



GOVERNING BOARD

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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, April 4, 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: <http://www.seta.net/board-operations/board-agendas/>

A G E N D A

PAGE NUMBER

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

- ▶ Recognition of Long-term Employees:
 - Barbara Meyer, Workforce Development Professional III: 35 years
 - Melanie Nicolas, CFS Administration Program Officer: 25 years
 - Beth Doran, Workforce Development Professional III: 20 years

II. Consent Items

- | | | |
|----|--|-----|
| A. | Minutes of the March 7, 2019 Regular Board Meeting | 1-5 |
| B. | Approval of Claims and Warrants | 6 |

C.	Ratification of the Submission of the Summer Training and Employment Program for Students (STEPS) Application to the California Department of Rehabilitation/Employment Training Panel and Authorize the Executive Director to Execute the Agreement and any Other Documents Required by the Funding Source (Terri Carpenter)	7
III.	<u>Action Items</u>	
A.	GENERAL ADMINISTRATION/SETA	
1.	Approval of an Appointment to the Sacramento Works Workforce Development Board (Kathy Kossick)	8
2.	Approval of Revision to Agency Insurance Requirements Regarding Employment Practices Liability Insurance (Legal Counsel)	9-10
B.	WORKFORCE DEVELOPMENT DEPARTMENT	
	<u>Refugee Services</u> : None.	
	<u>One Stop Services</u> : None.	
	<u>Community Services Block Grant</u>	
1.	Approval of Recommendations to Reallocate Community Services Block Grant (CSBG) Funds for Program Year 2019 (Julie Davis-Jaffe)	11-15
C.	CHILDREN AND FAMILY SERVICES : None.	
IV.	<u>Information Items</u>	
A.	Presentation on School Readiness (Karen Griffith)	16
B.	Fiscal Monitoring Report (D'et Saurbourne) <ul style="list-style-type: none"> • International Rescue Committee 	17-19
C.	Employer Success Stories and Activity Report (William Walker)	20-26
D.	Dislocated Worker Update (William Walker)	27-29
E.	Unemployment Update/Press Release from the Employment Development Department (Roy Kim)	30-35
F.	Head Start Reports (Denise Lee)	36-49
V.	<u>Reports to the Board</u>	50
A.	Chair	

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

**VI. CLOSED SESSION: PURSUANT TO GOVERNMENT CODE SECTION 54957:
PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Executive Director**

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, MARCH 27, 2019

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE MARCH 7, 2019
REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the March 7, 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, March 7, 2019
10:00 a.m.

I. Call to Order/Roll Call

Mr. Carr 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:

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

Ms. Kossick acknowledged Ms. Scherman's 25 years of service to SETA. Children from the Sharon Neese Early Learning Center wrote a 'thank you' card and presented it to Ms. Scherman. Ms. Kossick presented Ms. Scherman with a gift and Mr. Carr presented Ms. Scherman with some flowers on behalf of the board.

II. Consent Items

- A. Minutes of the February 7, 2019 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Amend the Conflict of Interest Code for the Sacramento Employment and Training Agency
- D. Approval to Extend Audit Services Agreement for Fiscal Year ending June 30, 2019 and Authorize the Executive Director to Sign the Agreement
- E. Appointment of Youth Committee Members
- F. Approval to Add KS Consulting to SETA's Vendor Services (VS) List

The consent items were reviewed, with no questions or comments.

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

- A. Approve the February 7, 2019 minutes.
- B. Approve the claims and warrants for the period 1/30/19 – 2/27/19.
- C. Approve the revised Conflict of Interest Code and direct Legal Counsel to forward it to the Sacramento County Board of Supervisors for ratification.

- D. Approve the extension of the agreement with Vavrinek, Trine, Day & Company, LLP, for audit services for the fiscal year ending June 30, 2019, for a total amount up to \$52,151.25 and authorize the Executive Director to sign the agreement.
- E. Approve the appointment of Ms. Randi Kay Stephens and Ms. Zoe Larson to the Sacramento Works Youth Committee.
- F. Approve the addition of KS Consulting to SETA's VS List.
Roll call vote:
Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)
Nay: 0
Abstentions: 0

III. Action Items

A. GENERAL ADMINISTRATION/SETA: No items.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant

- 1. Approval of the Appointment of Private Sector Organizations to Select Target Area Private Sector Representatives and Alternates to Serve on the Community Action Board (CAB)

Mr. Nottoli inquired about the correct name for Stanford Youth Home or Stanford Youth Services. Ms. Davis-Jaffe will check into it and report back.

Moved/Schenirer, second/Kennedy, to approve the appointment of Private Sector organizations to select Private Sector representatives and alternates to serve on the CAB Board, as indicated on the chart included in the board packet.

Roll call vote:

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

Nay: 0

Abstentions: 0

One Stop Services

- 2. Approval to Submit an Application for the California Employment Development Department's (EDD) Workforce Innovation and Opportunity Act (WIOA) English Language Learner (ELL) Co-Enrollment Pilot Funding Opportunity, and Authorize the Executive Director to Execute the Agreement, any Other Documents Required by the Funding Source and Enter into Subcontracts with Training Providers

Ms. Kossick stated that staff is working to develop the application and will report back on the subcontractors in this grant.

Moved/Nottoli, second/Scherman, to approve the submission of an application to EDD for the WIOA ELL Co-enrollment Pilot funding opportunity in the amount of \$300,000, and authorize the SETA Executive Director to execute the agreement, any other documents required by the funding source and enter into subcontracts with training providers.

Roll call vote:

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

Nay: 0

Abstentions: 0

3. Approval of Reappointments to the Sacramento Works Workforce Development Board

Ms. Kossick offered to answer questions; there is currently one private sector vacancy on the Sacramento Works Board.

Moved/Scherman, second/Nottoli, and approve the reappointment of the seven members (Lisa Clawson, Johnny Perez, Anette Smith-Dohring, Karl Pineo, Dr. Jamey Nye, Diane Ferrari, and Kristin Gibbons) to the Sacramento Works Workforce Development Board for a three-year term beginning April 1, 2019.

Roll call vote:

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

Nay: 0

Abstentions: 0

4. Approval of the Capital Region's Strategic Workforce Development Plan Update, Program Years (PY) 2017-2021 and the Sacramento Area's Strategic Workforce Development Plan Update, PY 2017-2021, and Authorize SETA's Executive Director to Make Revisions Required by the State

Mr. Roy Kim reviewed this item and stated that SETA staff prepared both regional and local plans. Mr. Kim recognized Michelle O'Camb and Heather Luke for their work on these plans.

Mr. Nottoli asked why Alpine County, one of the smallest in population in the state, would be involved. Mr. Kim replied that the State Workforce Board drew boundaries for regions based on existing workforce development areas which may not be typical metropolitan regions. There may be a transition where regions look more similar over time. Alpine is part of the Golden Sierra Workforce Development Area.

Moved/Nottoli, second/Scherman, to approve the Capital Region's Strategic Workforce Development Plan Update – Program Years 2017-21, and the

Sacramento Area's Strategic Workforce Development Plan Update – Program Years 2017-2021, and authorize SETA's Executive Director to make revisions required by the State.

Roll call vote:

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

Nay: 0

Abstentions: 0

C. CHILDREN AND FAMILY SERVICES: No items.

IV. Information Items

A. Fiscal Monitoring Reports: No questions.

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

C. Dislocated Worker Update: Mr. William Walker reported that JC Penney is talking about closing nine stores but is unsure which stores will be closed. Rite Aid will be downsizing some of their stores but their employees will transition to other stores. It has been very volatile in retail. Other areas are opening and a lot of purchasing is being done online.

Mr. Nottoli inquired whether SETA has reached out to Amazon. Mr. Walker replied that SETA did reach out to Amazon to offer our services. Mr. Walker will be researching future trends for employment regarding Amazon.

D. Report on American Express Corporate Account Rewards Points Program as of January 31, 2019: Ms. Kossick reported that office supplies will be purchased with the reward points.

E. Head Start Reports: No additional report.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: No report.

C. Deputy Directors: No reports.

D. Counsel: No report.

E. Members of the Board: Mr. Nottoli thanked Ms. Lee for the monthly Head Start report included in the packet. The report was colorful and interesting.

F. Public: Ms. Nakisha Barthell stated that she is looking for help to assist in the development of her program to serve people beginning at 13 years of age. Mr. Carr replied that Ms. Kossick and staff will assist in directing her to resources.

VI. Adjournment: The meeting was adjourned at 10:23 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 3/1/19 through 3/27/19, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 3/1/19 through 3/27/19.

PRESENTER: Kathy Kossick

ITEM II-C – CONSENT

RATIFICATION OF THE SUBMISSION OF THE SUMMER TRAINING AND EMPLOYMENT PROGRAM FOR STUDENTS (STEPS) APPLICATION TO THE CALIFORNIA DEPARTMENT OF REHABILITATION/EMPLOYMENT TRAINING PANEL AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND

On January 22, 2019, the California Department of Rehabilitation (DOR), in coordination with the Foundation for California Community Colleges, the California Labor and Workforce Development Agency and the Employment and Training Panel, announced the availability of \$3 Million in WIOA Title IV Vocational Rehabilitation funds and released a Solicitation for Proposals seeking qualified applicants to design, develop and implement projects that provide work experience and job preparation training for students with disabilities. The solicitation is a continuation of the highly successful state-wide program that began in 2018 under which SETA received \$250,000 in funding from DOR to serve 50 students with disabilities.

SETA submitted a proposal by the February 21, 2019 deadline requesting \$250,000 to serve 50 students with disabilities ages 16-21 who have intellectual, physical, developmental, and/or mental health disabilities. The program will provide each student with 40 hours of employability skills training and placement with an employer in a paid work experience at \$12.00 per hour for up to 230 hours.

SETA will work closely with the Special Education programs in the Sacramento County High School Districts, the Sacramento County Office of Education and the Los Rios Community Colleges. SETA will maximize employer participation for work experience placements by working closely with SETA's Employer Services unit and business partners like SMUD, Villara, CalHR-Gov Ops, the City of Sacramento and the County of Sacramento.

RECOMMENDATION:

Ratify the submission of the SETA STEPS application to the California Department of Rehabilitation/Employment Training Panel requesting \$250,000, and authorize the Executive Director to execute the agreement and any other documents required by the funding source.

PRESENTER: Terri Carpenter

ITEM III-A- 1 - ACTION

APPOVAL OF AN 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 (WIOA). 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. In March 2018 and March 2019 the Governing Board took action to extend the staggered terms of the board members. A resignation has been received from a member of one of the community-based organizations who serve youth, the Sacramento Regional Conservation Corps. During the recruitment of the new Workforce Development Board in early 2016, SETA received applications from organizations serving youth. Staff has confirmed continued interest in sitting on the Sacramento Works Board. Since that time, SETA has received an additional application.

The applications are being provided under separate cover.

RECOMMENDATION

Review the applications and appoint an individual to fill the seat vacated by Mr. David DeMers from the Sacramento Regional Conservation Corps.

PRESENTER: Kathy Kossick

ITEM III-A – 2 - ACTION

APPROVAL OF REVISION TO AGENCY INSURANCE REQUIREMENTS
REGARDING EMPLOYMENT PRACTICES LIABILITY INSURANCE

BACKGROUND:

SETA's Insurance Requirements were last updated in 2017 based upon the recommendations of a risk management consultant. At that time, the Board approved modifications to the Insurance Requirements that primarily concerned: (1) the delegation of authority to staff to deviate from the Insurance Requirements in certain circumstances; (2) modifying the requirements for Certificates of Insurance; and (3) the proposed addition of a requirement to maintain Employment Practices liability coverage.

To date, the first two components of those revisions have worked smoothly for staff and SETA contractors. However, the Employment Practices Liability Insurance requirement has been problematic in many circumstances. While Employment Practices litigation has become more and more common, SETA is not, and cannot be, named as an Additional Insured under Employment Practices Liability Insurance policies. While such insurance provides important coverage in many circumstances, staff has found that many small vendors and contractors do not carry such insurance and, accordingly, will either decline to contract with SETA or will include the cost of acquisition of such insurance as an additional and substantial component of the overall cost to provide necessary services to SETA. Conversely, staff has found that program operators (delegate agencies and subrecipients) have less difficulty obtaining such coverage and are able to include the cost in their budgets, which are then paid out of the subgrants and delegate agreements awarded to them. Moreover, given the long-term funding and performance obligations required of these program operators, it is more appropriate that they be required to hold this coverage. After consultation with SETA's insurance broker, staff recommends the Board modify the current policies so that only program operators will be required to obtain Employment Practices Coverage. The following simple revision to Section 7 of the Required Coverages provisions of the Insurance Requirements will accomplish this desired result:

7. EMPLOYMENT PRACTICES LIABILITY

A. Required of **program operators (delegate agencies and subrecipients)**
~~all Insureds~~

B. Required Coverage:

Policy must include Third-Party Liability coverage

This policy may be written on a "claims-made" basis

C. Required Limits:

Not less than \$1,000,000 per claim.

D. Required Endorsement:

1. Non-Cancellation Endorsement.

ITEM III-A – 2 – ACTION (continued)
Page 2

RECOMMENDATION:

Approve the above revisions to the Employment Practices Liability provisions of the Insurance Requirements.

PRESENTER: Legal Counsel

ITEM III-B - 1- ACTION

APPROVAL OF RECOMMENDATIONS TO REALLOCATE COMMUNITY SERVICES
BLOCK GRANT (CSBG) FUNDS FOR PROGRAM YEAR 2019

BACKGROUND:

On December 6, 2018, the SETA Governing Board approved the CSBG funding recommendations for program year 2019. Children’s Receiving Home (CRH) was approved for \$28,500 to provide youth services under the Youth and Senior Support funding in Sacramento County.

On February 27, 2019, SETA received an email from CRH declining the funding due to transition in services and the inability to definitively predict that the youth served would qualify under the CSBG YSS Program. The total amount being returned is \$28,500. The initial funding recommendations were intended to spread services as widely as possible, while limiting year-to-year volatility in funding levels. Attached is the approved funding recommendation for Youth and Senior Support programs for program year 2019 together with proposal summaries.

At the March 13, 2019, Community Action Board (CAB) Meeting, staff recommended the following options to reallocate the \$28,500 to other Youth and Senior Support programs serving Sacramento County.

Option A

Agency/ Rank	Target Group	Target Area	Funding Request	Cost per/ #served	2019 Funding	Staff Recomm.	Total 2019 Funding
Waking the Village Rank 2	Pregnant and Parenting Youth and their children	Sacramento County	\$70,000	\$2,333/ 30 youth	\$45,000	\$25,000	\$70,000
Wind Youth Services Rank 2	Homeless and Imminently Homeless Youth 12- 24	Sacramento County	\$60,924	\$609/100 Youth	\$33,500	\$3,500	\$37,000

Option B

Agency/ Rank	Target Group	Target Area	Funding Request	Cost per/ #served	2019 Funding	Staff Recomm.	Total 2018 Funding
Waking the Village Rank 2	Pregnant and Parenting Youth and their children	Sacramento County	\$70,000	\$2,333	\$45,000	\$18,500	\$63,500
Wind Youth Rank 2	Imminently Homeless or Homeless Youth 12- 24	Sacramento County	\$60,924	\$609/100 Youth	\$33,500	\$10,000	\$43,500

The CAB approved that Option B be recommended to the SETA Governing Board.

RECOMMENDATION:

Approve the Option B funding allocation recommendation for the Program Year 2019 Community Services Block Grant.

PRESENTER: Julie Davis-Jaffe

CSBG YOUTH AND SENIOR SUPPORT PROGRAM
PY2019 DELEGATE AGENCIES FUNDING

Youth and Senior Support				
Agency	Target Group	Target Area	PY 2018 Proposal Funding Request	2019 Award
La Familia Counseling Center	In-School, Truant, Gang and Pre-Gang Youth	Lemon Hill, Parkway, Florin and Galt	\$85,000	\$55,000
Health and Human Services	Seniors 65+	Sacramento County	\$16,500	\$16,500
Waking the Village	Pregnant and Parenting Youth and their Children	Sacramento County	\$70,000	\$45,000
WIND Youth Services	Homeless and Imminently Homeless Youth 12-24	Sacramento County	\$60,924	\$33,500
Children's Receiving Home	Foster Youth	Sacramento County	\$40,000	\$28,500
Saint John's Program for Real Change	Resident Youth 0-17	Arden Arcade, Florin, Citrus Heights, Carmichael, North Highlands, Elk Grove, Foothill Farms, Galt, Rancho Cordova	\$50,000	\$40,000

Proposer Organization

La Familia Counseling Center, Inc. (Youth and Senior Support)

Proposer requests **\$85,500** to provide Project Reach services to **60 youth** (10-21 years old) at risk of dropping out of school, and/or pre-gang or gang involved. Funded activities and resources are intended to increase academic progress in school, improve social and communication skills, help youth avoid risk-taking behavior, decrease truancy, and reduce involvement with the juvenile justice system.

Staff recommends \$55,000 in funding for this proposal. La Familia has a long history of working with at-risk youth, gang and pre-gang youth, and their families, in target areas with a high density of gang related activity.

County of Sacramento Department of Health and Human Services (DHHS) (Youth and Senior Support)

Proposer requests **\$16,500** to implement the Senior Companion Program that provides **25 frail, at-risk, and homebound seniors** with companion services, case management, in-home visits, escort/transportation assistance, translation services, paperwork assistance and social outings. The purpose of the program is to avoid premature institutionalization of at-risk elders and allow them to maintain their independence in the housing of their choice.

Staff recommends \$16,500 in funding for this proposal. The Senior Companion Program has a long history of providing culturally and linguistically appropriate services to homebound and frail seniors for the purpose of allowing them to remain independent and in the housing of their choice.

Waking the Village (WTV) (Youth and Senior Support)

Proposer requests **\$70,000** to provide **30 homeless pregnant and parenting youth** with housing, care, life skills training and mentoring, education and employment counseling, and a two generation strategy that prepares parents for independence and their children 0-5 for school success. Housing is staffed 24/7 and clients are connected with wellness services including child assessments by Head Start. This request includes approximately 8% of proposed funding as support services, to be used for meals served at Tubman House.

Staff recommends \$45,000 in funding for this proposal. WTV maintains a high success rate in working with homeless households due in part to its unique strategy that discourages public assistance and supports individual responsibility to achieve self-sufficiency. Success rates of 90% of their highly vulnerable clients maintaining housing and solvency 3 years after exit are the highest reported by any homeless target-group proposer.

WIND Youth Services (WIND)
(Youth and Senior Support)

Proposer requests **\$60,924** to provide **100 homeless and imminently homeless youth, ages 12-24**, with intensive case management and a series of weekly life skills and youth leadership workshops, throughout the year. Youth who attend at least 10 of the workshops in the series will be eligible to become Credible Messengers (peer mentors) and to receive a \$100 stipend for their participation in the program.

Staff recommends \$33,500 in funding for this proposal. WIND will hire a dedicated youth development specialist to present life skills and youth leadership workshops, provide for individual and group skills building activities, and help youth find their voice through self-exploration. WIND has a long history of providing shelter and services for Sacramento County's homeless and imminently homeless youth.

Children's Receiving Home of Sacramento (CRH)
(Youth and Senior Support)

Proposer requests **\$40,000** to provide Independent Living Program (ILP) and housing support services to **30 foster youth and emancipated foster youth 16-21 years old**. The pre-emancipation services prepare youth for adulthood and post-emancipation services support their future progress towards self-sufficiency and independence. Services include case management, transitional housing, mentoring, life skills training, tutoring, mental health services and counseling.

Staff does not recommend funding for this proposal, due to insufficient funding available in this service category.

Saint John's Program for Real Change (SJPRC)
(Youth and Senior Support)

Proposer requests **\$50,000** to provide **formerly homeless resident children 0-17 from 105 households** with behavioral, educational, and recreational therapies intended to prepare younger children for school readiness, and developmental progress for older children and youth.

Staff does not recommend funding for this proposal, due to insufficient funding available in this service category.

ITEM IV-A – INFORMATION
PRESENTATION ON SCHOOL READINESS

BACKGROUND:

Ms. Karen Griffith, Head Start Manager, will provide a presentation on school readiness.

ITEM IV-B – INFORMATION
FISCAL MONITORING REPORT

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: D'et Saurbourne

MEMORANDUM

TO: Ms. Lisa Welze **DATE:** March 18, 2019
FROM: David B. Clark, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of International Rescue Committee

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RSS	VESL/ES	\$385,659	10/1/17 - 9/30/18	10/1/17 - 9/30/18
RSS	ES TA	\$79,830	10/1/17 - 9/30/18	10/1/17 - 9/30/18
RSS	ES SA	\$43,470	5/1/18 - 9/30/18	5/1/18 - 9/30/18
CSBG	FSS	\$64,998	1/1/18 - 12/31/18	1/1/18 - 9/30/18

Monitoring Purpose: Initial X Follow-Up ___ Special ___ Final X
Date of review: February 19-20, 2019

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

Program Operator: International Rescue Committee

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

ITEM IV-C – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

PRESENTER: William Walker

**SETA- Employer Activity Report
July 1, 2018 - March 27, 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			
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	311 Customer Service Supervisor	1
	1	Account Clerk II	2
	1	ADA Coordinator	1
	1	Administrative Analyst	2
	1	Administrative Officer	3
	1	Administrative Technician	1
	10	Aquatics Recreation Coordinator	1
	10	Art Museum Registrar	1
	1	Arts Program Assistant	1
	10	Assistant Caretaker	2
	1	Assistant City Manager	1
	1	Assistant City Manager -Municipal Services	1
	2	Assistant Civil Engineer (Utilities)	1
	8	Assistant Cook	1
	1	Assistant Pool Manager	1
	7	Assistant Water Cross Connection Control Specialist	1
	2	Associate Civil Engineer (Water Resources)	1
	2	Associate Civil Engineer -Transportation	1
	2	Associate Civil Engineer-Hydraulic Model Reviewer	1
	1	Auditor	1
	3	Building Services Manager	1
	10	Camp Aide	1
	10	Camp Recreation Leader	1
	10	Camp Sacramento Supervisor	1
	10	Caretaker	1
	3	Carpenter	1

**SETA- Employer Activity Report
July 1, 2018 - March 27, 2019**

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<p align="center">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</p>			
City of Sacramento	1	Cashier	1
	10	Cashier-Community Services	1
	1	Claims Collector	1
	3	Construction Inspector I	1
	1	Cultural Services and Creative Economy Manager	1
	6	Departments Systems Specialist I	1
	6	Departments Systems Specialist II	1
	10	Director of Youth, Parks, & Community Enrichment	1
	1	Dispatcher II	3
	1	Dispatcher Recruit	2
	3	Electrician	2
	2	Engineering Technician III	1
	1	Environmental Program Manager	1
	10	Event Associate	1
	1	Executive Assistant	1
	1	Financial Services Manager (Business & Revenue	1
	8	First Cook	1
	1	Fiscal Policy Analyst	1
	6	Information Technology Supervisor	1
	7	Instrument Technician I	1
	2	Junior Engineer	1
	7	Junior Plant Operator	2
	1	Labor Relations Officer	1
	1	Legal Secretary	1
	10	Lifeguard	1
	7	Machinist	1
	1	Meter Reader	1
	3	Painter	1
	1	Park Maintenance Worker II	1
	1	Payroll Technician	1
	1	Personnel Analyst	2
	7	Plant Operator	2
	1	Police Administrative Manager	1
	1	Police Officer	3
	1	Police Recruit	1
	1	Pool Manager	1
	1	Principal Accountant	1
	6	Principal Applications Developer	1
	6	Principal Systems Engineer	1
	6	Principal Systems Engineer -Information Security	1
	1	Program Analyst	6
1	Program Director	1	
1	Program Specialist	1	
1	Public Safety Administrative Manager (Fire	1	
6	Senior Applications Developer - PD Systems Support	1	
10	Senior Camp Aquatics Leader	1	
1	Senior Deputy City Clerk	1	
7	Senior Electronic Maintenance Technician	1	
2	Senior Engineer	1	
2	Senior Engineering Technician	1	
10	Senior Recreation Aide	1	

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City of Sacramento	1	Senior Staff Assistant	1
	6	Senior Systems Engineer	1
	10	Student Trainee	1
	3	Supervising Building Inspector	1
	2	Supervising Engineer	1
	7	Supervising Generator Technician	1
	1	Supervising Landscape	1
	7	Supervising Plant Operator	1
	1	Support Services Manager	2
	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	Utility Worker	5
	7	Utility Worker (Park Ops)	1
7	Water Cross Connection Control Specialist	1	
Cosumnes Community Services District	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
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
	7	Refrigeration & Maintenance Technician	1
Greater Sacramento Area Economic Council	6	Data Engineer	1
	1	Digital Marketing Manager	1
Health Advocates	1	Attorney	1
	4	Coordinator-Sacramento	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	3
	1	Accounting Adjunct Assistant Professor	1
	1	Administration of Justice Adjunct Assistant Professor	1
	1	Administration of Justice Assistant Professor	1
	1	Administration of Justice Assistant Professor	1
	1	Administrative Assistant I	1
	1	Admissions/Records Evaluator I	1

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Los Rios Community College District	1	Admissions/Records Evaluator II	1
	1	Aeronautics Adjunct Assistant Professor	1
	1	Agricultural Business & Related Services,	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	Associate Vice Chancellor of Information Technology	2
	1	Athletic Trainer	1
	1	Biology Assistant Professor	2
	1	Business Assistant Professor	1
	1	Business Services Supervisor	1
	1	Buyer III	1
	1	Chemistry Assistant Professor	3
	1	Child Development Center Clerk	1
	1	Child Development Center Teacher	1
	1	Clerk III	11
	1	College Safety Officer	1
	1	Communication Studies Assistant Professor	1
	1	Conditioning Coach Adjunct Assistant Professor (Off-	1
	1	Confidential Administrative Assistant III	1
	1	Confidential Human Resources Specialist I	1
	1	Confidential Principal Internal Auditor	1
	1	Construction Adjunct Assistant Professor	1
	1	Construction Management Technology Adjunct	1
	1	Cosmetology Adjunct Assistant Professor	1
	1	Counselor	5
	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
	4	Diagnostic Medical Sonography (DMS) Adjunct	1
	1	Diagnostic Medical Sonography Assistant Professor	1
	1	Director (III) of Administrative Services	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	Distance Education Adjunct Coordinator	1
	1	Drafting (CADD) Adjunct Assistant Professor	2
	1	Early Childhood Education/Child Development	1
	1	Earth Science Adjunct Assistant Professor	1
	1	Economics Adjunct Assistant Professor	2
	1	Educational Center Clerk	1
	1	Electrician Trainee Adjunct Assistant Professor	2
	1	Electronics Technology Adjunct Assistant Professor	1
	7	Energy Management Controls Specialist	1
1	Engineering Assistant Professor	1	
1	English as a Second Language (ESL) Assistant	1	
1	English Assistant Professor	1	
7	Equipment Mechanic I	1	

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Los Rios Community College District	7	Equipment Mechanic II	1
	1	Extended Opportunity Programs and Services	1
	1	Film and Media Studies Assistant Professor	1
	1	Financial Aid Clerk II	1
	1	Financial Aid Officer	1
	1	Financial Aid Supervisor	1
	1	Fiscal Services Accounting Specialist	1
	1	Fiscal Services Supervisor	1
	1	Geography Assistant Professor	2
	1	Groundskeeper	1
	1	Head Groundskeeper	1
	1	Health Information Technology Assistant Professor	1
	7	Heating, Ventilation, and Air Conditioning (HVAC)	1
	1	Horticulture Assistant Professor	1
	9	Hospitality Management Culinary Supervisor	1
	1	Human Services Assistant Professor	1
	6	Information Technology Business/Technical Analyst I	1
	6	Information Technology Production Services	1
	1	Instructional Assistant - Art	1
	1	Instructional Assistant - Aeronautics	1
	1	Instructional Assistant-Campus Computer Laboratory	1
	1	Instructional Assistant-Fundamentals of Nursing	1
	1	Instructional Assistant-Health & Education Simulation	1
	1	Instructional Services Assistant II /Attendance	1
	1	Laboratory Technician Science (Chemistry)	1
	7	Maintenance Technician I	1
	1	Mathematics Assistant Professor	2
	4	Nursing (Registered Nurse-RN) Assistant Professor	2
	1	Nutritional Science/Dietetics Assistant Professor	1
	1	Paramedic/Emergency Medical Technician Assistant	1
	1	Payroll Specialist	1
	1	Pharmacy Technology Assistant Professor and	1
	1	Philosophy Assistant Professor	1
	1	Physics/Astronomy Assistant Professor	2
	1	Police Captain	1
	1	Police Communications Supervisor	1
	1	Political Science Assistant Professor	1
	6	Programmer I	1
	1	Public Services Librarian	1
	1	Research Analyst	2
	1	Senior Information Technology Technician	1
	1	Special Projects - Shuttle Driver	1
	1	Speech-Language Pathology Assistant Program	2
	1	Student Life Supervisor	1
	1	Student Personnel Assistant - Internship Developer	1
	1	Student Personnel Assistant-Outreach Services	1
	1	Student Personnel Assistant - Student Services	1
	1	Technical Director - Harris Center for the Arts	1
	1	Tutoring Coordinator	1
	1	Vice President of Student Services	1
Michael Bozzuto Insurance Agency	1	Commercial Lines Account Manager	1
Mi Rancho Tortilla	9	Machine Operator	10

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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	1
	1	Facilities Specialist	1
	1	Family Service Worker - Range 2	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
Sacramento LGBT Community Center	1	Personnel Clerk	1
	1	Events Manager	1
	1	Outreach and Training Institute Director	1
	1	Volunteer Resource Coordinator	1
San Juan Unified School District	1	Substitute Child Development Assistant ECE	1
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	1	Account Executive	1
	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			545

ITEM IV-D – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

PRESENTER: William Walker

Sacramento Employment and Training Agency

Dislocated Worker Information PY 2018/2019

The following is an update of information as of March 27, 2019

	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	Ingenuity and Purpose 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 Multiple Locations	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
Unofficial	1/17/2019	Gymboree Group, Inc. Multiple Locations	5/1/2019	52	Pending

Sacramento Employment and Training Agency

Dislocated Worker Information PY 2018/2019

The following is an update of information as of March 27, 2019

Official	1/30/2019	Smartrise Engineering 5800 88th St. Sacramento, CA 95828	4/1/2019	31	Pending
Unofficial	2/4/2019	Elwyn 5029 Engle Rd Citrus Heights, CA 95608	2/15/2019	28	2/19/2019
Unofficial	2/4/2019	Performance Bicycle 919 Howe Ave. Sacramento, CA 95825	3/1/2019	12	2/25/2019 2/27/2019
Unofficial	2/15/2019	Rite Aid Multiple Locations	2/28/2019	40	Pending
Unofficial	2/15/2019	Payless Shoe Source Multiple Locations	4/30/2019	110	Pending
Official	2/28/2019	Location Services, LLC 2365 Iron Point Rd. Suite 210 Folsom, CA 95630	5/3/2019	33	Pending
Official	3/5/2019	CoreLogic 11010 White Rock Rd. Suite 200 Rancho Cordova, CA 95670	5/3/2019	70	Pending
TOTAL				1,383	

ITEM IV-E – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

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

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

Staff will be available to answer questions.

PRESENTER: Roy Kim

EMPLOYMENT DEVELOPMENT DEPARTMENT
 Labor Market Information Division
 2901 50th Street
 Sacramento, CA 95817

Contact: Cara Welch
 (916) 227-0298

**SACRAMENTO—ROSEVILLE—ARDEN-ARCADE METROPOLITAN STATISTICAL AREA (MSA)
 (EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)**
Education and health services led month-over and year-over job growth

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 4.1 percent in February 2019, down from a revised 4.3 percent in January 2019, and unchanged the year-ago estimate of 4.1 percent. This compares with an unadjusted unemployment rate of 4.4 percent for California and 4.1 percent for the nation during the same period. The unemployment rate was 4.2 percent in El Dorado County, 3.5 percent in Placer County, 4.1 percent in Sacramento County, and 5.2 percent in Yolo County.

Between January 2019 and February 2019, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 4,400 to total 1,019,900 jobs.

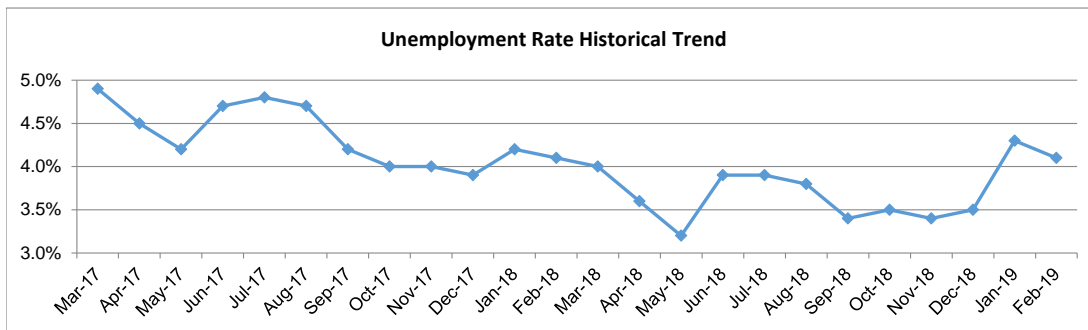
- Education and health services (up 2,400 jobs) led the region in job growth from January to February. Health care and social assistance accounted for a majority of the gain, picking up 1,700 jobs.
- Financial activities expanded by 1,000 jobs. Finance and insurance advanced by 800 jobs. Real estate and rental and leasing added 200 jobs.
- Government experienced a normal seasonal job gain from January to February, picking up 800 jobs.
- Meanwhile, trade, transportation, and utilities reported a typical seasonal downturn (down 1,800 jobs) and was the only major industry sector to report a month-over decline.

Between February 2018 and February 2019, total jobs in the region increased by 28,000, or 2.8 percent.

- Education and health services led the year-over gains with an increase of 7,500 jobs. Health care and social assistance (up 7,100 jobs) accounted for 94.7 percent of the job additions.
- Leisure and hospitality advanced by 6,200 jobs since last February. Accommodation and food services gained 5,400 jobs. Arts, entertainment, and recreation added 800 jobs.
- Trade, transportation, and utilities gained 4,200 jobs. Retail trade grew by 2,200 jobs. Wholesale trade was up 1,100 jobs. Transportation, warehousing, and utilities picked up 900 jobs.
- Information (down 300 jobs) was the only major industry to experience a decline.

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 4.1 percent in February 2019, down from a revised 4.3 percent in January 2019, and unchanged the year-ago estimate of 4.1 percent. This compares with an unadjusted unemployment rate of 4.4 percent for California and 4.1 percent for the nation during the same period. The unemployment rate was 4.2 percent in El Dorado County, 3.5 percent in Placer County, 4.1 percent in Sacramento County, and 5.2 percent in Yolo County.



Industry	Jan-2019	Feb-2019	Change		Feb-2018	Feb-2019	Change
	Revised	Prelim			Prelim		

Total, All Industries	1,015,500	1,019,900	4,400		991,900	1,019,900	28,000
Total Farm	7,600	8,000	400		7,800	8,000	200
Total Nonfarm	1,007,900	1,011,900	4,000		984,100	1,011,900	27,800
Mining, Logging, and Construction	62,900	63,400	500		60,900	63,400	2,500
Mining and Logging	500	500	0		400	500	100
Construction	62,400	62,900	500		60,500	62,900	2,400
Manufacturing	37,400	37,400	0		34,900	37,400	2,500
Trade, Transportation & Utilities	162,300	160,500	(1,800)		156,300	160,500	4,200
Information	12,000	12,000	0		12,300	12,000	(300)
Financial Activities	54,600	55,600	1,000		53,500	55,600	2,100
Professional & Business Services	134,200	134,300	100		132,900	134,300	1,400
Educational & Health Services	162,200	164,600	2,400		157,100	164,600	7,500
Leisure & Hospitality	110,300	110,900	600		104,700	110,900	6,200
Other Services	34,200	34,600	400		33,300	34,600	1,300
Government	237,800	238,600	800		238,200	238,600	400

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

	Feb 18	Dec 18	Jan 19	Feb 19	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,087,600	1,111,000	1,118,900	1,120,200	0.1%	3.0%
Civilian Employment	1,042,800	1,071,600	1,070,300	1,074,200	0.4%	3.0%
Civilian Unemployment	44,800	39,300	48,600	46,100	-5.1%	2.9%
Civilian Unemployment Rate	4.1%	3.5%	4.3%	4.1%		
(CA Unemployment Rate)	4.6%	4.1%	4.8%	4.4%		
(U.S. Unemployment Rate)	4.4%	3.7%	4.4%	4.1%		
Total, All Industries (2)	991,900	1,028,500	1,015,500	1,019,900	0.4%	2.8%
Total Farm	7,800	8,300	7,600	8,000	5.3%	2.6%
Total Nonfarm	984,100	1,020,200	1,007,900	1,011,900	0.4%	2.8%
Total Private	745,900	782,200	770,100	773,300	0.4%	3.7%
Goods Producing	95,800	101,700	100,300	100,800	0.5%	5.2%
Mining, Logging, and Construction	60,900	64,500	62,900	63,400	0.8%	4.1%
Mining and Logging	400	500	500	500	0.0%	25.0%
Construction	60,500	64,000	62,400	62,900	0.8%	4.0%
Construction of Buildings	13,200	14,000	13,700	13,700	0.0%	3.8%
Specialty Trade Contractors	41,700	43,800	43,000	43,400	0.9%	4.1%
Building Foundation & Exterior Contractors	12,100	12,500	12,100	12,200	0.8%	0.8%
Building Equipment Contractors	16,300	16,800	16,600	16,700	0.6%	2.5%
Building Finishing Contractors	8,900	9,700	9,300	9,400	1.1%	5.6%
Manufacturing	34,900	37,200	37,400	37,400	0.0%	7.2%
Durable Goods	22,700	24,200	24,400	24,400	0.0%	7.5%
Computer & Electronic Product Manufacturing	4,400	4,700	4,700	4,800	2.1%	9.1%
Nondurable Goods	12,200	13,000	13,000	13,000	0.0%	6.6%
Food Manufacturing	4,000	3,900	3,900	3,900	0.0%	-2.5%
Service Providing	888,300	918,500	907,600	911,100	0.4%	2.6%
Private Service Providing	650,100	680,500	669,800	672,500	0.4%	3.4%
Trade, Transportation & Utilities	156,300	167,200	162,300	160,500	-1.1%	2.7%
Wholesale Trade	28,000	28,900	29,000	29,100	0.3%	3.9%
Merchant Wholesalers, Durable Goods	15,600	15,900	16,000	16,200	1.3%	3.8%
Merchant Wholesalers, Nondurable Goods	10,700	11,300	11,200	11,200	0.0%	4.7%
Retail Trade	100,100	107,700	103,900	102,300	-1.5%	2.2%
Motor Vehicle & Parts Dealer	14,900	15,000	15,000	15,100	0.7%	1.3%
Building Material & Garden Equipment Stores	8,400	8,300	8,200	8,300	1.2%	-1.2%
Grocery Stores	18,700	19,700	19,500	19,700	1.0%	5.3%
Health & Personal Care Stores	6,000	6,200	6,100	6,000	-1.6%	0.0%
Clothing & Clothing Accessories Stores	7,900	9,000	8,200	8,000	-2.4%	1.3%
Sporting Goods, Hobby, Book & Music Stores	4,100	4,400	4,100	4,000	-2.4%	-2.4%
General Merchandise Stores	18,800	22,600	20,600	19,400	-5.8%	3.2%
Transportation, Warehousing & Utilities	28,200	30,600	29,400	29,100	-1.0%	3.2%
Information	12,300	12,200	12,000	12,000	0.0%	-2.4%
Publishing Industries (except Internet)	2,400	2,300	2,300	2,300	0.0%	-4.2%
Telecommunications	3,600	3,400	3,400	3,300	-2.9%	-8.3%
Financial Activities	53,500	54,800	54,600	55,600	1.8%	3.9%
Finance & Insurance	37,100	37,700	37,700	38,500	2.1%	3.8%
Credit Intermediation & Related Activities	11,400	11,300	11,300	11,300	0.0%	-0.9%
Depository Credit Intermediation	6,300	6,500	6,500	6,600	1.5%	4.8%
Nondepository Credit Intermediation	2,700	2,600	2,600	2,600	0.0%	-3.7%
Insurance Carriers & Related	21,700	22,300	22,400	22,800	1.8%	5.1%
Real Estate & Rental & Leasing	16,400	17,100	16,900	17,100	1.2%	4.3%
Real Estate	13,000	13,500	13,400	13,500	0.7%	3.8%
Professional & Business Services	132,900	138,600	134,200	134,300	0.1%	1.1%
Professional, Scientific & Technical Services	55,900	57,800	57,200	57,600	0.7%	3.0%
Architectural, Engineering & Related Services	9,700	10,400	10,300	10,300	0.0%	6.2%
Management of Companies & Enterprises	13,200	12,900	12,800	13,100	2.3%	-0.8%
Administrative & Support & Waste Services	63,800	67,900	64,200	63,600	-0.9%	-0.3%
Administrative & Support Services	61,000	64,700	61,000	60,500	-0.8%	-0.8%
Employment Services	26,000	28,400	26,800	27,300	1.9%	5.0%

Data Not Seasonally Adjusted

	Feb 18	Dec 18	Jan 19	Feb 19	Percent Change	
			Revised	Prelim	Month	Year
Services to Buildings & Dwellings	13,200	13,600	13,400	13,400	0.0%	1.5%
Educational & Health Services	157,100	163,200	162,200	164,600	1.5%	4.8%
Education Services	12,600	12,700	12,300	13,000	5.7%	3.2%
Health Care & Social Assistance	144,500	150,500	149,900	151,600	1.1%	4.9%
Ambulatory Health Care Services	50,700	53,000	52,900	53,400	0.9%	5.3%
Hospitals	24,100	24,900	24,900	24,900	0.0%	3.3%
Nursing & Residential Care Facilities	17,100	17,800	17,800	17,900	0.6%	4.7%
Leisure & Hospitality	104,700	110,600	110,300	110,900	0.5%	5.9%
Arts, Entertainment & Recreation	16,800	17,300	17,300	17,600	1.7%	4.8%
Accommodation & Food Services	87,900	93,300	93,000	93,300	0.3%	6.1%
Accommodation	10,200	11,000	11,100	11,000	-0.9%	7.8%
Food Services & Drinking Places	77,700	82,300	81,900	82,300	0.5%	5.9%
Restaurants	73,600	77,700	77,800	78,200	0.5%	6.3%
Full-Service Restaurants	34,400	35,500	36,300	36,200	-0.3%	5.2%
Limited-Service Eating Places	39,200	42,200	41,500	42,000	1.2%	7.1%
Other Services	33,300	33,900	34,200	34,600	1.2%	3.9%
Repair & Maintenance	10,300	10,200	10,200	10,300	1.0%	0.0%
Government	238,200	238,000	237,800	238,600	0.3%	0.2%
Federal Government	14,100	14,200	13,900	14,100	1.4%	0.0%
Department of Defense	1,600	1,700	1,700	1,700	0.0%	6.3%
State & Local Government	224,100	223,800	223,900	224,500	0.3%	0.2%
State Government	120,100	122,100	122,100	122,800	0.6%	2.2%
State Government Education	31,400	32,300	32,000	32,500	1.6%	3.5%
State Government Excluding Education	88,700	89,800	90,100	90,300	0.2%	1.8%
Local Government	104,000	101,700	101,800	101,700	-0.1%	-2.2%
Local Government Education	58,000	55,000	55,200	55,000	-0.4%	-5.2%
Local Government Excluding Education	46,000	46,700	46,600	46,700	0.2%	1.5%
County	19,100	19,300	19,400	19,300	-0.5%	1.0%
City	9,800	9,900	9,800	9,900	1.0%	1.0%
Special Districts plus Indian Tribes	17,100	17,500	17,400	17,500	0.6%	2.3%

Notes:

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

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

These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Cara Welch 916-227-0298 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
February 2019 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,592,700	18,725,100	867,600	4.4%
ALAMEDA	6	859,000	832,100	27,000	3.1%
ALPINE	21	680	650	30	4.4%
AMADOR	26	14,880	14,180	710	4.8%
BUTTE	31	104,200	97,800	6,300	6.1%
CALAVERAS	24	21,490	20,490	1,000	4.7%
COLUSA	58	11,350	9,020	2,330	20.5%
CONTRA COSTA	9	571,900	552,600	19,300	3.4%
DEL NORTE	35	9,750	9,120	630	6.5%
EL DORADO	17	93,800	89,800	3,900	4.2%
FRESNO	47	462,200	420,900	41,400	8.9%
GLENN	45	12,960	11,920	1,050	8.1%
HUMBOLDT	17	64,400	61,700	2,700	4.2%
IMPERIAL	57	71,800	59,300	12,500	17.4%
INYO	24	8,810	8,390	410	4.7%
KERN	48	395,800	358,900	36,800	9.3%
KINGS	51	59,300	53,400	5,900	9.9%
LAKE	31	29,550	27,740	1,800	6.1%
LASSEN	33	9,980	9,360	620	6.2%
LOS ANGELES	17	5,135,000	4,918,700	216,300	4.2%
MADERA	46	64,900	59,500	5,400	8.2%
MARIN	3	142,400	138,800	3,600	2.5%
MARIPOSA	39	7,360	6,840	520	7.0%
MENDOCINO	28	39,930	37,920	2,010	5.0%
MERCED	53	117,900	105,300	12,600	10.7%
MODOC	54	3,170	2,820	350	10.9%
MONO	11	9,770	9,430	350	3.5%
MONTEREY	52	220,000	197,200	22,800	10.4%
NAPA	9	74,700	72,200	2,500	3.4%
NEVADA	14	49,790	47,850	1,950	3.9%
ORANGE	5	1,640,100	1,590,200	49,900	3.0%
PLACER	11	189,300	182,600	6,700	3.5%
PLUMAS	56	7,750	6,780	970	12.5%
RIVERSIDE	23	1,103,100	1,053,700	49,400	4.5%
SACRAMENTO	16	725,800	696,200	29,600	4.1%
SAN BENITO	36	31,700	29,500	2,100	6.7%
SAN BERNARDINO	17	971,400	931,000	40,400	4.2%
SAN DIEGO	11	1,611,400	1,555,100	56,200	3.5%
SAN FRANCISCO	2	589,100	574,900	14,200	2.4%
SAN JOAQUIN	39	328,900	305,800	23,100	7.0%
SAN LUIS OBISPO	8	142,500	137,900	4,600	3.2%
SAN MATEO	1	465,200	454,800	10,500	2.3%
SANTA BARBARA	26	219,800	209,300	10,500	4.8%
SANTA CLARA	4	1,067,000	1,038,200	28,900	2.7%
SANTA CRUZ	36	144,000	134,400	9,600	6.7%
SHASTA	33	74,400	69,700	4,600	6.2%
SIERRA	42	1,280	1,180	100	7.8%
SISKIYOU	49	17,360	15,700	1,660	9.6%
SOLANO	21	210,400	201,100	9,300	4.4%
SONOMA	6	261,400	253,400	8,100	3.1%
STANISLAUS	41	244,800	227,200	17,700	7.2%
SUTTER	50	46,000	41,500	4,500	9.7%
TEHAMA	38	25,850	24,070	1,780	6.9%
TRINITY	42	4,660	4,290	360	7.8%
TULARE	55	210,900	187,000	23,900	11.3%
TUOLUMNE	30	21,760	20,560	1,210	5.5%
VENTURA	15	429,100	412,200	17,000	4.0%
YOLO	29	111,400	105,600	5,800	5.2%
YUBA	42	29,700	27,400	2,300	7.8%

Notes

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2018 benchmark and Census 2010 population controls at the state level.

ITEM IV-F - INFORMATION

HEAD START REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: Denise Lee

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, January 22, 2019
9:00 a.m.

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

Ms. Henrietta Gutierrez called the meeting to order at 9:01 a.m. and read the thought of the day. The Pledge of Allegiance was recited. Ms. Claudett Sanders called the roll and confirmed that a quorum was established.

Members Present:

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
Devon McCracken, Home Base Option
Henrietta Gutierrez, Past Parent/Community Representative
Marley Schurr, SETA-Operated Program
Griselda Cisneros, SETA-Operated Program
Angel Chenault, Alternate, Past Parent/Community Representative
Elizabeth Schoemig, Twin Rivers Unified School District
Sharon Stone Smith, Sacramento Children's Museum
Christie Hamm, Sacramento Public Library
Evangalina Barrios, SETA-Operated Program (arrived and seated at 9:07 a.m.)

Members Absent:

Amy Melvin, SETA-Operated Program (excused)
Marisela Aguila, WCIC/Playmate Child Development Center (unexcused)
Charles Taylor, Past Parent/Community Representative (unexcused)

New Members to be Seated:

Brenda Valenzuela, Sacramento City Unified School District
Sandra Olguin, Early Head Start/Home Base (Sac. City)
Yamilka Estrella, Twin Rivers Unified School District

New Member to be seated but absent:

Katrice Christian, Sacramento City Unified School District (unexcused)

Ms. Gutierrez welcomed the new members and asked them to provide a brief overview of their family.

II. Consent Item

A. Approval of the Minutes of the December 19, 2018 Special Meeting

The minutes were reviewed; no questions or corrections.

Moved/Schurr, second/Chenault, to approve the December 19, 2018 minutes.

Show of hands vote:

Aye: 14 (Adedipe, Cerniglia, Chenault, Cisneros, Estrella, Hamm, McCracken, Olguin, Sanders, Schoemig, Schurr, Stone Smith, Valenzuela, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: (Aguila, Barrios, Melvin, Taylor)

Ms. Evangelina Barrios arrived and was seated at 9:07 a.m.

III. Action Items

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

The Board went into closed session at 9:08 a.m. At 9:21 a.m., Ms. Gutierrez called the meeting back to order and reported that during closed session, the Board approved the following eligible lists: Associate Teacher and Associate Teacher/Infant Toddler, Infant Toddler Lead Teacher, Head Start Teacher, Site Supervisor, and Education Program Officer

B. Election of Sacramento Medi-Cal Dental Advisory Committee Representative and Alternate

Ms. Gutierrez reviewed the purpose of the committee and for those interested in serving. Ms. McCracken expressed interest in serving. Ms. Chenault nominated Ms. Yamilka Estrella; Ms. Estrella agreed to run.

Vote:

Devon: 15

Yamilka: 1

Moved/Xiong, second/Cerniglia, to approve Ms. Devon McCracken as representative and Ms. Yamilka Estrella as alternate to serve on the Sacramento Medi-Cal Dental Advisory Committee.

Show of hands vote:

Aye: 15 (Adedipe, Barrios, Cerniglia, Chenault, Cisneros, Estrella, Hamm, McCracken, Olguin, Sanders, Schoemig, Schurr, Stone Smith, Valenzuela, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)
Absent: (Aguila, Melvin, Taylor)

C. Election of Maternal, Child and Adolescent Health Advisory Board Representative and Alternate

Those interested in serving on this board: Evangelina Barrios. Ms. McCracken agreed to serve as alternate.

Moved/Schurr, second/Hamm, to elect Ms. Evangelina as Representative and Ms. Devon McCracken as Alternate to serve on the Maternal, Child, and Adolescent Advisory Board.

Show of hands vote:

Aye: 15 (Adedipe, Barrios, Cerniglia, Chenault, Cisneros, Estrella, Hamm, McCracken, Olguin, Sanders, Schoemig, Schurr, Stone Smith, Valenzuela, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: (Aguila, Melvin, Taylor)

D. Election Community Action Board Representative and Alternate

This item was reviewed; Ms. Hogan provided additional information. Ms. Kossick stated that this is an important board and this year the board will be releasing a request for proposals for services. It is important to have a representative from the Policy Council on the Community Action Board.

Ms. Estrella offered to serve as the CAB representative. Ms. Elizabeth Schoemig expressed interest in serving as alternate.

Moved/Xiong, second/Adedipe, to approve the election of Ms. Yamilka Estrella as Representative and Ms. Elizabeth Schoemig to serve on the Community Action Board.

Show of hands vote:

Aye: 15 (Adedipe, Barrios, Cerniglia, Chenault, Cisneros, Estrella, Hamm, McCracken, Olguin, Sanders, Schoemig, Schurr, Stone Smith, Valenzuela, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: (Aguila, Melvin, Taylor)

IV. **Information Items**

- A. Parent Survey – Ms. Desha reviewed the Parent Survey and requested that board members fill out and return it after the meeting. A post Parent Survey will

be provided at the end of the program year to determine what worked and what needs improvement.

B. Standing Information Items

- PC/PAC Calendar of Events: Ms. Sanders reviewed the calendar of events.
- Parent/Staff Recognition: None.
- Toastmasters Training: Ms. Gutierrez urged board members to consider taking this training. Ms. Chenault and Ms. Sanders spoke of how the Toastmasters Training helped them and it was fun!
- Orientation and Officer Training Reports: Ms. Chenault said that the officer training was very informative.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne reviewed the fiscal report ending December, 2018. Overall things look good. The Child Care Partnership (CCP) program is a little underspent but she is confident the appropriate costs will be moved to the correct grant. Ms. Saurbourne invited board members to attend the grant planning meetings. This process will provide a great deal of insight as to how the program is planned.
- Community Resources: Parents/Staff
 - PC/PAC & Policy Committee Meeting Report Form: The meeting report form was reviewed.

C. Governing Board Minutes – December 6, 2018: No questions.

V. Committee Reports

- Executive Committee: Ms. Sanders reviewed the Executive Committee critique.
- Budget/Planning Committee: Ms. Xiong reported on the January 8 meeting. Ms. Lee provided an update on the deferred maintenance projects. Staff will soon be working with the delegate agencies on grant planning. Construction on the Hopkins Center is almost done. The grant planning meetings will begin soon and all board members were urged to attend.
- Community Agency Reports
 - Sacramento Children's Museum: Ms. Stone Smith reported that the Sacramento Free Museum Day will be February 2 from 10 a.m. – 4:00 p.m. Go to her website or the Sacramento Associate Museum for a list of museums that will have free admission.
 - Sacramento Public Library: Ms. Hamm is always here to support other organizations and will provide a more detailed report later.

VI. Other Reports

- A. Executive Director's Report:** Ms. Kossick inquired whether the board wanted a presentation on the various programs at SETA including the Community Services Block Grant, refugee programs, and other services available. It would be a 5-10-

minute presentation. This presentation can be provided every third month. Ms. Gutierrez stated that she would like to have a presentation.

- B. Chair's Report: Ms. Gutierrez asked board members to review the Human Resources calendar to be considered for screenings or interviews.
- C. Head Start Deputy Director's Report: Ms. Denise Lee urged board members to consider participating in the upcoming grant planning meetings. Staff is interested in redistributing our services into underserved areas, for both for Early Head Start and Head Start programs. Attending the grant planning meetings would be a great way to provide input on possible locations for more centers. Staff received notification that the duration application will be fully funded. This will allow for a longer school day and school year. Ms. Lee is expecting the funding to arrive around March 1. The census bureau asked us to work with them to collect census data and recruit for short-term jobs as census data collectors.
- D. Head Start Managers' Reports
- Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: No report.
 - Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith distributed information on the Creative Curriculum. Visual quick check for parents. This helps parents to look for curriculum material posted while walking into a center. Are the lesson plans posted? Is the daily schedule posted? Are the Classroom Expectations posted? It's a great way for parents to become more involved in the classroom activities.
 - Kaleb Call – Quality Assurance, Food Services, Safe Environments, Grants, and Contracts: Mr. Call stated that the information collected from the self-assessment is utilized to help staff improve our program. He asked for parents to serve in the self-assessment process. The Quality Assurance reports were reviewed from Elk Grove and Twin Rivers. Ms. Gutierrez asked about the file issue at Elk Grove; do they get a certain amount of days to fix it? Mr. Call stated that the issue looks worse in writing, but EG will be submitting a corrective plan of action to address the findings.

Ms. Lee urged board members to consider participating in the self-assessment process. It's a great way to see how other centers run and learn more about the services provided in the county. No experience is necessary. Training will be provided to all board members and they will be assisted by staff.

- E. Open Discussion and Comments: None.
- F. Public Participation: None.

- VI. **Adjournment:** Ms. Gutierrez read a quote on teamwork. The meeting was adjourned at 10:25 a.m.



Quality Assurance Summary Report

TO: Policy Council and SETA Governing Board members
 RE: SETA Quality Assurance/Monitoring Results – February 2019

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
Sacramento City Unified School District	Head Start Center-based	5 centers 5 classes 12 children's files 14 staff files	January 8 – February 8, 2019	Comprehensive Review <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

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

Highlighted Program Strengths and Positive Observations:

- Cultural diversity is incorporated in classroom environments and curriculum activities. Teaching staff include different languages in the greetings and songs in the daily activities.
- Staff team work and classroom volunteers.
- Good documentation in Family Partnership Agreements (FPA).
- Overall, classrooms are safe, bright and clean.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance)	83%	-File cabinets containing children's files were not locked at all times -Source documents verifying income eligibility did not include second source of income. -Application data did not match data entry in ChildPlus -Not all vacancies were filled within 30 days - Not all funded enrollment slots were filled at the beginning of the

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
		program year
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>	92%	No significant noted findings
Disabilities Services <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>	95%	No significant noted findings
Family and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	98%	No significant noted findings
Mental Health <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	97%	No significant noted findings
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	90%	No significant noted findings
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	93%	No significant noted findings
Program Design and Management Human Resources <i>(Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)</i>	98%	No significant noted findings
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	93%	No significant noted findings

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

Follow-up and Corrective Action Plans:

A program-level Corrective Action Plan (CAP) to address above areas of non-compliance is due to SETA within 45 days of receipt of this report. Governing Board/School Board notification of monitoring results is within 60 days.

Programs complete the program-level CAP using the ChildPlus Internal Monitoring Module to resolve systems-level areas of non-compliance identified during the MCQI review. Each agency remains responsible to correct Non-Compliant indicators at the classroom/center level.

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

February 2019

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	212	12%	439	117	27%
Twin Rivers USD	180	25	14%	16	1	6%
Elk Grove USD	440	50	11%			
Sac City USD	1139	123	11%	152	19	13%
San Juan USD	668	95	14%	160	19	12%
WCIC	100	5	5%			
EHS CCP				120	9	8%
COUNTY TOTAL	4363	510	12%	887	165	19%

AFE: Annual Funded Enrollment

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
February 2019**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 2/28/19	(b) % Actual to Funded
Elk Grove USD	440	445	101
Sacramento City USD	1,139	1,105	97
SETA	1,836	1,884	103
San Juan USD	668	677	101
Twin Rivers USD	180	181	100
WCIC/Playmate	100	103	103
Total	4,363	4,395	101

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 2/28/19	(b) % Actual to Funded
Sacramento City USD	152	154	101
SETA	439	441	100
San Juan USD	160	168	105
TRUSD	16	17	106
Total	767	780	102

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 2/28/19	(b) % Actual to Funded
SETA	40	40	100
Sacramento City USD	40	41	103
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.

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

**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	86	84					
Sacramento City USD	73	90	88	85	85	86	84					
SETA	78	87	85	83	83	81	80					
San Juan USD	N/A	76	88	90	89	88	TBD					
Twin Rivers USD	93	90	88	78	86	89	86					
WCIC/ Playmate	N/A	68	83	87	92	89	74					
TOTAL	84	83	87	85	87	87	82					

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	89	89					
SETA	80	86	87	82	83	81	81					
San Juan USD	83	84	89	87	90	88	TBD					
Twin Rivers USD	91	88	88	88	86	91	89					
TOTAL	84	88	89	83	87	87	86					

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

EHS-CC Partnership/Expansion

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	74	80	78	64	72	72	77					
SETA	84	82	84	77	77	77	74					
TOTAL	79	81	81	71	75	75	76					

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:

- Classrooms with attendance below 85% for any month are required to submit a Classroom Attendance Improvement Plan.

SCUSD:

- Plan to be included with March Attendance Report.

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.