



**REGULAR MEETING OF THE  
SETA GOVERNING BOARD**

**GOVERNING BOARD**

**ERIC GUERRA**  
Councilmember  
City of Sacramento

**PATRICK KENNEDY**  
Board of Supervisors  
County of Sacramento

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

**SOPHIA SCHERMAN**  
Public Representative

**MAI VANG**  
Councilmember  
City of Sacramento

**KATHY KOSSICK**  
Executive Director

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Website: <http://www.seta.net>

**DATE:** Thursday, April 1, 2021

**TIME:** 10:00 a.m.

**LOCATION:** Zoom login:

<https://us02web.zoom.us/j/81181985908?pwd=VWRlVjVOQStTTW16NHVKcXAxMmdFQT09>

In response to the Governor's Executive Order N-29-20 relating to the COVID-19 Pandemic, the Sacramento Employment and Training Agency Governing Board is conducting this meeting on Zoom at <https://us02web.zoom.us/j/81181985908?pwd=VWRlVjVOQStTTW16NHVKcXAxMmdFQT09> of the public may join the meeting by clicking the link above or typing the meeting address above into their web browser, or listen to the meeting on One tap mobile +16699006833, 811819859083# US (San Jose). Meeting ID: 811 8198 5908; Passcode: 070637 Find your local number: <https://us02web.zoom.us/j/81181985908?pwd=VWRlVjVOQStTTW16NHVKcXAxMmdFQT09>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: [Wendy.Tanner@seta.net](mailto:Wendy.Tanner@seta.net). Any member of the public who wishes to speak directly to the board regarding any item on the agenda may contact Wendy Tanner at (916) 263-5660, or [Wendy.Tanner@seta.net](mailto:Wendy.Tanner@seta.net). Please include in your request which item you would like to participate on. Additionally, during the meeting any questions or comments may be submitted via the Q&A or chat features on Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the Governing Board and included in the record.

Closed captioning will be available. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: [www.seta.net](http://www.seta.net).

**A G E N D A**

**PAGE NUMBER**

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

**CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

**II. Consent Items**

- |    |   |     |
|----|---|-----|
| A. | Approval of Minutes of the March 4, 2021 Regular Board Meeting                              | 1-6 |
| B. | Approval of Appointment to the Sacramento Works Workforce Development Board (Kathy Kossick) | 7   |

C.	Approval of Claims and Warrants	8
<b>III.</b>	<b><u>Action Items</u></b>	
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<b>B.</b>	<b>WORKFORCE DEVELOPMENT DEPARTMENT</b> <u>Community Services Block Grant:</u> No items. <u>Refugee Services:</u> No items. <u>One Stop Services</u>	
1.	Approval of Application for Local Area Subsequent Designation and Workforce Development Board Recertification to the California Workforce Development Board (Roy Kim)	10
<b>C.</b>	<b>CHILDREN AND FAMILY SERVICES (Denise Lee)</b> No Items	
<b>IV.</b>	<b><u>Information Items</u></b>	
<b>A.</b>	Fiscal Monitoring Reports (D'et Saurbourne)	11-31
	<ul style="list-style-type: none"> <li>♦ Asian Resources, Inc.</li> <li>♦ Folsom Cordova Community Partnership</li> <li>♦ International Rescue Committee</li> <li>♦ Meristem, Inc.</li> <li>♦ St. John's Program for Real Change</li> <li>♦ South County Services, Inc.</li> <li>♦ Volunteers of America</li> <li>♦ Waking the Village</li> <li>♦ Women's Empowerment</li> <li>♦ North State Building Industry Foundation</li> </ul>	
<b>B.</b>	Employer Success Stories and Activity Report (William Walker)	32-36
<b>C.</b>	Dislocated Worker Update (William Walker)	37-41
<b>D.</b>	Unemployment Update/Press Release from the Employment Development Department (Roy Kim)	42-47
<b>E.</b>	Head Start Reports (Denise Lee)	48-55

**V. Reports to the Board**

56

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

**VI. Adjournment**

**DISTRIBUTION DATE: March 24, 2021**

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE MARCH 4, 2021  
REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the March 4, 2021 meeting for your review.

RECOMMENDATION:

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

PRESENTER: D'et Saurbourne

**REGULAR MEETING OF THE SACRAMENTO EMPLOYMENT AND  
TRAINING AGENCY GOVERNING BOARD**

Minutes/Synopsis

(The minutes reflect the actual progression of the meeting.)

Meeting Held Electronically

Thursday, March 4, 2021  
10:00 a.m.

**I. Call to Order**

Ms. Scherman called the meeting to order at 10:00 a.m. The roll was called and a quorum was confirmed.

Members Present:

Patrick Kennedy, Member, Board of Supervisors  
Don Nottoli, Member, Board of Supervisors  
Eric Guerra, Councilmember, City of Sacramento  
Mai Vang, Councilmember, City of Sacramento  
Sophia Scherman, Chair, Public Representative

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

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

The board adjourned to closed session at 10:02 a.m. The board came back into open session at 10:12 a.m. Ms. Scherman stated that there was no report out of closed session.

**III. Consent Items**

- A. Approval of Minutes of the February 4, 2021 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Adjust Zones in the Broadband/Performance Management Policy
- D. Receive, Adopt and File the Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2021
- E. Approval of the Submission of Workforce Accelerator Applications to the California Workforce Development Board and Authorize the Executive Director to Execute the Agreements and any Other Documents Required by the Funding Source
- F. Approval of the Private Sector and Low-Income Sector Lists and the Appointment of Low-Income and Private Sector Organizations to Select Representatives and Alternates to Serve on SETA's Community Action Board

The consent items were reviewed; no questions.

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

- A. Approve the February 4, 2021 minutes.
- B. Approve the claims and warrants for the period 1/29/2021 through 2/24/2021.
- C. Approve a modification to the salary ranges of Zone 1 to \$71,976 - \$156,015 and Zone 2 to \$55,157 - \$110,314.
- D. Receive, adopt, and file the Sacramento County Annual Investment policy for the Pooled Investment Fund for the Calendar Year 2021.
- E. Approve the submission of one or more Workforce Accelerator Fund 9.0 grant applications requesting up to \$250,000 each to the California Workforce Development Board and authorize the Executive Director to execute the agreements and any other documents required by the funding source.
- F. Approve the Private Sector and Low-Income Sector lists and the appointment of Private Sector and Low-Income Sector organizations to select representatives and alternates to serve on the Community Action Board.

Roll call vote:

Aye: 5 (Guerra, Kennedy, Nottoli, Scherman, Vang)

Nay: 0

Abstentions: 0

#### IV. Action Items

##### A. GENERAL ADMINISTRATION/SETA

##### 1. Approval of Election of Vice-Chairperson to the SETA Governing Board

Ms. Kossick reviewed this item to fill the Vice-Chair role due to the departure of Mr. Schenirer. Ms. Scherman stated that in the past, we have rotated through the city, county, and public representative. We have two new members, Ms. Vang and Mr. Guerra, and Ms. Scherman asked if there was interest in serving. Mr. Kennedy nominated Mr. Guerra; there were no other nominations.

Moved/Kennedy, second/Vang, to elect Eric Guerra to serve as Vice Chair.

Roll call vote:

Aye: 5 (Guerra, Kennedy, Nottoli, Scherman, Vang)

Nay: 0

Abstentions: 0

##### 2. Approval of Reappointments to the Sacramento Works Workforce Development Board

Ms. Kossick noted that the recommendation should be for seven members, not eight. There were no questions or comments.

Moved/Nottoli, second/Kennedy, to approve the reappointment of the following Sacramento Works Workforce Development Board members for a three-year

term beginning April 1, 2021: Staci Anderson, Gary King, Matt Legé, Fabrizio Sasso, Troy Givans, Sharon O'Sullivan, and Kathy Kossick.

Roll call vote:

Aye: 5 (Guerra, Kennedy, Nottoli, Scherman, Vang)

Nay: 0

Abstentions: 0

3. Approval to Release a Request for Proposals for a Human Resources Information System (HRIS)

Ms. D'et Saurbourne reviewed this item to replace SETA's current payroll system to get a more robust system. Mr. Guerra asked how old the current system is and Ms. Saurbourne replied that it is from 2009-2010. Updates have been made over the years.

Moved/Guerra, second/Nottoli, to approve the release of a Request for Proposals for a Human Resources Information System (HRIS).

Roll call vote:

Aye: 5 (Guerra, Kennedy, Nottoli, Scherman, Vang)

Nay: 0

Abstentions: 0

**B. WORKFORCE DEVELOPMENT DEPARTMENT**

Community Services Block Grant: No items.

Refugee Services: No items.

One Stop Services

1. Agree with the Sacramento Works Workforce Development Board to Approve the Selection of One-Stop Operator

There were no questions or comments.

Moved/Kennedy, second/Scherman, to agree with the Sacramento Works Workforce Development Board regarding selection of SETA as a One-Stop Operator within the Sacramento Works Development Area.

Roll call vote:

Aye: 5 (Guerra, Kennedy, Nottoli, Scherman, Vang)

Nay: 0

Abstentions: 0

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

**V. Information Items**

- A. Report on American Express Corporate Account Rewards Points Program as of December 31, 2020

Ms. Saurbourne reviewed the report as of December 31, 2020. Mr. Nottoli inquired as to what will 4.5 million points get SETA? Ms. Saurbourne replied that the exchange rate is .08 cents per point which is a few thousand dollars; we generally exchange the points for computers or staff appreciation items.

- B. Fiscal Monitoring Reports: No questions.

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

- D. Dislocated Worker Update: No questions.

- E. Head Start Reports: Ms. Denise Lee is excited to share that the first of 40 Head Start centers opened on Monday. About half of the families for the infant/toddler classrooms have a desire to return to in-person services but preschool classrooms are filling quickly. Phoenix Park opens next Monday and an additional center will open weekly thereafter. Ms. Lee stated that it is important to make sure there are enough staff to fill in-person services and still continue remote learning for those interested. Ms. Lee asked members to spread the word about vacant enrollment slots in Head Start and Early Head Start. SETA is working with community partners to get timely information on providing vaccines for those staff interested.

Mr. Guerra asked if there were a percentage of child care/early learning staff getting vaccinated? Ms. Lee replied that staff is working to compile the information. As staff receive their vaccinations, the department is requesting them to submit the proof of their second shot. We are not requiring vaccines at this time but we are asking for documentation to track the information. Mr. Guerra stated that his office is working with the Counsel General of Mexico to notify people of vaccine availability. The goal is to get all childcare providers to receive the vaccine; this is important to assist everyone to re-enter the workforce.

## **VI. Reports to the Board**

- A. Chair: Ms. Scherman reminded everyone to stay healthy, be vigilant and wear your mask.

- B. Executive Director: Ms. Kossick announced that Ms. Wendy Tanner will be serving as Clerk of the Boards until mid-May; board members will be hearing from Ms. Tanner regularly. Ms. Kossick stated that for the safety of staff and customers, SETA has updated our Illness and Injury Prevention Plan, a document required by Cal/OSHA and created a COVID-19 Prevention and Response Program. The Human Resources Department is walking all sites prior to reopening to ensure compliance with Cal/OSHA. Ms. Noren is working on a plan to ensure staff safety during reopening of centers. Staff is being trained on



safety practices for staff and teachers in Head Start. The Franklin and Hillsdale career centers have been opened for in-person services. Remote services were provided earlier but now appointments are available.

- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: None.

VII. **Adjournment:** The meeting was adjourned at 10:35 a.m.

## ITEM II-B CONSENT

### APPROVAL OF AN APPOINTMENT TO THE SACRAMENTO WORKS BOARD

#### BACKGROUND:

The local Sacramento Works Workforce Development Board was newly formed in early 2016 to comply with the 2014 Workforce Innovation and Opportunity Act(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. The Board had staggered initial terms of two, three or four years. Extended terms from that time are a three-year term. In 2020 the request was made to add an additional economic development seat, which required adding another private business seat to keep the majority of the board representing the business community, as required in the Workforce Innovation and Opportunity Act. The Sacramento Works Board considered the request to increase the board size by two and took action at its meeting on May 27, 2020 to increase the board size to 27. The current bylaws of the Sacramento Works, Inc. allow up to thirty board members.

Staff recently received a resignation from Ms. Amanda Taylor from the Associated General Contractors of California. The Board Development Committee of the Sacramento Works Board recently recruited a private business nominee for the vacant slot. Historically, the Executive Committee of Sacramento Works has recommended the name(s) of individual applicants for appointment to the private sector seats by the SETA Governing Board. The Sacramento Works Executive Committee met on March 22, 2021 and is forwarding Ms. Amanda Higley's application for the Private Business slot with a recommendation for appointment. The applications for Ms. Higley is being sent under separate cover.

#### RECOMMENDATION:

Review the application of Ms. Amanda Higley from Tri-Tool, Inc. and appoint Ms. Higley to fill the seat vacated by Ms. Amanda Taylor.

PRESENTER: Kathy Kossick

ITEM II-C - CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period of 2/25/2021 Through 3/23/2021. and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 2/25/2021 through 3/23/2021.

PRESENTER: D'et Saurbourne

ITEM III-A –1 ACTION

APPROVAL TO EXTEND AUDIT SERVICES AGREEMENT FOR FISCAL YEAR ENDING JUNE 30, 2021 AND AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN THE AGREEMENT

BACKGROUND:

On April 30, 2020, the SETA Governing Board approved the selection of Eide Bailly to provide audit services for one year with the option of extending the agreement for two additional one-year terms. The audit fee for the fiscal year ended June 30, 2020 was \$47,000 which included the single audit for two major federal programs. Additionally, the current agreement includes a provision for additional major program audits, if required, at an additional cost of \$4,000 each. The agreement allows for an increase of 5% or the Consumer Price Index, whichever is smaller. The Consumer Price Index increased by 1.4% during 2020.

Staff is recommending extending the agreement for audit services in the amount of \$47,658 ( $\$47,000 \times 1.014\%$ ) for the fiscal year ending June 30, 2021, plus \$4,000 for any additional major program audits should Eide Bailly determine that SETA is required to be audited for an additional federal program.

RECOMMENDATION:

Approve the extension of the agreement with Eide Bailly for audit services for the fiscal year ending June 30, 2021, for a total amount up to \$47,658 for two major federal programs, plus \$4,000 for any additional major program audits if required, and authorize the Executive Director to sign the agreement.

STAFF PRESENTER: D'et Saurbourne

ITEM III-B-1- ACTION

APPROVAL OF APPLICATION FOR LOCAL AREA SUBSEQUENT DESIGNATION  
AND WORKFORCE DEVELOPMENT BOARD RECERTIFICATION TO THE  
CALIFORNIA WORKFORCE DEVELOPMENT BOARD

BACKGROUND:

On behalf of the Governor, the California Workforce Development Board is responsible for subsequent designation of local workforce development areas and recertifying Local Workforce Development Boards under the Workforce Innovation and Opportunity Act, and is requiring the submission of a Local Area Subsequent Designation and Local Board Recertification Application no later than March 31, 2021.

The Local Area Subsequent Designation and Local Board Recertification Application has been sent under separate cover.

The Sacramento Works Board will take action on this item on March 24, 2021.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the submission of an application for local area subsequent designation and recertification of the local workforce development board, Sacramento Works, Inc., to the California Workforce Development Board.

PRESENTER: Roy Kim

ITEM IV-A - INFORMATION  
FISCAL MONITORING REPORTS

BACKGROUND:

Attached for your information are copies of the latest fiscal monitoring reports.

Staff will be available to answer questions.

PRESENTER: D'et Saurbourne

**MEMORANDUM**

**TO:** Ms. Stephanie Nguyen      **DATE:** February 25, 2021

**FROM:** Tracey Anderson, SETA Fiscal Monitor

**RE:** Desk Fiscal Monitoring of Asian Resources, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Adult	\$210,720	7/1/2020-6/30/21	7/1/2020-12/31/2020
WIOA	DW	\$52,680	7/1/2020-6/30/21	7/1/2020-12/31/2020
WIOA	OSY	\$161,946	7/1/2020-6/30/21	7/1/2020-12/31/2020
City CARES Act	OJT	\$69,000	10/5/2020-12/30/2020	10/5/2020-12/30/2020

**Monitoring Purpose:**      Initial      Follow-up      Special      Final X

**Date of review:** desk review, February 2021

	<u>AREAS EXAMINED</u>	<u>COMMENTS</u>			
		<u>SATISFACTORY</u>		<u>RECOMMENDATIONS</u>	
		<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>
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		N/A		
10	Adherence to Budget		X		
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

**Program Operator: Asian Resources, Inc.**

**Findings and General Observations:**

- 1) We have reviewed the WIOA programs from July 1, 2020 to December 31, 2020 and the City CARES Act from October 5, 2020 to December 30, 2020. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

None

cc: Kathy Kossick  
Governing Board



**MEMORANDUM**

**TO:** Mr. Robert Sanger **DATE:** March 11, 2021  
**FROM:** David B. Clark, SETA Fiscal Monitor  
**RE:** Fiscal Desk Monitoring of Folsom Cordova Community Partnership

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Family Self Sufficiency	\$64,563	1/1/20 - 12/31/20	7/1/20 - 12/31/20
CSBG	Safety Net	\$56,508	1/1/20 - 12/31/20	7/1/20 - 12/31/20
WIOA	DEA	\$97,500	6/1/19 - 3/31/21	6/1/19 - 9/30/20
RSS	VESL/ES	\$74,940	10/1/19 - 9/30/20	2/1/20 - 9/30/20
RSS	ES	\$127,428	10/1/19 - 9/30/20	2/1/20 - 9/30/20
RSS	VESL OJT	\$176,000	10/1/19 - 9/30/20	2/1/20 - 9/30/20

**Monitoring Purpose:** Initial  Follow-up Special Final   
**Date of review:** 1/25/21  
**Follow Up:** 2/8, 2/18, 2/23, 2/25

<u>AREAS EXAMINED</u>	<u>SATISFACTORY</u>		<u>COMMENTS/RECOMMENDATIONS</u>	
	<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>
1 Accounting Systems/Records	X			
2 Internal Control	X			
3 Bank Reconciliations	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:**

- 1) The total costs as reported to SETA for the CSBG, WIOA, 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

**MEMORANDUM**

**TO:** Ms. Lisa Welze **DATE:** March 11, 2021  
**FROM:** David B. Clark, SETA Fiscal Monitor  
**RE:** Fiscal Desk 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	\$380,000	10/1/19 - 9/30/20	10/1/19 - 9/30/20
RSS	ES TA	\$123,000	10/1/19 - 9/30/20	10/1/19 - 9/30/20
RSS	ELL	\$70,000	10/1/19 - 9/30/20	10/1/19 - 9/30/20
OSY	WIOA	\$108,343	7/1/19 – 6/30/20	7/1/19 – 6/30/20
CSBG	FSS	\$64,998	1/1/19 – 12/31/19	10/1/19 – 12/31/19
CSBG	FSS	\$65,001	1/1/20 – 12/31/20	1/1/20 – 9/30/20
CSBG	SN	\$31,000	1/1/20 – 12/31/20	1/1/20 – 9/30/20

**Monitoring Purpose:** Initial  X  Follow-Up   Special   Final  X   
**Date of review:** January 4, 2021  
**Follow Up:** 1/5, 1/7, 1/12-14, 1/19, 2/3, 2/8

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll		N/A		
8	OJT Contracts/Files/Payment		N/A		
9	Indirect Cost Allocation	X			
10	Adherence to 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, CSBG, and WIOA 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:**

None.

cc: Kathy Kossick  
Governing Board

MEMORANDUM

**TO: Mr. Johnathan Fienstone** **DATE: February 2, 2021**  
**FROM: Tracey Anderson, SETA Fiscal Monitor**  
**RE: Fiscal Monitoring Desk Review of Meristem, Inc.**

<u>PROGRAM</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Breaking Barriers	\$1,025,000	12/3/18-1/1/21	4/1/2020-9/30/2020

Monitoring Purpose: Initial Follow-up Special X Final  
 Date of review: January 2021

	AREAS EXAMINED	COMMENTS			
		SATISFACTORY		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		N/A		
10	Adherence to Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

**Program Operator: Meristem, Inc.**

**Findings and General Observations:**

- 1) We have reviewed the Breaking Barriers program from April 1, 2020 to September 30, 2020. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order with the exception noted below.

**Recommendations for Corrective Action:**

None

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Julie Hirota                      **DATE:** March 11, 2021

**FROM:** David Benjamin Clark, SETA Fiscal Monitor

**RE:** Fiscal Desk Monitoring of St. John's Program for Real Change

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	FSS	\$35,218	1/1/20 - 12/31/20	1/1/20 - 12/31/20
CSBG	YSS	\$45,000	1/1/20 - 12/31/20	1/1/20 - 12/31/20

**Monitoring Purpose:**    Initial              Follow-Up              Special              Final X

**Date of review:** February 15, 2021

**Follow Up Date:** 2/19, 2/23, 3/1

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

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

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

1) None

cc: Kathy Kossick  
Governing Board



**MEMORANDUM**

**TO:** Ms. Maria Rosales **DATE:** March 11, 2021  
**FROM:** David B. Clark, SETA Fiscal Monitor  
**RE:** Fiscal Desk Monitoring of South County Services, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	SN	\$ 27,768	1/1/20 - 12/31/20	1/1/20 - 12/31/20
CSBG	SN	\$ 34,000	6/5/20 - 12/31/20	6/5/20 - 12/31/20

**Monitoring Purpose:** Initial  Follow-Up  Special  Final

**Scheduled Desk Monitoring Due Date:** 2/22/21  
**Follow up:** 2/26

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

Memorandum  
Fiscal Monitoring Findings  
Page 2

**Program Operator:** South County Services, Inc.

**Findings and General Observations:**

The total costs as reported to 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.

**Recommendations for Corrective Action:**

None.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Mr. Leo McFarland **DATE:** March 11, 2021  
**FROM:** David B. Clark, SETA Fiscal Monitor  
**RE:** Fiscal Desk Monitoring of Volunteers of America

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 27,870	1/1/20- 12/31/20	1/1/20 - 12/31/20

**Monitoring Purpose:** Initial  Follow-Up  Special  Final

**Date of review:** February 15, 2021 - Desk review

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

Memorandum  
Fiscal Monitoring Findings  
Page 2

**Program Operator:** Volunteers of America

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

None.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Bridget Alexander      **DATE:** February 23, 2021  
**FROM:** Tracey Anderson, SETA Fiscal Monitor  
**RE:** Desk Fiscal Monitoring of Waking the Village

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	OSY	\$108,500	7/1/2020-6/30/2021	7/1/2020-12/31/2020
CSBG	YSS	\$40,000	1/1/2020-12/31/2020	1/1/2020-12/31/2020

**Monitoring Purpose:** Initial  Follow-up    Special    Final

**Date of review:** February 2021

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

**Program Operator: Waking the Village**

**Findings and General Observations:**

- 1) We have reviewed the WIOA Out-of-School Youth program from July 1, 2020 to December 31, 2020 and the CSBG Youth and Senior Support programs from January 1, 2020 to December 31, 2020. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

None

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Lisa Culp **DATE:** March 11, 2021  
**FROM:** David B. Clark, SETA Fiscal Monitor  
**RE:** Fiscal Desk Monitoring of Women's Empowerment

<b><u>PROGRAM</u></b>	<b><u>ACTIVITY</u></b>	<b><u>FUNDING</u></b>	<b><u>CONTRACT PERIOD</u></b>	<b><u>PERIOD COVERED</u></b>
CSBG	FSS	\$ 40,000	1/1/20 - 12/31/20	1/1/20 - 12/31/20

**Monitoring Purpose:** Initial  Follow-Up  Special  Final

**Scheduled Desk Monitoring Due Date:** 3/1/21  
**Follow up:** 3/4/21

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

Memorandum  
Fiscal Monitoring Findings  
Page 2

**Program Operator:** Women's Empowerment

**Findings and General Observations:**

The total costs as reported to 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.

**Recommendations for Corrective Action:**

None.

cc: Kathy Kossick  
Governing Board



**MEMORANDUM**

**TO: Ms. Amanda Reynaud                      DATE: March 3, 2021**

**FROM: Tracey Anderson, SETA Fiscal Monitor**

**RE: Desk Fiscal Monitoring of North State Building Industry Foundation**

<b>PROGRAM</b>	<b>ACTIVITY</b>	<b>FUNDING</b>	<b>CONTRACT PERIOD</b>	<b>PERIOD COVERED</b>
WIOA	OSY	\$136,954	7/1/2020-6/30/2021	7/1/2020-12/31/2020

**Monitoring Purpose:      Initial: X   Follow-up:   Special:   Final:**

**Date of review: 2/12/2021, 2/17, 2/23, 3/2**

	AREAS EXAMINED	COMMENTS			
		SATISFACTORY		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		N/A		
10	Adherence to Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

**Program Operator: North State Building Industry Foundation**

**Findings and General Observations:**

- 1) The total costs as reported to SETA for the review period of July 1, 2020 to December 31, 2020 for the WIOA Out-of-School Youth program have been traced to the delegate agency records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

- 1) None

cc: Kathy Kossick  
Governing Board

ITEM IV-B - INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

Staff at Sacramento Works Career 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

The following is an update of information as of March 19, 2021

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
All West Coachlines, Inc.	9	Motorcoach Operator Driver	1
Children's Receiving Home of Sacramento	6	Behavioral Health Specialist	1
	6	Clinical Program Manager	1
City of Elk Grove	7	Communications Bureau Manager	1
	9	Dispatcher	2
	9	Police Officer - Entry Level	1
City of Sacramento	9	Administrative Assistant	1
	9	Administrative Technician	1
	9	Animal Control Officer II	1
	9	Aquatics Specialist	1
	9	Assistant Pool Manager	1
	9	Building Monitor	1
	9	Camp Aide	1
	9	Camp Caretaker	1
	9	Camp Program Director	1
	9	Community Service Officer I	1
	9	Contracts and Compliance Specialist	1
	9	Crew Leader, Landscape and Learning	1
	9	Cultural and Creative Economy Manager	1
	9	Development Project Manager	1
	9	Dispatcher II	1
	9	Environment Health & Safety Officer	1
	9	Equipment Mechanic III	1
	9	Fleet Service Coordinator	1
	4	Information Technology Supervisor	1
	9	Labor Relations Officer	1
	6	Nurse -Adaptive Recreation	1
	9	Park Maintenance Worker II	1
	9	Payroll Technician	1
	9	Permit Services Supervisor	1
	9	Personnel Transaction Coordinator	1
	9	Pick-Up Driver	1
9	Planning Director	1	

## SETA- Employer Activity Report

The following is an update of information as of March 19, 2021

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
City of Sacramento	1	Plant Operator	1
	9	Police Office	2
	9	Police Recruit	2
	9	Principal Budget Analyst	1
	9	Program Manager	1
	9	Program Specialist	1
	9	Program Specialist -Financial Specialist	1
	9	Recreation Aide	2
	9	Senior Accounting Technician	1
	9	Senior Animal Care Technician	1
	4	Senior Applications Developer	1
	9	Senior Engineer	2
	9	Senior Lifeguard	1
	9	Senior Recreation Aide	1
	9	Senior Staff Assistant	1
	3	Structural Maintenance Supervisor	1
	9	Student Trainee-Police Department	1
	3	Utility Construction Coordinator	1
	9	Utility Worker	2
9	Worker's Compensation Claims Assistant I	1	
Clerprem USA Corporation	9	Cutting Machine Operator	2
	9	Foaming Machine Operator	2
	9	Mechanical Assembler	2
	9	Sewing Machine Operator	2
	9	Upholstering Operator	2
Comfort Keepers	6	Caregiver	10
	6	CNA	10
	6	Home Care Aide	10
	6	Home Health Aide	10
	6	Personal Care Aide	10
Cosumnes Community Service District	9	Fire Chief	1
Good Times Motorsports	9	Motorcycle Mechanic	1
	9	Parts Counter Sales Person	1
Habitat for Humanity of Greater Sacramento	9	Homeowner Services Manager	1
Health Advocates	9	Coordinator- Sacramento	1

## SETA- Employer Activity Report

The following is an update of information as of March 19, 2021

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
HealthNow Administrative Services	6	Customer Service Representative 1	4
HR TO GO	9	Shelter Worker	5
	6	Specimen Accessioner	1
KinderCare Education LLC	4	Teacher	8
Leadstart Security Inc.	9	Customer Facing Armed Security	1
	9	Mobile Patrol Officer	1
	9	Unarmed Security Guard	1
Los Rios Community College District	4	Administrative Assistant I	1
	4	Agriculture Mechanized Agriculture Technology Adjunct Assistant Professor	1
	4	Associate Vice Chancellor of Human Resources	1
	4	Certified Nursing Assistant Adjunct Professor	1
	4	Clerk III	1
	4	Counseling Clerk I	1
	4	Dean, Behavioral & Social Science	1
	4	Dean, Outreach, First Year Experience (FYE) and	1
	4	Director I, Enterprise Services	1
	4	Director (VII) Refugee Career Pathways	1
	4	Faculty Diversity Internship Program	1
	4	History Assistant Professor	1
	7	Information Technology Technical Services	1
	4	Medical-Surgical Nursing Assistant Professor	1
	4	Nursing Assistant Professor	3
	4	Senior Information Technical Business/Technical	1
	4	Special Projects Beacon Supplemental Instructions	1
	4	Student Personnel Assistant - Student Services	5
	4	Tutorial Services Assistant	1
	4	Vice President, Administrative Services	1
4	Vice President, Instruction	1	
Mark Seeding Services & Erosion Control Tech	3	Erosion Control Applicator	2
McLane Company, Inc	9	Reset Specialist	1
Panera Bread	5	Catering Coordinator	1
	5	Shift Supervisor	1
Options In Supported Living, LLC	9	Personal Support Staff	5
Remetronix	9	Customer Service Engineer	1
	9	Warehouse Technician	1
Rx HealthCare Services	6	In-Home Caregiver	10

## SETA- Employer Activity Report

The following is an update of information as of March 19, 2021

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy; 3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
Sacramento LGBT Community Center	6	Assistant Director of Health Services	1
	9	Housing Navigator	1
Tesco Controls, Inc.	9	Engineering Manager	1
	9	Field Service Technician	1
	9	General Application	1
	9	Industrial Maintenance Technician	1
The Panther Group	9	Bilingual Customer Service Representative	50
USCB, Inc.	9	Representative I, Customer Service	1
UC Davis Health System	6	Academic HR Personnel Analyst	1
	6	Administrative Analyst	1
	6	Clinical Applications Professional 4	1
	6	Clinical Pharmacist-Per Diem-Ambulatory Care	1
	6	Decision Support Specialist 3	1
	6	Dietitian 2	1
	6	Senior Clinical Research Coordinator	1
Utiliquist, LLC	9	Utility Line Locater	5
Villara Corporation	3	HVAC Installer - Tradesman Journeyman	20
	3	Plumbing Installer Tradesman	20
Walgreens DC	9	Warehouse Worker	70
Westcoast Car Audio	9	12 Volt Trainee	2
Western Range Association	9	Range Sheepherder	1
<b>Total</b>			<b>376</b>

ITEM IV-C - 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



**Dislocated Worker Information PY 2020/2021**

The following is an update of information as of March 19, 2021

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Contacted	COVID-19 Related
King's Casino Management Corporation 6508 Antelope Rd. Citrus Heights, CA 95621	Gambling	7/1/2020	Temporary	319	Citrus Heights, CA	Yes	Y
Philz Coffee Inc. 1725 R Street Sacramento, CA 95811	Restaurant	7/10/2020	Permanent	2	Sacramento, CA	Yes	Y
Paradies Shops, LLC 6900 Airport Blvd. Sacramento, CA 95837	Retail	7/16/2020	Temporary	40	Sacramento, CA	Yes	Y
Torrif Sacramento County	Retail	7/20/2020	Temporary	13	Sacramento, CA	Yes	Y
Goodwill Industries of Sacramento Valley and Northern Nevada, Inc. Sacramento County, CA	Retail	7/22/2020	Permanent	178	Sacramento, CA	Yes	Y
Hawaiian Airlines 6900 Airport Blvd. Sacramento, CA 95837	Transportation	7/29/2020	Temporary	2	Sacramento, CA	No	Y
Adesa, Inc. dba Adesa Brasher's 233 Blacktop Rd. Rio Linda, CA 95673	Retail	8/1/2020	Permanent	113	Sacramento, CA	Yes	Y
Embassy Suites by Hilton 100 Capitol Mall Sacramento, CA 95814	Hospitality	8/7/2020	Temporary	46	Sacramento, CA	Yes	Y
Champs Store 14539 1689 Arden Way Sacramento, CA 95815	Retail	8/7/2020	Temporary	47	Sacramento, CA	Yes	Y
Aramark Sacramento, CA	Uniform Services	8/13/2020	Permanent	91	Sacramento, CA	Yes	Y
Hertz 6327 Aviation Dr. Sacramento, CA 95837	Retail	8/17/2020	Permanent	63	Sacramento, CA	Yes	Y
The Niello Company All Dealer in Sacramento County Sacramento, CA	Retail	8/18/2020	Temporary	139	Sacramento, CA	Yes	Y
Decore-ative Specialities, Inc 10481 E. Stockton Blvd. Elk Grove, CA 95624	Retail	8/21/2020	Permanent	133	Elk Grove, CA	Yes	Y
Food Source-Raley's 430 Elkhorn Blvd. Rio Linda, CA 95673	Retail	8/25/2020	Permanent	53	Sacramento, CA	Yes	Y

**Dislocated Worker Information PY 2020/2021**

The following is an update of information as of March 19, 2021

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Contacted	COVID-19 Related
Food Source-Raley's 3547 Bradshaw Rd. Sacramento, CA 95827	Retail	8/25/2020	Permanent	48	Sacramento, CA	Yes	Y
Pier 1 Imports 7440 Laguna Blvd Elk Grove, CA 95758	Retail	8/31/2020	Permanent	12	Elk Grove, CA	Yes	Y
Pier 1 Imports 2775 E. Bidwell Folsom, CA 95630	Retail	8/31/2020	Permanent	12	Folsom, CA	Yes	Y
Pier 1 Imports 1874 Arden Way Sacramento, CA 95815	Retail	8/31/2020	Permanent	12	Sacramento, CA	Yes	Y
Coca Cola Company 826 National Dr. Ste 200 Sacramento, CA 95834	Distribution	8/31/2020	Permanent	17	Sacramento, CA	Yes	Y
Taste, Inc. 6900 Airport Blvd. Sacramento, CA 95837	Restaurant	9/1/2020	Temporary	8	Sacramento, CA	Yes	Y
Nordstrom 1651 Arden Way Sacramento, CA 95815	Retail	9/10/2020	Permanent	296	Sacramento, CA	Yes	Y
Crescent Resorts & Hotel, LLC dba Residence Inn 112115th St. Sacramento, CA 95814	Hospitality	9/23/2020	Permanent	30	Sacramento, CA	Yes	Y
Parkwest Casino Cordova 2801 Prospect Park Dr. Rancho Cordova, CA 95670	Gambling	9/23/2020	Temporary	6	Rancho Cordova, CA	Yes	Y
Parkwest Casino Lotus 6100 Stockton Blvd. Sacramento, CA 95824	Gambling	9/23/2020	Temporary	30	Sacramento, CA	Yes	Y
SSP America 6900 Airport Blvd. Sacramento, CA 95837	Restaurant	9/27/2020	Temporary	171	Sacramento, CA	Yes	N
WASH Laundry Systems, LLC 8130-40 37th Avenue Sacramento, CA 95824	Commercial Laundry	9/30/2020	Permanent	1	Sacramento, Ca	Yes	Y
Phillips Image Guided Therapy Corporation 2870 Kilgore Rd. Rancho Cordova, CA 95670	Medical	9/30/2020	Permanent	120	Rancho Cordova, CA	Yes	N
Deja Vu Showgirls-Sacramento, LLC 11252 Trade Center Dr. Rancho Cordova, CA 95742	Entertainment	9/30/2020	Permanent	90	Rancho Cordova, CA	Yes	Y

### Dislocated Worker Information PY 2020/2021

The following is an update of information as of March 19, 2021

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Contacted	COVID-19 Related
Coit Cleaning and Restoration 3499 Business Dr. Sacramento, CA 95820	Cleaning	10/6/2020	Temporary	6	Sacramento, CA	Yes	Y
HMS Host 6850 Airport Blvd Ste 28 Sacramento, CA 95837	Hospitality	10/15/2020	Permanent	78	Sacramento, CA	Yes	Y
Liquid-box Corporation 5000 Warehouse Way Sacramento, CA 95826	Packaging	11/2/2020	Permanent	22	Sacramento, CA	Yes	N
Spare Time Sports Club 2450 Natomas Park Dr. Sacramento, CA 95833	Health/Fitness	11/5/2020	Permanent	89	Sacramento, CA	Yes	Y
Kaiser Permanente Sacramento, CA	Medical	11/30/2020	Permanent	7	Sacramento, CA	Yes	N
PT Gaming, LLC dba Capitol Casino 411 N.16th St. Sacramento, CA 95811	Gambling	12/10/2020	Permanent	30	Sacramento, CA	Yes	Y
Pavilion Car Wash, Quick Lube & Detail Center 2334 Fair Oaks Blvd. Sacramento, CA 95825	Retail	12/11/2020	Temporary	68	Sacramento, CA	Yes	N
LIFETIME Sacramento County	Health/Fitness	12/12/2020	Temporary	17	Sacramento, CA	Yes	Y
Knights Ventures, LLC 6010 Stockton Blvd. Sacramento, CA 95824	Gambling	12/21/2020	Temporary	108	Sacramento, CA	Yes	Y
McClatchy Company, LLC 2100 Q St. Sacramento, CA 95816	Publishing	12/27/2020	Permanent	199	Sacramento, CA	Yes	N
Public House Downtown LLC 1132 16th Street Sacramento, CA 95814	Restaurant	12/31/2020	Temporary	45	Sacramento, CA	Yes	Y
Sun G. Wong Enterprises, Inc. dba Iron Horse Tavern 1800 15th Street Sacramento, CA 95811	Restaurant	12/31/2020	Temporary	101	Sacramento, CA	Yes	Y
Tavern on the Hill, LLC, dba Iron Horse Tavern 460 Palladio Parkway Folsom, CA 95630	Restaurant	12/31/2020	Temporary	69	Sacramento, CA	Yes	Y
Tres Hermanas Y Amigo 3, LLC Sacramento County	Restaurant	12/31/2020	Temporary	179	Sacramento, CA	Yes	Y
Wok in the Park, LLC 1116 15th Street Sacramento, CA 95814	Restaurant	12/31/2020	Temporary	69	Sacramento, CA	Yes	Y

### Dislocated Worker Information PY 2020/2021

The following is an update of information as of March 19, 2021

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Contacted	COVID-19 Related
Godiva Chocolatier, Inc. 1689 Arden Way Sacramento, CA 95815	Retail	3/26/2021	Permanent	7	Sacramento, CA	Yes	Y
Hyatt Regency Hotel 1209 L Street Sacramento, CA 95814	Hospitality	1/22/2021	Temporary	18	Sacramento, CA	No	Y
GroceryWorks.com Sacramento County	Transportation	2/27/2021	Permanent	76	Sacramento, CA	Yes	Y
Southwest Airlines 6733 Lindbergh Dr. Sacramento, CA 95837	Transportation	3/15/2021	Temporary	107	Sacramento, CA	Yes	Y
First Transit 5621 Alan Boyd Dr. Sacramento, CA 95837	Transportation	3/31/2021	Permanent	105	Sacramento, CA	Yes	N
Sutter Health 3707 Schriever Ave. Mather, CA 95655	Health	4/2/2021	Permanent	277	Sacramento, CA	Yes	Y
Sears 1601 Arden Way Sacramento, CA 95815	Retail	4/18/2021	Permanent	110	Sacramento, CA	Yes	N
Centene Management Company, LLC 1054 White Rock Rd. Rancho Cordova, CA 95670	Health	5/14/2021	Permanent	54	Sacramento, CA	Yes	N
Fli-Lo Falcon, LLC 8249 Freepport Blvd. Sacramento, CA 95832	Transportation	5/15/2021	Permanent	60	Sacramento, CA	No	N
<b>TOTAL</b>				<b>3,993</b>			

ITEM IV-E - INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT  
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of January was 7.6%.

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

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)**

**Total wage and salary jobs drop 8,900 over the month; 60,000 over the year**

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 7.6 percent in January 2021, unchanged from a revised 7.6 percent in December 2020, and above the year-ago estimate of 4.0 percent. This compares with an unadjusted unemployment rate of 9.2 percent for California and 6.8 percent for the nation during the same period. The unemployment rate was 6.9 percent in El Dorado County, 6.0 percent in Placer County, 8.1 percent in Sacramento County, and 7.0 percent in Yolo County.

**NOTE: Labor Force and Industry data contained in this release differ from previous information due to the U.S. Department of Labor’s annual revision process.**

**Between December 2020 and January 2021, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo, decreased by 8,900 to total 972,900 jobs.**

- Trade, transportation, and utilities lost 5,600 jobs in January, after adding 11,000 jobs in December. Over the month, employment declined in retail trade (down 3,900 jobs) and transportation, warehousing, and utilities (down 1,700 jobs).
- Leisure and hospitality (down 1,600 jobs) continued to decline from December to January.
- Professional and business services reported a month-over drop of 1,500 jobs. Within the industry, job losses occurred in administrative and support and waste services (down 1,000 jobs) and professional, scientific, and technical services (down 600 jobs).
- On the upside, education and health services reported a gain of 3,900 jobs. Job additions were in health care and social assistance (up 4,200 jobs). Educational services cut back 300 jobs.

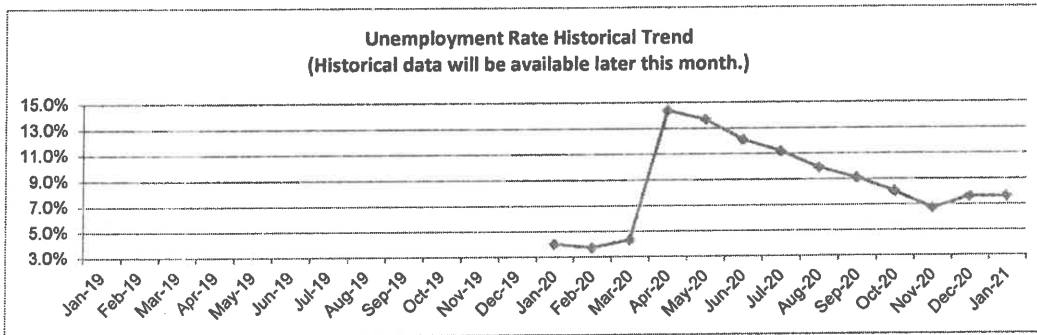
**Between January 2020 and January 2021, total jobs in the region decreased by 60,000 or 5.8 percent.**

- Leisure and hospitality led year-over decline for the region, shedding 32,700 jobs. Accommodation and food serviced dropped 24,300 jobs. Arts, entertainment, and recreation reduced by 8,400 jobs.
- Other services fell by 9,000 jobs since last January.
- Government lost 8,600 jobs. Job declines were in local government (down 8,700 jobs) and state government (down 200 jobs). Meanwhile, federal government added 300 jobs.
- Construction (up 3,500 jobs) and trade, transportation, and utilities (up 1,100 jobs) were the only major industry sectors to experience year-over job gains.

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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 7.6 percent in January 2021, unchanged from a revised 7.6 percent in December 2020, and above the year-ago estimate of 4.0 percent. This compares with an unadjusted unemployment rate of 9.2 percent for California and 6.8 percent for the nation during the same period. The unemployment rate was 6.9 percent in El Dorado County, 6.0 percent in Placer County, 8.1 percent in Sacramento County, and 7.0 percent in Yolo County.



Industry	Dec-2020	Jan-2021	Change		Jan-2020	Jan-2021	Change
	Revised	Prelim				Prelim	
Total, All Industries	981,800	972,900	(8,900)		1,032,900	972,900	(60,000)
Total Farm	7,100	6,500	(600)		6,500	6,500	0
Total Nonfarm	974,700	966,400	(8,300)		1,026,400	966,400	(60,000)
Mining, Logging, and Construction	74,000	72,600	(1,400)		69,100	72,600	3,500
Mining and Logging	600	500	(100)		500	500	0
Construction	73,400	72,100	(1,300)		68,600	72,100	3,500
Manufacturing	35,200	35,200	0		36,900	35,200	(1,700)
Trade, Transportation & Utilities	168,500	162,900	(5,600)		161,800	162,900	1,100
Information	9,800	9,600	(200)		11,600	9,600	(2,000)
Financial Activities	51,900	51,800	(100)		52,800	51,800	(1,000)
Professional & Business Services	134,900	133,400	(1,500)		137,300	133,400	(3,900)
Educational & Health Services	160,200	164,100	3,900		169,800	164,100	(5,700)
Leisure & Hospitality	78,200	76,600	(1,600)		109,300	76,600	(32,700)
Other Services	27,900	26,900	(1,000)		35,900	26,900	(9,000)
Government	234,100	233,300	(800)		241,900	233,300	(8,600)

Notes: Data not adjusted for seasonality. Data may not add due to rounding  
 Labor force data are revised month to month  
 Additional data are available on line at [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)

**REPORT 400 C**  
**Monthly Labor Force Data for Counties**  
**January 2021 - Preliminary**  
**Data Not Seasonally Adjusted**

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	<b>18,623,500</b>	<b>16,901,800</b>	<b>1,721,700</b>	<b>9.2%</b>
ALAMEDA	15	802,100	743,800	58,300	7.3%
ALPINE	8	620	580	40	6.9%
AMADOR	29	14,330	13,140	1,190	8.3%
BUTTE	29	89,100	81,700	7,400	8.3%
CALAVERAS	8	21,140	19,670	1,460	6.9%
COLUSA	57	10,210	8,620	1,600	15.6%
CONTRA COSTA	20	534,600	494,300	40,200	7.5%
DEL NORTE	39	9,290	8,460	830	9.0%
EL DORADO	8	91,100	84,800	6,300	6.9%
FRESNO	45	444,700	400,300	44,400	10.0%
GLENN	24	12,180	11,210	960	7.9%
HUMBOLDT	15	58,700	54,400	4,300	7.3%
IMPERIAL	58	65,000	54,300	10,800	16.5%
INYO	8	8,260	7,690	570	6.9%
KERN	50	381,200	340,200	41,000	10.8%
KINGS	49	55,800	49,800	6,000	10.7%
LAKE	36	28,600	26,070	2,530	8.8%
LASSEN	8	9,440	8,790	650	6.9%
LOS ANGELES	56	4,916,600	4,290,200	626,400	12.7%
MADERA	43	62,800	56,800	6,000	9.6%
MARIN	1	129,000	122,000	7,000	5.4%
MARIPOSA	55	6,760	5,940	820	12.1%
MENDOCINO	21	36,140	33,380	2,770	7.7%
MERCED	53	113,900	100,800	13,000	11.4%
MODOC	42	3,120	2,830	300	9.5%
MONO	37	8,570	7,800	760	8.9%
MONTEREY	51	202,800	180,000	22,700	11.2%
NAPA	31	67,500	61,700	5,800	8.6%
NEVADA	6	46,780	43,640	3,150	6.7%
ORANGE	17	1,516,800	1,404,800	112,000	7.4%
PLACER	4	185,600	174,500	11,100	6.0%
PLUMAS	54	7,080	6,240	840	11.9%
RIVERSIDE	31	1,105,400	1,010,200	95,200	8.6%
SACRAMENTO	27	711,200	653,300	57,900	8.1%
SAN BENITO	37	30,700	28,000	2,700	8.9%
SAN BERNARDINO	31	969,400	885,600	83,800	8.6%
SAN DIEGO	27	1,517,300	1,395,000	122,300	8.1%
SAN FRANCISCO	5	535,400	501,900	33,500	6.3%
SAN JOAQUIN	45	330,100	297,200	33,000	10.0%
SAN LUIS OBISPO	6	131,100	122,300	8,800	6.7%
SAN MATEO	2	420,000	396,000	24,000	5.7%
SANTA BARBARA	21	210,600	194,300	16,200	7.7%
SANTA CLARA	2	1,004,700	947,300	57,400	5.7%
SANTA CRUZ	31	128,500	117,500	11,000	8.6%
SHASTA	24	73,900	68,100	5,800	7.9%
SIERRA	17	1,260	1,160	90	7.4%
SISKIYOU	44	16,450	14,850	1,600	9.7%
SOLANO	31	201,200	183,900	17,400	8.6%
SONOMA	14	234,000	217,300	16,700	7.1%
STANISLAUS	41	238,600	216,300	22,300	9.3%
SUTTER	48	43,300	38,900	4,400	10.2%
TEHAMA	26	25,210	23,190	2,030	8.0%
TRINITY	21	4,400	4,060	340	7.7%
TULARE	52	194,700	172,700	22,100	11.3%
TUOLUMNE	40	19,750	17,960	1,790	9.1%
VENTURA	17	401,900	372,000	29,900	7.4%
YOLO	13	105,500	98,200	7,300	7.0%
YUBA	47	29,200	26,200	2,900	10.1%

Notes

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2020 benchmark and Census 2010 population controls at the state level.



**Sacramento--Roseville--Arden-Arcade MSA**  
 (El Dorado, Placer, Sacramento, and Yolo Counties)  
 Industry Employment & Labor Force  
 March 2020 Benchmark

Data Not Seasonally Adjusted

	Jan 20	Nov 20	Dec 20 Revised	Jan 21 Prelim	Percent Change Month	Change Year
Civilian Labor Force (1)	1,099,800	1,083,700	1,089,100	1,093,400	0.4%	-0.6%
Civilian Employment	1,056,200	1,011,300	1,005,900	1,010,800	0.5%	-4.3%
Civilian Unemployment	43,600	72,400	83,200	82,700	-0.6%	89.7%
Civilian Unemployment Rate	4.0%	6.7%	7.6%	7.6%		
(CA Unemployment Rate)	4.5%	8.3%	9.1%	9.2%		
(U.S. Unemployment Rate)	4.0%	6.4%	6.5%	6.8%		
<b>Total, All Industries (2)</b>	<b>1,032,900</b>	<b>987,300</b>	<b>981,800</b>	<b>972,900</b>	<b>-0.9%</b>	<b>-5.8%</b>
Total Farm	6,500	7,400	7,100	6,500	-8.5%	0.0%
Total Nonfarm	1,026,400	979,900	974,700	966,400	-0.9%	-5.8%
Total Private	784,500	743,400	740,600	733,100	-1.0%	-6.6%
Goods Producing	106,000	106,900	109,200	107,800	-1.3%	1.7%
Mining, Logging, and Construction	69,100	71,900	74,000	72,600	-1.9%	5.1%
Mining and Logging	500	600	600	500	-16.7%	0.0%
Construction	68,600	71,300	73,400	72,100	-1.8%	5.1%
Construction of Buildings	14,700	14,700	14,800	14,500	-2.0%	-1.4%
Specialty Trade Contractors	47,800	49,700	51,200	50,100	-2.1%	4.8%
Building Foundation & Exterior Contractors	13,000	13,400	14,200	13,700	-3.5%	5.4%
Building Equipment Contractors	19,800	20,200	20,300	19,800	-2.5%	0.0%
Building Finishing Contractors	10,300	10,700	10,700	10,400	-2.8%	1.0%
Manufacturing	36,900	35,000	35,200	35,200	0.0%	-4.6%
Durable Goods	23,700	22,300	22,400	22,300	-0.4%	-5.9%
Computer & Electronic Product Manufacturing	4,600	4,400	4,500	4,500	0.0%	-2.2%
Nondurable Goods	13,200	12,700	12,800	12,900	0.8%	-2.3%
Food Manufacturing	4,300	4,300	4,300	4,300	0.0%	0.0%
Service Providing	920,400	873,000	865,500	858,600	-0.8%	-6.7%
Private Service Providing	678,500	636,500	631,400	625,300	-1.0%	-7.8%
Trade, Transportation & Utilities	161,800	166,600	168,500	162,900	-3.3%	0.7%
Wholesale Trade	27,700	26,600	26,300	26,300	0.0%	-5.1%
Merchant Wholesalers, Durable Goods	16,400	15,700	15,600	15,800	1.3%	-3.7%
Merchant Wholesalers, Nondurable Goods	9,800	9,400	9,400	9,300	-1.1%	-5.1%
Retail Trade	99,900	101,500	102,300	98,400	-3.8%	-1.5%
Motor Vehicle & Parts Dealer	15,000	13,700	13,800	13,700	-0.7%	-8.7%
Building Material & Garden Equipment Stores	7,900	8,800	8,900	8,700	-2.2%	10.1%
Grocery Stores	19,000	20,500	20,400	20,300	-0.5%	6.8%
Health & Personal Care Stores	5,700	5,400	5,400	5,300	-1.9%	-7.0%
Clothing & Clothing Accessories Stores	8,000	7,900	8,300	7,400	-10.8%	-7.5%
Sporting Goods, Hobby, Book & Music Stores	4,100	3,500	3,600	3,400	-5.6%	-17.1%
General Merchandise Stores	18,700	20,700	20,800	19,500	-6.3%	4.3%
Transportation, Warehousing & Utilities	34,200	38,500	39,900	38,200	-4.3%	11.7%
Information	11,600	9,700	9,800	9,600	-2.0%	-17.2%
Publishing Industries (except Internet)	2,300	2,100	2,100	2,100	0.0%	-8.7%
Telecommunications	3,000	2,900	2,900	2,800	-3.4%	-6.7%
Financial Activities	52,800	53,000	51,900	51,800	-0.2%	-1.9%
Finance & Insurance	35,300	36,100	35,500	35,400	-0.3%	0.3%
Credit Intermediation & Related Activities	10,500	11,200	11,300	11,300	0.0%	7.6%
Depository Credit Intermediation	6,200	5,900	5,900	5,900	0.0%	-4.8%
Nondepository Credit Intermediation	2,300	2,900	3,000	2,900	-3.3%	26.1%
Insurance Carriers & Related	20,900	20,400	19,900	19,800	-0.5%	-5.3%
Real Estate & Rental & Leasing	17,500	16,900	16,400	16,400	0.0%	-6.3%
Real Estate	13,700	13,500	13,300	13,100	-1.5%	-4.4%
Professional & Business Services	137,300	133,500	134,900	133,400	-1.1%	-2.8%
Professional, Scientific & Technical Services	59,500	57,100	58,900	58,300	-1.0%	-2.0%
Architectural, Engineering & Related Services	10,400	10,300	10,300	10,300	0.0%	-1.0%
Management of Companies & Enterprises	13,900	13,300	13,300	13,400	0.8%	-3.6%
Administrative & Support & Waste Services	63,900	63,100	62,700	61,700	-1.6%	-3.4%
Administrative & Support Services	61,000	60,100	59,600	58,700	-1.5%	-3.8%
Employment Services	22,900	21,000	21,000	19,800	-5.7%	-13.5%

Data Not Seasonally Adjusted

	Jan 20	Nov 20	Dec 20 Revised	Jan 21 Prelim	Percent Change	
					Month	Year
Services to Buildings & Dwellings	17,100	18,100	18,000	18,000	0.0%	5.3%
Educational & Health Services	169,800	161,900	160,200	164,100	2.4%	-3.4%
Education Services	13,100	10,900	10,800	10,500	-2.8%	-19.8%
Health Care & Social Assistance	156,700	151,000	149,400	153,600	2.8%	-2.0%
Ambulatory Health Care Services	55,700	53,100	52,500	53,700	2.3%	-3.6%
Hospitals	25,000	25,200	25,200	25,200	0.0%	0.8%
Nursing & Residential Care Facilities	17,900	17,000	17,000	17,100	0.6%	-4.5%
Leisure & Hospitality	109,300	82,000	78,200	76,600	-2.0%	-29.9%
Arts, Entertainment & Recreation	18,200	9,200	9,800	9,800	0.0%	-46.2%
Accommodation & Food Services	91,100	72,800	68,400	66,800	-2.3%	-26.7%
Accommodation	10,300	6,500	5,800	5,300	-8.6%	-48.5%
Food Services & Drinking Places	80,800	66,300	62,600	61,500	-1.8%	-23.9%
Restaurants	76,400	64,200	59,900	58,900	-1.7%	-22.9%
Full-Service Restaurants	35,200	25,900	22,500	22,100	-1.8%	-37.2%
Limited-Service Eating Places	41,200	38,300	37,400	36,800	-1.6%	-10.7%
Other Services	35,900	29,800	27,900	26,900	-3.6%	-25.1%
Repair & Maintenance	10,600	9,900	9,900	9,900	0.0%	-6.6%
Government	241,900	236,500	234,100	233,300	-0.3%	-3.6%
Federal Government	14,200	14,900	14,700	14,500	-1.4%	2.1%
Department of Defense	1,700	1,800	1,800	1,800	0.0%	5.9%
State & Local Government	227,700	221,600	219,400	218,800	-0.3%	-3.9%
State Government	121,300	122,400	122,000	121,100	-0.7%	-0.2%
State Government Education	29,300	27,200	27,500	26,600	-3.3%	-9.2%
State Government Excluding Education	92,000	95,200	94,500	94,500	0.0%	2.7%
Local Government	106,400	99,200	97,400	97,700	0.3%	-8.2%
Local Government Education	59,100	54,400	53,100	53,500	0.8%	-9.5%
Local Government Excluding Education	47,300	44,800	44,300	44,200	-0.2%	-6.6%
County	19,500	19,100	19,000	19,200	1.1%	-1.5%
City	10,200	9,600	9,400	9,200	-2.1%	-9.8%
Special Districts plus Indian Tribes	17,600	16,100	15,900	15,800	-0.6%	-10.2%

Notes:

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

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

These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Cara Welch 916-227-0298 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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ITEM IV-E - INFORMATION

HEAD START REPORTS

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to review the most current Head Start fiscal report sent under separate cover and the Head Start Deputy Director's monthly report.

Staff will provide an update on the process of re-opening Head Start centers.

Staff will be available to answer questions.

PRESENTER: Denise Lee

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**February 2021**

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

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

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
<b>SETA operated</b>	1756	201	11%	589	98	17%
<b>Twin Rivers USD</b>	140	42	30%	40	2	5%
<b>Elk Grove USD</b>	440	40	9%			
<b>Sac City USD</b>	736	38	5%			
<b>San Juan USD</b>	1052	84	8%	160	9	6%
<b>WCIC</b>	120	6	5%			
<b>EHS CCP</b>				80	21	26%
<b>COUNTY TOTAL</b>	<b>4244</b>	<b>411</b>	<b>10%</b>	<b>869</b>	<b>130</b>	<b>15%</b>

*AFE: Annual Funded Enrollment*

**Sacramento County Head Start/Early Head Start  
Monthly Enrollment Report  
February 2021**

**Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 2/26/21	(b) % Actual to Funded
Elk Grove USD	440	293	67
Sacramento City USD	736	360	49
SETA	1,736	1,391	80
San Juan USD	1,044	861	83
Twin Rivers USD	160	173	108
WCIC/Playmate	120	81	68
<b>Total</b>	<b>4,236</b>	<b>3,159</b>	<b>75</b>

**Early Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 2/26/21	(b) % Actual to Funded
SETA	573	522	91
San Juan USD	163	164	100
TRUSD	56	46	82
<b>Total</b>	<b>792</b>	<b>732</b>	<b>92</b>

**EHS-CC Partnership/Expansion**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 2/26/21	(b) % Actual to Funded
SETA	80	74	93
<b>Total</b>	<b>80</b>	<b>74</b>	<b>93</b>

(a) Includes children who have dropped during the month and whose slot will be filled within the 30-day allowable period.

(b) If enrollment is less than 100%, agency includes corrective plan of action.

Head Start, Early Head Start and EHS-CCP

All under-enrolled programs, SETA and delegate agencies:

- Difficulty recruiting families for Distance Learning. Most are seeking in-person services. Some are taking distance learning until centers can re-open. Some asked to be called back when the program re-opens.
- Recruitment efforts have been strengthened, but promoting the program under SIP orders and limited access to community agencies and storefronts has been challenging.
- Highly promoting enhanced Distance Learning program to attract new enrollment.

**Children and Family Services**  
**Monthly Program Information Report**  
**February 2021**

**Center Re-Opening Update**

The SETA operated program began its gradual re-opening process on March 1<sup>st</sup>, starting with the Norma Johnson Early Learning Center (ELC).

With limited capacity in each classroom, the Norma Johnson ELC re-opened with 13 preschool children and 4 toddlers. This represents full capacity for the preschool room and 50% capacity in the Early Head Start classroom under COVID-19 guidelines. In general, many EHS families are interested in remaining in distance learning for the time being. Enrollment staff have been reaching out to families enrolled at other nearby centers to see if they would like to attend in-person services at Norma Johnson ELC until their assigned center is scheduled to re-open. As future vacancies occur for in-person services, families will be called in priority order including, but not limited to, working families, high-risk circumstances, children with disabilities, 4 year-old children, three-year old children, other family needs, and families in nearby centers that are not scheduled to re-open prior to the summer. Families may elect to remain in distance learning services.

The re-opening schedule for the SETA Operated Centers is provided below. Traditional school centers not listed here are scheduled to return to in-person services on August 9th, including Alder Grove Preschool, Bright Beginnings, Franklin, Fruitridge, Grizzly Hollow, Illa Collin, Kennedy Estates, Nedra Court, Solid Foundations and Walnut Grove.

March 2021	April 2021	May 2021	June 2021
<b>Norma Johnson</b> <i>March 1<sup>st</sup></i>	<b>Sharon Neese</b> <i>April 5<sup>th</sup></i>	<b>Marina Vista</b> <i>May 3<sup>rd</sup></i>	<b>Bannon Creek</b> <b>Galt</b> <b>Parker Avenue</b> <b>Strizek Park</b> <i>June 7<sup>th</sup></i>
<b>Phoenix Park</b> <i>March 8<sup>th</sup></i>	<b>Bret Harte</b> <b>CP Huntington</b> <b>Capital City</b> <i>April 8<sup>th</sup></i>	<b>Hiram Johnson</b> <b>American Legion</b> <i>May 6<sup>th</sup></i>	
<b>16th Avenue</b> <i>March 15<sup>th</sup></i>	<b>Alder Grove Infant/Toddler</b> <i>April 12<sup>th</sup></i>	<b>Freedom Park</b> <b>Hopkins Park</b> <i>May 10<sup>th</sup></i>	
<b>Job Corps</b> <b>North Avenue</b> <i>March 22<sup>nd</sup></i>	<b>Hillsdale</b> <i>April 19<sup>th</sup></i>	<b>LaVerne Stewart</b> <i>May 17<sup>th</sup></i>	
<b>Elkhorn</b> <i>March 29<sup>th</sup></i>	<b>Crossroad Gardens</b> <b>Mather</b> <i>April 26<sup>th</sup></i>	<b>Freeport</b> <i>May 24<sup>th</sup></i>	

**Schedule is subject to change.**

## Delegate Agency Re-Opening Update

While SETA's Delegate Agencies (i.e. Elk Grove USD, Sacramento City USD, San Juan USD, Twin Rivers USD and WCIC) have not yet released re-opening dates for in-person services, several have posted their projected dates as follows:

### **Elk Grove USD**

*Classes on traditional calendar, opening on **March 25<sup>th</sup>**. Classes on modified traditional calendar, opening on **April 1<sup>st</sup>**. For specific track/grade level information, please visit the [www.equsd.net](http://www.equsd.net) website.*

### **Sacramento City USD**

*As early as **April 8<sup>th</sup>**. For specific grade level information, please visit the [www.scusd.edu](http://www.scusd.edu) website.*

### **San Juan USD**

*Two week after Sacramento County reaches the red tier. For current and up-to-date information, please visit the [www.sanjuan.edu](http://www.sanjuan.edu) website.*

### **Twin Rivers USD**

*Proposed opening scheduled for **April 6<sup>th</sup>**. For current and up-to-date information, please visit the [www.twinriversusd.org](http://www.twinriversusd.org) website.*

### **Women's Civic Improvement Club (WCIC)**

*Will remain in distance learning for the remainder of the school year.*

More information will be forth coming as it is announced. Please check your specific school district's website for current and up-to-date information. Information changes rapidly and is subject change.

**For Enrollment Information, please visit us at [www.headstart.seta.net](http://www.headstart.seta.net).  
Complete the Inquiry Form. A staff will get back to you regarding enrollment.**



### **COVID-19 Vaccines for Staff**

While SETA is not requiring all staff to obtain a COVID-19 vaccine, the Children and Family Services Department is collaborating with the Sacramento County Public Health Office and Dignity Health to prioritize educators/child care workers as clinics release available appointments each week. The first announcement came on Tuesday, February 16<sup>th</sup>, where staff received notification of vaccines for Feb 17-19<sup>th</sup>. Weekly, various clinics have opened their appointment windows and are seeing many SETA teaching staff. Staff remain on stand-by and ready to register when they do. Documentation of staff vaccines will be kept on file once the second vaccines is received.



## UPDATE FROM THE OFFICE OF HEAD START

ACF-PI-HS-21-01 - FY 2021 Head Start Funding Increase  
Issued on: February 19, 2021

This Program Instruction (PI) provides information about the FY 2021 Cost of Living Adjustment (COLA), quality improvement funding for Migrant and Seasonal grantees, and the supplemental funds available to support grantees' continued response to COVID-19. It makes brief mention of the application requirements, but more details will be forthcoming.

**COLA** - Each grantee may apply for a COLA increase of 1.22% of the FY 2020 base funding level. Base funding excludes training and technical assistance funds and any one-time funding received during FY 2020.

**COVID-19 Supplemental Funding** - Each grantee may apply for a proportionate amount of the \$250 million based on their total funded enrollment. The purpose of these supplemental funds is the same as that of the CARES Act funds: to prevent, prepare for, and respond to COVID-19. Within these parameters, grantees have flexibility to determine which investments best support the needs of children and families while adhering to state and local guidance.

A full copy of the Program Instruction may be found at:

<https://hendall.createsend1.com/t/ViewEmail/?89C1B6274716F9BB2540EF23F30FEDED/8C3E09B254D571E062AF25ACF5E3F0AC>

**What This Means for SETA** – SETA, along with its delegate agencies and partners, will submit a funding application for the Cost of Living Adjustment (COLA) and COVID-19 supplemental funding. The use of COLA funds may be a negotiated item for agencies/districts with a labor union. COVID-19 supplemental funds will be allocated to each agency based on funded enrollment. Both funding applications will likely be submitted with the May 1<sup>st</sup> annual refunding application. Funds will be available on August 1, 2021.

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## UPDATE FROM THE CDE/EARLY LEARNING AND CARE DIVISION

Email notification dated February 17, 2021

Stipend Allocation for Direct Service and Alternative Payment Contractors

In anticipation of legislation authorizing the CDE to allocate funding from the federal Consolidated Appropriations Act of 2021 and Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, the CDE is preparing to issue a one-time stipend in the amount of \$525 per subsidized child enrolled in a Direct Service or Alternative Payment Program.

These stipends are to address costs associated with the coronavirus disease (COVID-19) pandemic, in the case of decreased enrollment or closures, and to ensure that programs are able to remain open or reopen. This communication serves to notify CDE Direct Service Programs that Child Development Management Information System (CDMIS) CDD-801A enrollment data submitted for November 2020, will be utilized to determine the number of eligible subsidized children in the program for purposes of stipend allocations. The CDE requests that all direct service and alternative payment contractors review their data submissions for November 2020 to ensure the accuracy of the information that has been provided. Additional guidance will be provided to contractors in the coming weeks.

**What This Means for SETA** – SETA anticipates these supplemental funds to help cover costs associated with re-opening centers and serving in-person services during the program year.

## **Master Plan for Early Learning and Care – Making California for All Kids**

*(This is a partial summary of the full Master Plan. For full details, please visit <https://www.chhs.ca.gov/home/master-plan-for-early-learning-and-care/>)*

In December 2020, California published a Master Plan for early care and education outlining a roadmap to ensure all children, 8 years old and younger, have equal access to high quality childcare and support services.

**From the Preamble:** “When Governor Gavin Newsom took office in 2019, he challenged California to provide all children with a great start by making comprehensive improvements to the state’s early learning and care system for young children from birth through age five.

His challenge built upon existing research and recommendations, including those made by the Assembly Blue Ribbon Commission, the Lifting Children Out of Poverty Task Force, California’s Transforming the Workforce for Children Birth Through Age 8, and the Rate Reform Work Group.”

### **Goals Outlined in the Plan:**

#### **1 – Unify and Strengthen Programs and Services to Support Children’s Learning and Development**

- Expand Equitable Access to paid Family Leave
- Strengthen Learning and Care Opportunities for Infants, Toddlers and Other Young Children
- Provide California’s Three-and-Four-Year-Olds with Access to a High-Quality Pre-school Experience
- Ensure Equitable Treatment of All Children and Eliminate Bias through Practices and Training

#### **2 – Support Children’s Learning and Development by Enhancing Educators Competencies, Incentivizing and Funding Career Pathways, and Implementing Supportive Program Standards**

- Enhance Educator Competency to Optimally Support Child Learning and Development
- Incentivize, Support and Fund Career Pathways
- Implement Supportive Program Standards

#### **3 – Unify Funding to Advance Equity and Opportunity**

- Adopt a Tiered Reimbursement Rate with Appropriate Adjustments
- Design a Sliding Scale for Family Contributions

#### **4 – Streamline Early Childhood Governance and Administration to Improve Equity**

- Remove Barriers to Service by Providing Streamlined Eligibility
- Create and Integrated Data System
- Redesign Continuous Improvement Structures
- Establish a System of Shared Services Networks to Support Sustainability
- Expand Supply of Early Learning and Care Facilities

Master Plan strategies, action steps and cost analysis can be found in the full plan, located at <https://www.chhs.ca.gov/home/master-plan-for-early-learning-and-care/>.

“The Master Plan for Early Learning and Care answers Governor Newsom’s call for a California For All Kids, embracing and enhancing decades of work done by researchers, policymakers, practitioners and advocates to provide a roadmap for building a truly equitable, comprehensive early learning and care system that will elevate the state and stand as a model for the nation.”

## ITEM VI - 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.