 16
- B. Department of Labor Report on the WIA Adult and Dislocated Worker Programs (Roy Kim) 17-38
- C. Fiscal Monitoring Reports (D'et Saurbourne) 39-49
 - County of Sacramento, Dept. of Children, Family & Adult Services
 - Folsom Cordova Community Partnership
 - Goodwill Industries of Sacramento Valley and Northern Nevada, Inc.
 - St. John's Program for Real Change
 - Slavic Assistance Center

D.	Employer Success Stories and Activity Report (William Walker)	50-55
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B.	Executive Director	
C.	Deputy Directors	
D.	Counsel	
E.	Members of the Board	
F.	Public	

VI. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9

One Potential Case

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, JANUARY 30, 2019

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE JANUARY 3, 2019
REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the January 3, 2019 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, January 3, 2019
10:00 a.m.

I. Call to Order/Roll Call

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

Members Present:

Jay Schenirer, Councilmember, City of Sacramento
Sophia Scherman, Public Representative
Patrick Kennedy, Member, Board of Supervisors
Don Nottoli, Vice Chair; Member, Board of Supervisors

Member Absent:

Larry Carr, Chair; Councilmember, City of Sacramento

- ▶ Recognition of Long-term employees:
 - Betsy Uda recognized Joanne Kennedy, Site Supervisor, for her 35 years of service to SETA; Mr. Nottoli extended congratulations to Ms. Kennedy.
 - Betsy Uda recognized Clairrissa Jenkins, Head Start Intervention Specialist for her 20 years of service to SETA; Mr. Nottoli extended congratulations to Ms. Jenkins.
 - Rebel Rickansrud-Young recognized Jessica Rainey, Family Services Worker III, for her 20 years of service to SETA; Mr. Nottoli extended congratulations to Ms. Rainey.
 - Alison Noren recognized Deanna Dykes, Personnel Analytics Supervisor, for her 20 years of service to SETA; Mr. Nottoli extended congratulations to Ms. Dykes.

II. Consent Items

- A. Approve the December 6, 2018 minutes.
- B. Approve the Claims and Warrants
- C. Approve to Modify Leaders Evolving Inc.'s Vendor Services Contract

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

- A. Approve the December 6, 2018 minutes.

- B. Approve claims and warrants for the period 11/29/18 through 12/20/18.
- C. Approve the recommendation for modification of Leaders Evolving Inc.'s VS contract to increase service rates.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of the Changes to the SETA Personnel Policies and Procedures Sick Leave Accrual and Usage, Leave without Pay, and Equal Opportunity Employer Policies

Ms. Kossick referred questions about the changes to Ms. Noren.

Moved/ Schenirer, second/Nottoli, to approve the updated Sick Leave and Accrual Usage, Leave With or Without Pay, and Equal Opportunity Employer Policies.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

2. Approval to Adjust Zones in the Broadband/Performance Management Policy

Ms. Kossick reviewed this item and stated that the broadband ranges have not been updated since 2013. The ranges comply with the cost of living increases and there is no financial impact from this action.

Moved/ Scherman, second/Schenirer, to approve a modification to the salary ranges of Zone 1 to \$69,386 - \$150,402 and Zone 2 to \$53,173 - \$106,345.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

3. Review and Approval of the Agency's Independent Auditor's Report and Financial Statements for Fiscal Year Ended June 30, 2018

Ms. Saurbourne reviewed the audit reports which were submitted to SETA on

December 17. There are no findings but there is one management letter comment about charging incorrect CDE program family fees . Those instances have been corrected and staff has adjusted policies and procedures to insure there are systems in place to prevent this in the future.

Ms. Kossick expressed gratitude to Staff in the Fiscal Department for their hard work.

Moved/ Schenirer, second/Scherman, to approve the Annual Auditor's Report and Financial Statements of the Agency for the fiscal year ended June 30, 2018.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

B. WORKFORCE DEVELOPMENT DEPARTMENT

One Stop Services: None

Community Services Block Grant

1. Approval of Modifications to the Bylaws of the Community Action Board

Ms. Davis-Jaffe stated that in March of 2018, staff received a monitoring visit from the State for our Community Services Block Grant Funds. During that review, it was noted that the board had a public sector vacancy. Upon review of the bylaws it was decided to make some changes. The recommended changes will allow for the expanding of the public sector representatives by allowing the head of a department who has been selected to be on the Community Action Board (CAB), to identify another individual within their department to participate and be their representative on the CAB.

Mr. Nottoli asked if the representative would require confirmation by the body they are designated from. Mr. Larsen replied that it would be up to the public official that has either been elected or appointed. Currently, the bylaws state that elected positions already have that ability to designate someone, but appointive may not. The change in the bylaws would greatly expand the number of eligible people who could be appointed.

Mr. Nottoli asked if the appointive representative would be permanent and sitting in that seat all the time. Mr. Larsen replied that in most circumstances that is what would happen and that would be up to the appointive representative's discretion.

Mr. Nottoli stated that he wants to make sure that the Community Action Board receives the attention that it deserves.

Moved/ Schenirer, second/Scherman, to approve the amendments to the Community Action Board bylaws.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

2. Approval of Staff Funding Recommendations for the Refugee Support Services (RSS) Program, Program Years (PY) 2018-2020

Ms. Scherman asked what are we doing with the money that is not being used to fund Sacramento City and Elk Grove Unified School District. Ms. O’Camb stated that we only had sufficient funds for the proposals who ranked #1 with their OJT programs.

Mr. Larsen stated that the available funds were divided equally between the four agencies funded.

Ms. O’Camb stated that those who ranked #1 received that based on 80% performance. Ms. Scherman asked if the amounts awarded were just evenly distributed and Ms. O’Camb stated that it was correct.

Moved/ Nottoli, second/Scherman, to approve staff funding recommendations for the Refugee Support Services (RSS) programs, PY 2018-2020, as indicated in the funding charts. Additionally, approve the following stipulations:

- 1) VESL/OJT and ELL Workforce Navigator service providers must ensure open entry and prompt placement into VESL classes for all clients that are assessed to be in need of English language training.
- 2) All VESL/OJT and ELL Workforce Navigator budgets must include a minimum allocation of 5% 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, at least eight (8) hours a day, from January 7, 2019 through September 30, 2019.
- 4) Participants in Match Grant employment services provided by IRC and World Relief are not eligible to participate in RSS-funded programs until all services within the Match Grants have been exhausted.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

Mr. Schenirer left at 10:19 a.m.

C. **CHILDREN AND FAMILY SERVICES:** No items.

IV. Information Items

A. Fiscal Monitoring Reports: No questions.

B. Employer Success and Activity Report: No questions.

C. Dislocated Worker Update: Mr. Walker stated that Golden Shore Medical Centers will be laying off about 77 staff in February. Mr. Nottoli asked if they were working with SETA and Mr. Walker replied affirmatively.

D. Head Start Reports: Ms. Denise Lee reported that Dr. Karen Corbin, a professor at CSUS, passed away over the holiday break. She was very instrumental with so many programs at SETA and she will be missed.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: Ms. Kossick asked the board members to pick their top 5 presentation topics for this next year so staff can aggregate responses together.

C. Deputy Directors: No report.

D. Counsel: No report.

E. Members of the Board: No report.

F. Public: Ms. Alanah Bui, the Workforce Development Policy Coordinator with the California Department of Consumer Affairs, stated we are reaching out to see what kind of training programs the different workforce boards have in the health industries. We are looking to be a part of what SETA is doing and be a resource.

VI. Adjournment: The meeting was adjourned at 10:46 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 12/20/18 through 1/30/19, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 12/20/18 through 1/30/19.

PRESENTER: Kathy Kossick

ITEM II-C - CONSENT

APPOINTMENT OF YOUTH COMMITTEE MEMBER

BACKGROUND:

The Sacramento Works board's Youth Committee is responsible for the planning and procurement of the Workforce Innovation and Opportunity Act (WIOA) youth services. The Sacramento Works Youth Committee seeks to develop a continuum of services to engage youth in the workforce system; works with community partners to coordinate youth initiatives; and is responsible for the oversight of youth providers. WIOA requires no minimum or maximum number of representatives on the Youth Committee. The WIOA and the State of California have identified the following categories of membership on the Youth Committee:

- Members of the local board with special interest or expertise in youth services or policy;
- Representatives of youth service organizations, including juvenile justice and local law enforcement agencies;
- Representatives of local public housing organizations;
- Education representatives;
- Parents of local youth seeking assistance under WIOA;
- Youth, including former participants and representatives of organizations that have experience relating to youth activities; and
- Representatives of the Job Corps.

Mr. Johnny Perez, a community banking supervisor at SAFE Credit Union, has been serving on the Sacramento Works Board since April, 2016 and has an interest in serving on the Youth Committee. The Operating Agreement for the Implementation of the Workforce Innovation and Opportunity Act between Sacramento Works, Inc. and the Governing Board of the Sacramento Employment and Training Agency requires that both parties approve appointments of Youth Committee members. Mr. Perez's original application for board membership is attached.

RECOMMENDATION:

Approve the appointment of Mr. Johnny Perez to the Sacramento Works Youth Committee.

PRESENTER: Terri Carpenter

ITEM II-D - CONSENT

RECEIVE, ADOPT AND FILE THE SACRAMENTO COUNTY ANNUAL INVESTMENT
POLICY OF THE POOLED INVESTMENT FUND – CALENDAR YEAR 2019

BACKGROUND:

The County Director of Finance publishes the Investment Policy for the Pooled Investment Fund every calendar year and has the Policy approved by the County Board of Supervisors. SETA's funds are included in this Pool. The Calendar Year 2019 Sacramento County Annual Investment Policy is being sent under separate cover. There are no major changes to the investment policy.

This is an annual event and the Investment Policy approved by the County Board of Supervisors then rules the investments of SETA money. The Joint Powers Agreement creating this Agency requires the County to be the fiscal agent for SETA. As such, the County Investment Policy is part of the fiscal agent's duty, and approval by the Sacramento County Board of Supervisors ratifies the propriety of the fiscal agent's investment strategy. Action by the SETA Governing Board to receive and file the policy constitutes consideration at a public meeting as recommended by Government Code section 53646(a) (2).

RECOMMENDATION:

Receive, adopt, and file the Sacramento County Annual Investment Policy of the Pooled Investment Fund for the Calendar Year 2019.

PRESENTER: D'et Saurbourne

ITEM III-A – 1 - ACTION

APPROVAL OF OUT OF STATE TRAVEL TO ATTEND THE
REGION IX HEAD START ASSOCIATION
WESTERN STATES EARLY LEARNING INSTITUTE

BACKGROUND:

The Region IX Head Start Association has requested SETA staff to participate on an expert panel to present at the Western States Early Learning Institute on February 12, 2019 in Phoenix, Arizona. The panel members will highlight efforts to support/engage Head Start parents in county workforce development projects. Specifically, staff will speak about integrated services between workforce development and Head Start programs to get parents back to work.

The Children and Family Services (CFS) department proposes to send two (2) SETA managers to the Institute, one from the Children and Family Services Department and one from the Workforce Development Department. Costs will cover travel, lodging and per diem. Anticipated costs are approximately \$1,200 per person.

RECOMMENDATION:

Approve out of state travel to the Region IX Head Start Association Western States Early Learning Institute in Phoenix, Arizona.

PRESENTER: Denise Lee

ITEM III-A - 2 – ACTION

APPROVAL OF APPOINTMENT TO THE SACRAMENTO
WORKS WORKFORCE DEVELOPMENT BOARD

BACKGROUND:

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

On March 3, 2016 the Governing Board appointed twenty-five members to the newly formed Sacramento Works Workforce Development Board. Recently, a resignation has been received from Ms. Kim Gusman.

During the recruitment process for the new board, SETA received applications in early 2016 for seats representing Private Business. Staff is confirming their continued interest in sitting on the Sacramento Works Board. Once confirmation has been determined, application(s) will be provided to Executive Committee members and will be available at the meeting.

Historically, the Executive Committee of Sacramento Works has recommended the name(s) of individual applicants for appointment to the private sector seats by the SETA Governing Board. The Executive Committee met on January 18, 2019 and recommends Mr. Ronald Ellis for the vacated seat.

RECOMMENDATION:

Approve the appointment of Mr. Ronald Ellis to fill the seat vacated by Ms. Gusman.

PRESENTER: Kathy Kossick

ITEM III-A – 3 - ACTION

APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH THE CITY
OF SACRAMENTO REGARDING THE LOCAL HIRE AND COMMUNITY
WORKFORCE TRAINING PROGRAM

BACKGROUND:

On August 21, 2018, the City of Sacramento (City) established a Local Hire and Community Workforce Training Program and entered into a Community Workforce Training Agreement with the local trade unions to facilitate the employment of residents from the City, as well as the County of Sacramento and nine other nearby counties, on the City's capital improvement projects, and to develop increased numbers of local skilled construction workers to meet the requirements of the regional construction economy.

Under the Program, contractors and subcontractors on certain City capital improvement projects are required to utilize workers, including Priority Apprentices, who are residents of the Local Area. The Program includes goals for numbers of hours worked by residents of the Local Area.

SETA will provide eligibility determinations and documentation on behalf of the City, contractors and subcontractors, and union hiring halls, to determine whether workers are residents of the Local Area and/or are Priority Apprentices under the Program.

The Memorandum of Understanding (MOU) provides compensation of up to \$100,000 for these eligibility determination services. The MOU is under review by legal counsel and will be provided when available.

Staff and legal counsel will provide an oral report.

RECOMMENDATION:

Approve the MOU with the City of Sacramento in the amount of up to \$100,000 for eligibility determination services connected with the Local Hire and Community Workforce Training Program.

PRESENTER: Legal Counsel and Roy Kim

ITEM III-B – 1 - ACTION

AGREE WITH THE SACRAMENTO WORKS, INC., YOUTH COMMITTEE TO APPROVE THE RELEASE OF A REQUEST FOR PROSPOSALS FOR THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) YOUTH PROGRAM SERVICES FUNDED BY TITLE I FOR PROGRAM YEARS 2019-2023

BACKGROUND:

In October 2018, the Sacramento Works, Inc. Youth Committee began the planning and public input process for developing a Request for Proposals for the WIOA Youth Program Services for program years 2019-2023. See the attached Planning Calendar for key dates and deadlines for the WIOA Youth Program procurement process. Through committee discussions, community and youth input the WIOA Youth Program Request for Proposals will focus on the following:

- Increased flexibility and innovation in service delivery/program design
- Alignment with other regional initiatives
- Program enrollment of young people living in high-poverty, high-need areas of Sacramento County
- Industry sector partnerships providing work experience and career pathway opportunities to high-wage, high-demand occupations

On Wednesday, February 6, 2019, the Sacramento Works, Inc. Youth Committee will be meeting to review and approve the draft Request for Proposals for the WIOA youth services. The RFP will be presented to the SETA Governing Board for approval on Thursday, February 7, 2019.

The RFP will be sent under separate cover.

RECOMMENDATION:

Agree with the Sacramento Works, Inc., Youth Committee to release a Request for Proposals for the Workforce Innovation and Opportunity Act (WIOA) Youth Program Services funded by Title I for program years 2019-2023.

PRESENTER: Terri Carpenter

Sacramento Employment and Training Agency/ Sacramento Works, Inc.

Workforce Innovation and Opportunity Act (WIOA) Title I, Youth Program

Program Year 2019 - 2020

PLANNING CALENDAR

(Dates and Times are subject to change)

DATE	EVENT
Thursday, January 10, 2019 3:00 pm – 5:00 pm	Sacramento Works Youth Committee & Public Input Meeting - WIOA youth services
Wednesday, January 23, 2019 (8:00 a.m.)	Sacramento Works, Inc. Authorizes the Youth Committee to Review/Approve the Release of Request for Proposals
Wednesday, February 6, 2019 (8:30 a.m.)	Sacramento Works Youth Committee Reviews/Approves Request for Proposals
Thursday, February 7, 2019 (10:00 a.m.)	Governing Board Reviews Approves Release of Request for Proposals
Friday February 8, 2019	Release of Request for Proposals
Thursday, February 14, 2019 (9:30 a.m.)	Bidders Conference
Thursday, February 28, 2019 (4:00 p.m.)	Pre-qualification Requirements Due at SETA
Thursday, March 21, 2019 (4:00 p.m.)	Proposals Due at SETA
Friday, April 26, 2019	Publish Staff Recommendations
Wednesday, May 1, 2019 (8:30 a.m.)	Presentations of Bidders to the Sacramento Works Youth Committee. Youth Committee reviews the Staff recommendation and makes funding recommendation to Sacramento Works, Inc.
Wednesday, May 22, 2019 (8:00 a.m.)	Sacramento Works, Inc. Review/Approves Youth Committee Recommendation
Thursday, June 6, 2019 (10:00 a.m.)	Governing Board Reviews Sacramento Works, Inc. Decisions and Agrees
July 1, 2019	Program Year Begins

All meetings will be held at the SETA offices, 925 Del Paso Blvd. Sacramento, CA 95815

ITEM III-B – 2 - ACTION

RATIFICATION OF THE SUBMISSION OF A PROPOSAL TO
THE SACRAMENTO MUNICIPAL UTILITIES DISTRICT (SMUD) FOR THE HIGH
SCHOOL INTERNSHIP PROGRAM RECRUITMENT AND CASE MANAGEMENT AND
AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT AND
ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND:

SMUD released a Request for Proposals on December 31, 2018, for High School Internship Program Recruitment and Case Management.

SETA submitted a proposal on January 24, 2019, to provide recruitment, career readiness workshops and case management for 25 high school students to be placed in six-week summer internships at SMUD. The funding amount requested to provide services for a three-year period is \$468,777.

RECOMMENDATION:

Ratify the submission of the proposal requesting \$468,777 to SMUD for the High School Internship Program Recruitment and Case Management, and authorize the Executive Director to execute the agreement and any other documents required by the funding source.

PRESENTER: Terri Carpenter

ITEM IV-A – INFORMATION

PRESENTATION: COLLEGE AND UNIVERSITY PARTNERSHIPS

BACKGROUND:

Mr. Roy Kim and Ms. Denise Lee will provide an overview of SETA's partnerships with local higher education institutions.

ITEM IV-B - INFORMATION

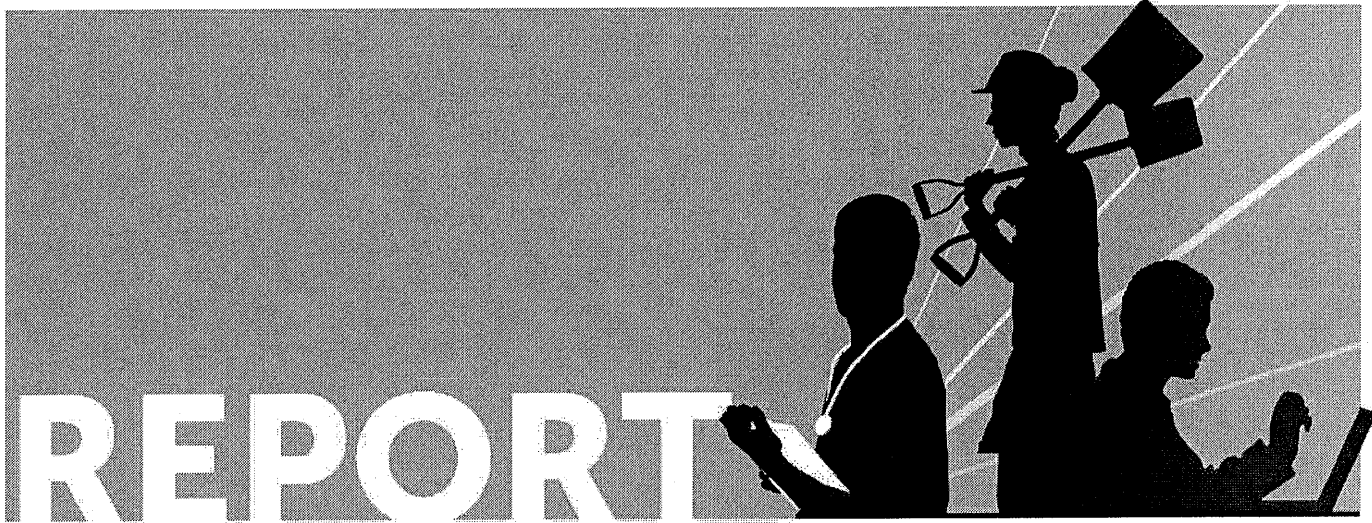
DEPARTMENT OF LABOR REPORT ON THE WIA ADULT AND DISLOCATED WORKER PROGRAMS

BACKGROUND:

Beginning in 2011 and continuing into 2013, SETA participated in a national evaluation on the effectiveness of WIA-funded services. The evaluation was conducted by Mathematica Policy Research and Social Policy Research Associates, and a copy of the final report's executive summary is attached. The report's key findings include:

- Providing WIA-funded intensive services increased receipt of credentials
- More than 70 percent of customers were either very or somewhat satisfied with their overall experience at an America's Job Center
- Providing WIA-funded training did not increase earnings or improve employment-related outcomes relative to providing only core and intensive services
- Less than half of all customers who enrolled in occupation-specific training found employment in a related occupation
- Though not conclusive, providing WIA-funded training represented a net cost to both customers and taxpayers during the 30-month follow-up period
- Providing WIA-funded intensive services increased earnings and employment, and is a good investment for both customers and taxpayers
- Though not conclusive, the WIA funded training does not have positive impacts in the 30 months after study enrollment.
- Providing WIA-funded intensive and training services together increased earnings during the 30-month follow-up period, and is a good investment for both customers and taxpayers

Staff will be available to answer questions.



MAY 2017

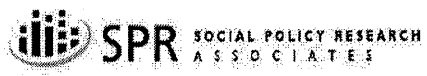
Providing Public Workforce Services to Job Seekers: 30-month Impact Findings on the WIA Adult and Dislocated Worker Programs

Mathematica Policy Research
Kenneth Fortson, Dana Rotz,
Paul Burkander, Annalisa Matri,
Peter Schochet, Linda Rosenberg,
Sheena McConnell
Social Policy Research Associates
Ronald D'Amico

Submitted to:
U.S. Department of Labor
Employment and Training Administration
Office of Policy Development and Research
200 Constitution Avenue, NW
Room N-5637
Washington, DC 20210
Contract Number: DOLJ081A20678

Submitted by:
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Project Directors: Sheena McConnell and Linda Rosenberg
Reference Number: 06503.133

WIA Adult and Dislocated
Worker Programs Gold Standard Evaluation



EXECUTIVE SUMMARY

With a growing need for a more skilled workforce, providing effective and efficient employment and training services is an important national priority. First authorized under the Workforce Investment Act of 1998 (WIA) and then reauthorized in 2014 under the Workforce Innovation and Opportunity Act (WIOA), the Adult and Dislocated Worker programs are two of the nation's largest publicly funded programs providing employment and training services.

Despite their importance, the Adult and Dislocated Worker programs have not been evaluated using the most rigorous methods. Hence, in 2008, the Employment and Training Administration within the U.S. Department of Labor (DOL) launched a national experimental evaluation of the two programs, the WIA Adult and Dislocated Worker Programs Gold Standard Evaluation. The evaluation's goals are to provide national estimates of the impacts and cost-effectiveness of the Adult and Dislocated Worker programs and to describe their implementation in detail.

This report presents the study's findings on the effectiveness of WIA-funded, staff-assisted employment services that are classified as intensive services, and WIA-funded training, both separately and together. The effectiveness of these services are measured relative to "core services" available to everyone at American Job Centers and other services in the community. The report presents estimated impacts of the services based on customers' experiences during the 30 months after they enrolled in the study. The report builds upon an earlier report (McConnell et al. 2016) that discussed estimated impacts in the first 15 months after customers enrolled in the study, as well as an implementation study conducted alongside the impact evaluation (D'Amico et al. 2015).

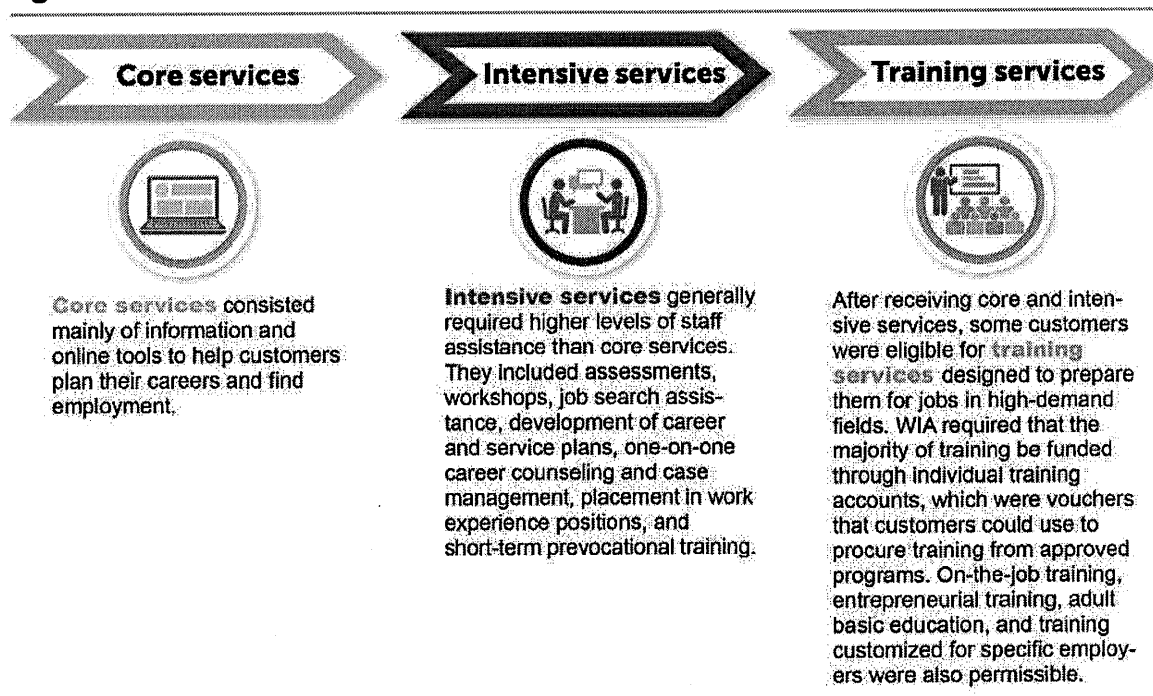
Although we studied the Adult and Dislocated Worker programs as they operated under WIA, the findings and lessons learned are still likely to be relevant under WIOA. WIOA made important changes to the workforce system—providing more flexibility in service delivery, requiring industry or sector partnerships to better meet the needs of the business community, increasing cross-agency service integration, strengthening performance accountability, expanding public access to training program performance, increasing services to individuals with barriers to employment, and increasing the emphasis on evaluation and evidence. However, despite these changes, the Adult and Dislocated Worker programs still offer a similar set of services and serve the same general populations. In addition, many of the important changes explicitly introduced by WIOA reflected changes the local areas were already making under WIA. Hence, our estimated impacts for training and intensive services under WIA are relevant for policy decisions under WIOA.

The Adult and Dislocated Worker programs

WIA required that Local Workforce Investment Boards, each responsible for managing services within a Local Workforce Investment Area (local area), establish a coordinated delivery system composed of American Job Centers (also known as One-Stop Career Centers). At these centers, the Adult and Dislocated Worker programs offered services in three tiers that provided progressively greater levels of assistance according to customers' needs: (1) core services, (2) intensive services, and (3) training services (Figure 1). Under WIOA, core and intensive services were merged into a single career services tier, but local areas can continue to offer the same set of services they offered under WIA. At the discretion of local areas, the Adult and

Dislocated Worker programs also offer some supportive services, such as assistance with expenses related to books, uniforms, tools, child care, and transportation.

Figure 1. Three tiers of services



The Adult and Dislocated Worker programs offer almost identical services, but each program has its own eligibility rules.

- Adult program services are available to customers ages 18 and older. In certain instances, such as when local areas determine funds are limited, recipients of public assistance and other low-income customers (as defined by WIA Section 101[25]) have priority for accessing intensive and training services.
- Dislocated Worker program services are available to customers who (1) were terminated or laid off from a job, showed attachment to the workforce, and were unlikely to return to their previous occupation or industry; (2) were terminated or laid off as a result of a plant closure or substantial plant downsizing; (3) were self-employed and experiencing unemployment as a result of general economic conditions; or (4) were displaced homemakers (people who had depended on income of another family member while providing unpaid services to family members in the home but are no longer supported by that income).

The evaluation design

The impact evaluation examined the effectiveness of the Adult and Dislocated Worker programs. It focused on the impacts of two key program services: intensive services and training services, relative to lower-tiered services. It addressed whether providing intensive services and training individually and together improved customers' employment-related outcomes such as

earnings, employment, and job quality. In summary, the evaluation addressed three main questions:

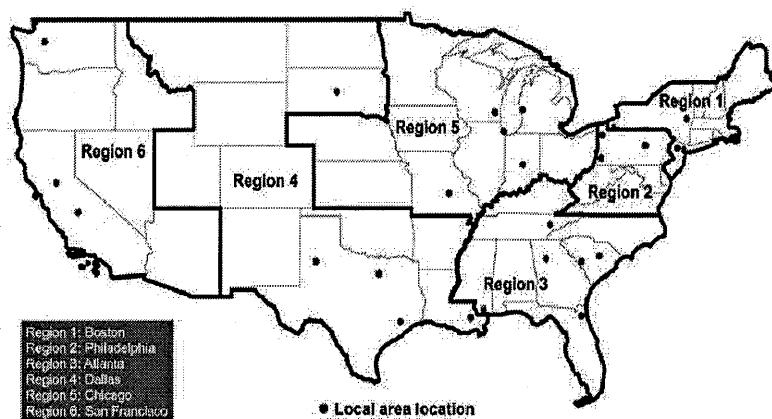
1. Did providing the full set of WIA services including core, intensive, and training services improve employment-related outcomes more than providing only core and intensive services?
2. Did providing core and intensive services improve employment-related outcomes more than providing core services only?
3. Did providing core, intensive, and training services improve employment-related outcomes more than only providing core services?

The evaluation focuses on answering these questions for adults and dislocated workers together but considers estimates separately for the two sets of customers as well.

The evaluation also included an implementation study and a benefit-cost analysis. D'Amico et al. (2015) and a series of briefs reported the findings of the implementation study. This report includes the findings from the benefit-cost analysis, which itemizes specific monetary benefits and costs of these services, considers who receives those benefits and pays those costs, and aggregates the specific benefits and costs into a net benefit of providing these services.

The evaluation produced nationally representative impacts of the Adult and Dislocated Worker programs based on 28 randomly selected local areas (Figure 2). Initially, we randomly selected 30 local areas from among 487 local areas operating in the contiguous 48 states and the District of Columbia as well as replacement local areas that were similar to each of the 30 originally selected areas. These 487 local areas excluded 76 local areas with fewer than 100 customers receiving intensive services annually because of the high costs of implementing the

Figure 2. Locations of the 28 randomly selected local areas participating in the study



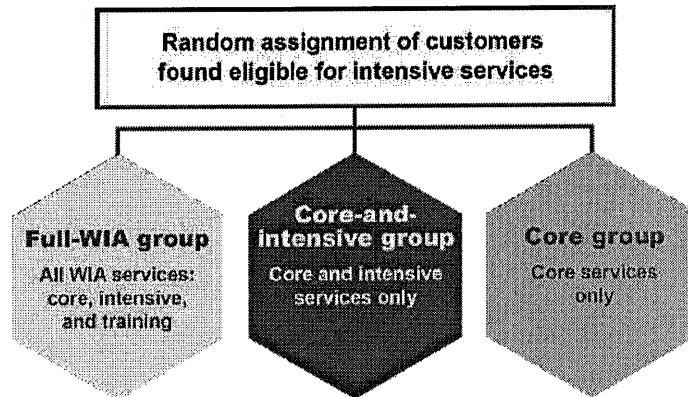
Source: WIA Gold Standard Evaluation.

intervention in areas that would supply only a small number of WIA customers for the study. In total, these 487 local areas served 98 percent of customers who received WIA-funded intensive services in the contiguous United States as of March 2008. Of the 28 local areas in the study, 26 were among the 30 originally selected areas and 2 were replacement local areas.

With some exceptions, all customers found eligible for intensive services in each local area in the study were randomly assigned into one of three study groups (Figure 3):

1. **Full-WIA group.** Customers in this group could potentially receive the full set of WIA core, intensive, and training services, just as they would in the absence of the evaluation.
2. **Core-and-intensive group.** Customers in this group could receive core and intensive services but could not receive training funded by the programs during the first 15 months after enrolling in the study.
3. **Core group.** Customers in this group could receive only core services from the programs and not intensive services or training during the first 15 months of the study.

Figure 3. The three study groups



As was the case under usual program operations, customers were not expected to participate in all offered services, even if they were assigned to the full-WIA group. For example, some customers might not choose to enroll in training because they preferred, or needed, to obtain a job. They may not have qualified for training funds based on the local area's eligibility criteria, and in some cases, the local area may have run out of WIA funding for training. Similarly, not all customers in the core-and-intensive groups received all offered intensive services.

Customers were enrolled in the study from November 2011 through April 2013, with most customers enrolled in 2012. Some categories of customers were excluded from the study because they were deemed to be priority groups for receiving services, were participating in other programs that required participation in the Adult or Dislocated Worker program, or were participating in other studies. For example, the study excluded veterans and participants in the Trade Adjustment Assistance program.

Estimating impacts

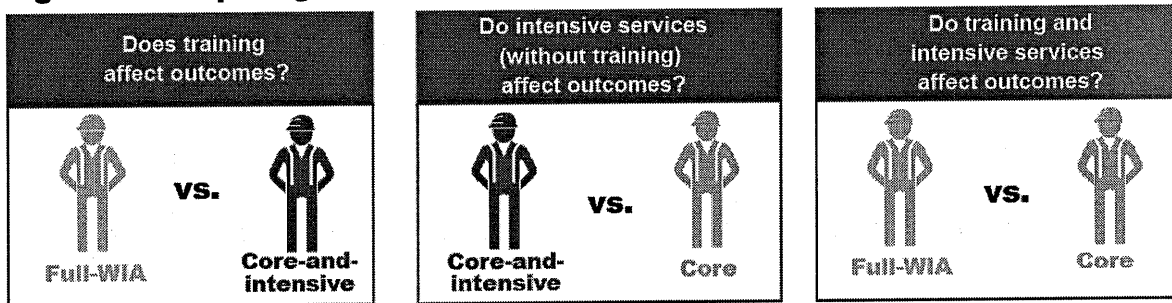
To address the research questions described earlier, we compared the service receipt, training enrollment, employment, and other outcomes of the customers in the three study groups (Figure 4).

- **To determine the effect of providing WIA-funded training services,** we compared the average outcomes of full-WIA customers with those of core-and-intensive customers. Conceptually, we compared a scenario where the Adult and Dislocated Worker programs provided the full set of current services (represented by the full-WIA group) to a scenario where the programs provided core and intensive services but not training (represented by the core-and-intensive group).
- **To determine the effect of providing WIA-funded intensive services,** we compared the average outcomes of core-and-intensive customers with those of core customers. Conceptually, we compared a scenario where the Adult and Dislocated Worker programs provided core and intensive services but not training (represented by the core-and-intensive

group) to a scenario where the Adult and Dislocated Worker programs provided core services and neither training nor intensive services (represented by the core group).

- **To determine the effect of providing both training and intensive services funded by WIA**, we compared the average outcomes of full-WIA customers with those of core customers. Conceptually, we compared a scenario where the Adult and Dislocated Worker programs provided the full set of current services (represented by the full-WIA group) to a scenario where the programs provided core services but neither training nor intensive services (represented by the core group).

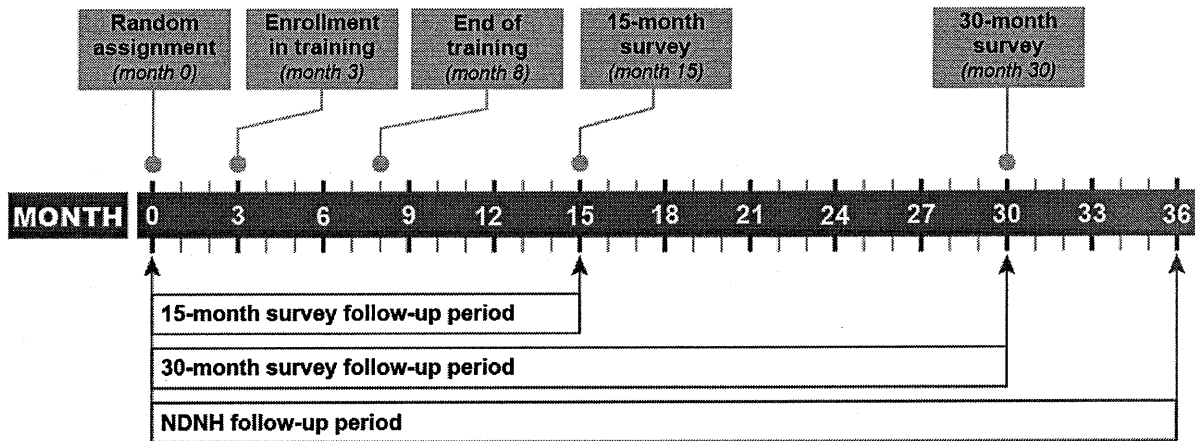
Figure 4. Comparing outcomes between the study groups



This report presents findings based on comparisons of outcomes measured using two sources of follow-up data: (1) follow-up surveys conducted at about 15 and 30 months after each study participant was randomly assigned and (2) the National Directory of New Hires (NDNH), an administrative database containing information on earnings, employment, and unemployment insurance benefits covering 36 months after each study participant was randomly assigned. The survey data cover a greater range of jobs than the NDNH but are potentially subject to nonresponse and recall biases and are not available for the entire sample of study participants. (The survey sample included all core-and-intensive and core customers and a sample of full-WIA customers.) In contrast, NDNH data are available for the entire sample and are not subject to recall error. However, NDNH data exclude some types of jobs, such as self-employment, most agricultural labor, and “under-the-table” jobs. Data on the characteristics of customers were collected from forms completed by the customers just before random assignment and additional data on service receipt were obtained from program administrative records.

Each customer was followed for 30 months after they were first found eligible for intensive services, enrolled in the study, and randomly assigned. The follow-up period covers weeks when many customers were receiving core and intensive services and enrolled in training, particularly in the first 15 months of the follow-up period. Among full-WIA customers who enrolled in and completed training programs, a typical customer enrolled in training near the end of the third month after random assignment and completed training about five months later (Figure 5), but there was substantial variation in the timing of training enrollment and completion. The survey follow-up period spans nearly two years beyond the time when customers typically completed training, and the NDNH follow-up period spans nearly two and a half years beyond when the typical study participant completed training. Intensive services were typically accessed earlier, during the first half of the follow-up period.

Figure 5. Timeline for a typical full-WIA customer who enrolled in training



Sources: WIA Gold Standard Evaluation 15- and 30-month follow-up surveys.

Notes: Typical time of enrollment in training is the median month a study participant first enrolled in training among full-WIA customers who enrolled in any training program during the follow-up period. Typical end of training was calculated as the median months of enrollment in training plus the median month of first enrolling in training among customers who completed a training program.

Importantly, our analysis reflects that not all customers in the Adult and Dislocated Worker programs received all WIA services under normal program operations and could access similar services elsewhere. For this reason, understanding the services received by the full-WIA, core-and-intensive, and core groups is important for interpreting the earnings impact estimates. The estimates of the effects of *receiving* the services are likely to be larger than our estimates of the effects of the availability of these services—either more positive or more negative depending on whether the estimated effect is positive or negative.

The study examined whether the benefits of intensive and training services provided through the Adult and Dislocated Worker programs were large enough to justify their costs. We combined the estimated impacts—of which earnings impacts are most prominent—with the costs of the services customers received to estimate the net benefits associated with providing intensive services, training, and the two sets of services together. The net benefit, expressed as a dollar value, conveys the extent to which the benefits of offering WIA-funded intensive and training services exceed the costs of doing so, thus providing an easily interpretable metric for decision makers. Importantly, the benefits and costs take into account the earnings and other benefits and costs for each group. For example, when we compare the full-WIA group to the core group, we calculate the net benefits accounting for the fact that some customers in the core group are also enrolling in training, receiving other services, and finding employment. Likewise, we account for the fact that some full-WIA customers do not enroll in training in the follow-up period.

Context

By design, the 28 randomly selected local areas reflected the variation in local areas nationwide. Local areas in the study were spread across DOL’s six administrative regions (Figure 2). They varied considerably in their size, funding, and number of customers served, as well as the degree of urbanicity. For example, the smallest local area in the study covered slightly more than

100 square miles and comprised only part of one county. In contrast, the largest local area in the study covered more than 75,000 square miles and included an entire state.

The study occurred at a time of high, but declining, unemployment. When the first person was randomly assigned in November 2011, the recession was officially over, but the national unemployment rate was still nearly 9 percent. The average unemployment rate was about 8 percent in 2012 (Bureau of Labor Statistics 2015), when most customers were randomly assigned.

At the same time, funding for the programs was declining, which led to fewer career counselors and less funding for training. In 2012, funding for the two programs was the lowest it had been in more than a decade. According to local area staff interviewed for the implementation study, these funding cuts led to the closing of some American Job Centers and a reduction in operating hours for others. Many local areas in the study ran out of training funds at some time during the follow-up period, so funds were not always readily available for training customers who were otherwise eligible for and interested in training.

Many customers faced multiple barriers to becoming employed. About 77 percent of customers had no more than a high school diploma or a General Educational Development certificate. About one-quarter of customers had not been employed in the five years before random assignment. More than a third of customers reported receiving assistance from the Supplemental Nutrition Assistance Program (SNAP) or Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) at the time of random assignment, and 30 percent reported receiving unemployment compensation.

Receipt of services and enrollment in training

Understanding differences in receipt of services and enrollment in training—whether these services were funded by the Adult and Dislocated Worker Programs or by other sources—is important for understanding what services customers are likely to receive in the absence of WIA funds for training or intensive services. Although during the first 15 months of the study customers in the core-and-intensive group were unable to receive WIA-funded training and customers in the core group were unable to receive WIA-funded intensive services or training, all customers in the study could receive services from other sources in the community. In turn, understanding the differences in the receipt of services by study group helps clarify the interpretation of the impacts on employment outcomes.

Customers in the full-WIA group used more services than customers in the core-and-intensive group, who in turn used more services than customers in the core group, in the 30 months after random assignment (Table 1). Full-WIA customers were more likely than core-and-intensive customers to take an assessment and receive supportive services. Compared to core customers, full-WIA customers were more likely to use a resource room, participate in workshops, take assessments, meet one on one with a staff member, and receive supportive services. In addition, core-and-intensive customers were more likely than core customers to participate in workshops, take assessments, meet one on one with a staff member, and receive supportive services. Survey data suggest that full-WIA customers also received an average of 42 more minutes of one-on-one assistance than core customers (including zero minutes for customers who received no assistance) in the 30 months after random assignment; core-and-intensive customers received an average of 27 more minutes of one-on-one assistance than core customers.

Table 1. Differences in receipt of core, intensive, and supportive services

Service received or accessed during the 30 months after random assignment at an American Job Center or elsewhere	Comparisons between study groups		
	Full-WIA versus core-and-intensive	Core-and-intensive versus core	Full-WIA versus core
Resource room	0	0	+
Workshops	0	+	+
Job clubs	0	0	0
Assessments	+	+	+
One-on-one assistance	0	+	+
Supportive services	+	+	+

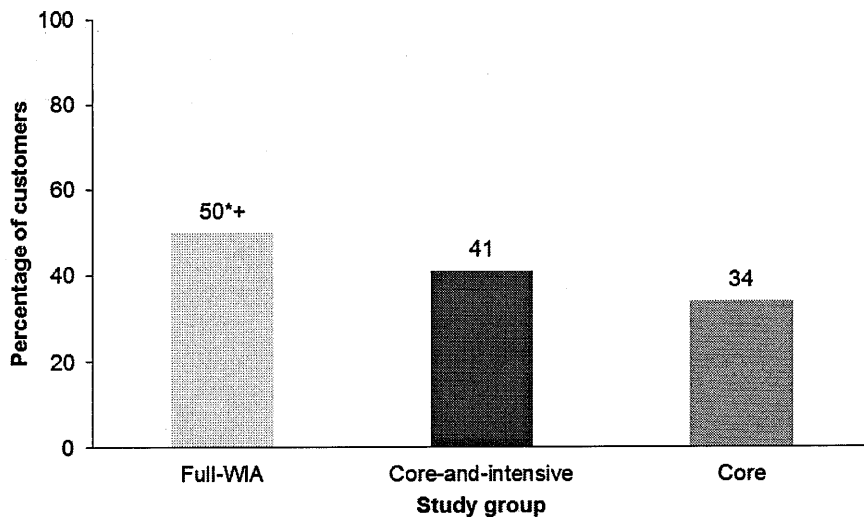
Sources: WIA Gold Standard Evaluation 15- and 30-month follow-up surveys.

0 indicates no statistically significant difference at the 5 percent level.

+ indicates a statistically significant positive difference at the 5 percent level.

Relative to providing only core and intensive services, providing the full set of WIA services increased the proportion of customers who enrolled in a training program in the 30 months after random assignment (Figure 6). Fifty percent of full-WIA customers enrolled in training at some point in the 30-month follow-up period, whether funded by WIA or another source. Full-WIA customers were 9 percentage points more likely to enroll in training than core-and-intensive customers and 16 percentage points more likely to enroll in training than core customers (Figure 6). They spent on average about 89 more hours in training than core-and-intensive customers (including zero hours for customers who did not enroll in training) and 121 more hours in training than core customers.

Figure 6. Enrollment in training funded by any source in the 30 months after random assignment (all customers)



Sources: WIA Gold Standard Evaluation 15- and 30-month follow-up surveys.

* Difference between the full-WIA and core-and-intensive groups is significant at the 5 percent level.

Difference between the core-and-intensive and core groups is not significant at the 5 percent level.

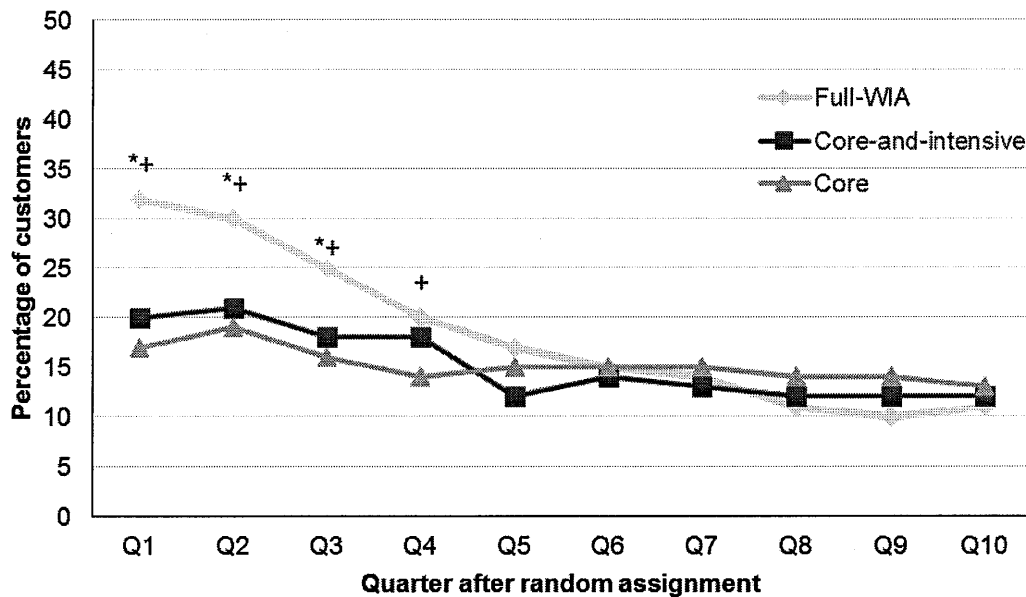
+ Difference between the full-WIA and core groups is significant at the 5 percent level.

Only about one-third of full-WIA customers enrolled in WIA-funded training. Thirty-one percent of full-WIA customers received training funded by WIA during the first 15 months after random assignment. Some customers assigned to the full-WIA group might not have been eligible for training or did not complete all the activities required to be approved for WIA-funded training; others may have been eligible for training but chose not to enroll in training because of personal preferences or constraints. Finally, some full-WIA customers may have not participated in WIA-funded training because their local area exhausted all training funds. The full-WIA customers who enrolled in training not funded by the Adult or Dislocated Worker programs received funding from other sources or paid for training themselves.

Many customers in the core-and-intensive and core groups still enrolled in training even though they could not access Adult and Dislocated Worker funds for training. Forty-one percent of the core-and-intensive group and 34 percent of the core group enrolled in training, which they paid for themselves or by using sources of funding other than WIA (Figure 6).

Full-WIA customers were more likely to enroll in training than core-and-intensive customers in the first three quarters after random assignment. Rates of training enrollment were highest, and differences across study groups in these rates were largest, in the first quarter after random assignment and then generally declined over time (Figure 7). By the end of the follow-up period, the rates of training enrollment in all three study groups were similar.

Figure 7. Enrollment in training (all customers), by quarter



Sources: WIA Gold Standard Evaluation 15- and 30-month follow-up surveys.

* Difference between the full-WIA and core-and-intensive groups is significant at the 5 percent level.

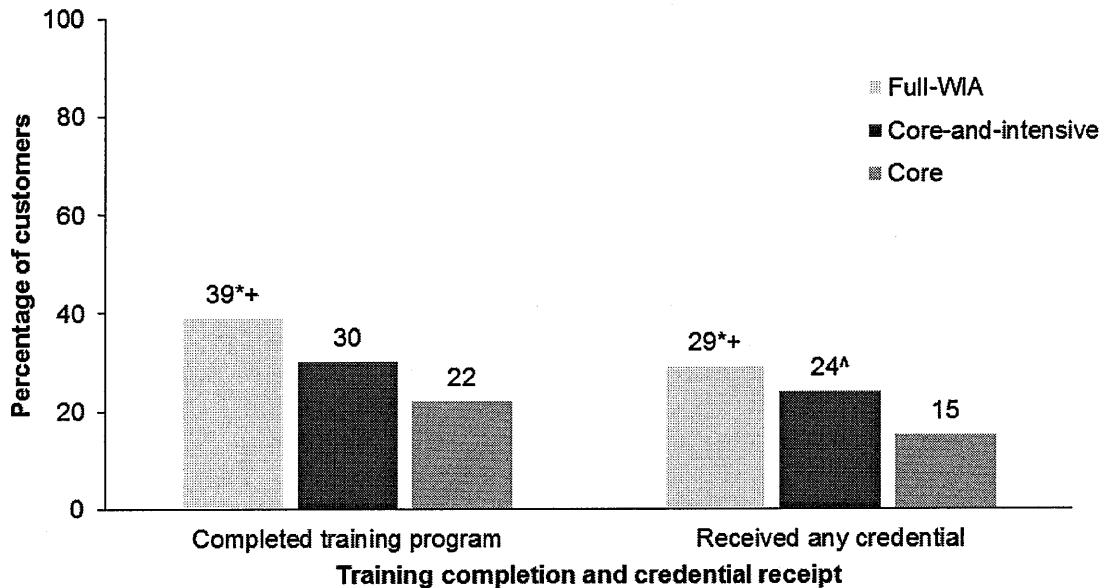
No differences between the core-and-intensive and core groups are significant at the 5 percent level.

+ Difference between the full-WIA and core groups is significant at the 5 percent level.

Q = quarter.

Relative to providing only core and intensive services, providing the full set of WIA services increased the rate at which customers completed training programs and received credentials for doing so. Thirty-nine percent of full-WIA customers completed a training program during the follow-up period, compared with 30 percent of core-and-intensive customers (Figure 8). Likewise, 29 percent of full-WIA customers reported receiving a credential from a training program during the 30-month follow-up period, compared with 24 percent of core-and-intensive customers.

Figure 8. Completion of a training program and receipt of a credential for completing a training program (all customers)



Sources: WIA Gold Standard Evaluation 15- and 30-month follow-up surveys.

* Difference between the full-WIA and core-and-intensive groups is significant at the 5 percent level.

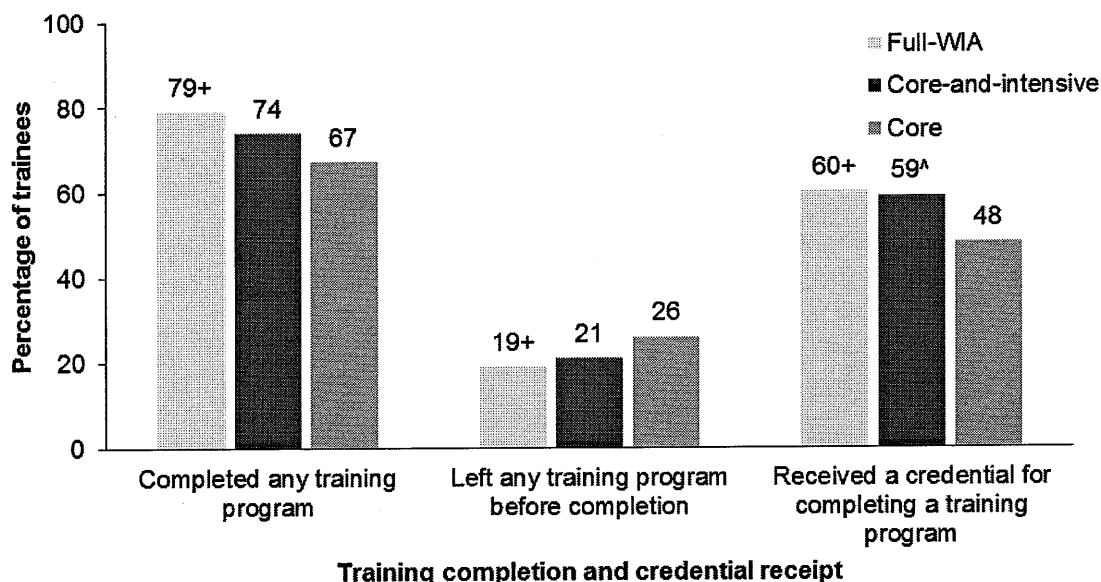
^ Difference between the core-and-intensive and core groups is significant at the 5 percent level.

+ Difference between the full-WIA and core groups is significant at the 5 percent level.

However, for those who enrolled in a training program, customers in the full-WIA and core-and-intensive groups were about as likely to have completed a training program or received a credential from a training program (Figure 9). Hence, the increased likelihood of full-WIA customers completing a training program and receiving a credential was because they were more likely to enroll in a training program.

Relative to providing only core services, providing WIA-funded intensive services increased receipt of credentials. Customers in the core-and-intensive group were more likely to receive a credential than those in the core group (Figure 8). This is true even among those customers who enrolled in training (Figure 9). This may be because employment counselors from the Adult and Dislocated Worker programs steered customers to choose training programs that led to credentials or provided support for them while they were enrolled in the training.

Figure 9. Completion of a training program and receipt of a credential for completing a training program (trainees)



Sources: WIA Gold Standard Evaluation 15- and 30-month follow-up surveys.

None of the differences between the full-WIA and core-and-intensive groups are significant at the 5 percent level.

[^] Difference between the core-and-intensive and core groups is significant at the 5 percent level.

+ Difference between the full-WIA and core groups is significant at the 5 percent level.

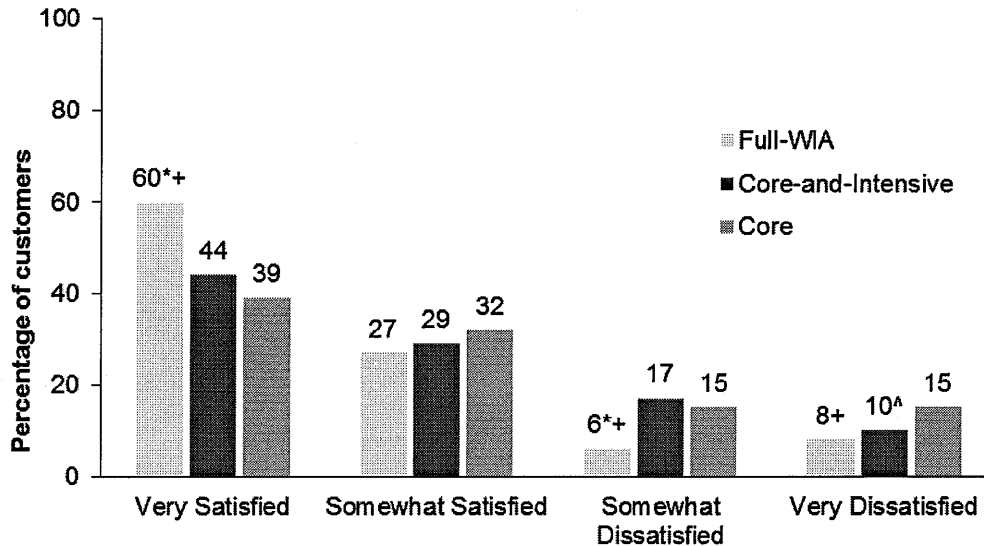
Providing WIA-funded training did not affect whether customers chose vocationally-oriented versus general education training programs, but providing intensive services did. In both the full-WIA and core-and-intensive groups, 91 percent of trainees enrolled in a vocational training program, compared to 86 percent of trainees in the core group. Again, this may have been because of the advice or support provided by employment counselors. In all three study groups the training programs had similar occupational focuses, although customers in the full-WIA group were more likely to enroll in truck driving programs than customers in the other study groups.

Being in the full-WIA group was also associated with an increased likelihood of enrolling in training at a vocational institute or training center. Three categories of providers—vocational institutes or training centers, employers, and community colleges—were most commonly reported as providing training across the three study groups. But trainees in the full-WIA group received training at a vocational institute or training center more often than trainees in the core-and-intensive or core groups. Conversely, trainees in the full-WIA group were less likely than trainees in the core-and-intensive and core groups to report enrolling in an online training program.

In each research group, more than 70 percent of customers reported that they were either very or somewhat satisfied with their overall experience at an American Job Center (Figure 10). Not surprisingly, customers in the full-WIA group, who had access to a wider range

of services, were more satisfied with the American Job Center services, on average, than customers in the other study groups. Most customers (60 percent) in the full-WIA group reported being very satisfied with their experience at the American Job Center, compared with 44 percent of core-and-intensive customers and 39 percent of core customers.

Figure 10. Satisfaction with American Job Center experience (all customers)



Source: WIA Gold Standard Evaluation 30-month follow-up survey.

* Difference between the full-WIA and core-and-intensive groups is significant at the 5 percent level.

^A Difference between the core-and-intensive and core groups is significant at the 5 percent level.

+ Difference between the full-WIA and core groups is significant at the 5 percent level.

Impacts on earnings and employment of WIA-funded training

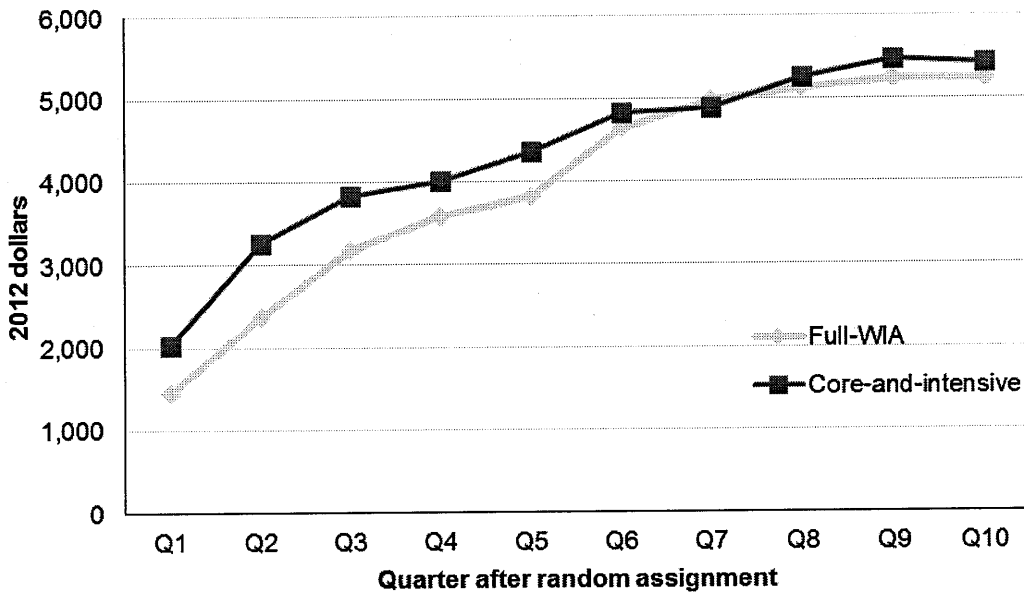
Because differences across groups in rates of enrollment in training were small, our study produced inconclusive evidence on the impact of training in the 30 months after study enrollment. As discussed above, the percentage of customers in the full-WIA group who enrolled in training in the 30-month follow-up period was only 9 percentage points higher than the percentage of customers in the core-and-intensive group who enrolled in training. This difference in the training rate was smaller than expected because both fewer full-WIA customers and more core-and-intensive customers enrolled in training.

Though not conclusive, our findings suggest that providing WIA-funded training did not increase earnings or improve employment-related outcomes in the 30 months after random assignment relative to providing only core and intensive services:

- We found no significant differences in employment or earnings between the full-WIA and core-and-intensive groups throughout the 30-month follow-up period. In the first five quarters of the follow-up period, full-WIA customers tended to have lower employment rates and earnings than core-and-intensive customers (Figure 11), but these estimated differences

are not statistically significant. This pattern is consistent with the higher training rates for the full-WIA group in this early period (noted earlier in Figure 7). By the end of the follow-up period, full-WIA customers had similar average quarterly earnings and employment rates as core-and-intensive customers.

Figure 11. Earnings for full-WIA and core-and-intensive groups from survey data (all customers), by quarter

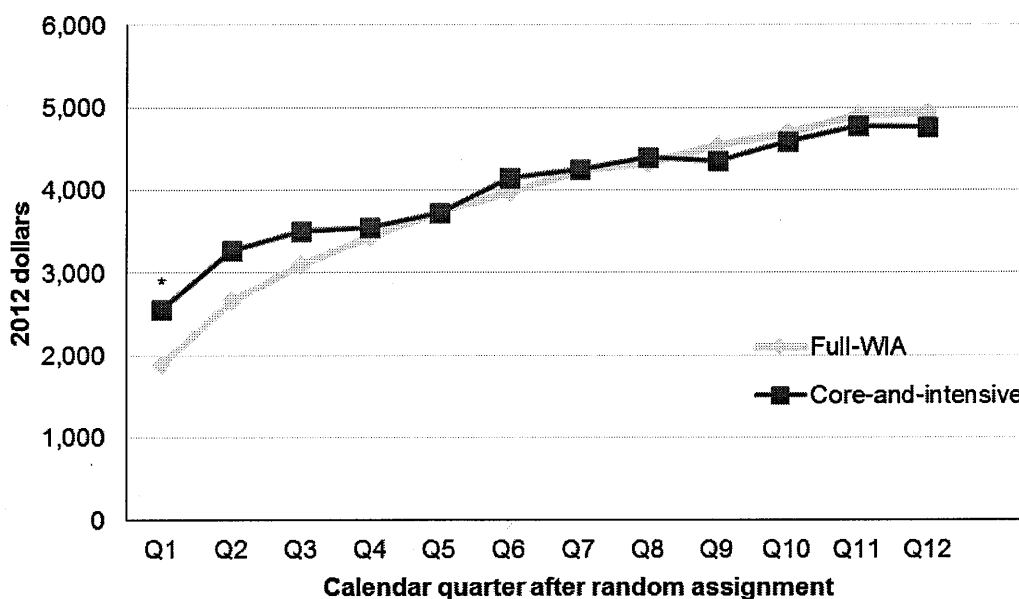


Sources: WIA Gold Standard Evaluation 15- and 30-month follow-up survey.
 None of the differences between the full-WIA and core-and-intensive groups are significant at the 5 percent level.
 Q = quarter.

- The patterns of impacts are similar for earnings and employment when measured using the survey and NDNH data (Figure 12).
- On average, the jobs obtained by full-WIA customers had similar wage rates as those obtained by core-and-intensive customers and were similarly likely to offer fringe benefits such as health insurance and retirement benefits.

Fewer than half of all customers in the full-WIA and core-and-intensive groups who enrolled in occupation-specific training found employment in a related occupation. Only 41 percent of full-WIA customers and 38 percent of core-and-intensive customers who enrolled in a training program linked to a specific occupation found a job in that occupation. The estimated difference between the groups is not statistically significant.

Figure 12. Earnings for full-WIA and core-and-intensive groups from NDNH (all customers), by quarter



Source: National Directory of New Hires.

* Difference between the full-WIA and core-and-intensive groups is significant at the 5 percent level.

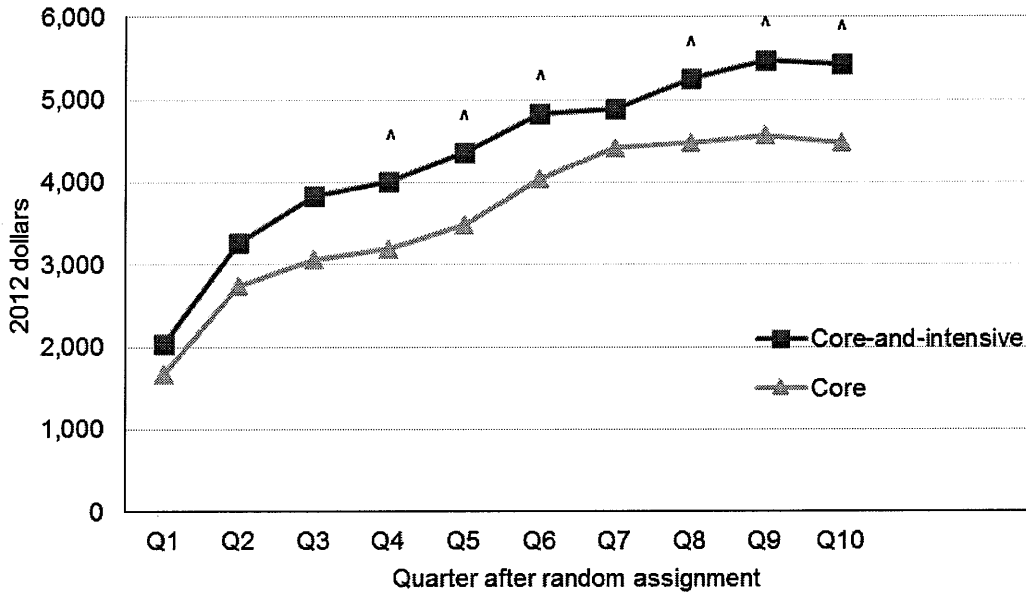
Q = quarter.

Though not conclusive, our findings suggest that providing WIA-funded training represented a net cost to both customers and taxpayers during the follow-up period. This cost arose mainly from the earnings forgone when the customers were in training. Early in the follow-up period, when full-WIA customers were more likely than core-and-intensive customers to enroll in training, they worked and earned less. Their quarterly earnings caught up to those of the core-and-intensive group in the latter half of our follow-up period, but these increases did not offset the earnings losses customers incurred while in training. Positive impacts on earnings would have to materialize after the three-year follow-up period for WIA-funded training to be a net benefit.

Impacts on earnings and employment of WIA-funded intensive services

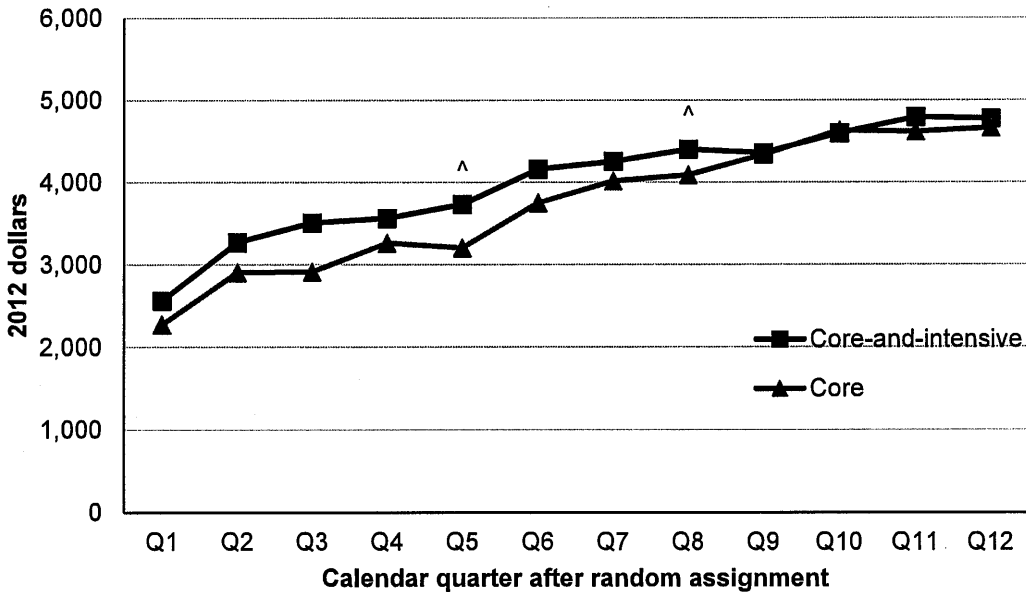
Our findings suggest that providing intensive services increased earnings and employment. According to both survey and NDNH data, WIA-funded intensive services increased earnings during the 30-month follow-up period. According to the survey data, WIA-funded intensive services increased earnings beginning in the fourth quarter after random assignment and for most subsequent quarters (Figure 13). The impacts using NDNH data are also positive but smaller, and fewer are statistically significant (Figure 14).

Figure 13. Earnings for core-and-intensive and core groups from survey data (all customers), by quarter



Sources: WIA Gold Standard Evaluation 15- and 30-month follow-up survey.
 ^ Difference between the core-and-intensive and core groups is significant at the 5 percent level.
 Q = quarter.

Figure 14. Earnings for core-and-intensive and core groups from NDNH (all customers), by quarter



Source: National Directory of New Hires.
 ^ Difference between the core-and-intensive and core groups is significant at the 5 percent level.
 Q = quarter.

-
- The survey data indicate that core-and-intensive customers earned about \$7,100, or 20 percent, more than core customers over the entire 30-month follow-up period (Figure 13). This impact is partly explained by core-and-intensive customers having higher employment rates, and partly by them having higher wage rates.
 - The impact on earnings estimated using the NDNH data is smaller—about \$3,300, or 7 percent, over 36 months—but still statistically significant (Figure 14).
 - Core-and-intensive customers were more likely to have jobs that offered fringe benefits such as health insurance and paid holidays than were core customers.

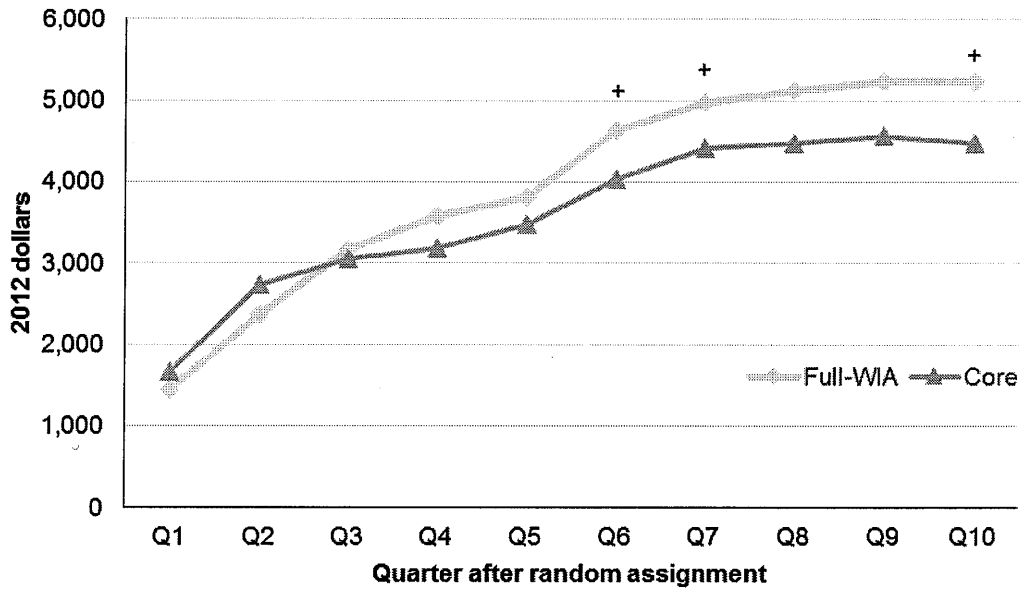
The results of the benefit-cost analysis indicate that providing intensive services is a good investment from the standpoint of both customers and taxpayers. This conclusion holds whether using survey or NDNH data, and is robust to other sensitivity tests. Customers and society benefit from intensive services because of the increased earnings that result from these services. Taxpayers benefit because the increased taxes paid on the increased earnings are larger than the cost of the services.

Impacts on earnings and employment of WIA-funded intensive services and training together

According to both survey and NDNH data, relative to providing only core services, providing WIA-funded intensive and training services increased earnings during the 30-month follow-up period. According to survey data, WIA-funded training and intensive services increased earnings in each quarter after the third, and this increase was statistically significant in Quarters 6, 7, and 10 (Figure 15). The estimates using NDNH data show similar, but smaller and less often statistically significant, impacts (Figure 16).

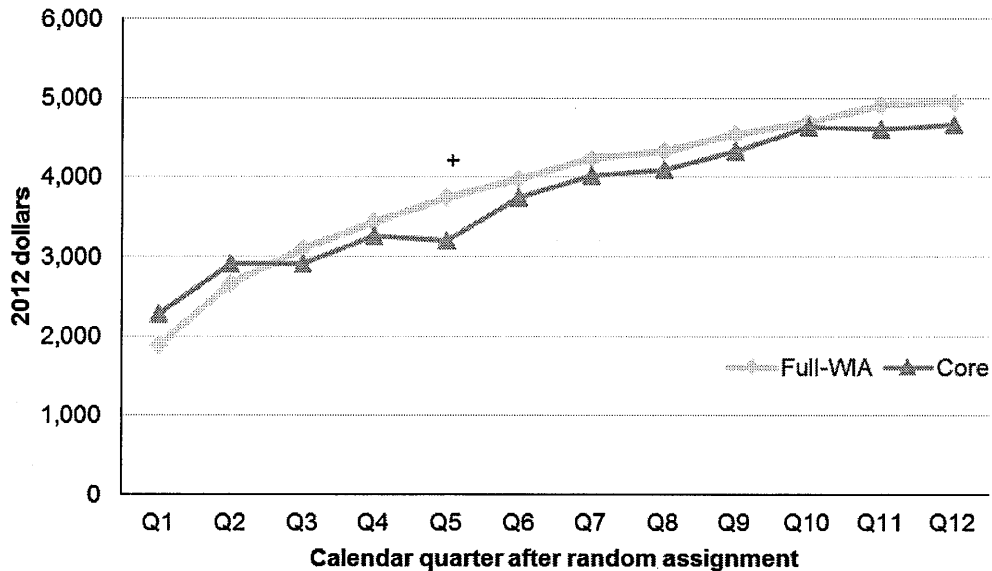
- Throughout the 10 quarters after random assignment, we estimate that the full-WIA group earned about \$3,400 more on average than the core group (Figure 15). This estimate is not statistically significant. However, the full-WIA group earned \$3,200 more than the core group—a statistically significant difference—during the second half of the follow-up period, when most of those who enrolled in training had completed or dropped out of their training program.
- According to the NDNH data, full-WIA customers' average earnings were higher than those of the core group in each of Quarters 3 through 12, although the difference is statistically significant only in Quarter 5 (Figure 16).
- Given that WIA-funded training did not have positive impacts on employment and earnings, we attribute the higher earnings for the full-WIA group compared with the core group to WIA-funded intensive services rather than WIA-funded training.

Figure 15. Earnings for full-WIA and core groups from survey data (all customers), by quarter



Sources: WIA Gold Standard Evaluation 15- and 30-month follow-up survey.
 + Difference between the full-WIA and core groups is significant at the 5 percent level.
 Q = quarter.

Figure 16. Earnings for full-WIA and core groups from NDNH data (all customers), by quarter



Source: National Directory of New Hires.
 + Difference between the full-WIA and core groups is significant at the 5 percent level.
 Q = quarter.

As with intensive services alone, relative to providing only core services, the results of the benefit-cost analysis indicate that providing training and intensive services together is a good investment from the standpoint of customers and taxpayers.

Discussion

This study was designed to test the effectiveness of intensive services and training funded through the Adult and Dislocated Worker programs compared to all other services available to customers. Importantly, the Adult and Dislocated Worker programs' provision of intensive services and training does not mean that all customers will receive all of those services. Additionally, in the absence of funding for intensive services and training through the Adult and Dislocated Worker programs, customers could access similar services elsewhere. Hence, understanding the services received by the full-WIA, core-and-intensive, and core groups is crucial for interpreting the earnings impact estimates and is thus an integral part of the study. Of particular importance are the findings that about half of the full-WIA group enrolled in training, and that many customers in the core-and-intensive and core groups, who were not eligible for WIA-funded training, still enrolled in training which they paid for themselves or from other sources.

WIA-funded intensive services were effective. Providing intensive services increased earnings over the follow-up period by \$3,300 to \$7,100 (7 to 20 percent) per customer depending on the data source. The positive impacts of intensive services on earnings stem from a combination of factors. Core-and-intensive customers were more likely to be employed in most quarters, worked more hours, and had higher average hourly wages than core customers—though not all of these estimated differences were statistically significant. In addition, the jobs held by core-and-intensive customers were more likely than the jobs held by core customers to offer fringe benefits. Core-and-intensive customers were also more likely than core customers to choose vocational training programs and obtain a credential for training, even though the training was not funded by WIA. This suggests that employment counselors may have affected customers' choice of training program or provided support while they were in training.

These effects are consistent with the past literature on intensive services, and job-search assistance more broadly. In particular, in a nonexperimental study, Heinrich et al. (2013) found that intensive services funded by the Adult and Dislocated Worker programs increased employment and earnings. Moreover, studies have shown that job-search assistance can increase employment and earnings and decrease unemployment insurance receipt in the short run (Meyer 1995; O'Leary 2004; Katz 2014).

The benefit-cost analyses demonstrate that providing intensive services is cost-effective from the perspectives of customers, taxpayers, and society as a whole. This is true under a wide range of assumptions including if impacts decreased to zero after the end of the follow-up period. Because intensive services are relatively inexpensive, society as a whole benefits from these services by about \$8,500 per customer according to the survey data, and by about \$3,000 according to the NDNH data.

Because differences across groups in rates of enrollment in training were small, our study produced inconclusive evidence on the impact of training in the 30 months after study enrollment. The difference in the training rates between the full-WIA and core-and-intensive groups was only 9 percentage points. This finding that so many core-and-intensive customers enrolled in training is important and suggests the value customers believe training has, but does limit what we can say about the effectiveness of training.

Though not conclusive, the evidence suggests that WIA-funded training does not have positive impacts in the 30 months after study enrollment. On average, training funded through the Adult and Dislocated Worker programs, above and beyond core and intensive services, did not improve customers' employment outcomes within the 30-month follow-up period. In the final quarters of the study, the estimated impacts on earnings were negative but not statistically significant according to the survey data and positive but close to zero according to the NDNH data. The estimated impacts on earnings over the whole follow-up period were negative (but again not statistically significant) according to both data sources. We did not find training to be cost effective from the perspective of customers, taxpayers, or society as a whole.

Following the study participants for more than three years could possibly result in later positive impacts on earnings that offset the forgone earnings and the cost of the training programs. However, the evidence suggests that it is not likely that the impacts will increase because the difference across groups in enrollment in training disappeared by the beginning of the second year after random assignment. Furthermore, a typical full-WIA customer completed training about eight months into the follow-up period, so most training participants were out of training well before the end of the follow-up period. Finally, most previous studies that found training had positive impacts on earnings for populations similar to those served by the Adult and Dislocated Worker programs found that this typically occurs within three years of enrollment (Card et al. 2015). This did not occur in our study according to the survey or NDNH data.

This study only examined the effectiveness of the types of training programs funded by the Adult and Dislocated Worker programs during the follow-up period and not all training. Our study suggests factors that might have diminished the effectiveness of the WIA-funded training that could help guide future improvements:

- The evidence suggests that training funded by the Adult and Dislocated Worker programs under WIA did not always closely align with the needs of local employers. Only half of customers who enrolled in training reported that they found employment because of their training, and only about two of every five full-WIA customers who enrolled in training for a specific occupation found a job in that same occupation. WIOA's greater focus on sector initiatives, employer-recognized credentials, and work-based training could result in more effective training. Recent studies indicate that job training in targeted sectors developed in close collaboration with employers was effective (Hendra et al. 2016; Maguire et al. 2010).
- About one in five full-WIA customers who enrolled in a training left a program before completing it. Training programs are not likely to be effective for customers who do not complete them. Customers did not complete programs for a range of reasons including finding jobs, becoming ill or pregnant, and facing financial or logistical issues. Some customers might be more likely to complete training if they received more supportive

services. Only about 20 percent of full-WIA customers received any supportive services from the Adult or Dislocated Worker programs, and the amounts they received were relatively low.

- Training dollars were limited during the follow-up period. In 2012, funding for the two programs was the lowest it had been in more than a decade. Funding cuts also led to fewer career counselors, less funding for training, and reductions in supportive services (D'Amico et al. 2015). Thus, funds might not have been readily available for training customers who were otherwise eligible for and interested in training. Those who received training funds might not have been able to afford their preferred programs or receive the requisite program counseling to fully support their training choices and experiences.

The study findings suggest that policymakers should continue to invest in staff assistance, but look for effective training approaches. Our study found that staff assistance and other intensive services are effective. However, intensive services alone are unlikely to help all customers achieve satisfactory longer-term employment outcomes and economic self-sufficiency. At the end of our follow-up period, 20 percent of core-and-intensive customers were not employed, their annual household incomes were only about \$30,000, and many still relied on public assistance. Thus, employment services that improve job skills are still needed in addition to staff assistance to help customers obtain self-sufficiency. The changes made to the Adult and Dislocated Worker programs under WIOA, particularly loosening previous restrictions on employer-based training, may improve the effectiveness of training provided by the Adult and Dislocated Worker programs. Policymakers should continue to fund, and evaluate, innovative approaches to training to identify effective approaches and meet the needs of America's job seekers and employers.

ITEM IV-C – INFORMATION

FISCAL MONITORING REPORTS

BACKGROUND:

Attached for your information is a copy of the latest fiscal monitoring reports.

Staff will be available to answer questions.

PRESENTER: D'et Saurbourne

MEMORANDUM

TO: Ms. Martha Haas

DATE: January 18, 2019

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: On-site fiscal monitoring County of Sacramento, Dept of Children, Family and Adult Services

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Youth and Senior Services	\$16,500	1/1/17-12/31/17	1/1/17-12/31/17
CSBG	Youth and Senior Services	\$16,500	1/1/18-12/31/18	1/1/18-9/30/18

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 1/15/19

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

Program Operator: County of Sacramento, Dept. of Children, Family and Adult Services

Findings and General Observations:

- 1) We have reviewed the CSBG program from January 1, 2017 to December 31, 2017 and January 1, 2018 to September 30, 2018. The costs reported for this program has been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Robert Sanger **DATE: January 7, 2019**
FROM: David B. Clark, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Folsom Cordova Community Partnership

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	OS Youth	\$197,195	7/1/17-6/30/18	4/1/18-6/30/18
WIOA	B & IS Adult	\$213,750	7/1/17-6/30/18	4/1/18-6/30/18
WIOA	DW B&IS	\$71,250	7/1/17-6/30/18	4/1/18-6/30/18
WIOA	ELL Navigator	\$60,000	7/1/17-6/30/18	4/1/18-6/30/18
CSBG	Family Self Sufficiency	\$55,000	1/1/18-12/31/18	4/1/18-9/30/18
CSBG	Safety Net	\$25,000	1/1/18-12/31/18	4/1/18-9/30/18
RSS	VESL/ES	\$99,915	10/1/17-9/30/18	4/1/18-9/30/18
TA	ES	\$36,056	10/1/17-9/30/18	4/1/18-9/30/18
RSS	ES/SA	\$26,109	5/1/18-9/30/18	4/1/18-9/30/18

Monitoring Purpose: Initial Follow-up Special Final
Date of review: November 26-30, 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	X			
8 OJT Contracts/Files/Payment	X			
9 Indirect Cost Allocation	X			
10 Adherence to Budget	X			
11 In-Kind Contribution		N/A		
12 Equipment Records		N/A		

Program Operator: Folsom Cordova Community Partnership

Findings and General Observations:

The total costs as reported to SETA from April 1, 2018 to June 30, 2018 for the WIOA program and total costs as reported to SETA from April 1, 2018 to September 30, 2018 for the CSBG and RSS programs have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board

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

Findings and General Observations:

We have reviewed the WIOA program from February 1, 2018 to June 30, 2018. The costs reported for the program have been traced to the sub recipient's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board

Program Operator: St. John's Program for Real Change

Findings and General Observations:

The total costs as reported to the SETA CSBG program 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.

SETA noted that the agency has expended more than \$750,000 in federal grant funds and as a result is subject to a Single Audit under Uniform Guidance. Although the agency has completed and submitted the Single Audit for the fiscal year ending December 31, 2017, the audit report was not submitted to the Federal Audit Clearinghouse in a timely manner. Under Uniform Guidance 2 CFR 200.512(a), single audit reports must be submitted to the Federal Audit Clearinghouse within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period.

Recommendations for Corrective Action:

SETA recommends that the agency submit future Single Audit reports within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period.

cc: Kathy Kossick
Governing Board

Program Operator: Slavic Assistance Center

Findings and General Observations:

The total costs as reported to SETA RESS and ORD 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-D – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

PRESENTER: William Walker

**SETA- Employer Activity Report
July 1, 2018 - January, 31, 2019**

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
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
BTC Global, INC	1	Customer Service Cashier	2
California Native Plant Society	1	Accounting and HR Analyst	1
California Moving Systems	9	Driver, Helper (Mover)	1
California State University Sacramento	1	Data Processing Representative	1
	1	Front Office Receptionist (ASA II)	1
Children's Receiving Home	5	Residential Counselor	10
City of Elk Grove	1	Accounting Technician	1
	1	Animal Care Supervisor	1
	1	Animal Services Officer	1
	2	Civil Engineer	1
	1	Dispatcher - Entry Level	1
	1	Environmental Specialist	1
	1	Office Specialist I & II	2
	1	Parks Maintenance Aide	5
	1	Police Records Technician I	1
	1	Police Recruit	1
	1	Public Works Division Manager	1
	2	Senior Civil Engineer	1
	7	Senior Facilities Technician	1
	1	Strategic Planning and Innovation Program Manager	1
City of Sacramento	1	Account Clerk II	2
	1	ADA Coordinator	1
	1	Administrative Analyst	1
	1	Administrative Officer	1
	1	Administrative Technician	1
	10	Aquatics Recreation Coordinator	1
	10	Art Museum Registrar	1
	1	Assistant City Manager	1
	1	Assistant City Manager -Municipal Services	1
	7	Assistant Water Cross Connection Control Specialist	1
	2	Associate Civil Engineer-Hydraulic Model Reviewer	1
	2	Associate Civil Engineer -Transportation	1
	1	Auditor	1
	3	Building Services Manager	1
	10	Camp Sacramento Supervisor	1
	3	Carpenter	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

**SETA- Employer Activity Report
July 1, 2018 - January, 31, 2019**

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
City of Sacramento	3	Electrician	2
	2	Engineering Technician III	1
	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
	3	Painter	1
	1	Park Maintenance Worker II	1
	1	Personnel Analyst	2
	7	Plant Operator	2
	1	Police Administrative Manager	1
	1	Police Officer	3
	1	Police Recruit	1
	6	Principal Systems Engineer	1
	6	Principal Systems Engineer -Information Security Officer	1
	1	Program Analyst	4
	1	Program Specialist	1
	6	Senior Applications Developer - PD Systems Support	1
	1	Senior Deputy City Clerk	1
	2	Senior Engineer	1
	2	Senior Engineering Technician	1
	10	Senior Recreation Aide	1
	1	Senior Staff Assistant	1
	6	Senior Systems Engineer	1
	3	Supervising Building Inspector	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	
1	Tree Pruner II	1	
7	Water Cross Connection Control Specialist	1	
Cosumnes Community Svc Dist	1	Fire Inspector I	1
	1	Maintenance Aide	1
	1	Office Specialist I & II	2
	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

**SETA- Employer Activity Report
July 1, 2018 - January, 31, 2019**

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
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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	2
	1	Accounting Adjunct Assistant Professor	1
	1	Administration of Justice Adjunct Assistant Professor	1
	1	Administrative Assistant I	3
	1	Admissions/Records Evaluator I	1
	1	Admissions/Records Evaluator II	1
	1	Aeronautics Adjunct Assistant Professor	1
	1	Agricultural Business & Related Services, Engineering &	1
	1	Agricultural Business Adjunct Assistant Professor	1
	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	6
	1	College Safety Officer	1
	1	Conditioning Coach Adjunct Assistant Professor (Off-	1
	1	Confidential Administrative Assistant III	1
	1	Confidential Human Resources Specialist I	1
	1	Construction Adjunct Assistant Professor	1
	1	Construction Management Technology Adjunct Assistant	1
	1	Cosmetology Adjunct Assistant Professor	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	Dental Assisting Adjunct Assistant Professor	1
	1	Diagnostic Medical Sonography Assistant Professor and	1
	1	Director (VI) of First-Year Experience	1
	1	Director (VI) of Workforce Development	1
	1	Disabled Student Programs and Services Counselor	1
1	Educational Center Clerk	1	
7	Energy Management Controls Specialist	1	

**SETA- Employer Activity Report
July 1, 2018 - January, 31, 2019**

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Los Rios Community College District	1	Engineering Assistant Professor	1
	7	Equipment Mechanic I	1
	7	Equipment Mechanic II	1
	1	Extended Opportunity Programs and Services Coordinator	1
	1	Financial Aid Clerk II	1
	1	Fiscal Services Supervisor	1
	1	Groundskeeper	1
	1	Head Groundskeeper	1
	1	Health Information Technology Assistant Professor	1
	7	Heating, Ventilation, and Air Conditioning (HVAC) Mechanic	1
	9	Hospitality Management Culinary Supervisor	1
	6	Information Technology Business/Technical Analyst I	1
	6	Information Technology Production Services Supervisor	1
	1	Instructional Assistant-Campus Computer Laboratory	1
	1	Instructional Assistant-Fundamentals of Nursing	1
	1	Instructional Assistant-Health & Education Simulation Lab	1
	1	Instructional Services Assistant II /Attendance Services	1
	7	Maintenance Technician I	1
	1	Mathematics Assistant Professor	2
	1	Payroll Specialist	1
	1	Pharmacy Technology Assistant Professor and Program	1
	1	Philosophy Assistant Professor	1
	1	Police Communications Supervisor	1
	6	Programmer I	1
	1	Research Analyst	1
	1	Senior Information Technology Technician	1
	1	Student Life Supervisor	1
	1	Student Personnel Assistant - Internship Developer	1
1	Student Personnel Assistant-Outreach Services	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
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

**SETA- Employer Activity Report
July 1, 2018 - January, 31, 2019**

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Sierra College	1	Agriculture Instructor-Plant Science & Crop Production	1
	1	Anthropology Instructor	1
	1	Art Instructor-2D	1
	1	Chemistry Instructor	1
	1	Computer Science Instructor	1
	1	English Instructor	3
	1	Enrollment Services Counseling Coordinator	1
	1	Microbiology Instructor	1
	1	Psychology Instructor	1
	1	Spanish Instructor	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
Worldwide Flight Services	9	Ramp Service Agent	20
ZankerRoad Resource	9	Class A/B Driver	2
	1	Customer Service Associate	2
	9	Load Checker	3
	9	Sorters	5
TOTAL			423

ITEM IV-E – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

PRESENTER: William Walker

Sacramento Employment and Training Agency

Dislocated Worker Information PY 2018/2019

The following is an update of information as of January 31, 2019 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	8/23 -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	9/26/2018 9/27/2018
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 11/19/1 12/3/18
Official	12/4/2018	Raley's Sacramento County	12/19/2018	28	12/17/2018
Unofficial	12/6/2018	Brightwood College 4330 Watt Avenue Ste. 400 Sacramento CA 95821	12/14/2018	30	12/7/2018
Official	12/7/2018	Sacramento Bee 2100 Q Street Sacramento, CA 95816	2/8/2019	30	Pending
Unofficial	12/11/2018	Trinity Fresh 8200 Berry St. Sacramento, CA 95828	12/31/2018	96	Declined Services
Official	12/28/2018	Golden Shore Medical Group 7215 55th Street Sacramento, CA 95823	2/15/2019	77	1/14/19 1/23/19 1/29/19
				653	

ITEM IV-F – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of December was 3.6%.

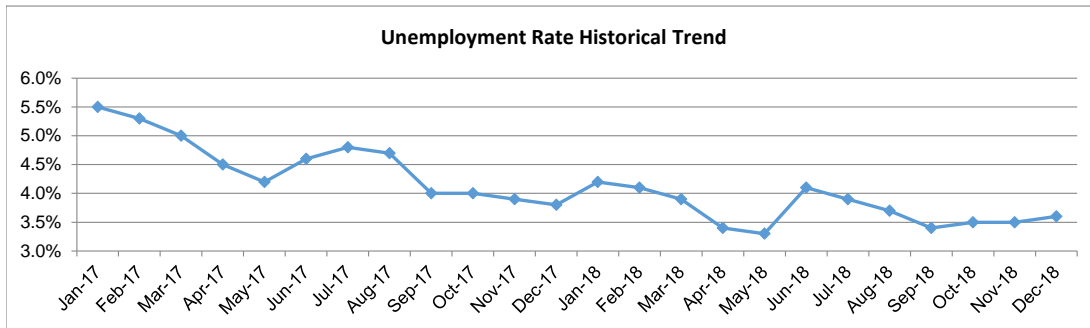
Attached is a copy of a press release from the Employment Development Department breaking down the job losses and job creations for the regional area.

Staff will be available to answer questions.

PRESENTER: Roy Kim

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 3.6 percent in December 2018, up from a revised 3.5 percent in November 2018, and below the year-ago estimate of 3.8 percent. This compares with an unadjusted unemployment rate of 4.1 percent for California and 3.7 percent for the nation during the same period. The unemployment rate was 3.6 percent in El Dorado County, 3.1 percent in Placer County, 3.7 percent in Sacramento County, and 4.4 percent in Yolo County.



Industry	Nov-2018	Dec-2018	Change		Dec-2017	Dec-2018 Prelim	Change
	Revised	Prelim					
Total, All Industries	1,010,100	1,011,300	1,200		993,900	1,011,300	17,400
Total Farm	8,100	7,900	(200)		8,000	7,900	(100)
Total Nonfarm	1,002,000	1,003,400	1,400		985,900	1,003,400	17,500
Mining, Logging, and Construction	60,900	60,900	0		61,000	60,900	(100)
Mining and Logging	500	500	0		500	500	0
Construction	60,400	60,400	0		60,500	60,400	(100)
Manufacturing	36,500	36,800	300		35,400	36,800	1,400
Trade, Transportation & Utilities	163,700	165,200	1,500		161,500	165,200	3,700
Information	11,900	11,900	0		12,200	11,900	(300)
Financial Activities	53,300	54,000	700		51,700	54,000	2,300
Professional & Business Services	131,100	130,400	(700)		131,100	130,400	(700)
Educational & Health Services	161,300	160,200	(1,100)		156,200	160,200	4,000
Leisure & Hospitality	104,200	107,400	3,200		104,800	107,400	2,600
Other Services	31,300	31,000	(300)		31,600	31,000	(600)
Government	247,800	245,600	(2,200)		240,400	245,600	5,200

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

Data Not Seasonally Adjusted

	Dec 17	Oct 18	Nov 18 Revised	Dec 18 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,083,000	1,096,300	1,104,700	1,106,300	0.1%	2.2%
Civilian Employment	1,041,800	1,057,700	1,066,300	1,066,100	0.0%	2.3%
Civilian Unemployment	41,300	38,600	38,300	40,200	5.0%	-2.7%
Civilian Unemployment Rate	3.8%	3.5%	3.5%	3.6%		
(CA Unemployment Rate)	4.2%	4.0%	3.9%	4.1%		
(U.S. Unemployment Rate)	3.9%	3.5%	3.5%	3.7%		
Total, All Industries (2)	993,900	1,002,800	1,010,100	1,011,300	0.1%	1.8%
Total Farm	8,000	9,400	8,100	7,900	-2.5%	-1.3%
Total Nonfarm	985,900	993,400	1,002,000	1,003,400	0.1%	1.8%
Total Private	745,500	747,300	754,200	757,800	0.5%	1.6%
Goods Producing	96,400	97,600	97,400	97,700	0.3%	1.3%
Mining, Logging, and Construction	61,000	61,300	60,900	60,900	0.0%	-0.2%
Mining and Logging	500	500	500	500	0.0%	0.0%
Construction	60,500	60,800	60,400	60,400	0.0%	-0.2%
Construction of Buildings	12,700	13,700	13,200	13,200	0.0%	3.9%
Specialty Trade Contractors	41,500	42,400	42,300	41,800	-1.2%	0.7%
Building Foundation & Exterior Contractors	12,100	12,900	12,900	12,500	-3.1%	3.3%
Building Equipment Contractors	16,500	16,400	16,200	16,000	-1.2%	-3.0%
Building Finishing Contractors	9,200	9,600	9,600	9,400	-2.1%	2.2%
Manufacturing	35,400	36,300	36,500	36,800	0.8%	4.0%
Durable Goods	23,300	23,800	24,000	24,300	1.3%	4.3%
Computer & Electronic Product Manufacturing	4,900	5,100	5,200	5,300	1.9%	8.2%
Nondurable Goods	12,100	12,500	12,500	12,500	0.0%	3.3%
Food Manufacturing	3,900	4,000	4,000	3,900	-2.5%	0.0%
Service Providing	889,500	895,800	904,600	905,700	0.1%	1.8%
Private Service Providing	649,100	649,700	656,800	660,100	0.5%	1.7%
Trade, Transportation & Utilities	161,500	159,000	163,700	165,200	0.9%	2.3%
Wholesale Trade	26,800	28,200	28,000	28,100	0.4%	4.9%
Merchant Wholesalers, Durable Goods	14,400	14,900	14,700	14,800	0.7%	2.8%
Merchant Wholesalers, Nondurable Goods	9,800	10,300	10,400	10,300	-1.0%	5.1%
Retail Trade	107,000	102,900	107,100	107,700	0.6%	0.7%
Motor Vehicle & Parts Dealer	14,600	14,600	14,600	14,600	0.0%	0.0%
Building Material & Garden Equipment Stores	8,300	8,600	8,600	8,500	-1.2%	2.4%
Grocery Stores	19,200	19,400	19,500	19,500	0.0%	1.6%
Health & Personal Care Stores	6,000	5,900	6,000	6,100	1.7%	1.7%
Clothing & Clothing Accessories Stores	9,300	8,000	9,000	9,300	3.3%	0.0%
Sporting Goods, Hobby, Book & Music Stores	4,600	4,000	4,300	4,400	2.3%	-4.3%
General Merchandise Stores	23,200	22,000	24,100	24,200	0.4%	4.3%
Transportation, Warehousing & Utilities	27,700	27,900	28,600	29,400	2.8%	6.1%
Information	12,200	12,000	11,900	11,900	0.0%	-2.5%
Publishing Industries (except Internet)	2,500	2,500	2,500	2,500	0.0%	0.0%
Telecommunications	3,900	3,900	3,800	3,800	0.0%	-2.6%
Financial Activities	51,700	53,300	53,300	54,000	1.3%	4.4%
Finance & Insurance	36,400	37,600	37,700	38,000	0.8%	4.4%
Credit Intermediation & Related Activities	11,600	11,600	11,600	11,800	1.7%	1.7%
Depository Credit Intermediation	6,400	6,500	6,600	6,700	1.5%	4.7%
Nondepository Credit Intermediation	2,800	2,800	2,800	2,800	0.0%	0.0%
Insurance Carriers & Related	21,300	22,200	22,300	22,600	1.3%	6.1%
Real Estate & Rental & Leasing	15,300	15,700	15,600	16,000	2.6%	4.6%
Real Estate	11,900	12,200	12,200	12,500	2.5%	5.0%
Professional & Business Services	131,100	130,600	131,100	130,400	-0.5%	-0.5%
Professional, Scientific & Technical Services	55,700	55,500	55,600	55,500	-0.2%	-0.4%
Architectural, Engineering & Related Services	10,200	10,600	10,600	10,600	0.0%	3.9%
Management of Companies & Enterprises	13,000	13,200	13,100	13,200	0.8%	1.5%
Administrative & Support & Waste Services	62,400	61,900	62,400	61,700	-1.1%	-1.1%
Administrative & Support Services	59,400	58,600	59,000	58,700	-0.5%	-1.2%
Employment Services	26,500	25,400	26,100	26,300	0.8%	-0.8%

Data Not Seasonally Adjusted

	Dec 17	Oct 18	Nov 18	Dec 18	Percent Change	
			Revised	Prelim	Month	Year
Services to Buildings & Dwellings	12,900	13,700	13,600	13,400	-1.5%	3.9%
Educational & Health Services	156,200	159,300	161,300	160,200	-0.7%	2.6%
Education Services	12,600	13,200	13,200	13,100	-0.8%	4.0%
Health Care & Social Assistance	143,600	146,100	148,100	147,100	-0.7%	2.4%
Ambulatory Health Care Services	50,600	50,900	52,000	52,200	0.4%	3.2%
Hospitals	24,300	24,800	24,800	24,900	0.4%	2.5%
Nursing & Residential Care Facilities	17,400	17,700	17,700	17,800	0.6%	2.3%
Leisure & Hospitality	104,800	103,500	104,200	107,400	3.1%	2.5%
Arts, Entertainment & Recreation	16,400	14,300	14,600	15,500	6.2%	-5.5%
Accommodation & Food Services	88,400	89,200	89,600	91,900	2.6%	4.0%
Accommodation	9,900	9,500	9,500	10,500	10.5%	6.1%
Food Services & Drinking Places	78,500	79,700	80,100	81,400	1.6%	3.7%
Restaurants	74,500	75,500	75,800	76,700	1.2%	3.0%
Full-Service Restaurants	34,900	35,200	35,900	36,000	0.3%	3.2%
Limited-Service Eating Places	39,600	40,300	39,900	40,700	2.0%	2.8%
Other Services	31,600	32,000	31,300	31,000	-1.0%	-1.9%
Repair & Maintenance	9,900	9,900	9,800	9,700	-1.0%	-2.0%
Government	240,400	246,100	247,800	245,600	-0.9%	2.2%
Federal Government	14,500	14,100	14,000	14,300	2.1%	-1.4%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	225,900	232,000	233,800	231,300	-1.1%	2.4%
State Government	120,600	123,600	124,100	123,800	-0.2%	2.7%
State Government Education	32,000	33,500	33,300	33,800	1.5%	5.6%
State Government Excluding Education	88,600	90,100	90,800	90,000	-0.9%	1.6%
Local Government	105,300	108,400	109,700	107,500	-2.0%	2.1%
Local Government Education	58,800	61,300	62,700	60,800	-3.0%	3.4%
Local Government Excluding Education	46,500	47,100	47,000	46,700	-0.6%	0.4%
County	19,000	19,200	19,200	19,200	0.0%	1.1%
City	10,100	10,000	10,100	9,900	-2.0%	-2.0%
Special Districts plus Indian Tribes	17,400	17,900	17,700	17,600	-0.6%	1.1%

Notes:

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

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

These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Cara Welch 916-227-0298 or Sheila Stock 916-651-5914

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

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,681,600	18,870,600	811,000	4.1%
ALAMEDA	6	870,700	846,300	24,400	2.8%
ALPINE	12	680	650	20	3.3%
AMADOR	19	14,770	14,210	560	3.8%
BUTTE	33	106,800	101,100	5,700	5.3%
CALAVERAS	19	21,810	20,980	830	3.8%
COLUSA	57	10,790	9,100	1,700	15.7%
CONTRA COSTA	9	578,800	561,700	17,200	3.0%
DEL NORTE	42	9,960	9,340	620	6.2%
EL DORADO	17	92,300	89,000	3,300	3.6%
FRESNO	48	455,300	421,100	34,200	7.5%
GLENN	45	12,860	12,000	860	6.7%
HUMBOLDT	16	63,900	61,600	2,300	3.5%
IMPERIAL	58	75,400	62,400	13,000	17.3%
INYO	26	8,890	8,520	370	4.2%
KERN	49	385,500	356,000	29,500	7.6%
KINGS	52	57,900	53,200	4,700	8.2%
LAKE	38	29,510	27,860	1,650	5.6%
LASSEN	31	9,840	9,360	480	4.8%
LOS ANGELES	30	5,188,700	4,948,800	239,900	4.6%
MADERA	47	62,300	57,900	4,400	7.1%
MARIN	2	146,100	142,800	3,200	2.2%
MARIPOSA	40	7,150	6,740	410	5.8%
MENDOCINO	26	40,050	38,350	1,700	4.2%
MERCED	52	118,500	108,800	9,700	8.2%
MODOC	54	3,140	2,870	270	8.5%
MONO	12	9,990	9,670	330	3.3%
MONTEREY	50	212,000	194,900	17,100	8.1%
NAPA	12	71,500	69,200	2,400	3.3%
NEVADA	15	49,470	47,810	1,670	3.4%
ORANGE	6	1,639,300	1,593,400	45,900	2.8%
PLACER	10	186,800	181,000	5,800	3.1%
PLUMAS	55	7,550	6,890	650	8.7%
RIVERSIDE	25	1,109,500	1,063,600	45,900	4.1%
SACRAMENTO	18	717,900	691,600	26,300	3.7%
SAN BENITO	33	31,200	29,600	1,600	5.3%
SAN BERNARDINO	19	983,500	946,500	37,000	3.8%
SAN DIEGO	11	1,620,100	1,568,300	51,800	3.2%
SAN FRANCISCO	2	585,500	572,800	12,700	2.2%
SAN JOAQUIN	41	332,600	312,400	20,200	6.1%
SAN LUIS OBISPO	6	142,500	138,400	4,100	2.8%
SAN MATEO	1	466,200	456,700	9,500	2.0%
SANTA BARBARA	24	218,100	209,300	8,800	4.0%
SANTA CLARA	4	1,084,700	1,058,800	25,900	2.4%
SANTA CRUZ	33	144,200	136,500	7,600	5.3%
SHASTA	31	75,700	72,100	3,700	4.8%
SIERRA	37	1,300	1,230	70	5.4%
SISKIYOU	46	17,820	16,580	1,240	7.0%
SOLANO	19	213,200	205,000	8,200	3.8%
SONOMA	5	268,000	261,000	7,000	2.6%
STANISLAUS	43	244,000	228,700	15,400	6.3%
SUTTER	50	45,300	41,700	3,700	8.1%
TEHAMA	38	26,080	24,620	1,460	5.6%
TRINITY	33	4,920	4,660	260	5.3%
TULARE	56	206,500	186,600	19,800	9.6%
TUOLUMNE	29	21,830	20,860	980	4.5%
VENTURA	19	434,600	418,100	16,400	3.8%
YOLO	28	109,300	104,500	4,800	4.4%
YUBA	44	28,900	27,000	1,900	6.6%

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-G – INFORMATION

HEAD START REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: Denise Lee

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, November 27, 2018
9:00 a.m.

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

Mr. Reginald Castex called the meeting to order at 9:06 a.m. and read the thought of the day. The Pledge of Allegiance was recited. Ms. Henrietta Gutierrez called the roll and confirmed that a quorum was established.

Members Present:

Kao Yee Xiong, Elk Grove Unified School District
Diana Wriedt, Elk Grove Unified School District
Andrea Scharnow, Sacramento City Unified School District
Claudett Sanders, Early Head Start, Sacramento City Unified School District
Henrietta Gutierrez, SETA-Operated Program
Griselda Cisneros, SETA-Operated Program
Devon McCracken, SETA-Operated Program
Marley Schurr, SETA-Operated Program
Penelope Scott, Grandparent/Community Representative
Linda Litka, Past Parent/Community Representative
Angel Chenault, Past Parent/Community Representative
Kenneth Tate, Outgoing Chair
Reginald Castex, Men's Activities Affecting Children Committee

Member Absent:

Charles Taylor, Twin Rivers Unified School District (unexcused)

II. Consent Item

A. Approval of the Minutes of the October 23, 2018 Regular meeting

Minutes were reviewed; no questions or corrections.

Moved/Scott, second/Scharnow, to approve the October 23 minutes.

Show of hands vote:

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

Nay: 0

Abstentions: 1 (Castex)

Absent: 1 (Taylor)

III. Action Items

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

The Board went into closed session at 9:10 a.m. At 9:16 a.m., Mr. Castex called the meeting back to order and reported that during closed session, the Board approved the following eligible lists: Associate Teacher, Associate Teacher Infant/Toddler, and Quality Assurance Analyst.

B. Approval to Submit the Head Start Supplemental Funding Application to the Office of Head Start to Increase Program Hours

Ms. Denise Lee reviewed the application for supplemental funding to increase program hours. Included in the application is the SETA Operated Program, San Juan USD, Twin Rivers USD and WCIC. Twin Rivers is requesting a modular building which will go into the next school year. The application requests \$2.2 million with \$1.6 for additional start-up funding. Ms. Lee stated that the goal will continue to be ensuring children receive 1,020 hours per year of service. Part-day services will continue to be an option for families not interested in the extended day option.

Dr. Tabitha Thompson, Twin Rivers USD, was acknowledged.

Moved/Xiong, second/Scharnow, 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 in Sacramento County.

Show of hands vote:

Aye: 11 (Chenault, Cisneros, Gutierrez, Litka, Sanders, Scharnow, Schurr, Scott, Tate, Wriedt, Xiong)

Nay: 0

Abstentions: 2 (Castex and McCracken)

Absent: 1 (Taylor)

C. Approval of Labor Agreements

Ms. Allison Noren shared that the agency has been in labor negotiations since April, 2018 and recently reached an agreement on the three contracts. The ratification of union members took place earlier this month, approving all three contracts. Some modifications were approved earlier in the year, such as the COLA and medical benefits. The agreements include the creation of a Step "F" salary enhancement which was done with the intention of retaining employees. To off-set the costs associated with the Step F, sick leave hours were reduced from 15 days per year to 13 days. The agreements eliminated the cash-back option for employees not electing to have health coverage. The wellness incentive was also eliminated. The remainder of the modifications include

clarifying and streamlining the discipline process, and the employment application screening processing. The Governing Board will take action on December 6.

The intent of the streamlining process is to hire/test fairly to make sure everything is related to the job.

Mr. Tate asked how much will it cost in the budget with Step F and how much will be recouped with the elimination of the cash back option and other items. Ms. Noren replied that she does not have the exact numbers with her but will report back next month.

Ms. Xiong asked how many staff will benefit from the creation of Step F and Ms. Noren replied that well over 300 employees are currently at the "E" step and they will benefit from the "F" Step next year. Eventually everyone will benefit.

Ms. Noren stated that the negotiations team consisted of five management staff and seven AFSCME members.

Ms. Gutierrez asked how many employees will be affected by the elimination of cash back. Ms. Noren replied that it was 122 employees but the majority of those 122 are at Step "E" and eligible for the Step F increase. There are less than 10 which will have a negative financial affect.

Ms. Lee stated that anything that affects personnel policies and procedures will come to this board next month with a redline version showing what is changed.

Ms. Schurr asked if employees have seen the proposed applications. Ms. Noren replied that since November 8, the union had a meeting with members to explain the changes. Between November 13 and November 15, the union took a vote on the contracts and it was approved. Over 130 members voted but she is not sure how many voted against it.

Moved/Gutierrez, second/Chenault, to approve the labor agreements effective December 6, 2018 through June 30, 2021.

Show of hands vote:

Aye: 10 (Chenault, Cisneros, Gutierrez, Litka, Sanders, Scharnow, Schurr, Scott, Wriedt, Xiong)

Nay: 0

Abstentions: 3 (Castex, McCracken, Tate)

Absent: 1 (Taylor)

IV. Information Items

A. Standing Information Items

- Parent/Staff Recognition: Mr. Castex and Ms. Chenault presented a certification of appreciation to Ms. Diana Wriedt.
 - ✓ PC Meeting Perfect Attendance Recognition: Mr. Castex and Ms. Chenault presented a certificates of perfect attendance to Ms. Griselda Cisneros, Ms. Marley Schurr, Henrietta Gutierrez. Ms. Andrea Scharnow, Ms. Linda Litka, Ms. Devon McCracken, Ms. Penelope Scott, and Mr. Reginald Castex.
- Committee Reports:
 - ✓ Executive Committee: Ms. Gutierrez reviewed the Executive Committee critique.
 - ✓ Budget/Planning Committee: Mr. Tate reported on the November 13 meeting. The committee discussed the supplemental/duration application. Less than 1% of last year's budget was returned which is very good. There are issues with fire suppression permits at Hillsdale which is causing a delay in opening the new classroom.
- Sacramento Zoo Countywide Parent Activity Report: Ms. Schurr enjoyed watching the kids run around and enjoy themselves. Ms. Xiong said that it was a great turn out and a lot of fun. It was an opportunity for the parents to bond; she is looking forward to the next event. Ms. Gutierrez was very impressed with the number of people that showed up.
- Seating of New Policy Council Members (2018-2019)

Three members are terming out: Ms. Litka, Ms. Scott, and Mr. Tate. Mr. Tate thanked the board for his five years of service. He wished the incoming members well.

Kao Yee Xiong, Elk Grove Unified School District
 Adeola Adedipe, Elk Grove Unified School District
 Toni Cerniglia, San Juan Unified School District
 Claudett Sanders, Sacramento City Unified School District
 Elizabeth Schoemig, Twin Rivers Unified School District
 Marisela Aquila, WCIC/Playmate Child Development Center
 Marley Schurr, SETA-Operated Program
 Amy Melvin, SETA-Operated Program
 Evangelina Barrios, SETA-Operated Program
 Devon McCracken, Home Base Option
 Henrietta Gutierrez, Past Parent/Community Representative
 Angel Chenault, Past Parent/Community Representative
 Reginald Castex, Outgoing Chair

Members to be seated but absent:

Brenda Valenzuela, Sacramento City Unified School District (excused)
 Katrice Christian, Sacramento City Unified School District (excused)
 Jerniece Menefee, WCIC/Playmate Child Development Center (unexcused)
 Brenda Sevilla, Home Base Option (unexcused)

Ms. Griselda Cisneros as reseated as an SOP to hold a seat

- Introduction of Policy Council Members: Mr. Castex seated new members.
- Introduction of Staff: Staff came to the podium to introduce themselves.

Ms. Xiong was excused at 10:34 a.m.

- How to Present and Make Motions: Mr. Castex reviewed the process by which motions are made.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Han stated that the agency is a quarter way through the year, so the budget is around 25% expended. Ms. Han will be contacting some delegate agencies to work on some delays in posting in-kind. The breakdown of expenditures was reviewed. The credit card statement was reviewed. The City of Sacramento expenses are permit fees for the Hopkins Park project.
- Board Procedures
 - ✓ Reimbursements & Budget/Planning: Mr. Victor Han reviewed the reimbursement policy. Those interested in learning how SETA/Head Start provides services and how the budget works are invited to participate in the Budget/Planning Committee.
 - ✓ Personnel: Ms. Allison Noren stated that Head Start regulations encourage parent involvement for hiring and firing of Head Start staff. Ms. Noren distributed a sign-up sheet for those that would like to participate in personnel duties.
 - ✓ Conflict of Interest: Ms. Nancy Hogan provided an overview of SETA's conflict of interest policy.
 - Officer Elections will be held on Wednesday, December 19, 2018: Mr. Castex urged members to consider running for an office.
 - PC/PAC Calendar of Events: Mr. Castex urged members to attend the Meet and Greet Breakfast scheduled for December 7.
 - Community Resources: Parents/Staff: Mr. Robert Silva reviewed some community resources available to the board.

Ms. Adeola Adedipe left at 11:10 a.m.

III. **Action Items** (continued)

- D. Approval to Delegate Authority to the Parent Advisory Committee to Function in the Screening and Interviewing of Prospective Applicants Directly Related to the SETA-Operated Program

This is something done every year to delegate authority to the PAC to be involved in the screening and interviewing process.

Moved/Sanders, second/Cerniglia, to delegate authority to the Parent Advisory Committee to function in the screening and interviewing of prospective applicants directly related to the SETA-Operated Program.

Aye: 11 (Aquila, Barrios, Cerniglia, Chenault, Cisneros, Gutierrez, McCracken, Melvin, Sanders, Schurr, Elizabeth)

Nay: 0

Abstentions: 1 (Castex)

Absent: 2 (Adedipe and Xiong)

E. Election of Policy Council Community Agency Representatives

Ms. Sharon Stone Smith, Executive Director, Sacramento Children's Museum introduced herself and stated that she has been with the museum for seven years. They are involved with children 5 years of age and under.

Ms. Chenault stated that the election of the second Community Agency Representative will be tabled to the December meeting.

Moved/Cerniglia, second/Melvin, to elect the Sacramento Children's Museum with Ms. Sharon Stone Smith serving as their representative.

Aye: 10 (Aquila, Barrios, Cerniglia, Cisneros, Gutierrez, McCracken, Melvin, Sanders, Schurr, Elizabeth)

Nay: 0

Abstentions: 2 (Castex and Chenault)

Absent: 2 (Adedipe and Xiong)

Ms. Sharon Stone Smith was congratulated on her appointment to the board.

IV. **Information Items** (continued)

B. Governing Board Minutes of October 4, 2018: No questions.

C. Fiscal Monitoring Reports: Mr. Victor Han reviewed the fiscal monitoring reports.

V. **Other Reports**

A. Executive Director's Report: Ms. Kossick welcomed the new members. Additional information will be coming forward next month. Ms. Kossick stated that she looks forward to meeting members at the Meet and Greet Breakfast and the orientation.

B. Head Start Deputy Director's Report: No report.

C. Chair's Report: Mr. Castex distributed a calendar for those interested in participating in the screening and hiring process. Board members were also requested to provide their contact information.

D. Open Discussion and Comments: No comments.

E. Public Participation: Ms. Andrea Scharnow reported that as of today, she is stepping down from the board. Sac City USD hired her full time as of last week. Ms. Robin Blanks wished board members well and all staff. Mr. Kenneth Tate welcomed the new Policy Council members. Mr. Tate provided the report out on the Community Action Board where there was discussion of extending funding to service providers.

VI. **Adjournment:** The meeting was adjourned at 11:45 a.m.

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 12/21/18	(b) % Actual to Funded
Elk Grove USD	440	442	100
Sacramento City USD	1,139	1,089	96
SETA	1,836	1,813	99
San Juan USD	668	670	100
Twin Rivers USD	180	178	99
WCIC/Playmate	100	100	100
Total	4,363	4,292	98

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 12/21/18	(b) % Actual to Funded
Sacramento City USD	152	159	105
SETA	439	441	100
San Juan USD	160	161	100
TRUSD	16	16	100
Total	767	777	101

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 12/21/18	(b) % Actual to Funded
SETA	40	41	103
Sacramento City USD	40	40	100
Total	80	81	101

- (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):

- 2 children in routing process for Disabilities and Health/Nutrition concerns
- 11 classes capped due to a majority of 3 year olds enrolled, leaving up to 33 vacant slots at any given time due to capping
- Other reasons such as no wait list for specific centers, children leaving for Transitional Kindergarten and enrollments in process

Action Step(s):

- Routing process is being expedited as much as possible
- ACF is aware of the challenges of capped classes which are out of the control of the program

Sacramento City USD

Challenge(s):

- 2 Home Visitor staff vacancies, leaving 24 slots vacant
- Other reasons such as no wait list for some centers and enrollments in process
- 3 classes capped due to a majority of 3 year olds enrolled, leaving up to 9 vacant slots at any given time due to capping

Action Step(s):

- 2 Home Visitors have been hired, waiting for hiring process to be completed
- ACF is aware of the challenges of capped classes which are out of the control of the program

Twin Rivers USD

Challenge(s):

- Held slot for child with disabilities (in the routing process)
- Other reasons such as no wait list for some centers

Action Steps(s):

- Waitlist forms and binders placed at all sites
- Weekly recruitment log with calls made by ERSEA Component Leader

**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	86	84							
Sacramento City USD	73	90	88	85	85							
SETA	78	87	85	83	83							
San Juan USD	N/A	76	88	90	89							
Twin Rivers USD	93	90	88	78	86							
WCIC/ Playmate	N/A	68	83	87	92							
TOTAL	84	83	87	85	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	76	88							
SETA	80	86	87	82	83							
San Juan USD	83	84	89	87	90							
Twin Rivers USD	91	88	88	88	86							
TOTAL	84	88	89	83	87							

**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	64	72							
SETA	84	82	84	77	77							
TOTAL	79	81	81	71	75							

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 January Attendance Report.

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

December 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	195	11%	439	94	21%
Twin Rivers USD	180	18	10%	16	1	6%
Elk Grove USD	440	41	9%			
Sac City USD	1139	96	8%	152	18	12%
San Juan USD	668	78	12%	160	19	12%
WCIC	100	4	4%			
EHS CCP				120	8	7%
COUNTY TOTAL	4363	432	10%	887	140	16%

AFE: Annual Funded Enrollment



SETA Head Start Food Service Operations Monthly Report *December 2018

December 3rd - New Infant Toddler Classes start at 16th Avenue and the Mather Center.

December 7th - Minimum Day Calendar D Classes - Classes A, B, C, E closed.

December 14th - Norma Johnson Center closed due to SMUD work and no electricity.

December 24th through January 1st, 2019 - Winter Break SETA closed - no classes.

Meetings & Trainings:

Cook Driver Louis Grigaitis attended CPR training at Plaza Del Paso on December 7th.

Head Cook Celia Limones and Connie Otwell attended the Supervisor Training on the new Union Contract on December 11th.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
28,010	19,800	19,030	80

Total Amount of Meals and Snacks Prepared **66,920**

Purchases:

Food	\$51,546.82
Non - Food	\$10,627.25

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$3,724.63

Vehicle Maintenance and Repair : \$553.69

Vehicle Gas / Fuel: \$1,112.91
 Normal Delivery Days 15



Quality Assurance Summary Report

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

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
Elk Grove Unified School District	Head Start: - Florin Elementary - Samuel Kennedy - Leimbach - Irene West	4 centers 4 classes 9 children's files <i>(Education, Health, Medication/Care Plans, and Special Diets)</i> 9 staff files	November 13- December 7, 2018	Differential Review <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Differential Review means not all content areas were monitored during this visit. Selection was based on historic performance.

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:

- Overall, children's files are organized, properly labeled and easy to read and follow. Follow-up documentation was excellent.
- Teachers are nurturing, responsive and are effective facilitators of learning and social-emotional development.
- Classroom management strategies were effectively utilized and transitions between activities were smooth.
- Teachers informed and engaged families in promoting school readiness goals as evidenced in a variety of communication materials and home-school strategies.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	83%	-Not all vacancies were filled within 30-days. -The program was not fully enrolled in the beginning of the program year.
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>	96%	No significant noted findings
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	90%	No significant noted findings

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	85%	-No documented follow-up on a child's special diet/allergy. -Food served did not always match the menu; menu changes were not documented/reported to staff/parents -Meals and snacks were served less than the required 3 (or 2) hours between meals -Role-modeling by adults during meals was not consistently demonstrated by sitting at the table and eating with children
Human Resources <i>(Staff qualifications, staff medical status, annual performance evaluations, etc.)</i>	72%	-Staff licensing files for one class could not be located by the teacher for the review
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	88%	-Hand-washing and tooth-brushing procedures not followed in all classrooms -Classrooms have cluster that could cause safety hazards -Not all outlets/extension cords had safety plugs. Some in the reach of children -Fire extinguishers were missing service tags -No emergency backpacks in the classroom

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

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



Quality Assurance Summary Report

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

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
Twin Rivers Unified School District	Morey Avenue EHS Oakdale Head Start Rio Linda Head Start Village Head Start	4 centers 4 classrooms 8 child files (Health, Mental Health and Nutrition) 12 staff files	November 13 – December 7 2018	Differential Review <input checked="" type="checkbox"/> Initial (pilot) <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Differential Review means not all content areas were monitored during this visit. Selection was based on historic performance.

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:

- Program has strong systems to promote school attendance- from electronic attendance tracking and parent notification to creative family engagement activities and support services (e.g. attendance awards, parent meetings)
- Excellent mental health promotion and prevention activities; support services available to children, program staff, and families
- Teaching staff are nurturing and responsive to children, using developmentally appropriate strategies to help children adjust to new routines and equipment.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	85%	-Not all vacancies were filled within the 30-day timeline -Not all funded enrollment slots were filled in the beginning of the program year.
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>	98%	No significant noted findings
Mental Health <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	100%	No significant noted findings

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	92%	No significant noted findings
Program Design and Management Human Resources <i>(Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)</i>	94%	No significant noted findings
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	92%	No significant noted findings
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	97%	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:

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MONTHLY PROGRAM INFORMATION REPORT

January, 2019



Updates from the Office of Head Start

On November 30, 2018, the Office of Head Start issued a Program Instruction announcing that President Trump signed Public Law 115-245, the Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019, and Continuing Appropriations Act, 2019, on September 28, 2018. Included is \$10,063,095,000 for programs under the Head Start

Act, an increase of \$200 million over the fiscal year (FY) 2018 funding level. This increase provides a 1.77 percent cost of living adjustment (COLA) for existing grantees. Through a non-competitive funding application, COLA funds will be available to SETA and its delegate agencies/partners starting August 1, 2019.



Let's DO this!



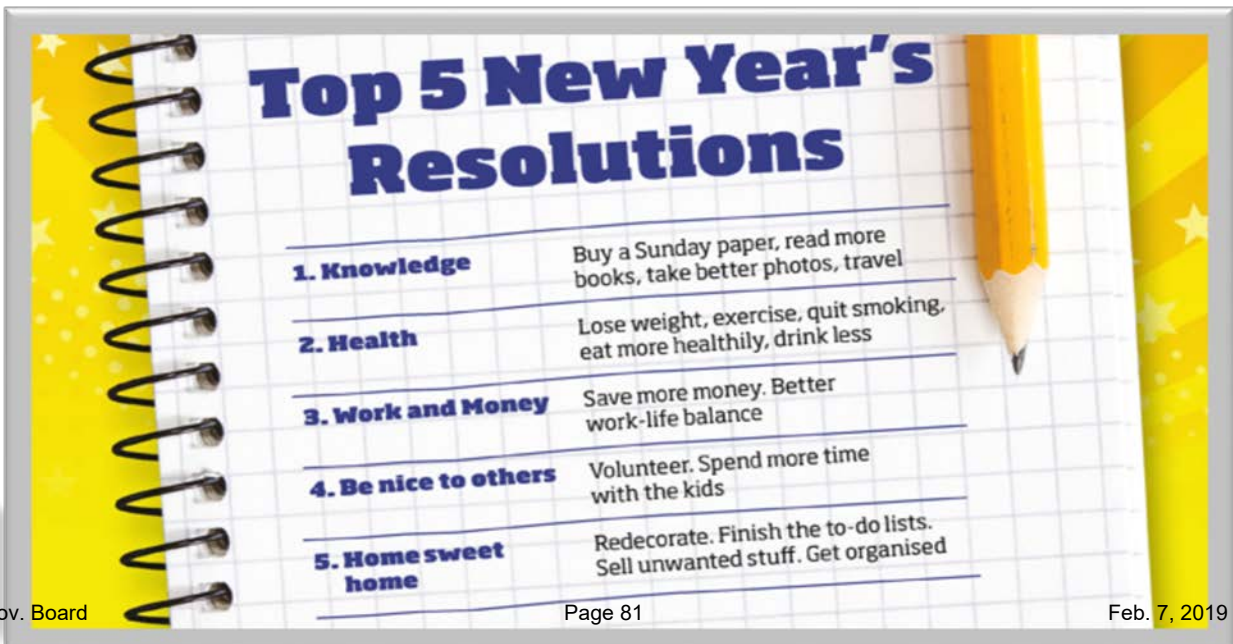
Congratulations to SETA's Newly Elected Executive Officers!

Policy Council

Henrietta Gutierrez, Chair
 Marley Schurr, Vice Chair
 Claudett Sanders, Secretary
 Kao Yee Xiong, Treasurer
 Elizabeth Schoemig, Parliamentarian

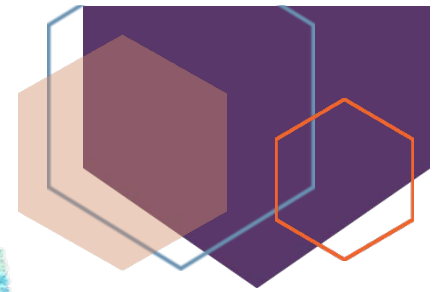
Parent Advisory Committee

Angel Chenault, Chair
 Salvador Amaya, Vice Chair
 Henrietta Gutierrez, Secretary
 Michael Beavers, Treasurer



Get Ready for Seasonal and Pandemic Flu

Children in group care settings are at increased risk for infectious diseases such as influenza (flu). Seasonal influenza affects many children each year. Simple prevention and control strategies can help to protect children and their caregivers from complications. Here are a steps parents and caregivers can take to improve influenza prevention and control.



- 1) **Get your flu shot.** One of the best ways to help keep the flu away from your home is to make sure your whole family gets vaccinated.
- 2) **Be strict about washing hands.** Germy hands spread colds and the flu. Tell your family to scrub their hands well with soap for 20 seconds. Tell kids to wash for as long as it takes to sing "Happy Birthday" twice. Make sure you do it, too!
- 3) **Disinfect.** You don't need to spend all day spraying every surface with disinfectant. You may just want to disinfect some heavily touched items -- like doorknobs, remote controls, and phones -- each day.
- 4) **Stock up on supplies.** Be ready before cold and flu season starts. Load up on tissues, hand soap, hand sanitizer, and paper towels. Consider picking up a few distractions in case your kids get sick, like puzzles or books.
- 5) **Check your medicine cabinet.** Make sure it contains pain relievers, fever reducers, and any other medications you use when your family is fighting colds or the flu, like decongestants or cough syrups. Review the correct doses based on age and weight. Check to see if any medications overlap or interact. Test your thermometer to make sure the batteries still work. Clean your humidifier.
- 6) **Plan for sick days.** You may need some days off. Even if you don't get sick, you may need to take care of your sick kids. Start thinking about it now: What's your office policy for sick days? Will you have to take unpaid days off?
- 7) **Line up support.** You may need outside help. See if any family members can watch the kids if they're home sick from school. Or ask a neighbor if they can take the kids to school and after-school activities if you're laid up in bed.
- 8) **Switch to paper goods.** If everyone's sick, use paper towels instead of hand towels in the bathroom. Switch out glasses for paper cups, and toss them after one use. You'll be less likely to swap germs.
- 9) **Fill the fridge and pantry.** Stock up on some easy-to-make foods for lunches and dinners, in case you need a few days to rest and recover without cooking. Have some favorite drinks and snacks on hand for your kids. Include some (healthy) comfort foods like chicken soup and PB&J.
- 10) **Rest.** Whether you're trying to recover from a cold or flu, or trying to avoid it, get plenty of sleep. Get your kids to bed on time, too.

Health and Nutrition Update

In November HNS Unit closed out 85 routings and referrals.

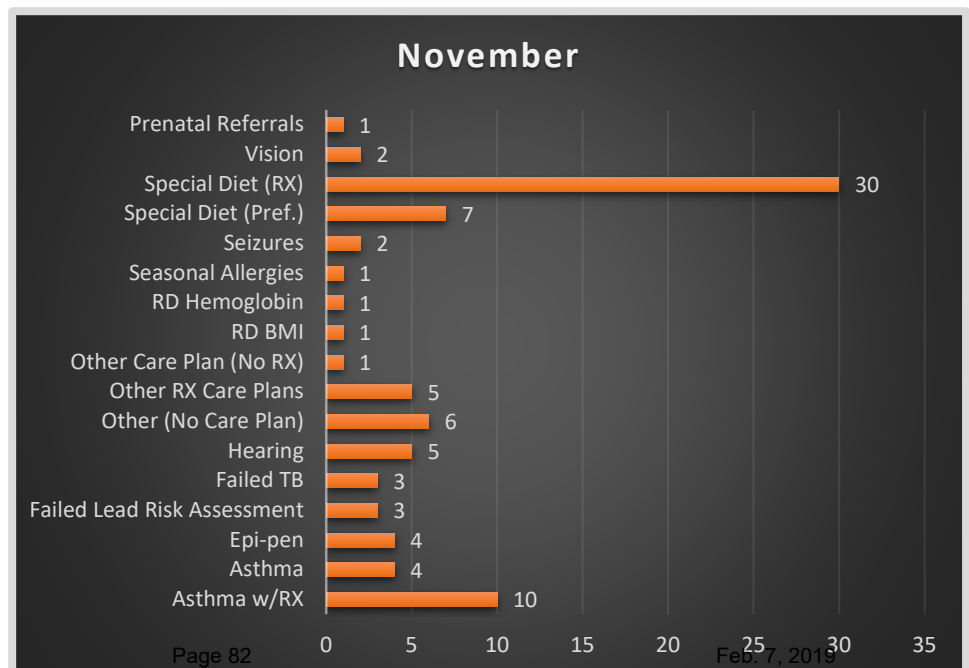
Food Service accommodated 37 special diet changes.

In addition, there are 193 Active Medications and 275 Active Special Diets of which 188 are medical required diets at the centers.

Year-to-date completed routings and referrals: 441

Year-to-date special diets (includes drops): 352

Year-to-date total medications used at centers (includes drops): 227



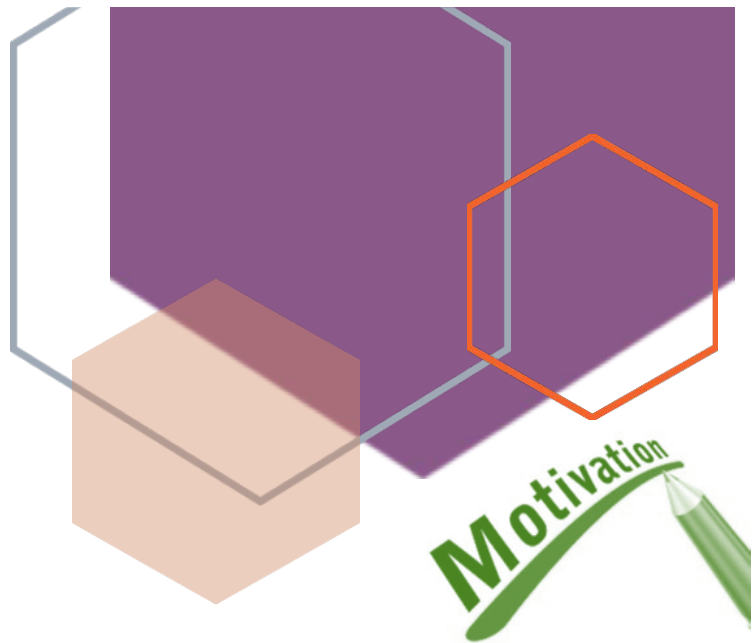


**December Highlights from
Twin Rivers UNIFIED SCHOOL DISTRICT Head Start**

- All four TRUSD Head Start sites participated in the “Smallfoot” themed Winterfest event held at the Morey Avenue location. Students performed holiday and winter songs for their parents and friends during the exciting event. As part of the event, students also made some creative arts and crafts in their classrooms, participated in the Winterfest Walk to observe the artwork from their friends’ classrooms and got to play with “snow” in the playground area. The event was well attended by parents, relatives and friends and all had a delightful time.
- The ECE department attended training on December 12th as part of the monthly professional development opportunity at the District Office.

The focus of the two-hour session was how to effectively read aloud to preschool children with an emphasis on effective questions, incorporating vocabulary words and sustaining feedback loops and language development.

- Students at all sites have participated in their health screenings which include dental, vision, hearing and blood pressure tests with the Health Component Leaders.
- The program is fully staffed with four Community Liaisons who have completed a Family Partnership Agreement with every family and are beginning to track progress on their goals.



- The School Social Worker/Counselor is providing in-classroom support to students having challenging behaviors and difficulties adjusting to the classroom environment. With continued collaboration with CSUS, the internship team has begun social skills groups for students who are having any behavior difficulties.
- The Head Start program has a full-time Speech and Language Pathologists (SLP) who continues to provide speech services to the students with language and/or articulation goals. TRUSD Head Start currently has 18 students with IEPs and strives to meet 10% no later January 2019.

Program Operations Update (SOP)

Approaches to Ensuring Creative Curriculum Fidelity
- SETA Education Coordinators and Program Officers will be completing Creative Curriculum Fidelity Checklists throughout the month of January. The education team monitors the use of the curriculum and uses the data to provide support, feedback, and organizing training and professional development. The data will also be compiled and used in the annual self-assessment report. Education Coordinators will be conducting Creative Curriculum trainings in January with Sacramento City USD and SETA teachers. The trainings will include visual schedules, physical environments, and planning learning activities throughout the entire school day.

Mid-year Assessments and Data Collection - Teachers throughout Sacramento County are completing their *Winter Desired Results Developmental Profiles (DRDPs)* which are due at the end of January. Teachers will receive their winter DRDP data in February for planning and parent conferences.

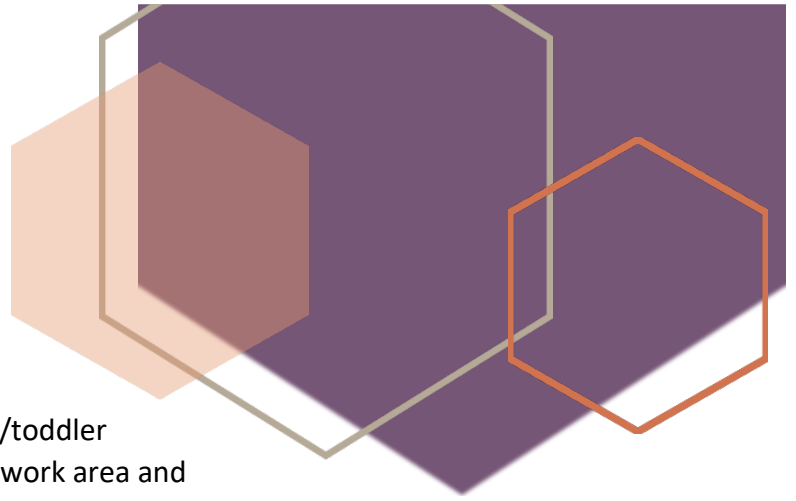
CLASS assessments are continuing to be completed throughout Sacramento County. Observers complete three cycles of observation and then meet with the staff following the observation to discuss the scores and plan specific class goals for the staff in the classroom.

Teaching Pyramid small groups will be meeting at their sites and will be focusing on schedules, routines, physical environment, transitions, and PDAs.



Hopkins Update

Happily, Hopkins Park is 99% complete! The contractors have finished their walk-throughs and with just a few finishing touches (i.e. front landscaping, a toddler play yard, mini-blinds, and phone/IT systems), the center will be ready for a final fire clearance and licensing visit. Upon all clearances, staff anticipates re-opening the center to serve children and families in early Spring 2019. The center has two preschool classrooms, one infant/toddler classroom, two staff offices, an adult restroom, staff work area and kitchenette. Below are a few photos of the project from start to finish.



Ground Breaking



The Project Crew



Ground preparation



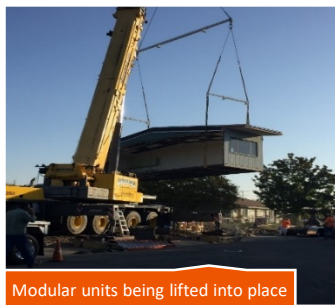
Ready for the foundation



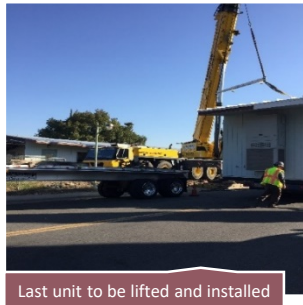
The foundation is in



The modular units have arrived and are ready for lifting



Modular units being lifted into place



Last unit to be lifted and installed



Almost complete!



One of two preschool classrooms



New infant/toddler classroom



Newly added parking lot for safe drop-off and pick-up (not complete at time of photo)

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.