



**SPECIAL 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

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

DATE: Thursday, April 29, 2021

TIME: 10:00 a.m.

LOCATION: Zoom login:

<https://us02web.zoom.us/j/85945950350?pwd=VjdzMXV6dGo2QXpNb1lYWWlyRmVDdz09>

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/85945950350?pwd=VjdzMXV6dGo2QXpNb1lYWWlyRmVDdz09>. Members 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 +16699006833,85945950350# US (San Jose). Meeting ID: 859 4595 0350; Passcode: 833659. Find your local number: <https://us02web.zoom.us/j/85945950350?pwd=VjdzMXV6dGo2QXpNb1lYWWlyRmVDdz09>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: 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. 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.

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| A. | Chair |
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VI. Adjournment

DISTRIBUTION DATE: April 22, 2021

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE APRIL 1, 2021
REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the April 1, 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, April 1, 2021
10:00 a.m.

I. Call to Order

Ms. Scherman called the meeting to order at 10:02 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. Consent Items

- A. Approval of Minutes of the March 4, 2021 Regular Board Meeting
- B. Approval of Appointment to the Sacramento Works Workforce Development Board
- C. Approval of Claims and Warrants

The consent items were reviewed; no questions.

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

- A. Approval of Minutes of the March 4, 2021 Regular Board Meeting
- B. Approval of Appointment to the Sacramento Works Workforce Development Board
- C. Approval of Claims and Warrants

Roll call vote:

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

Nay: 0

Abstentions: 0

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval to Extend Audit Services Agreement for Fiscal Year Ending June 30, 2021 and Authorize the Executive Director to Sign the Agreement

Ms. D'et Saurbourne recommended continuing with Eide Bailly for audit services.

Moved/Nottoli, second/Guerra to approve an extension to the audit services contract.

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. Approval of Application for Local Area Subsequent Designation and Workforce Development Board Recertification to the California Workforce Development Board

Mr. Roy Kim highlighted the requirements in the application focused on board member composition, whether or not the local area performed successfully and with fiscal integrity, and engagement in regional planning. The board vacancy indicated in the application is now filled based on the Governing Board's previous action on the consent item. Mr. Thatch identified that it was due yesterday. Mr. Kim said that under the state guidance, SETA submitted an unsigned application by the deadline yesterday with an understanding that a fully signed version would be submitted today.

Motion/Kennedy; second/Nottoli to approve the Application for Local Area Subsequent Designation and Workforce Development Board Recertification to the California Workforce Development Board.

Roll call vote:

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

Nay: 0

Abstentions: 0

C. CHILDREN AND FAMILY SERVICES: No items.

IV. Information Items

- A. Fiscal Monitoring Reports: no report

- B. Employer Success Stories and Activity Report:

As a new City Council and SETA board member, Ms. Vang said she would like to know more about the work and engagement with employers. On the activity report, she noticed

that there were about 30 employers listed and wanted to know if these are all the employers SETA is working with or have job position(s) open. Mr. Walker responded that the report shows employers we are working with that have positions open and are posting jobs on CalJobs.

Ms. Vang would like to learn more about how many employers SETA is actually working with and the engagement with them, as well as how many individuals have been placed monthly, especially during the pandemic. There is a lot of great work underway in the City of Sacramento and this may be a good way to connect and join together in our efforts. Ms. Vang asked about the current job development capacity at SETA. How do we engage employers? Mr. Walker said we engage with employers when they contact us to request posting job orders in the system during the pandemic. Job development is what we are doing now, as well as scheduling some job fairs; one is being planned with the State of California in May. We generally reach out to employers on occasion to see if they still need employees. We have them reach out to us when they are not experiencing success with Craig's List and/or Indeed.

Ms. Vang suggested adding a discussion item for the next meeting on how we can address employer engagement. We shouldn't wait for them to contact us when they are looking for employees. This is a great opportunity to be more proactive. Jointly, we can work on ways to leverage what is happening with the City and partner with SETA in coordinating together. Mr. Kim suggested it would help if staff provide an initial overview presentation, especially for new members, to have a better understanding of exactly the different types of employer services SETA provides. Mr. Nottoli suggested getting the County of Sacramento involved with this coordination. Ms. Kriztina Palone mentioned that the City of Sacramento has been working with SETA and would like to highlight the work they have been doing. Ms. Vang would also like to know how many people have been able to be placed in jobs, especially during the pandemic. Staff plan to provide an overview presentation as part of a discussion item at the June 3 Board Meeting.

- C. Dislocated Worker Update: no questions or comments
- D. Unemployment Update/Press Release from the Employment Development Department (Roy Kim) – no questions or comments
- E. Head Start Reports: Ms. Denise Lee
Head Start began its re-opening process on March 1st. There are currently six school sites re-opened as of today. The Leadership team worked very hard to prepare staff and families for their return. Four additional sites will re-open next week and we are looking forward to our continued rollout. Preschool families are more open to returning and those classrooms are filling very quickly. However, the Early Head Start families are less interested in returning to school so there are many available in-person vacancies open in the 0-3 age group. The hours of operation are 8:00 am – 2:30 pm but will expand as the needs of families change.

Staff will be sending out a survey to families to find out why they may be choosing not to return at this time, such as fear of the pandemic, waiting for the vaccine, not working so don't have a need for the care right now, and/or other reasons.

Delegate agencies will be returning to in-person services this week and next week. Many are returning to their regular schedules except for some of the part-day classes who will be doing a hybrid model; 2 days/week in class and 2-3 days in distance learning. Many programs will end their school schedule as planned in the summer with exception of Twin Rivers USD, who will expand services through the end of June.

Mr. Nottoli asked about a couple of items on the Head Start American Express report. There was a line item for chairs, approximately \$12,000. Ms. Lee answered that it was for replacement staff chairs that were broken or worn out. Mr. Nottoli asked if a purchase such as this would go out for bid or use a vendor that is already on file. Ms. Lee answered most of the chairs were ordered through a current vendor on the county vendor list. There was a question about Custodial expenses-COVID bottles. Ms. Lee did not know immediately what it was for and said she would get back with him after she checks into it. There was a question about COVID- paper plates, dollies, tissue paper, face masks, window film, wipes. Why would all of that go under COVID? Ms. Lee shared many of these items are used for weekly in-home teaching kits for distance learning and/or weekly meal boxes.

VI. Reports to the Board

- A. Chair: Ms. Scherman reminded the board of the special meeting on April 29 at 10:00 am; there is no meeting in May
- B. Executive Director:
Ms. Kossick wished an early Happy Birthday to Ms. Vang.
The April 29 meeting will have a lot of items on it; included is the Head Start grant final application. Attendance is highly encouraged.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: None.

CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR (this item moved to end of meeting, as suggested by Mr. Thatch, due to technical difficulties)

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

The board adjourned to closed session at 10:40 a.m. The board came back into open session at 10:46 a.m. Ms. Scherman stated that there was no report out of closed session.

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

CONSENT ITEM II-B

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period of 3/24/2021 through 4/19/2021, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 3/24/2021 through 4/19/2021.

PRESENTER: D'et Saurbourne

CONSENT ITEM – II-C

APPROVAL TO EXTEND JANITORIAL SERVICES AGREEMENTS AND AUTHORIZE
THE EXECUTIVE DIRECTOR TO SIGN EACH AGREEMENT

BACKGROUND:

On January 6, 2017 the Governing Board released a Request for Proposals to provide janitorial services for 28 Early Learning Centers and one central kitchen operated by the Agency. On April 6, 2017 the Governing Board authorized the Executive Director and staff to enter into negotiations with six janitorial service providers (RFP proposers) and execute signed contracts.

On July 1, 2017, SETA entered into contracts with four vendors to provide janitorial services for two years with the option of extending the agreement for three additional one-year terms. On April 30, 2019, one of the four vendors terminated its contract with SETA. As a result, their five assigned centers were subsequently awarded to the lowest bidder within the three remaining vendors. At this time, SETA has three janitorial vendors whose contracts are up for renewal.

In accordance with the Exhibit E of the SETA Janitorial Contract, Section 3, Term of the Agreement, *“any increased cost for contracted services during any extension year will not exceed 5% or the Annual Consumer Price Index for the previous year, whichever is smaller.”* The SETA fiscal staff have reviewed the Annual Consumer Price Index (CPI) for last year which was 1.4%. Each contract amount will be increased to reflect the CPI of 1.4%, effective July 1, 2021. The CPI will help cover the increased costs of minimum wage, supplies and other operating expenses.

Based on the janitorial services provided in the past year, staff is recommending the extension of three agreements for an additional year, effective July 1, 2021 through June 30, 2022. This will be the last of the 3 extension options to the original contract. In early 2022, staff will return to the Board to begin the procurement process for janitorial services.

Contracts will be extended as follows:

Contractor	Amount
Custom Hi Tech Maintenance	\$207,612.70
MCH Janitorial Services	\$65,808.72
New Generation Building Services	\$299,756.06
TOTAL	\$573,177.48

These totals include the CPI increase and locations added and/or subtracted since the original contract in 2017.

Staff is available to answer questions.

RECOMMENDATION:

Approve the extension of the agreements ending on June 30, 2021 with Custom Hi Tech Maintenance, MCH Janitorial Services, and New Generation Building Services for janitorial services for one additional year and authorize the Executive Director to sign each agreement.

CONSENT ITEM II-D

APPROVAL OF THE SUMMER TRAINING AND EMPLOYMENT PROGRAM FOR STUDENTS (STEPS) CONTRACT EXTENSION WITH FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES IN PARTNERSHIP WITH THE DEPARTMENT OF REHABILITATION AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT, MODIFICATIONS AND FUTURE EXTENSIONS, AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND

In May 2020, SETA was awarded a \$350,000 grant through the California Department of Rehabilitation (DOR), in coordination with the Foundation for California Community Colleges (FCCC) to serve 70 students with disabilities ages 16-21 years of age who have intellectual, physical, developmental, and/or mental health disabilities.

On April 15, SETA received notice that the DOR is renewing its agreement with FCCC to fund the STEPS Program beginning July 1, 2021. As a current grantee, SETA is eligible to extend its contract with the FCCC in the amount of \$350,000 to serve 70 students with disabilities. The Summer Training and Employment Program for Students (STEPS) will provide each student with 40 hours of employability skills training and placement with an employer in a paid work experience at \$14.00 per hour for up to 175 hours.

RECOMMENDATION:

Approve the contract extension with FCCC in the amount of \$350,000 to operate the STEPS program beginning July 1, 2021 through June 30, 2022 and authorize the Executive Director to execute the agreement, modifications and future extensions, and any other documents required by the funding source.

CONSENT ITEM II-E

APPROVAL OF MODIFICATIONS TO THE REIMBURSEMENT POLICIES AND PROCEDURES OF THE SETA-OPERATED HEAD START/EARLY HEAD START POLICY COUNCIL AND PARENT ADVISORY COMMITTEE

BACKGROUND:

On August 6, 2020, the SETA Governing Board took action and approved revisions to the Policies and Procedures of the SETA Head Start/Early Head Start Policy Council and Parent Advisory Committee to modify the language regarding reimbursements during the COVID19 pandemic.

In accordance with Section 1301.3(e) of the Head Start Program Performance Standards, *“a program must enable low-income members to participate fully in their policy council or policy committee responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the low-income members.”* After further discussion with the members of the Executive Committee, it was determined that social distancing and virtual meetings due to COVID19 have impacted participation and parents’ ability to provide food for their children during meetings that conflict with meal time hours in the home. To ensure vital participation and meeting quorums, management believes reimbursement for food is warranted to ensure parents do not have out-of-pocket expenses as a result of participation.

On September 3, 2020 the Governing Board approved the use of previously donated non-federal funds to continue these reimbursements effective October 1, 2020.

In the adapted Policy and Procedure, specific times were outlined Policy that qualify for meal reimbursement. However, over the past year, the program has had occasions where it needed to host critical PAC/PC meetings outside of these designated timeframes. While current reimbursement is aligned with meal times, it has also served as an incentive for regular attendance and participation in meetings. This year, most meetings have reach 100% attendance. Meeting a quorum is needed to ensure business can be conducted and to keep operations moving forward. Two essential meetings requiring parent input and/or a quorum are the Budget/Planning Committee Meeting and Special PC Closed Session. The Budget/Planning Committee meets monthly to review budget statements, discuss program operations, review policies/procedures and provide input to annual grant applications. The Special PC Closed Session covers the review and approval of eligible list for hiring. Both of these meetings are critical to perform business in a timely manner. Reimbursement serves as an incentive to reach these goals.

The revisions are identified in the attached policy, under COVID19 Adaptations, in redline format. The Policy Council will take action on this item on April 27, 2021.

RECOMMENDATION:

Approve the modifications to the Reimbursement Policies and Procedures of the SETA Head Start/Early Head Start Policy Council/Parent Advisory Committee as proposed and implement retroactively to April 1, 2021.

Head Start/Early Head Start Policies and Procedures

PC/PAC Reimbursement Policy & Procedure (Adapted for COVID19)

Revised 4/1/21

MILEAGE

1. Reimbursements will be made for actual costs of attending the REQUIRED meetings and other obligations associated with your participation as a member/officer of SETA Head Start PC/PAC.
 - a. Reimbursement will not be made for attendance at optional meetings or training meetings.

2. **Roundtrip** mileage will be calculated from your residence or workplace to the SETA offices or other location where the meeting is being held. ***If additional stops are required, the additional mileage will not be reimbursed.*** If you come to the meeting directly from home and then proceed to your workplace, SETA will reimburse you for the total mileage incurred.
 - a. For example, assume that your home is 5 miles from the SETA offices, but your workplace is 20 miles from the SETA offices. You attend a meeting held at the SETA offices at 8:30am and then proceed directly to your workplace. You would be reimbursed for 25 total miles.
 - b. However, if you attend the meeting at 8:30 and then return home prior to proceeding to work, you would be reimbursed for 10 miles.
 - c. If you came directly from work to attend a meeting held at 1:00pm and then returned directly to work, you would be reimbursed for 40 miles.

3. If you utilized public transportation to attend a meeting at SETA, you would be reimbursed for the actual costs of that transportation.
 - a. Assume that you attended a meeting and rode RT Light Rail from your house to SETA offices and back to your house. You would be reimbursed for the cost of a round trip ticket.
 - b. If you were working out of town and rode Greyhound and RT Light Rail to attend a meeting at SETA and then rode RT Light Rail to your home after the meeting, you would be reimbursed for the cost of the Greyhound ticket to Sacramento and the RT Light Rail passes to SETA and home.

Head Start/Early Head Start Policies and Procedures

CHILD CARE

1. SETA will reimburse you at the rate of \$9.50 per hour, up to a maximum of \$40 per day, for the number of hours of child care necessitated by your attendance/participation in REQUIRED PC/PAC meetings when your child(ren) are cared for by a non-SETA care provider.
 - a. Reimbursement will not be made for child care provided by spouse/significant other.
 - b. Reimbursement will be for actual costs incurred up to a maximum of \$9.50 per hour, no matter how many children are cared for.
 - c. If the PC/PAC meeting that you attend runs for 2 hours, but you must incur child care for an additional hour for the travel time to and from SETA offices, you will be reimbursed for 3 hours. If you arrange child care for the day in order to run some errands, attend the PC/PAC meeting, and meet a friend for lunch, you will be reimbursed only for the 2 hours of the PC/PAC meeting.
 - d. For attendance at conferences as a representative of SETA Head Start, the maximum reimbursement will be \$9.50 per hour up to \$40 for each 24-hour period of time away from home.
 - e. No reimbursement for child care will be available when attendance at meetings, conferences, or training events is voluntary.
 - f. No reimbursement for child care will be available for children thirteen (13) years of age and older, unless special circumstances exist. An example of special circumstances might be a special needs child.
 - g. No reimbursement for child care will be available for children of any age who are in a Head Start program or who would normally be in school unless the child is out of school for a valid reason, such as being off track or being ill. Home schooled children might be a reasonable exception to this policy.

FREQUENCY OF REIMBURSEMENT

1. Following the submission of the appropriate requests for reimbursement, every reasonable effort will be made to process reimbursements and have either cash or petty cash checks available to be picked up from a petty cash custodian one week following the meeting, or at the next meeting attended.

ADAPTATIONS FOR COVID19

In accordance with Information Memorandum (IM-ACF-OA-2020-01)/Grant Flexibilities (Item #6), issued on March 30, 2020, SETA will adapt this reimbursement policy and

procedure to address limitations of hosting in-person PAC and PC meetings/board activities.

During the COVID19 pandemic, SETA will be hosting PAC and PC meetings, sub-committee meetings, and personnel activities virtually to ensure compliance with social distancing and health and safety guidelines. In-person meetings will be restricted until further notice by the state Governor or local health officials.

Reimbursements

1. Reimbursements will be made for costs of attending the REQUIRED meetings and other obligations associated with participation as a member/officer of SETA Head Start PC/PAC.
 - a. Reimbursement will not be made for attendance at optional meetings or training meetings.
2. SETA will reimburse:
 - a. At a rate of \$25.00/meeting or activity in the form of a food gift card
 - b. If/when the meeting/activity is hosted between the hours of 8:00 a.m. and 10:00 a.m.; 11:30 a.m. and 12:30 p.m.; or 5:00 p.m. and 6:30 p.m. **with exception of Budget/Planning Committee meetings and Special PC Closed Sessions.**
3. A food gift card will be provided electronically and sent to the email address provided by the PAC/PC board member on the most current board roster.
 - a. It is the responsibility of the PAC/PC board member to ensure the email address on file with the Clerk of the Boards is current and up-to-date prior to the board meeting each month.
4. SETA will not be responsible for lost/stolen gift cards.
5. Following each meeting/activity, every reasonable effort will be made to process and email reimbursements one week following the meeting/activity.
6. Members will be reimbursed based on roll-call at each meeting as recorded by the Clerk of the Boards. For personnel activities, a verification email will be provided by the SETA Human Resources Department for reimbursement.

Rationale

In accordance with the fiscal flexibilities outlined in IM-ACF-OA-2020-01, *Allowability of Costs Not Normally Chargeable to Awards*, SETA will reimburse participating PAC/PC for meals they cannot prepare for their child(ren) while participating in virtual meetings/ activities.

1. A merchant gift card for Wal-Mart will be provided.
2. Wal-Mart is readily available in all communities, is frequented by most enrolled Head Start/Early Head Start families, and has food items available often purchased by families.
3. Gift cards are provided for the use of food purchases only.
4. Wal-Mart was selected as the food vendor of choice to ensure all members have access in their community. Not all grocery food chains are available in each community.

Source: 6. Allowability of Costs Not Normally Chargeable to Awards. (45 CFR §75.403, 45 CFR §75.404, 45 CFR §75.405, 45 CFR Part 75 Subpart E – Cost Principles; 2 CFR §200.403, 2 CFR §200.404, 2 CFR § 200.405, 2 CFR Part 200 Subpart E – Cost Principles)

Effective Date: This policy adaptation is effective retroactively starting April 1, 2020.

Effective Date: Revised policy adaptation is effective retroactively starting April 1, 2021

Effective Date: PC approval date: June 23, 2020 and Scheduled Action of April 27, 2021

ACTION ITEM III-A-1

ADOPTION OF ADDENDUM #1 TO THE 2018 – 2021 LABOR AGREEMENTS
COVERING THE HEAD START UNIT, THE CLERICAL, TECHNICAL AND
ANALYTICAL UNIT AND THE SUPERVISORY UNIT

BACKGROUND

The American Federation of State, County, and Municipal Employees (AFSCME) and the Sacramento Employment and Training Agency (SETA) met on March 5, 15 and 22, 2021 regarding the application of the Federal COLA for Head Start and the implementation of the same benefit to the rest of the Agency. A tentative agreement was reached on March 22, 2021 with the three bargaining units represented by AFSCME, including the Head Start Unit, the Clerical, Technical and Analytical Unit and the Supervisory Unit. The ratification process took place on April 15, 2021.

The Head Start Policy Council is scheduled to approve the Head Start increases on April 27, 2021.

The tentative agreement is pursuant to Section 6.1(b), Salary Adjustments, which reads that “The parties agree that the Union may request to reopen the Agreement to negotiate increases in the event that the Agency receives increased or additional funding specifically to provide wage or benefit increases. The application of such funding shall include salary, health contribution and retirement contribution.”

Consistent with the Memoranda of Understanding the parties have agreed as follows:

1. The current Memoranda of Understanding shall be extended and continue in full force and effect from June 30, 2021 through and including June 30, 2022.
2. Effective August 1, 2021, the Agency shall increase the health insurance contribution for employee only by \$75.00 from \$545.00 to \$620.00 monthly and the family contribution by \$125.00 from \$900.00 to \$1,025.00. The cost of the increase is \$357,900 on an annual basis.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the Amendment #1 extending the current Memoranda of Understanding through to and including June 30, 2022 and the negotiated health insurance contribution increase effective August 1, 2021.

STAFF PRESENTER: Allison Noren, Human Resources Chief

RESOLUTION NO.: 2021-01

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

April 29, 2021

**A RESOLUTION ADOPTING THE ADDENDUM #1 TO THE MEMORANDA OF
UNDERSTANDING FOR EMPLOYEES REPRESENTED BY THE AMERICAN
FEDERATION OF STATE, COUNTY
AND MUNICIPAL EMPLOYEES, LOCAL 146
DATED APRIL 29, 2021**

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

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

WHEREAS, these parties have reached agreement on the extension of the current Memoranda of Understanding from June 30, 2021 to and including June 30, 2022, as reflected by the written letter of understanding entered into by them on February 24, 2021; and,

WHEREAS, these parties have also reached agreement on an increase to the Agency health insurance contribution of \$75.00 for employee only, and \$125.00 for family coverage, to be effective August 1, 2021, and;

WHEREAS, this Board finds that the provisions and agreements contained in the letters of understanding are fair and proper and in the best interests of the Sacramento Employment and Training Agency; as reflected by the written letters of understanding entered into by them,

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY, that it adopt in full the terms and conditions contained in the said tentative agreements which constitute Addendum #1 to the Memoranda of Understanding.

Sophia Scherman, Chair

ATTEST:

Wendy Tanner
Clerk of the Boards

ACTION ITEM III-C-1

APPROVAL OF ANNUAL SELF-ASSESSMENT FOR 2020-2021
AND RESULTING PROGRAM IMPROVEMENT PLAN
SETA OPERATED PROGRAM

BACKGROUND:

This agenda item provides an opportunity for the SETA Governing Board to review and approve the results of the Head Start, Early Head Start and Early Head Start Child Care Partnership Annual Self-Assessments and Program Improvement Plans (PIP).

In January/February 2021, a team of staff were assembled for a virtual 2020-2021 Head Start/Early Head Start self-assessment. Teams electronically reviewed and analyzed service areas including Program Governance, Education/Child Outcomes, Disabilities, Mental Health, Health, Nutrition, Safe Environments, Family and Community Engagement, Eligibility/ Recruitment/Selection/ Enrollment/Attendance, Human Resources and Fiscal. A summary report of program strengths, areas of improvement and a resulting program improvement plan are attached.

The Policy Council is scheduled to take action on this item at their April 27th meeting.

Staff will be available to answer questions.

RECOMMENDATION:

Approve Program Year 2020-2021 Self-Assessment and resulting Program Improvement Plan for the Head Start/Early Head Start/EHS-Child Care Partnership programs.

Sacramento Employment and Training Agency (SETA) Children and Family Services Department (CFS)

Includes: Head Start, Early Head Start, EHS-Child Care Partnership, and CDE CSPP/CCTR Programs

Self-Assessment Summary of Results 2020-2021

Project Background

During the months of February and March 2021, the CFS management team developed a self-assessment plan that was adapted to assess remote teaching/learning and family services under the COVID-19 closures.

Because of the statewide Shelter-in-Place order, the SETA Operated Program (SOP) converted to remote teaching/learning and family services on March 17, 2020. The program began re-opening centers for in-person services during June, July and August 2020. However, due to several positive COVID-19 cases among staff, parents and children, SETA made the decision to revert to remote distance teaching/learning and remote services for children and families. The program has remained under these distance service protocols through this reporting period.

As a result, the 2020-21 self-assessment process was modified to review the status, quality, compliance and outcomes of services rendered under COVID-19. The results of this self-assessment do not necessarily reflect SETA's typical operational strengths and areas of improvement. However, COVID-19 was a learning curve with many positive outcomes that could influence future operations and ways of doing business.

To conduct the self-assessment, team members reviewed a variety of documents, including but not limited to:

- Review of HUB distribution systems to support remote teaching/learning
- CLASS virtual observations (35 teachers)
- Coaching session observations with Teachers on Special Assignment (TOSA) (75 teachers)
- Remote teaching/learning documents and quality observations (35 teachers)
- DRDP assessment data
- Child portfolios/*Learning Genie* portfolios
- Environmental inventories
- Staff interviews
- Parent survey results (effectiveness of remote teaching/learning services and Desired Results)
- Health and developmental screenings
- Referrals (mental health services and disabilities services)
- *ChildPlus* data/Children's files
- Enrollment and recruitment reports
- Ready Rosie data
- Health and Safety Screeners

Results from the self-assessment were analyzed and summarized, resulting in a detailed Self-Assessment Program Improvement Plan (PIP).

Summary of Program Strengths

The SETA's Children and Family Services programs have many notable strengths, including some of the following:

Education

- Virtual *CLASS* Observations showed Positive Climate as a strength across Remote Learning sessions.
- Parent Survey results on Remote Teaching
 - 90% of families indicated their child's learning goals are included in weekly activities
 - 96% of families indicated their child's teacher is consistent, well prepared and ready to Zoom
 - 89% of families indicated that the Zoom sessions were fun, educational and appropriate for their child.
- Innovative Measure Me kits were developed and aligned to the *DRDP* for both EHS and Preschool.
- Parent Survey results on learning materials provided
 - 93% of families indicated their child has plenty of activities and materials throughout the week
 - 94% of families indicated Measure Me bags had enough materials.
- Home/School Packets were aligned to state and federal developmental goals and reflected the essential domains of learning in an interactive hands-on approach. These were designed to increase parent engagement in the curriculum process.
- Teachers displayed the ability to independently analyze classroom *DRDP* data through the method adapted in response to COVID-19, using the information to develop appropriate goals and plans based on child outcomes.
- In response to remote teaching, the program implemented the use of *ASQ Online* to capture screening results.
- Over 80 teachers in both preschool and EHS received on-going coaching support from TOSA's.
- Teachers became much more comfortable with technology using platforms such as *Zoom*, *Google classroom* and *YouTube*.
- Cognition was the learning domain that had the highest increase of the percentage of children scoring in the top two developmental levels of the *DRDP* between Fall (18.3%) and Winter (33.3%).

Mental Health

- 166 teachers (preschool and EHS) received online training for the *Teaching Pyramid Jumpstart* training.
- Increased the number of staff who are undergoing authorization to be official *Teaching Pyramid* coaches and trainers.
- The Agency had two Education Coordinators participate in *WestEd* Trauma Informed Care Train-the-Trainer model to increase capacity to guide and coach staff with topic fidelity.
- In response to remote teaching, the program implemented the use of *ASQ- Social Emotional Online* to capture screening results.
- A virtual platform was developed to support children, families and staff with various relaxation/stress reduction techniques as well as access to community resources.

Disabilities

- Virtual support and information was developed including the YouTube video training, "*How to Prepare for an IEP/IFSP and Its Process*".

- Intervention Specialists were able to virtually join case management sessions across their caseload as well as attend individual learning sessions with children who needed extra support.
- Intervention Specialists supported teachers by integrating goals into remote services for children with IEPs and IFSPs
- Both SOP Head Start and EHS have met or exceeded the 10% of identified children with IEPs or IFSPs in a challenging year of atypical programming

Parent and Family Engagement:

- Well-documented parent contacts pre and post COVID-19. Data indicates that after COVID-19 most Family Services Workers (FSWs) recorded between 4-12 contacts per month.
- Parents received on-going information and resources via email, text, Zoom and FaceTime.
- Family engagement staff connected face-to-face during food distribution.
- Increased opportunities for staff to attend professional growth webinars and conferences.
- Family Development Credential program pivoted to an online format in the middle of COVID-19 and graduated an additional 12 staff.
- Increased connections and networking both internally and with community partners, sharing resources.
- Staff addressed the immediate needs section of the FPA for enrolled families.
- Parent meetings were held virtually and included guest speakers.
- Partnering with teaching staff to attend and participate in parent meetings and help gather documents when needed.
- *ReadyRosie* (SETA's parenting curriculum) pre COVID-19 training was conducted for home visitors and FSWs and Education Coordinators set-up *ReadyRosie* tables at sites, answered parent questions, and registered them for the parenting curriculum
- Introduced a parent letter in both English and Spanish to talk about the benefits of the *ReadyRosie* program. The percentage of families registered increased from 33% to 55% in one month. By the end of the July, 73% of families accepted invitations to *Ready Rosie*
- Video viewing increased from 2,041 educational videos in February to 4,519 in April.

Health and Nutrition

- Partnered with Sacramento County Department of Health Services, Childhood Lead Poisoning prevention to continue Lead Campaign. Parents and staff received education on the hazards and critical effects of lead exposure. For PY- 20-21, 78% of preschool children and 36% of infant/toddlers were up to date on their Blood Lead Screening
- Continue to partner with Elk's Major Project to provide vision screenings to children, which also continued during COVID with drive-through screening clinics. Sixty-five percent (65%) of children had a completed vision screening. No follow-up needed on any.
- Staff worked with parents to continue to seek services through their primary care physician.
- Prior to COVID, Early Smiles provided dental screenings and fluoride varnish to children enrolled in center-based programs.
- During remote services, eight (8) community dental clinics were hosted for Head Start families. 289 children were screened and 176 fluoride varnishes were applied. Dental screening completed for Head Start: 62%, of which 15% needed follow-up.
- 65% of Head Start children and 65% of EHS children received fluoride varnishes in 2020-2021.
- Wall growth charts along with tape measures for head circumference were provided to families, along with instructions on how to use them to help the program assessment of height/weight, resulting in 61% completed growth assessments for Head Start children and 75% for EHS children

- Virtual training was provided to staff on topics ranging from Blood borne pathogens, use of PPE, and Universal precautions.
- During the summer of 2020. 400 parents participated in Summer Wellness Series, which included topics ranging from: Age Appropriate Physical Activity During Shelter in Place, COVID-19 and MIC-C, Oral Health, Stress and Mental Health and Fostering Health Relationships. These virtual workshops were conducted by Nursing students at the US Davis Betty Irene Moore School of Nursing.
- Strengthened the system for gathering Release of Confidential Information from parents during COVID-19 to help facilitate the gathering of health and dental information for enrolled children.
- Continue to work with parents to navigate Sacramento Covered in order to access needed appointments, access medical/dental insurance, and to arrange transportation.
- Ninety-four percent (94%) of Head Start children and 87% of EHS children were up-to-date on their immunizations.

Safe Environments

- Centers were well- maintained during the Agency closure.
- Classroom furniture is in good condition, age appropriate and placed in safe areas.
- Janitorial services were maintained, even at a reduced capacity, to ensure centers were clean and sanitary during the closure.
- Staff had time during the closure to catch up on deferred maintenance projects that are normally more challenging to accomplish when children are in session.
- All classrooms were following new COVID-19 policies and procedures.

Governance

- PAC/PC board members have adapted extremely well to virtual meetings, with consistently high attendance.
- Board business has not stopped/been hindered even under COVID-19 challenges.
- One-on-one new board member orientation was successful and well received by new members,
- The use of technology to conduct board meetings has been unprecedented.
- PAC/PC board members have been committed to maintain a holding seat so that board business would not be interrupted in the middle of a pandemic.
- The social/hospitality committee found creative ways to host a virtual End of the Year celebration.

Human Resources

- Incorporated virtual platforms for all aspects of the recruitment process with PAC/PC members and staff reviewing potential candidates remotely, remote online testing for applicants using various virtual testing platforms, and Zoom meetings for exams and hiring interviews.
- Decreased Worker's Compensation claims in 2020, a 41% decrease from 2019.
- Provided a wellness 5-week email campaign in August 2020 focused on COVID-19 emotional support. This included information on managing stress and anxiety, coping with grief, national wellness hotlines for staff to call, websites for healthy living, and virtual activities that can reduce stress and depression.
- Assisted CFS with COVID-19 responses, adaptations, readiness, and employee relations.
- Cal/OSHA safety walk-thru with the Site Supervisor, Facilities Coordinator, and Program Officers/Education prior to each early learning center re-opening. Detailed reports were shared with all stakeholders.
- Sent regular email notifications to all staff regarding COVID-19 health and safety protocols, updates, and exposure notices throughout the pandemic.

- Provided timely vaccination information to ensure staff secured priority appointments for educators and child care workers.
- Pivoted the screening/interviewing/on-boarding processes to virtual platforms to ensure hiring practices continued during the Agency closure.
- Converted benefits open enrollment to a virtual platform, including sending out fillable forms for better ease of completion and submission of documents electronically, Zoom information sessions, and developed a list of FAQs from the sessions.

ERSEA

- The program transitioning to online applications in *ChildPlus* while completely moving away from paper.
- The program increased the use of modules/features in *ChildPlus*, including the Live Message and Attendance and Meal Counts.
- More efficient use of *ChildPlus*.
- Staff updated forms/documents to be fillable for online submission.
- Staff use of the Agency webpage to post recruitment information to draw more attention.
- Staff attended virtual recruitment events and community partner meetings to inform the community about Head Start/Early Head Start.
- The program increased use of social media for recruitment.
- Trained FSWs on recruitment expectations at virtual community events and instituted systems to ensure inquiry forms were completed by parents online.

Summary of Program Growth Opportunities

During the Self-Assessment process, teams identified areas for improvement and opportunities for growth. Areas of improvement do not necessarily indicate systemic issues and/or areas of non-compliance, but opportunities to improve program quality. Below is a summary of some of the highlighted areas. A complete Program Improvement Plan (PIP) with action steps, timelines, and staff responsible is attached.

Education

- Virtual CLASS observations indicate that strategies that support concept development are less frequently used.
- Learning Genie data shows remote services made some DRDP measures very difficult to gather evidence and accurately assess.
- Remote Learning Observations indicate that attempts to involve parents in the online activities were not always successful.
- There was a higher level of parents not responding to teacher's attempts to communicate and schedule virtual sessions in remote learning.
- Materials distributed from HUBS were not in multiple languages.
- Approaches to Learning showed the lowest number of children rated in the top two developmental levels of the DRDP at 18%. This domain includes curiosity, persistence and attention maintenance, which are elements not as conducive to the online platform. (While low overall, it did show a strong increase between Fall to Winter)

Mental Health

- Zoom and virtual interactions did not provide the same level of social interactions for children.
- There was a higher level of parents not responding to Intervention Specialist's communication attempts.

- There have been increased transitions for children, especially for those that moved back and forth in a remote, in-person service model.

Disabilities

- Many IEP/IFSP processes such as screening and assessment were delayed by LEA's and Part C agencies during the first half of remote services.
- Items that represent differing abilities such as books and toys were limited in remote materials.
- Use of IEP/IFSP individualization strategies were more difficult to implement during Remote services.

Parent and Family Engagement

- Families were unwilling to develop goals under their Family Partnership Agreement, especially during Shelter-in-Place.
- Families were often overwhelmed with contact from staff, both teaching and family engagement staff.
- Family engagement staff had a challenge staying in contact with some parents.
- Families did not always submit required documents during distance learning (less in-person contact).
- Learning curve for staff using technology exclusively for enrollment, health and parent contacts.
- Using Zoom on a cellphone and not on a computer was difficult. Staff could not share screens and/or see all participants/parents.

Health and Nutrition

- Physicians were providing tele-health visits, resulting in many screenings not completed.
- Hearing screens were difficult to obtain. This type of screening does not lend itself to a drive-by screen, since quiet is needed.
- Getting all children medically complete was difficult when there was a lack of in-person staff-family contact.
- Blood lead screenings remains low.
- Obtaining needed medical/dental documentation has been challenging.

Safe Environments

- Some centers had physical hazards in the outdoor play areas due to lack of use.
- Some centers were missing needed postings.
- A few centers had falling hazards on shelves.

Governance

- Attracting new representatives during remote services was a challenge.
- Meeting new board members face-to-face and building board bonding without in-person meetings/activities was difficult.
- Distractions occurred during virtual meetings as board members had various home activities and children's needs to attend to.
- Reliable and readily available technology for board members was not always present.

Human Resources

- Continued struggle with timely completion of staff performance evaluations, which decreased even more once the pandemic started.
- Digitizing employee personnel files is considered a necessary step in disaster recovery; however, the implementation continues to be delayed.

- Anniversary program was not in effect for eight months during the pandemic and the department continues to get caught up on all employee orders since March 2020.

ERSEA

- FSWs had limited access to centers during the Agency closure, creating challenges to access files, documents, technology, and *ChildPlus*.
- Very limited opportunity to meet with parents/families in-person.
- Learning curve for technology such as *Zoom*, uploading documents, fillable forms etc.
- Most community events were canceled, making outreach and recruitment a challenge.
- Prior to COVID-19, staff were unable to track how many families were going online to complete an inquiry form for new enrollment opportunities.
- Families failing to provide documents needed for enrollment (some due to limited technology access).
- Parent fatigue for distance learning (with HS and non-HS children).

<i>Action Steps:</i>	<i>Responsible Person(s)/Unit</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
<i>EDUCATION, DISABILITIES AND MENTAL HEALTH - SYSTEMS, SERVICES AND STAFF DEVELOPMENT</i>				
Increase opportunities for children to participate in activities that promote curiosity, persistence and attention maintenance in both remote and center based services (Approaches to Learning)	Karen Griffith, Manager Program Officers/Ed Education Coordinators	April 2021 and ongoing	April and May Home School packets have included increased STEM activities and opportunities to engage in curiosity, persistence and attention maintenance.	
Order and distribute materials that increase home language, diversity and differing ability awareness in remote learning and the classrooms	Karen Griffith, Manager Program Officers/Ed Education Coordinators	July 2021		
Continue to utilize and increase capacity for virtual training and coaching with staff	Karen Griffith, Manager Program Officers/Ed Education Coordinators	March 2021 and ongoing		
Utilize TOSA's to assist with environment set up and effective routines as children return to center base services	Karen Griffith, Manager Program Officers/Ed Education Coordinators	March 1, 2021- August 2021		
As children return to center-based services, teachers will need increased skills to support children in the area of social/ emotional development. Develop training in trauma informed care, empathy and resilience	Karen Griffith, Manager Program Officers/Ed Education Coordinators	May 2021		
Review and strengthen transition process to support children who have experienced the instability and effects of the pandemic	Karen Griffith, Manager Program Officers/Ed Education Coordinators	March 1, 2021	Remote Learning Transition Plans and Checklists were developed.	
Develop additional resources to support teachers returning to center-based teaching after a prolonged absence. This includes strategies to implement new requirements and expectations. (Enhanced Outdoor play, Strategies for Children and Masks, social distancing activities, etc.)	Karen Griffith, Manager Program Officers/Ed Education Coordinators	March 2021	Masks: Strategies for Positive Mask Use was developed with inclusion of scripted stories, songs, finger plays and books. This resource is distributed to each center before opening and incorporated into the classroom's COVID safety plan. Outdoor: An Outdoor	

		April 2021	Enhancement resource tool was developed including increased materials and activities with considerations for distancing. In addition, a committee has been created to establish a standard supply and material list for outdoor interest areas for optimal learning.	
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PARENT AND FAMILY ENGAGEMENT – SYSTEMS, SERVICES AND STAFF DEVELOPMENT

Investigate and develop an online parent survey that helps identify family needs and inform program design and service delivery	Lisa Carr, Manager Program Officers/SS	August 2021		
Purchase needed equipment to adapt staff workstations for Zoom and virtual parent connections/meetings	Lisa Carr, Manager Program Officers/SS	April 2021		
Cross-train staff on <i>ReadyRosie</i> to connect more seamlessly with curriculum topics	Lisa Carr, Manager Program Officers/SS	August, 2021		
Create a workgroup for <i>ReadyRosie</i> to help develop new ways of implementation	Lisa Carr, Manager Program Officers/SS	May 2021		

HEALTH AND NUTRITION – SYSTEMS, SERVICES AND STAFF DEVELOPMENT

Use the Release of Confidential Information at enrollment and ensure families know what information we will be collecting, and have them update annually	Lisa Carr, Manager Health/Nutrition Unit	August 2021	Have increased the usage of the RCI with distance learning families, will continue to include in the enrollment packet.	
Develop procedures and strategies that ensure staff is completing the mandated health screenings, including but not limited to using an empty classroom with universal precautions	Lisa Carr, Manager Health/Nutrition Unit	April 2021		
Work with dentists and dental agencies to reassure parents about the safety of bringing children to the dentist for exams	Lisa Carr, Manager Health/Nutrition Unit	On-going		
Revise the HS/EHS form for doctors, highlighting the items necessary for enrollment into the program	Lisa Carr, Manager Health/Nutrition Unit	September 2021		

Continue to offer health/nutrition workshops for parents, virtually, utilizing our community partners	Lisa Carr, Manager Health/Nutrition Unit	November 2021		
<i>ERSEA – SYSTEMS, SERVICES AND STAFF DEVELOPMENT</i>				
Develop trainings for staff to increase proficiency on tools that help them navigate in a virtual platform	Lisa Carr, Manager Program Officer/ERSEA	September 2021		
Explore and expand uses of <i>ChildPlus</i>	Lisa Carr, Manager Program Officer/ERSEA	November 2021- Ongoing		
Develop new methods to recruit families, increase awareness about Head Start/early Head Start services and increase enrollment	Lisa Carr, Manager Program Officer/ERSEA	August 2021		
Use paper inquiry forms at in-person recruitment events for follow-up	Lisa Carr, Manager Program Officer/ERSEA	March 2022		
<i>Human Resources– SYSTEMS, SERVICES AND STAFF DEVELOPMENT</i>				
Increase percentage of completed performance evaluations by 25%	Allison Noren, HR Chief CFS Managers HR Staff	June 2021 – December 2021		
Develop a plan and timelines for digitizing personnel files	Allison Noren, HR Chief CFS Managers HR Staff	August 2021		
<i>Safe Environments - SYSTEMS, SERVICES AND STAFF DEVELOPMENT</i>				
Complete health and safety screeners and/or CalOSHA reviews prior to each center re-opening	Melanie Nicolas, PO QA Analyst Allison Noren, HR Chief	March 2021	Visits began as centers re-opened. Center visits are being completed prior to each re-opening date.	
<i>Governance - SYSTEMS, SERVICES AND BOARD DEVELOPMENT</i>				
Develop a coordinated schedule with the Family Services Workers to share PAC/PC recruitment information with parents at parent meetings (virtually and/or in-person)	Marie Desha, Coordinator	May 2021		

ACTION ITEM III-C-2

APPROVAL OF PROGRAM YEAR 2021-2022 HEAD START, EARLY HEAD START AND EARLY HEAD START CHILD CARE PARTNERSHIP REFUNDING APPLICATION

BACKGROUND:

This agenda item provides an opportunity for the SETA Governing Board to approve the Program Year 2021-2022 Head Start/Early Head Start Refunding Applications. The applications are for Year 2 of a 5-year funding cycle.

A copy of the Program Narrative is attached for review. Included in this application are two changes from 2020-21 including:

- A request to consolidate the Head Start/Early Head Start grant with the Early Head Start-Child Care Partnership (EHS-CCP) grant.
 - This will result in a single project period for both funding sources and ultimately change the project period by one less year for the Head Start/Early Head Start program (09CH011763).
 - Should the agency require additional time to complete projects outside of the new project period, SETA will be eligible to apply for a Low/No Cost Extension for up to 12 additional months.
- The SETA Operated Northview Early Learning Center will undergo construction, which will delay reopening the center until February 2022.
 - Currently enrolled families will be offered enrollment at Sharon Neese, Bannon Creek, Norma Johnson or other nearby locations.
 - Newly enrolled families will be offered distance learning or home-based services until Northview re-opens.
 - No family will be displaced as a result of this extended closure.
- Head Start and Early Head Start home-based programs will switch their primary curriculum from the *Hawaii Early Learning Profile* (HELP) to *Parents as Teachers*. This new curriculum offers current and relevant content, contains scope and sequencing, and has a fidelity tool.
- The grantee and delegate agencies will continue to offer families virtual and in-person options for parent center meetings, policy council/committee meetings, and home-based socializations and make-up visits when transportation, childcare and time are limiting families' ability to participate in program services.
- SETA will open the Dudley Early Learning Center, which was not able to open in 2020-21 due to COVID-19 closures.
- Many online application and enrollment processes developed during the pandemic will continue as an option for families.
- Many programs will continue to offer virtual staff development opportunities to maximize time and resources and/or smaller group training as a follow-up to large group presentations.

There are no other substantive changes for program year 2021-22. The grantee and delegate agencies/partners anticipate returning to regular in-person services without restrictions or limitations in 2021-22. Total funded enrollment will be as follows:

Agency	Funded Enrollment 2021-2022		
	Head Start	Early Head Start	EHS-CCP
SETA Operated Program	1,736	572	80
Elk Grove USD	440		
Sacramento City USD	736		
San Juan USD	1,044	164	
Twin Rivers USD	160	56	
WCIC	120		
Total	4,236	792	80

Services for the 2021-2022 program year will commence on August 1, 2021.

The Program Narrative will be sent under separate cover.

The Policy Council is scheduled to take action on this item at their April 27th meeting.

RECOMMENDATION:

Approve the Program Year 2021-2022 Head Start, Early Head Start, and Early Head Start Child Care/Partnership Refunding Applications.

ACTION ITEM-III-C-3

APPROVAL OF THE SETA HEAD START, EARLY HEAD START
AND EARLY HEAD START CHILD CARE PARTNERSHIP BUDGETS
FOR PROGRAM YEAR 2021-2022

BACKGROUND:

This agenda item provides an opportunity for the SETA Governing Board to approve the 2021-2022 Head Start, Early Head Start, and Early Head Start Child Care Partnership budgets. The budgets include Basic, Training and Technical Assistance (TTA), and the Cost of Living Adjustment (COLA) funding for the SETA Operated Program, its five delegate agencies, and two partners. The proposed budgets are as follows:

Head Start Basic (4,236 children/families)	\$49,368,042
Head Start COLA (1.22%)	\$ 602,290
Head Start Training and Technical Assistance	<u>\$ 527,209</u>
Sub-Total	\$50,497,541
Early Head Start Basic (792 children/families)	\$11,335,940
Early Head Start COLA (1.22%)	\$ 138,298
Early Head Start Training and Technical Assistance	<u>\$ 243,314</u>
Sub-Total	\$11,717,552
EHS-CCP Basic (80 children/families)	\$ 1,664,706
EHS-CCP COLA (1.22%)	\$ 20,309
EHS-CCP Training and Technical Assistance	<u>\$ 36,749</u>
Sub-Total	\$ 1,721,764
TOTAL	<u>\$63,936,857</u>

Cost-of-Living Adjustments (COLA) – On March 25, 2021, the Office of Head Start released the Consolidated Appropriations Act 2021 funding for the Federal Fiscal Year (FY) 2021, making additional funds available to existing Head Start, Early Head Start and Early Head Start Child Care Partnership programs. Each grantee may apply for a COLA increase of 1.22 percent of the FY 2020 base funding level. Base funding excludes training and technical assistance funds and any one-time funding grantees may have received in FY 2020. COLA funds are to be used to increase staff salaries and fringe benefits and offset higher operating costs. SETA management and AFSCME representatives have finalized negotiations on the use of these funds. A previous board action item covers the proposed increases.

A copy of the 2021-2022 Head Start, Early Head Start and Early Head Start Child Care Partnership budgets will be sent under separate cover.

The Policy Council is scheduled to take action on this item at their April 27th meeting.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the Program Year 2021-2022 Head Start, Early Head Start, and Early Head Start Child Care Partnership Budgets for Basic, Training and Technical Assistance (TTA), and the Cost of Living Adjustment (COLA) in the amount of \$63,936,857.

ACTION ITEM III-C-4

APPROVAL OF THE 2021-2022 HEAD START, EARLY HEAD START, AND
EARLY HEAD START CHILD CARE PARTNERSHIP
PROGRAM OPTIONS AND CENTER LOCATIONS FOR
SACRAMENTO COUNTY

BACKGROUND:

This agenda item provides an opportunity for the SETA Governing Board to approve the program options and center locations for the SETA Operated Program and its delegate agencies for the 2021-2022 Program Year. There are no proposed changes for program year 2021-22.

A detailed list of the program options and center locations is attached.

The Policy Council is scheduled to take action on this item at their April 27th meeting.

RECOMMENDATION:

Approve the Head Start, Early Head Start and Early Head Start Child Care Partnership countywide program options and center locations for the 2021-2022 program year.

**Head Start Program Options - Countywide
2021-2022**

Agency	Programs with 5 Days/Week								Programs with 4 Days/Week				Home-base	TOTAL
	Year Round				Traditional School Year				Year Round		Traditional School Year			
	4 hrs/day	6.5 hrs/day	7 hrs/day	8 hrs/day	9 hrs/day	6 hrs/day	6.5 hrs/day	7 hrs/day	6.5 hrs/day	3.5 hrs/day	6.5 hrs/day	7.5 hrs/day		
SETA	680	60		240	220		60		73	40	240		123	1,736
Elk Grove USD						60				380				440
Sacramento City USD			32				336	48		320				736
San Juan USD							1,044							1,044
Twin Rivers USD							160							160
WCIC												120		120
TOTAL	680	60	32	240	220	60	1,600	48	73	740	240	120	123	4,236

**Early Head Start Program Options - Countywide
2021-2022**

Agency	Programs with 5 Days/Week					Home-base	TOTAL
	Traditional School Year		Year Round				
	6.5 hrs/day	8 hrs/day	8 hrs/day	9 hrs/day			
SETA		8	148	146	350	652	
San Juan USD		32	48		84	164	
Twin Rivers USD	56					56	
TOTAL	56	40	196	146	434	872	

**SETA OPERATED
HEAD START PROGRAM
Funded Enrollment:
1,736**

Administrative Office:
925 Del Paso Blvd.,
Suite 100
Sacramento, CA 95815
(916) 263-3804

16th Avenue
4104 Martin Luther King Jr.
Blvd.
Sacramento, CA 95820

Alder Grove ELC
816 Revere Street
Sacramento, CA 95818

Bannon Creek
2775 Millcreek Drive
Sacramento, CA 95833

**Bret Harte
Children's Center**
2761 9th Avenue
Sacramento, CA 95818

Bright Beginnings
10487 White Rock Road, P52
Rancho Cordova, CA 95670

Capital City
7220 24th Street
Sacramento, CA 95822

CP Huntington
5917 26th Street
Sacramento, CA 95822

Crossroad Gardens
7322 Florinwood Dr.
Sacramento, CA 95823

Dudley
8000 Aztec Way
Antelope, CA 95843

Elkhorn
5249 Elkhorn Blvd.
Sacramento, CA 95660

Franklin
6929 Franklin Blvd.
Sacramento, CA 95823

Freedom Park
6015 Watt Ave., S #5
North Highlands, CA 95660

Freeport
2118 Meadowview Drive
Sacramento, CA 95832

Fruitridge
5746 40th Street
Sacramento, CA 95824

Galt
615 2nd Street
Galt, CA 95632

Grizzly Hollow
805 Elk Hills Drive
Galt, CA 95632

Hillsdale
5665 Hillsdale Ave., Bldg. 4
Sacramento, CA 95842

Hopkins Park
2317 Matson Drive
Sacramento, CA 95822

Illa Collin Center
3530 41st Avenue
Sacramento, CA 95824

Job Corps
3100 Meadowview
Sacramento, CA 95832

Kennedy Estates
6501 Elder Creek
Sacramento, CA 95824

LaVerne Stewart
5545 Sky Parkway
Sacramento, CA 95823

Marina Vista ELC
263 Seavey Circle
Sacramento, CA 95818

Mather
10546 Peter A. McCuen Rd.
Mather, CA 95655

Nedra Court
#60 Nedra Court
Sacramento, CA 95822

Norma Johnson ELC
3265 Norwood Avenue
Sacramento, CA 95838

North Avenue
1281 North Avenue
Sacramento, CA 95838

Northview
2401 Northview
Sacramento, CA 95833

Parker Avenue
4516 Parker Avenue
Sacramento, CA 95820

Phoenix Park
4400 Shining Star Dr.
Sacramento, CA 95823

Sharon Neese ELC
925 Del Paso Blvd., Suite 300
Sacramento, CA 95815

Solid Foundation
7505 Franklin Blvd.
Sacramento, CA 95823

Strizek Park
3829 Stephen Drive
North Highlands, CA 95660

Walnut Grove
14181 Grove Street
Walnut Grove, CA 95690

SETA Home Base Program

**ELK GROVE USD
HEAD START
Funded Enrollment:
440**

Administrative Office:
9510 Elk Grove-Florin Rd.,
Room 214
Elk Grove, CA 95624
(916) 686-7595

Charles E. Mack Elementary
4701 Brookfield Drive
Sacramento, CA 95823

David Reese Elementary
7600 Lindale Drive
Sacramento, CA 95828

**Florence Markofer
Elementary**
9759 Tralee Way
Elk Grove, CA 95624

Franklin Elementary
5401 Dorsey Drive
Elk Grove, CA 95757

Florin Elementary
7300 Kara Drive
Sacramento, CA 95828

**Herman Leimbach
Elementary**
8010 Grandstaff Drive
Room B2
Sacramento, CA 95823

Irene B. West Elementary
8625 Serio Way
Elk Grove, CA 95758

**Isabelle Jackson
Elementary**
8351 Cutler Way
Sacramento, CA 95828

James McKee Elementary
8701 Halverson Drive
Elk Grove, CA 95624

John Reith
8401 Valley Lark Drive
Sacramento CA 95823

Maeola Beitzel Elementary
8140 Caymus Drive
Sacramento CA 95829

Prairie Elementary
5251 Valley Hi Drive
Sacramento, CA 95823

**Samuel Kennedy
Elementary**
7037 Briggs Drive
Sacramento, CA 95828

**Sierra Enterprise
Elementary**
9115 Fruitridge Road
Sacramento, CA 95826

Union House Elementary
7850 Deer Creek Dr.
Sacramento, CA 95823

William Daylor High School
6131 Orange Ave.
Sacramento, CA 95823

**SACRAMENTO CITY USD
HEAD START
Funded Enrollment:
736**

Administrative Office:
Serna Center
5735 47th Ave.
Sacramento, CA 95824
(916) 395-5500

Abraham Lincoln
3324 Glenmoor Drive
Sacramento, CA 95827

A. M. Winn
3351 Explorer Drive
Sacramento, CA 95827

Bear Flag
6620 Gloria Drive
Sacramento, CA 95831

Bowling Green - Chacon
6807 Franklin Blvd.
Sacramento, CA 95823

Bowling Green - McCoy
4211 Turnbridge Drive
Sacramento, CA 95823

Camelia
6600 Cougar Drive
Sacramento, CA 95828

Earl Warren Elementary
5420 Lowell Street
Sacramento, CA 95820

Edward Kemble Elementary
7495 29th Street
Sacramento, CA 95822

Elder Creek Elementary
7800 Lemon Hill Avenue
Sacramento, CA 95824

Ethel I. Baker Elementary
5717 Laurine Way
Sacramento, CA 95824

Ethel Phillips Elementary
2930 21st Avenue
Sacramento, CA 95820

Fr. Keith B. Kenny
3525 MLK Jr. Blvd.
Sacramento, CA 95817

Golden Empire Elementary
9045 Canberra Drive
Sacramento, CA 95826

**H. W. Harkness
Elementary**
2147 54th Avenue
Sacramento, CA 95822

Hiram Johnson
3535 65th Street
Sacramento, CA 95820

Isador Cohen Elementary
9025 Salmon Falls Drive
Sacramento, CA 95826

James Marshall Elem.
9525 Goethe Road
Sacramento, CA 95827

John Bidwell Elementary
1730 65th Avenue
Sacramento, CA 95822

John Cabrillo Elementary
1141 Seamas Avenue
Sacramento, CA 95822

John Sloat
7525 Candlewood Way
Sacramento, CA 95822

John Still
2200 John Still Drive
Sacramento, CA 95832

Leataata Floyd
401 McClatchy Way
Sacramento, CA 95818

Lisbon
7555 S. Land Park Dr.
Sacramento, CA 95831

Mark Twain Elementary
4914 58th Street
Sacramento, CA 95820

Martin Luther King Jr.
480 Little River Way
Sacramento, CA 95831

Nicholas Elementary
6601 Steiner Drive
Sacramento, CA 95823

Oak Ridge Elementary
4501 Martin L King Jr. Blvd.
Sacramento, CA 95820

Pacific Elementary
6201 41st Street
Sacramento, CA 95824

Parkway Elementary
4720 Forest Parkway
Sacramento, CA 95823

Peter Burnett Elementary
6032 36th Avenue
Sacramento, CA 95824

**Susan B. Anthony
Elementary**
7864 Detroit Blvd.
Sacramento, CA 95832

Woodbine
2500 52nd Ave.
Sacramento, CA 95822

Washington
520 18th Street
Sacramento, CA 95814

**SAN JUAN USD
HEAD START
Funded Enrollment:
1,044**

Administrative Office:
5309 Kenneth Avenue
Carmichael, CA 95608
(916) 971-7375

Arlington Heights
6401 Trenton Way
Citrus Heights, CA 95621

Choices Charter School
4425 Laurelwood Way
Sacramento, CA 95864

Coleman Elementary
6545 Beech Avenue
Orangevale, CA 95662

Cottage Elementary
2221 Morse Avenue
Sacramento, CA 95825

Coyle
6330 Coyle Avenue
Carmichael, CA 95608

Dyer Kelly
2236 Edison Avenue
Sacramento, CA 95821

Encina
1400 Bell Street
Sacramento, CA 95825

Garfield
3700 Garfield Avenue
Carmichael, CA 95608

**General Davie Jr. Primary
Center**
1500 Dom Way
Sacramento, CA 95864

Grand Oaks
7901 Rosswood Dr.
Citrus Heights, CA 95621

Howe Elementary
2404 Howe Avenue
Sacramento, CA 95825

Kingswood Elementary
5700 Primrose Drive
Fair Oaks, CA 95610

Lichen Elementary
8319 Lichen Drive
Citrus Heights, CA 95621

Mariposa
7940 Mariposa Avenue
Citrus Heights, CA 95610

Marvin Marshall
5309 Kenneth Avenue
Carmichael, CA 95608

Pasadena Elementary
4330 Pasadena Avenue
Sacramento, CA 95821

**Ralph Richardson
Elementary**
4848 Cottage Way
Carmichael CA 95608

Skycrest Elementary
5641 Mariposa Ave.
Citrus Heights, CA 95610

Sunrise Elementary
7322 Sunrise Blvd.
Citrus Heights, CA 95610

**TWIN RIVERS USD
HEAD START
Funded Enrollment:
160**

Administrative Office:
155 Morey Avenue
Sacramento, CA 95838
(916) 566-3485

Morey Avenue
155 Morey Avenue
Sacramento, CA 95838
(916) 566-3485

Oakdale Preschool Center
3708 Myrtle Avenue
North Highlands, CA 95660

Rio Linda Preschool Center
631 L Street
Rio Linda, CA 95673

Village Preschool Center
6845 Larchmont Drive
North Highlands, CA 95660

**WOMEN'S CIVIC
IMPROVEMENT CLUB
HEAD START
Funded Enrollment:
120**

Administrative Office:
W.C.I.C./
3555 3rd Avenue
Sacramento, CA 95817
(916) 457-8661

Playmate #1
3930 8th Avenue
Sacramento, CA 95817

Playmate #2
3555 3rd Avenue
Sacramento, CA 95817

**SETA OPERATED
EARLY HEAD START
Funded enrollment:
652**

**SETA Early Head Start
Administrative Office:**
925 Del Paso Blvd.,
Suite 100
Sacramento, CA 95815
(916) 263-3804

16th Avenue
4104 Martin Luther King Jr
Blvd.
Sacramento, CA 95814

Alder Grove I/T Center
2640 A/B Muir Way
Sacramento, CA 95818

American Legion
3801 Broadway
Sacramento, CA 95817

Bret Harte
2761 9th Avenue
Sacramento, CA 95818

Capital City
7220 24th Street
Sacramento, CA 95822

**Collis P Huntington
Elementary**
5917 26th Street
Sacramento, CA 95822

Crossroad Gardens
7322 Florinwood Dr.
Sacramento, CA 95823

Elkhorn
5249 Elkhorn Blvd.
Sacramento, CA 95660

Freedom Park
6015 Watt Ave., S #5
North Highlands, CA 95660

Galt
615 2nd Street
Galt, CA 95632

Grizzly Hollow
805 Elk Hills Dr.
Galt, CA 95632

Hillsdale
5665 Hillsdale Ave., Bldg. 4
Sacramento, CA 95842

Hiram Johnson
3535 65th Street
Sacramento, CA 95820

Hopkins Park
2317 Matsun Drive
Sacramento, CA 95822

Job Corps
3100 Meadowview
Sacramento, CA 95832

Marina Vista ELC
263 Seavey Circle
Sacramento, CA 95818

Mather
10546 Peter A. McCuen Rd.
Mather, CA 95655

Norma Johnson ELC
3265 Norwood Avenue
Sacramento, CA 95838

North Avenue
1281 North Avenue
Sacramento, CA 95838

Northview
2401 Northview
Sacramento, CA 95833

Phoenix Park
4400 Shining Star Dr.
Sacramento, CA 95823

**Sharon Neese
Early Learning Center**
925 Del Paso Blvd., Ste. 300
Sacramento, CA 95815

**SETA/SCOE/ROCC EHS
Home Base**

**SAN JUAN USD
EARLY HEAD START
Funded Enrollment:
164**

**San Juan USD
Administrative Office:**
5309 Kenneth Avenue
Carmichael, CA 95608
(916) 971-7375

**Encina Infant/Toddler
Center**
1400 Bell Street
Sacramento, CA 95825

**Fair Oaks Infant/Toddler
Center**
10700 Fair Oaks Blvd.
Fair Oaks, CA 95628

General Davie Jr.
1500 Dom Way
Sacramento, CA 95864

**Marvin Marshall Toddler
Center**
5309 Kenneth Avenue
Carmichael, CA 95608

**San Juan Infant/Toddler
Center**
7551 Greenback Lane
Citrus Heights, CA 95610

SJUSD EHS Home Base

**TWIN RIVERS USD
EARLY HEAD START
Funded Enrollment:
56**

Administrative Office:
155 Morey Avenue
Sacramento, CA 95838
(916) 566-3485

Morey Avenue School
155 Morey Avenue
Sacramento, CA 95838

**Oakdale Early Learning
Center**
3708 Myrtle Avenue
North Highlands, CA 95660

Rio Linda Preschool Center
631 I Street
Rio Linda, CA 95673

Village Preschool Center
6845 Larchmont Drive
North Highlands, CA 95660

ACTION ITEM-III-C-5

APPROVAL OF 2021-2022 TRAINING/TECHNICAL ASSISTANCE PLAN FOR
THE SETA HEAD START, EARLY HEAD START, AND EARLY HEAD START-CHILD
CARE PARTNERSHIP PROGRAM, AS ALIGNED
WITH ESTABLISHED FIVE-YEAR GOALS AND OBJECTIVES

BACKGROUND:

This agenda item provides an opportunity for the SETA Governing Board to approve the Program Year 2021-2022 Head Start, Early Head Start, and Early Head Start Child Care Partnership Training/Technical Assistance Plans (TTA).

The TTA Plans were developed to ensure continued quality and improvement and to support training activities for staff and parent development.

The Training and Technical Assistance Plan and a summary of five-year goals and objectives are attached.

The Policy Council is scheduled to take action on this item at their April 27th meeting.

RECOMMENDATION:

Approve the Program Year 2021-2022 SETA Head Start, Early Head Start and Early Head Start Child Care Partnership Training/Technical Plan as aligned with established five-year goals and objectives.

PHILOSOPHY

SETA Head Start's program philosophy is based on the premise that all families share certain basic needs and that the Head Start population, in particular, can reap even greater benefits from a comprehensive service delivery system that ensures their needs are met. Our program mission is to improve the lives of low-income children by providing comprehensive child development services that are family focused, including education, health, nutrition, mental health and social services. SETA Head Start's accomplishes its goals by involving parents in the operation and administration of the program and by supporting the growth of families and staff through the development of advocacy skills, enhanced self-esteem and empowerment. The overall goal is to develop a greater degree of independence among families and the decisions that influence their lives. Finally, SETA Head Start has established as its vision, "*Touching Families, Making a Difference.*"

SETA continually strives to recruit, train and retain the highest quality staff. Ongoing training and technical assistance ensures that all staff are knowledgeable about the Head Start philosophy, goals and objectives, mission, values and Performance Standards of the Head Start and Early Head Start programs.

PLANNING PROCESS

SETA employs a planning process to identify and accomplish the training and professional development needs of Head Start staff, parents, delegate agencies and partners. This process results in a T/TA Plan, which incorporates needs, identified through PIR, OHS monitoring protocols, self-assessment, community assessment, on-going monitoring results, CLASS, DRDP, ERS, as well as analysis of embedded program and operational reporting systems such as ERSEA reports, disabilities reports, etc., and established countywide goals. Ultimately, under the direction of SETA's strong parent boards (PC/PAC), specific dollars are allocated to these prioritized needs (see attached budget) to all stakeholders receive the necessary training and professional development to move SETA's organization forward.

T/TA planning sessions take place in January. Participants in the T/TA planning include the SETA Leadership team, Policy Council and Parent Advisory Committee members, delegate agency directors and partners. Participants share information and identify program strengths and service gaps. The Training and Technical Assistance Plan was the direct result of this collaborative process.

APPROACH TO TRAINING, TECHNICAL ASSISTANCE AND PROGRAM IMPROVEMENT

Adjustments to the T/TA Plan reflect the combined needs identified and prioritized by parents on the Budget/Planning Committee, and the resulting 5-year goals established in 2020.

Staff took a systematic approach to ensure the T/TA Plan and associated budgets reflect current needs of the program as identified through a) on-going monitoring, b) PIR results, c) committee reviews of the existing T/TA Plan, d) self-assessment and the continuing 5-Year goals and objectives.

OUTCOMES AND TIMETABLES

Outcomes and timetable attainment of the Program Improvement Plan will be tracked and measured on a monthly basis. Leadership Team and Management meetings are conducted (bi)weekly with specific agenda content. Agendas will include status reports and check-ins. This process will allow for careful tracking of progress as it relates to timetables and outcomes attainment in the defined priorities and sub-groups: Early Intervention and Prevention; Record Keeping and Reporting; Planning; Communication; Human Resources/Staff Development/Training; and Health and Nutrition Services.

NOTES LEGEND: M=Mandated; G/O= Goals and Objectives; PIP= Program Improvement Plan BP=Best Practice

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost			Notes
					HS	EHS	CCP	
Child Services and Consultants								
Consultants								
Consultants will be used as subject-area experts to ensure that HS/EHS services are aligned with Performance Standards	HS/EHS Staff	Consultants	Depending on the consultants used, staff will utilize the services of consultants to ensure best practices and adherence to Performance Standards are met. Consultants may also be used as a training resource for staff, and provide coaching when necessary.	Consultants will be scheduled as needed in the program year 2021-2022	\$8,000	\$3,000		BP
Parent Services								
Parent Intern Training								
Parents will be recruited to train for a variety of apprentice jobs, including working with front office work, data entry, and health aides.	HS/EHS parents	Head Start staff	HS/EHS parents will be offered the opportunity to learn skills, including soft skills that potentially may lead to permanent employment opportunities in the community.	October 2021 July 2022	\$6,000			BP
Family Literacy Project								
Workforce/Head Start Parent Tuition Reimbursement	HS/EHS parents	Approved vendors from Sacramento County	This reimbursement will be used for parents who request to attend a job training program where the cost is not fully covered by other providers. The expected outcome includes providing opportunities to enrolled HS/EHS parents to become job ready and to provide opportunities for increased economic mobility.	2021-2022	\$4,000	\$2,500		BP

Family Literacy Project	HS/EHS parents	SS/PI Specialist	Parents will be given a book (bi-monthly) along with activity sheets to do with their child. Activity sheets will focus on literacy and math skills that parents can easily do at home with their child. The expected outcome will be increased literacy scores in children's assessment data, and increased knowledge about the importance of parent participation in school readiness activities.	August 2021- July 2022	\$32,534	\$8,000	\$2,000	BP
Parent Café Training	HS/EHS Parents and Staff	Trainer from National Parent Café Training Program	PC and PAC Parents and staff will be given the opportunity to be trained to facilitate Parent Cafes for county-wide implementation.	Fall 2021	\$4,000			G/O
Parents will have access to bi-annual training on disaster preparedness	HS/EHS parents	Content Area Experts from the community	Parents will be given an opportunity to attend a workshop with content area experts such as representatives from the Fire Department, County Health, and Disaster Preparedness Division to work with parents to develop safety plans for their families and prepare for potential emergencies.	November 2021 & May 2022	\$10,000			Parent Request
Training of Staff Development								
On-going training and conference opportunities and other resources	EHS and HS staff	Trainers, conferences, and resources to be determined.	Staff will be offered the opportunity to engage in a variety of staff development activities with the expected outcome to include increased knowledge in the areas of school readiness, curriculum implementation, and improved CLASS scores.	August 2021- July 2022	\$1,500	\$1,202	\$2,000	M
Teaching Pyramid	HS Staff	Sacramento County Office of Education	Teaching Pyramid training will continue for HS staff in order to ensure best practices continue in the area of social/emotional support for HS children.	September 2021	\$6,000	\$2,000	\$1,609	BP
CLASS Observer Training/Coaching and CLASS certificates	Grantee and Delegate staff	<i>TeachStone</i>	<i>TeachStone</i> will be contracted to provide refresher training for HS staff on the use of the CLASS tool. The expected outcome includes increased confidence and knowledge in the areas that CLASS assess. Expected outcomes	October 2021- April 2022	\$20,000	\$4,000		BP

			also include increased scores on classroom assessment evaluations and CLASS scores.					
Learning Genie	Grantee/ and delegate	SETA Staff	SETA staff will provide T/TA services to Delegate teachers Allocated money will be used to buy licenses for the program. The expected outcome is a better alignment with countywide practice and more effective implementation of the DRDP for children's assessment.	August 2021	\$4,000			SA
ECERS/ITERS Observers	HS/EHS Staff	Consultants	Consultants will be used to independently assess HS/EHS classrooms using the ECERS and ITERS tool. Consultants will also provide reports to staff for continuous improvement and feedback.	November 2021 and on-going	\$8,000	\$2,000		SA
	FSW and Home Visitors, Partners	Consultants	SETA and Partner staff will be provided three-day training on issues surrounding poverty and equity.	October 2021- July 2022	\$4,000			BP
Trauma Informed Care Training	HS/EHS Staff	Trainers, resources and coaching	To improve knowledge about trauma and its impact on young children's learning and development Understand how to use strategies that are sensitive to children who may have experienced trauma and that support the health, healing, resilience, and well-being of these children.	September 2021 and ongoing	\$8,000	\$3,000		SA
Curriculum Focus-STEM	HS Staff	SETA Staff	Staff will be given an opportunity to participate in on-going training in the area of STEM practices. Money will be used to provide materials for make and take and to enhance curriculum activities in the classroom.	To be determined	\$3,000	\$2,000		BP
Coaching Companion	Grantee Coordinators and TOSA'S	SETA Coordinators and First 5 staff	SETA staff will coach teachers across multiple topics using the online coaching platform. Funds will be used for training materials and consultants.	August 2021 and ongoing	\$3,000			PIP
CCEI Online Professional Development	HS/EHS Staff	CCEI	This is a subscription service that allows teaching staff to engage in on-line professional growth opportunities.	2021-2022	\$2,000	\$1,500		BP
QI Network	QI Team for SETA and Twin	Quality Improvement	Staff will deepen their understanding of the practice of continuous quality	August 2021- July 2022	\$38,000			BP

	Rivers	Network	improvement. Will become familiar with CQI tools and processes, and use these tools for program planning and decision making.					
<i>ReadyRosie</i> Parenting Curriculum	HS/EHS staff and parents	Education Coordinator	All enrolled families in in the Grantee operated programs and partner programs will be sent invitations to activate a <i>ReadyRosie</i> account.	August 2021-ongoing	\$25,000			SA
<i>HOVERS</i> Training	Countywide staff refresher training	HOVERS Consultant	Home-based staff will be trained on the Home Visit Rating Scale that measures parent-child interaction and parent engagement.	To be determined		\$10,000		BP
Early Childhood Education Class	HS/EHS staff and parents	Los Rios Instructor	Countywide staff and parents will be offered an on-site early childhood education class focusing on infants and toddlers. The expected outcome is a better prepared workforce and continuing professional growth opportunities. Parents who are interested in the field of ECE are encouraged to enroll in order to obtain ECE units and an opportunity to apply for Associate Teacher vacancies.	August 2021-May 2022			\$10,000	BP
Career Incentive Plan Funds	HS/EHS Staff	Community College and Universities and Teacher Credentialing	Staff will have the opportunity to be reimbursed a set amount of money annually to continue their education and to keep up required teaching credentials.	August 2021-July 2022	\$15,000	\$5,000	\$5,000	BP
Other								
Delegate and Partner Support								
Delegate Kick-off-Virtual	Delegate Staff	Grantee Content Staff	The expected outcomes include continued support on polices and procedures and monitoring processes between the Grantee and delegate and partner agencies.	November 2021	\$1,000			BP
Delegate T/TA	Delegate and Partner Support	Workshops, guest speakers, on-site/virtual training	Delegate Directors have identified a variety of T/TA needs including- Trauma Informed Care, Reflective Supervision, Equity Training, and	August 2021-July 2022	\$10,000			Delegate Request

			attendance to various Head Start annual conferences.					
Coaching for Coaches	Delegate and Grantee Coaches	Grantee Education Coordinators, T/TA Coaching Network	Bi-monthly meetings for coaches to stay current on best practices of coaching, and share resources.	August 2021- July 2022-	\$2,000	\$1,000		G/O
Language Interpretation Services for PAC and PC	PAC and PC Representatives	Language World	Providing written translation services and on-site interpretation services will expand access to families who would like to participate on PC or PAC, but English is not their first language.	August 2021- July 2022	\$10,000	\$2,000		BP
Staff salaries and fringe benefits	Staff		Staff provide Training and Technical Assistance to grantee and delegate agency staff and parents.	August 2021- July 2022	\$101,962 \$59,444	\$91,765 \$42,723	\$10,196 \$5,944	--
Out-of-State Travel	Staff		Funds are budgeted for staff to attend out-of-state conferences and trainings such as NHSA, CACFP Training and WIPFLI.		\$34,500	\$2,000		BP
Allocated Services and Supplies	--		Contractual TTA – Allocated funds for delegates and partners for training and technical assistance related costs. Refer to each delegate agency’s budget spreadsheets and narratives for more detail.		\$106,270	\$44,624		--
TOTAL					\$527,209	\$243,314	\$36,749	

INFORMATION ITEM IV-A
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

Program Operator: Bach Viet Association, Inc.

Findings and General Observations:

- 1) We have reviewed the RESS programs for the period of October 1, 2019 to September 30, 2020. The costs reported for this program have been traced to the subgrantee's records.

Recommendations for Corrective Action:

- 1) None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Nilda Valmores DATE: March 18, 2021

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of My Sister's House

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$34,100	1/1/2020-12/31/2020	1/1/2020-12/31/2020

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: February 2021, 3/5, 3/17

	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: My Sister's House

Findings and General Observations:

- 1) We have reviewed the CSBG program from January 1, 2020 to December 31, 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.

Recommendations for Corrective Action:

- 1) There are no findings for corrective action in this desk fiscal monitoring review.

cc: Kathy Kossick
Governing Board

Program Operator: River City Food Bank

Findings and General Observations:

- 1) We have reviewed the CSBG-Safety Net program from January 1, 2020 to December 31, 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.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Jacqueline Rose DATE: March 23, 2021
FROM: Tracey Anderson, SETA Fiscal Monitor
RE: Desk Fiscal Monitoring of Rose Family Creative Empowerment

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	YSS	\$40,000	1/1/2020-12/31/2020	10/1/2020-12/31/2020

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: March 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		N/A		
8	OJT-Contracts/Files/Payment		N/A		
9	Indirect Cost Allocation		N/A		
10	Adherence to Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Program Operator: Rose Family Creative Empowerment Center, Inc.

Findings and General Observations:

- 1) We have reviewed the CSBG, YSS program from October 1, 2020 to December 31, 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.

Recommendations for Corrective Action:

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 April 19, 2021

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
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			
All West Coachlines, Inc.	9	Motorcoach Operator Driver	1
Amazon.com Services, LLC.	9	Warehouse Team Member	1
Carson Landscape Industries	9	Irrigation Technician	2
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 Care Technician	1
	9	Animal Control Officer II	1
	9	Aquatics Recreation Supervisor	1
	9	Aquatics Specialist	1
	9	Aquatics Specialist	1
	9	Assistant Pool Manager	1
	3	Associate Electrical Engineer	1
	9	Building Monitor	1
	9	Building Monitor (Summer Programs)	1
	9	Camp Aide	1
	9	Camp Caretaker	1
	9	Camp Program Director	1
	9	Claims Collector	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
	3	Engineering Manager	1
	9	Environment Health & Safety Officer	1
9	Equipment Mechanic III	1	

SETA- Employer Activity Report

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

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
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			
City of Sacramento	9	Fleet Service Coordinator	1
	4	Information Technology Supervisor	1
	9	Integrated Waste Equipment Operator	1
	9	Labor Relations Officer	1
	9	Lifeguard	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
	1	Plant Operator	1
	9	Police Office	2
	9	Police Officer Recruit	1
	9	Police Recruit	2
	9	Pool Manager	1
	9	Principal Budget Analyst	1
	9	Principal Planner (Principal Development Project Manager)	1
	4	Principal Systems Engineer	1
	9	Program Manager	1
	9	Program Specialist	2
	9	Program Specialist	1
	9	Program Specialist -Financial Specialist	1
	9	Recreation Aide	3
	9	Recreation General Supervisor	1
	9	Senior Accounting Technician	1
	9	Senior Animal Care Technician	1
	4	Senior Applications Developer	1
	9	Senior Development Project Manager	1
9	Senior Engineer	3	
9	Senior Lifeguard	1	

SETA- Employer Activity Report

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

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
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			
City of Sacramento	9	Senior Recreation Aide	1
	9	Senior Staff Assistant	1
	9	Senior Tree Maintenance Worker	1
	3	Structural Maintenance Supervisor	1
	9	Student Trainee-Police Department	1
	9	Traffic Control And Lighting Supervisor	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
Cornerstone Staffing Solutions	9	Warehouse/General Labor	20
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
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

SETA- Employer Activity Report

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

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
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			
Law office of William R Orr	9	Receptionist Secretary	1
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 April 19, 2021

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
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			
Sacramento LGBT Community Center	6	Assistant Director of Health Services	1
SunStone Home Services	9	Appointment Setter	5
	9	Sales Consultant	5
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
Utiliquet, LLC	9	Utility Line Locator	5
Villara Corporation	1	Base Fabricator	1
	9	Delivery Driver	1
	3	HVAC Installer - Tradesman Journeyman	20
	9	Material Handler	1
	3	Plumbing Base Fabricator	1
	3	Plumbing Installer Tradesman	20
	3	Plumbing Installer/Tradesman	1
	9	Warehouse Worker	1
Walgreens DC	9	Warehouse Worker	70
Westcoast Car Audio	9	12 Volt Trainee	2
Western Range Association	9	Range Shepherd	1
Total			436

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 April 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
Torrid 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 Specialties, 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 April 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 April 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 Permanent 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
Southwestern & Pacific Specialty Finance, Inc. 4886 San Juan Ave. Fair Oaks, CA 95628	Finance	12/11/2020	Permanent	2	Sacramento, CA	Yes	Y
LIFETIME Sacramento County	Health/Fitness	12/12/2020	Temporary	17	Sacramento, CA	Yes	Y
Knighthed 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

Dislocated Worker Information PY 2020/2021

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

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Contacted	COVID-19 Related
Wok in the Park, LLC 1116 15th Street Sacramento, CA 95814	Restaurant	12/31/2020	Temporary	69	Sacramento, CA	Yes	Y
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
Elk Grove Restoration LLC -Chick-fil-A 8430 Bond Rd., Elk Grove, CA 95624	Restaurant	5/15/2021	Temporary	138	Sacramento, CA	No	N
Fli-Lo Falcon, LLC 8249 Freeport Blvd. Sacramento, CA 95832	Transportation	5/15/2021	Permanent	60	Sacramento, CA	No	N
TOTAL				4,133			

INFORMATION ITEM IV-D

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)**

Government registered the largest month-over growth among major industries

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 6.9 percent in March 2021, down from a revised 7.1 percent in February 2021, and above the year-ago estimate of 4.3 percent. This compares with an unadjusted unemployment rate of 8.2 percent for California and 6.2 percent for the nation during the same period. The unemployment rate was 6.3 percent in El Dorado County, 5.5 percent in Placer County, 7.4 percent in Sacramento County, and 6.4 percent in Yolo County.

Between February 2021 and March 2021, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 5,000 to total 979,000 jobs.

- Government led the region in month-over gains, adding 2,700 jobs. Employment rose in local government (up 2,100 jobs) and state government (up 600 jobs).
- Leisure and hospitality continued to gain employment from February to March, with the addition of 1,300 jobs. Accommodation and food services added 900 jobs. Arts, entertainment, and recreation picked up 400 jobs.
- In March, construction employment grew by 1,000 jobs. Specialty trade contractors was responsible for this job growth.
- Meanwhile, three industries reported month-over declines, led by other services (down 500 jobs), manufacturing (down 300 jobs), and education and health services (down 300 jobs).

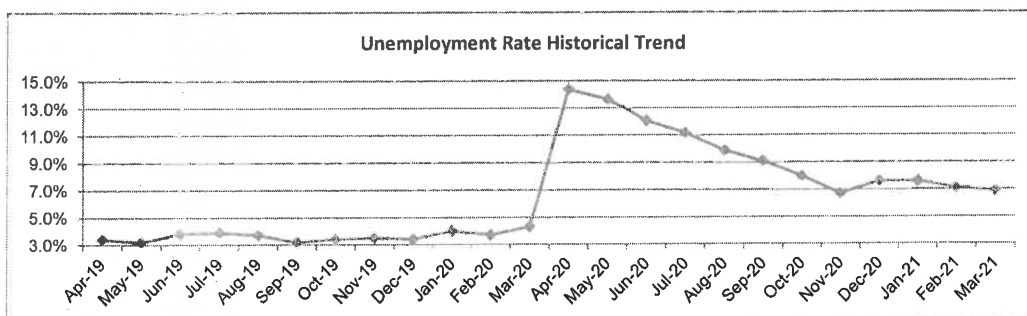
Between March 2020 and March 2021, total jobs in the region decreased by 56,000 or 5.4 percent.

- Leisure and hospitality continued to lead year-over declines for the region, shedding 31,200 jobs. Accommodation and food services lost 23,500 jobs. Arts, entertainment, and recreation dropped 7,700 jobs.
- Education and health services fell by 7,600 jobs since last March. Employment losses were reported in health care and social assistance (down 5,000 jobs) and educational services (down 2,600 jobs).
- Government shed 6,700 jobs, with job reductions in local government (down 9,400 jobs). Meanwhile, gains were posted in state government (up 2,500 jobs) and federal government (up 200 jobs).
- On the upside, construction gained 3,200 jobs compared to March 2020. Trade, transportation, and utilities increased by 1,300 jobs. Mining and logging added 100 jobs.

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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 6.9 percent in March 2021, down from a revised 7.1 percent in February 2021, and above the year-ago estimate of 4.3 percent. This compares with an unadjusted unemployment rate of 8.2 percent for California and 6.2 percent for the nation during the same period. The unemployment rate was 6.3 percent in El Dorado County, 5.5 percent in Placer County, 7.4 percent in Sacramento County, and 6.4 percent in Yolo County.



Industry	Feb-2021	Mar-2021	Change		Mar-2020	Mar-2021	Change
	Revised	Prelim				Prelim	
Total, All Industries	974,000	979,000	5,000		1,035,000	979,000	(56,000)
Total Farm	6,800	7,500	700		7,600	7,500	(100)
Total Nonfarm	967,200	971,500	4,300		1,027,400	971,500	(55,900)
Mining, Logging, and Construction	73,500	74,600	1,100		71,300	74,600	3,300
Mining and Logging	500	600	100		500	600	100
Construction	73,000	74,000	1,000		70,800	74,000	3,200
Manufacturing	34,900	34,600	(300)		37,300	34,600	(2,700)
Trade, Transportation & Utilities	160,700	160,900	200		159,600	160,900	1,300
Information	9,700	9,700	0		11,300	9,700	(1,600)
Financial Activities	51,300	51,400	100		52,800	51,400	(1,400)
Professional & Business Services	134,700	134,700	0		137,600	134,700	(2,900)
Educational & Health Services	163,500	163,200	(300)		170,800	163,200	(7,600)
Leisure & Hospitality	75,700	77,000	1,300		108,200	77,000	(31,200)
Other Services	30,400	29,900	(500)		36,300	29,900	(6,400)
Government	232,800	235,500	2,700		242,200	235,500	(6,700)

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

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

Data Not Seasonally Adjusted

	Mar 20	Jan 21	Feb 21 Revised	Mar 21 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,102,100	1,086,900	1,098,900	1,089,900	-0.8%	-1.1%
Civilian Employment	1,054,700	1,004,700	1,020,300	1,014,900	-0.5%	-3.8%
Civilian Unemployment	47,300	82,200	78,600	75,100	-4.5%	58.8%
Civilian Unemployment Rate	4.3%	7.6%	7.1%	6.9%		
(CA Unemployment Rate)	5.1%	9.2%	8.4%	8.2%		
(U.S. Unemployment Rate)	4.5%	6.8%	6.6%	6.2%		

Total, All Industries (2)	1,035,000	965,600	974,000	979,000	0.5%	-5.4%
Total Farm	7,600	6,500	6,800	7,500	10.3%	-1.3%
Total Nonfarm	1,027,400	959,100	967,200	971,500	0.4%	-5.4%
Total Private	785,200	726,000	734,400	736,000	0.2%	-6.3%
Goods Producing	108,600	107,400	108,400	109,200	0.7%	0.6%
Mining, Logging, and Construction	71,300	72,300	73,500	74,600	1.5%	4.6%
Mining and Logging	500	500	500	600	20.0%	20.0%
Construction	70,800	71,800	73,000	74,000	1.4%	4.5%
Construction of Buildings	14,900	14,500	14,700	14,700	0.0%	-1.3%
Specialty Trade Contractors	49,500	49,800	50,700	51,800	2.2%	4.6%
Building Foundation & Exterior Contractors	13,800	13,600	14,300	14,800	3.5%	7.2%
Building Equipment Contractors	20,100	19,800	19,900	20,000	0.5%	-0.5%
Building Finishing Contractors	10,800	10,400	10,400	10,600	1.9%	-1.9%
Manufacturing	37,300	35,100	34,900	34,600	-0.9%	-7.2%
Durable Goods	23,900	22,300	22,400	22,400	0.0%	-6.3%
Computer & Electronic Product Manufacturing	4,600	4,500	4,500	4,500	0.0%	-2.2%
Nondurable Goods	13,400	12,800	12,500	12,200	-2.4%	-9.0%
Food Manufacturing	4,400	4,300	4,300	4,300	0.0%	-2.3%
Service Providing	918,800	851,700	858,800	862,300	0.4%	-6.1%
Private Service Providing	676,600	618,600	626,000	626,800	0.1%	-7.4%
Trade, Transportation & Utilities	159,600	163,000	160,700	160,900	0.1%	0.8%
Wholesale Trade	27,700	26,300	25,300	26,200	3.6%	-5.4%
Merchant Wholesalers, Durable Goods	16,500	15,900	14,800	15,500	4.7%	-6.1%
Merchant Wholesalers, Nondurable Goods	9,600	9,300	9,200	9,300	1.1%	-3.1%
Retail Trade	98,800	98,600	97,600	97,500	-0.1%	-1.3%
Motor Vehicle & Parts Dealer	14,900	13,700	13,800	13,900	0.7%	-6.7%
Building Material & Garden Equipment Stores	8,400	8,700	9,000	9,100	1.1%	8.3%
Grocery Stores	19,200	20,300	20,400	20,300	-0.5%	5.7%
Health & Personal Care Stores	5,600	5,300	5,200	5,200	0.0%	-7.1%
Clothing & Clothing Accessories Stores	7,600	7,400	7,100	7,200	1.4%	-5.3%
Sporting Goods, Hobby, Book & Music Stores	3,800	3,400	3,200	3,100	-3.1%	-18.4%
General Merchandise Stores	18,100	19,500	19,100	18,400	-3.7%	1.7%
Transportation, Warehousing & Utilities	33,100	38,100	37,800	37,200	-1.6%	12.4%
Information	11,300	9,700	9,700	9,700	0.0%	-14.2%
Publishing Industries (except Internet)	2,200	2,100	2,100	2,100	0.0%	-4.5%
Telecommunications	3,000	2,800	2,800	2,800	0.0%	-6.7%
Financial Activities	52,800	51,400	51,300	51,400	0.2%	-2.7%
Finance & Insurance	35,300	35,500	35,400	35,300	-0.3%	0.0%
Credit Intermediation & Related Activities	10,600	11,300	11,400	11,400	0.0%	7.5%
Depository Credit Intermediation	6,200	5,900	5,900	5,900	0.0%	-4.8%
Nondepository Credit Intermediation	2,300	3,000	3,000	3,000	0.0%	30.4%
Insurance Carriers & Related	20,900	19,800	19,500	19,500	0.0%	-6.7%
Real Estate & Rental & Leasing	17,500	15,900	15,900	16,100	1.3%	-8.0%
Real Estate	13,700	12,900	13,000	13,000	0.0%	-5.1%
Professional & Business Services	137,600	132,300	134,700	134,700	0.0%	-2.1%
Professional, Scientific & Technical Services	59,500	57,400	59,000	58,600	-0.7%	-1.5%
Architectural, Engineering & Related Services	10,400	10,300	10,300	10,300	0.0%	-1.0%
Management of Companies & Enterprises	14,100	13,400	13,200	13,300	0.8%	-5.7%
Administrative & Support & Waste Services	64,000	61,500	62,500	62,800	0.5%	-1.9%
Administrative & Support Services	61,000	58,500	59,500	59,800	0.5%	-2.0%
Employment Services	22,700	19,900	20,500	20,500	0.0%	-9.7%

Data Not Seasonally Adjusted

	Mar 20	Jan 21	Feb 21 Revised	Mar 21 Prelim	Percent Change	
					Month	Year
Services to Buildings & Dwellings	17,600	18,000	18,200	18,300	0.5%	4.0%
Educational & Health Services	170,800	162,500	163,500	163,200	-0.2%	-4.4%
Education Services	13,500	10,400	10,900	10,900	0.0%	-19.3%
Health Care & Social Assistance	157,300	152,100	152,600	152,300	-0.2%	-3.2%
Ambulatory Health Care Services	55,700	54,200	53,900	53,000	-1.7%	-4.8%
Hospitals	25,200	25,200	25,200	25,300	0.4%	0.4%
Nursing & Residential Care Facilities	18,000	16,900	17,000	17,000	0.0%	-5.6%
Leisure & Hospitality	108,200	72,700	75,700	77,000	1.7%	-28.8%
Arts, Entertainment & Recreation	18,100	9,400	10,000	10,400	4.0%	-42.5%
Accommodation & Food Services	90,100	63,300	65,700	66,600	1.4%	-26.1%
Accommodation	10,100	5,000	5,200	5,500	5.8%	-45.5%
Food Services & Drinking Places	80,000	58,300	60,500	61,100	1.0%	-23.6%
Restaurants	75,800	55,500	57,800	58,300	0.9%	-23.1%
Full-Service Restaurants	34,200	20,700	22,800	23,100	1.3%	-32.5%
Limited-Service Eating Places	41,600	34,800	35,000	35,200	0.6%	-15.4%
Other Services	36,300	27,000	30,400	29,900	-1.6%	-17.6%
Repair & Maintenance	10,700	9,700	9,800	9,800	0.0%	-8.4%
Government	242,200	233,100	232,800	235,500	1.2%	-2.8%
Federal Government	14,200	14,500	14,400	14,400	0.0%	1.4%
Department of Defense	1,700	1,800	1,800	1,800	0.0%	5.9%
State & Local Government	228,000	218,600	218,400	221,100	1.2%	-3.0%
State Government	119,600	121,100	121,500	122,100	0.5%	2.1%
State Government Education	26,700	26,600	26,400	26,700	1.1%	0.0%
State Government Excluding Education	92,900	94,500	95,100	95,400	0.3%	2.7%
Local Government	108,400	97,500	96,900	99,000	2.2%	-8.7%
Local Government Education	61,100	53,300	52,700	54,300	3.0%	-11.1%
Local Government Excluding Education	47,300	44,200	44,200	44,700	1.1%	-5.5%
County	19,400	19,200	19,200	19,200	0.0%	-1.0%
City	10,300	9,200	9,200	9,500	3.3%	-7.8%
Special Districts plus Indian Tribes	17,600	15,800	15,800	16,000	1.3%	-9.1%

Notes:

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

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

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

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

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

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,912,300	17,361,100	1,551,200	8.2%
ALAMEDA	15	804,600	752,500	52,100	6.5%
ALPINE	30	610	560	50	7.6%
AMADOR	24	14,460	13,390	1,070	7.4%
BUTTE	27	92,800	85,900	6,900	7.5%
CALAVERAS	9	21,280	19,930	1,350	6.3%
COLUSA	57	10,480	8,860	1,620	15.4%
CONTRA COSTA	20	536,700	500,400	36,300	6.8%
DEL NORTE	39	9,290	8,510	770	8.3%
EL DORADO	9	91,000	85,200	5,700	6.3%
FRESNO	48	438,300	394,700	43,600	9.9%
GLENN	23	12,740	11,810	930	7.3%
HUMBOLDT	19	59,900	55,900	4,000	6.7%
IMPERIAL	58	65,100	54,900	10,200	15.7%
INYO	11	8,310	7,780	540	6.4%
KERN	53	368,500	327,600	40,900	11.1%
KINGS	51	55,200	49,400	5,800	10.5%
LAKE	35	29,180	26,860	2,320	7.9%
LASSEN	16	9,430	8,800	620	6.6%
LOS ANGELES	52	5,103,400	4,548,200	555,100	10.9%
MADERA	46	60,600	54,800	5,900	9.7%
MARIN	1	131,300	125,100	6,200	4.8%
MARIPOSA	45	6,690	6,060	630	9.4%
MENDOCINO	22	36,510	33,920	2,590	7.1%
MERCED	54	115,100	101,900	13,100	11.4%
MODOC	42	3,230	2,940	290	8.9%
MONO	32	8,160	7,530	640	7.8%
MONTEREY	50	206,800	185,200	21,600	10.4%
NAPA	16	68,400	63,900	4,500	6.6%
NEVADA	8	46,610	43,750	2,850	6.1%
ORANGE	11	1,541,900	1,443,300	98,600	6.4%
PLACER	5	185,400	175,200	10,200	5.5%
PLUMAS	56	7,250	6,380	870	12.0%
RIVERSIDE	31	1,115,300	1,029,800	85,500	7.7%
SACRAMENTO	24	707,900	655,600	52,300	7.4%
SAN BENITO	38	31,300	28,700	2,600	8.2%
SAN BERNARDINO	32	979,400	902,700	76,700	7.8%
SAN DIEGO	21	1,538,200	1,432,600	105,700	6.9%
SAN FRANCISCO	4	542,500	513,100	29,500	5.4%
SAN JOAQUIN	43	333,300	302,600	30,700	9.2%
SAN LUIS OBISPO	6	130,300	122,700	7,600	5.8%
SAN MATEO	2	426,200	404,900	21,300	5.0%
SANTA BARBARA	16	214,600	200,500	14,200	6.6%
SANTA CLARA	3	1,013,000	961,300	51,700	5.1%
SANTA CRUZ	37	129,800	119,200	10,600	8.1%
SHASTA	27	73,500	68,000	5,500	7.5%
SIERRA	27	1,300	1,200	100	7.5%
SISKIYOU	44	16,650	15,110	1,550	9.3%
SOLANO	32	202,000	186,300	15,700	7.8%
SONOMA	7	241,000	226,600	14,400	6.0%
STANISLAUS	41	238,200	217,200	21,100	8.8%
SUTTER	49	44,000	39,500	4,500	10.1%
TEHAMA	35	25,240	23,240	2,000	7.9%
TRINITY	24	4,450	4,120	330	7.4%
TULARE	55	193,700	171,300	22,400	11.6%
TUOLUMNE	39	19,740	18,110	1,630	8.3%
VENTURA	11	406,600	380,500	26,100	6.4%
YOLO	11	105,700	98,900	6,800	6.4%
YUBA	46	29,300	26,500	2,800	9.7%

Notes

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

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

March 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
SETA operated	1756	209	12%	589	105	18%
Twin Rivers USD	140	44	31%	40	2	5%
Elk Grove USD	440	42	10%			
Sac City USD	736	39	5%			
San Juan USD	1052	89	8%	160	13	8%
WCIC	120	6	5%			
EHS CCP				80	22	28%
COUNTY TOTAL	4244	429	10%	869	142	16%

AFE: Annual Funded Enrollment

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 3/31/21	(b) % Actual to Funded
Elk Grove USD	440	316	72
Sacramento City USD	736	382	52
SETA	1,736	1,419	82
San Juan USD	1,044	877	84
Twin Rivers USD	160	175	109
WCIC/Playmate	120	85	71
Total	4,236	3,254	77

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 3/31/21	(b) % Actual to Funded
SETA	573	509	89
San Juan USD	163	177	109
TRUSD	56	50	89
Total	792	736	93

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 3/31/21	(b) % Actual to Funded
SETA	80	72	90
Total	80	72	90

- (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.

Reasons for Under-enrollment

- 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.
- Limited/no access to enrollment staff/offices during closures.

Identified Plans of Action

SETA

- Expand recruitment and outreach efforts on virtual platforms, through existing partnerships and boards, online registration, drop off/mail packets
- Re-open to attract families who rejected distance learning/services

Elk Grove USD

- Expand recruitment and outreach activities (i.e. include registration/enrollment information in district-wide communications to families, offer virtual registration, drop off/mail packets, TK/K referrals, reach out to families with siblings, revisit recruitment lists for families who rejected distance learning, etc.)
- Open on-site registration and educational services
- Continue to explore ways to improve current registration practices

Sacramento City USD

- Open on-site registration and educational services
- Engage in regular recruitment and outreach activities upon re-opening

San Juan USD

- Continue with online, virtual, and mail registration processes for ease and efficiencies
- Adjust staff schedules to assist with registration process

Twin Rivers USD

- Monitor student rosters and recruitment log/activities weekly
- Place waiting list binders at all centers and on their school website
- Regular communication with special education department for potential enrollments for inclusion slots
- Facilitate virtual enrolment fairs in collaboration with district family/community engagement department

WCIC

- Recruit through current and past parents
- Place advertisements in various media outlets, targeting special sub-groups
- Recruit through partners and community-based organizations
- Re-open for in-person services to attract families who rejected distance learning/services

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.