



**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

GOVERNING BOARD

LARRY CARR
Councilmember
City of Sacramento

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

KATHY KOSSICK
Executive Director

925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

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

DATE: Thursday, February 6, 2020

TIME: 10:00 a.m.

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

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

AGENDA

PAGE NUMBER

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

→ Recognition of long-term employees:

20 Years:

Emma D. Casebolt, Family Service Worker III

Rhonda L. Johnson, Associate Teacher Tier III

LaRhonda Dunkinsell, Associate Teacher Tier III

30 Years:

Sandra S. Lee, Purchasing Analyst

II. Consent Items

- | | | |
|----|---|-----|
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III.	<u>Action Items</u>	
A.	GENERAL ADMINISTRATION/SETA: None.	
B.	WORKFORCE DEVELOPMENT DEPARTMENT <u>Refugee Services:</u> None. <u>One Stop Services:</u> None. <u>Community Services Block Grant:</u> None.	
C.	CHILDREN AND FAMILY SERVICES	
1.	Approval of 2020-2025 Countywide Head Start/Early Head Start Community Assessment and Resulting Five-Year Goals (Kaleb Call)	16-22
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A.	Report on American Express Corporate Account Reward Points Program as of December 31, 2019 (D’et Saurbourne)	23-24
B.	2019 Community Services and Development Desk Review Report (Julie Davis-Jaffe)	25-29
C.	Fiscal Monitoring Reports (D’et Saurbourne) <ul style="list-style-type: none"> ✓ Asian Resources, Inc. ✓ Bach Viet Association, Inc. ✓ Lao Family Community Development ✓ Meristem, Inc. ✓ Sacramento Chinese Community Center, Inc. ✓ Sacramento City Unified School District ✓ San Juan Unified School District ✓ Sacramento County Office of Education ✓ Twin Rivers – Head Start ✓ Twin Rivers Unified School District ✓ Valley Vision, Inc. 	30-52
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A.	Chair	
B.	Executive Director	
C.	Deputy Directors	
D.	Counsel	
E.	Members of the Board	
F.	Public	
VI.	<u>CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR</u>	
	Pursuant to Government Code Section 54957.6	
	<u>Agency Negotiator:</u> Dee Contreras	
	<u>Employee Organization:</u> AFSCME Local 146	
VII.	<u>Adjournment</u>	

DISTRIBUTION DATE: WEDNESDAY, JANUARY 29, 2020

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE DECEMBER 5, 2019
REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the December 5, 2019 meeting for your review.

RECOMMENDATION:

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

PRESENTER: Kathy Kossick

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

Minutes/Synopsis

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

Thursday, December 5, 2019
10:00 a.m.

I. Call to Order/Roll Call

Mr. Nottoli called the meeting to order at 10:01 a.m. The Pledge of Allegiance was recited. The roll was called and a quorum was established.

Members Present:

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

➔ Recognition of long-term employees:

20 Years:

Susan Bacaylan-Dela Rosa, Associate Teacher Tier III: Ms. Karen Griffith congratulated Ms. Bacaylan-Dela Rosa on her 25 years to SETA Head Start.

25 Years:

Karen Griffith, Head Start Manager: Ms. Denise Lee commended Ms. Karen Griffith for her 25 years at SETA Head Start.

II. Consent Items

- A. Approval of Minutes of the November 7, 2019 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council
- D. Approval to Add OK Training Program to SETA's Vendor Services (VS) List
- E. Approval to Modify People Working Together (PWT) United's Vendor Services Contract

The consent items were reviewed; no questions or comments.

Moved/Carr, second/Scherman, to approve the consent items as follows:

- A. Approve the November 7, 2019 minutes.
- B. Approve the claims and warrants for the period 10/31/19 through 11/26/19.
- C. Approve modifications to the Policy Council bylaws.

D. Approve the recommendation to add OK Training Program to SETA's VS list.

E. Approve the modification of PWT United's VS contract.

Roll call vote:

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

Nay: 0

Abstentions: 0

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Procurement of the Agency Workers Compensation Insurance

Ms. D'et Saurbourne introduced Ken Johnson from Arthur J. Gallagher, SETA's insurance broker.

Mr. Ken Johnson reported back that the board authorization for insurance given at the last meeting ended up with only a 1.8% increase for all of the insurance policies. As far as workers' compensation insurance, two things affected the quote: there was a significant increase in payroll this year, and the experience modification factor went from 1.12 to 1.92 which is a large increase. Mr. Johnson put the two exposures into the quote for the renewal. He received a quote of \$862,641; he is confident he can reduce the premiums quoted for the policy. The company wants to work with SETA due to the outstanding work of SETA staff. Overall he expects a 12.5% price increase.

Mr. Carr stated that he is uncomfortable that we do not have competitive bids. He spoke of his experience at SMUD when they experienced an unfortunate issue with AIG. Staff needs to look at specifications to see if there are things that can be done that will allow us to get more bidders and ensure we are getting the best price. Ms. Kossick stated that staff is expecting to receive additional quotes before the month is over.

Mr. Johnson stated that he can bring in underwriters to get direct feedback on our insurance quotes to tell us what is difficult in our policies. Mr. Johnson said that one possible solution would be to self-insure. Mr. Thatch stated that SETA has no ability to self-insure since we cannot use our funds to pay claims.

Ms. Scherman stated that this has been an issue for as long as she has been on the board. Ms. Sherman is confident Mr. Johnson will work to get the best insurance quotes.

Moved/Carr, second/Schenirer, to delegate authority to the Executive Director to procure insurance coverage by year end.

Roll call vote:

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

Nay: 0
Abstentions: 0

2. Review and Approval of the Agency's Independent Auditor's Report and Financial Statements for the Fiscal Year Ended June 30, 2019

Ms. D'et Saurbourne reviewed the audit. Overall it was a very good audit with no findings. The financial statements are negative due to the pension liabilities. Taking that out, the Agency had an increase in our grant funding.

Ms. Kossick thanked Ms. Saurbourne and her staff for all of their hard work to ensure a clean audit.

Moved/Schenirer, second/Carr, to approve the annual Auditor's Report and Financial Statements of the Agency for the fiscal year ended June 30, 2019.

Roll call vote:

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

Nay: 0

Abstentions: 0

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING**: Approval of Revisions to the Salary Schedules for Associate Teacher Tier I, Associate Teacher Tier II, Associate Teacher Tier III, Head Start Cook/Driver, Head Start Family Placement Worker, Head Start Teacher One, Head Start Typist Clerk II, and Typist Clerk II

Ms. Allison Noren reviewed this item and offered to answer questions.

Mr. Nottoli opened a public hearing on this item; there was no testimony.

Moved/Carr, second/Scherman, to close the public hearing and approve the new salary schedules for the Associate Teacher Tier I, Associate Teacher Tier II, Associate Teacher Tier III, Head Start Cook/Driver, Head Start Family Placement Worker, Head Start Teacher One, Head Start Typist Clerk II, and Typist Clerk II from January 1, 2020 through January 1, 2022.

Roll call vote:

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

Nay: 0

Abstentions: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services

1. Approval to Submit an Application to the Employment Development Department (EDD) for Workforce Innovation and Opportunity Act (WIOA) funds for a Veterans

Employment-Related Assistance Program and Authorize the Executive Director to Execute the Agreement and Any Other Documents Required by the Funding Source

Mr. William Walker reviewed this program which has had a 91% participation rate. This program will be focusing on veterans and their spouses.

Moved/Carr, second/Scherman, to approve the submission of the Veterans Employment Assistance Program application to the California Employment Development Department requesting \$500,000 to provide services to 60 veterans and/or spouses. Authorize the SETA Executive Director to execute the agreements, modifications, and any other documents required by the funding source.

Roll call vote:

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

Nay: 0

Abstentions: 0

Community Services Block Grant

2. Approval of Community Services Block Grant (CSBG) funding recommendations for Program Year 2020

Ms. Julie Davis-Jaffe provided input on the CSBG funding recommendations. Mr. Anthony Garcia, CAB Chair, was introduced.

Mr. Schenirer requested a report back on the number of agencies funded over a period of time including the number of times they received funding.

Ms. Scherman asked if staff received a response from the service provider that submitted the appeal and Ms. Davis-Jaffe replied that no response has been received.

Ms. Davis-Jaffe reviewed the process by which recommendations were made. The Community Action Board took action to approve the recommendations at their November 13 meeting. If additional funds become available, staff will definitely notify the service providers.

Ms. Scherman asked what is the cap for administration as to how much service providers are allowed to use. Ms. Davis-Jaffe replied that for family self-sufficiency, it is case management and it will have a 15% cap on administration costs for direct services. In the safety net program, a higher percentage will go directly to participants since they are seeing a larger number of people.

Moved/Schenirer, second/Kennedy, to approve staff funding recommendations for the Program Year 2020 Community Services Block Grant.

Roll call vote:

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

Nay: 0

Abstentions: 0

C. CHILDREN AND FAMILY SERVICES

1. Approval to Submit an Application to the California Department of Education for Expansion Funds for Fiscal Year 2019-20

There were no questions on this item.

Moved/Schenirer, second/Kennedy, to approve the submission of the application for expansion funds for fiscal year 2019-2020 to the California Department of Education with a maximum reimbursement amount of approximately \$800,000.

Roll call vote:

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

Nay: 0

Abstentions: 0

2. Ratification of the Submission of the Application for Continued Funds for Fiscal Year 2020-21 to the California Department of Education

There were no questions on this item.

Moved/Schenirer, second/Kennedy, to ratify the submission of the application for continued funding for fiscal year 2020-2021 to the California Department of Education with a maximum reimbursement amount of approximately \$6.8 million.

Roll call vote:

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

Nay: 0

Abstentions: 0

Ms. Scherman left at 10:57 a.m.

IV. Information Items

- A. Presentation on Disabilities Cluster Grants and Special Projects: Ms. Michelle O’Camb provided an overview of services provided by SETA. Mr. Nottoli requested a bullet point report of the program achievements, placement rate, etc. Ms. O’Camb spoke of an Alta Regional Client who was placed in a job in part-time food service with a plan to become an LVN. Staff worked with him to get CNA training, he completed the training, passed the exam, and was employed as a CNA. He will be going on to train to become an LVN.

- B. Fiscal Monitoring Reports: No additional report.
- C. Employer Success Stories and Activity Report: No additional report.
- D. Dislocated Worker Update: No additional report.
- E. Unemployment Update/Press Release from the Employment Development Department: No additional report.
- F. Head Start Reports: Ms. Denise Lee reviewed the Program Information Report. The report shows the data in a variety of different ways. It also shows the comparison of SETA scores with other Head Start grantees.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick wished Mr. Nottoli a Happy Birthday; she also wished the board a wonderful holiday. At this point in time looks like there will not be a January meeting.
- C. Deputy Directors: No comments.
- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: No comments.

VI. Adjournment: The meeting was adjourned at 11:27 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 11/27/2019 through 1/29/2020, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 11/27/2019 through 1/29/2020.

PRESENTER: Kathy Kossick

ITEM II-C - CONSENT

AGREE WITH THE APPOINTMENT OF YOUTH COMMITTEE MEMBERS

BACKGROUND:

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

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

Five applicants have been recommended for appointment by Youth Committee chair, Mr. David Gordon:

- Ms. Tina Reynolds is the President for Uptown Studios
- Ms. Amanda Garcia and Mr. Pedro Vargas serve as Youth Specialists for EDD's Youth Employment Opportunity Program
- Ms. Claudia Negrete is an 11th Grade student at The Met Sacramento High School
- Ms. Joyce Veja is a Senior at the University of California, Davis.

The Operating Agreement for the Implementation of the Workforce Innovation and Opportunity Act between Sacramento Works, Inc. and the Governing Board of the Sacramento Employment and Training Agency requires that both parties approve appointments of Youth Committee members. The original applications for Youth Committee membership will be sent under separate cover. On January 22, the Sacramento Works Board took action to approve the above-listed members to the Youth Committee

RECOMMENDATION:

Agree with the appointment of Ms. Tina Reynolds, Ms. Amanda Garcia, Mr. Pedro Vargas, Ms. Claudia Negrete and Ms. Joyce Veja to the Sacramento Works Youth Committee.

ITEM II-D - CONSENT

APPROVAL OF AN APPOINTMENT TO THE SACRAMENTO WORKS WORKFORCE DEVELOPMENT BOARD

BACKGROUND:

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

On March 3, 2016 the Governing Board appointed twenty-five members to the newly formed Sacramento Works Workforce Development Board. In March 2018 and March 2019 the Governing Board took action to extend the staggered terms of the board members.

Staff recently received a resignation from Jay Onasch, District Administrator, California Department of Rehabilitation due to his heavy work schedule. Mr. Onasch recommended Ms. Sharon O'Sullivan to fill the vacated seat.

The application is being provided under separate cover.

RECOMMENDATION

Review the application and appoint Ms. Sharon O'Sullivan to fill the seat vacated by Mr. Jay Onasch from the California Department of Rehabilitation.

PRESENTER: Kathy Kossick

ITEM II-E - CONSENT

RECEIVE, ADOPT AND FILE THE SACRAMENTO COUNTY ANNUAL INVESTMENT
POLICY OF THE POOLED INVESTMENT FUND – CALENDAR YEAR 2020

BACKGROUND:

The County Director of Finance publishes the Investment Policy for the Pooled Investment Fund every calendar year and has the Policy approved by the County Board of Supervisors. SETA's funds are included in this Pool. The Calendar Year 2020 Sacramento County Annual Investment Policy is being sent under separate cover. There are no major changes to the investment policy.

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

RECOMMENDATION:

Receive, adopt, and file the Sacramento County Annual Investment Policy of the Pooled Investment Fund for the Calendar Year 2020.

PRESENTER: D'et Saurbourne

ITEM II-F – CONSENT

APPROVAL OF APPOINTMENT OF MEMBER TO THE COMMUNITY ACTION BOARD

BACKGROUND:

The SETA Community Action Board (CAB) is an advisory body to the SETA Governing Board on matters relating to the Community Services Block Grant program. The CAB is a tripartite board that is composed of twelve members with four members representing each of the three constituent groups:

1. Public Officials or their representatives
2. Private Sector
3. Low-Income Sector

There is currently one vacancy in the Private Sector. To apply for membership on the CAB, Private Sector organizations must be from any of the following six categories:

1. Business/Industry
2. Labor
3. Religious groups
4. Private welfare/social service agencies
5. Private educational institutions
6. Other major groups or interests in the community as determined by the SETA Governing Board

One application for Private Sector membership has been received from Boys and Girls Club and is sent under separate cover.

RECOMMENDATION:

Approve the appointment of the Boys and Girls Club to represent the Private Sector on the SETA Community Action Board.

PRESENTER: Julie Davis-Jaffe

PRIVATE SECTOR ORGANIZATIONS LIST
FOR SETA COMMUNITY ACTION BOARD MEMBERSHIP CONSIDERATION
(Community-based organizations under CSBG contract with SETA are not included in this list)

Private Sector Selection Criteria Summary

- A. The organization must be from any of the following six (6) categories:
 ✓ Business Industry ✓ Labor ✓ Religious Groups ✓ Private welfare/Social services agencies ✓ Private educational institutions ✓ Other major groups or interests in the community as determined by the SETA Governing Board
- B. Any member selected to represent a particular geographical area, must reside in that area.
- C. The SETA Governing Board may choose to reappoint private sector organizations, with an emphasis on replacing private organizations that have been represented on the Community Action Board for three (3) years or more, so that the opportunity to participate will be shared equitably among all interested, qualified private organizations.

PRIVATE SECTOR ORGANIZATIONS	PRIVATE SECTOR CATEGORY	Target Area
Child Action, Inc. <i>(Incumbent Member)</i> 9800 Old Winery Place, Suite A Sacramento, CA 95827-1700	Private welfare/Social services agency	La Riviera - Sacramento County
California Community Credit Union <i>(Incumbent Member)</i> 8815 Folsom Blvd. Sacramento, CA 95826	Business Industry	La Riviera -Sacramento County
Sacramento Food Bank & Family Services <i>(Incumbent Member)</i> 3333 Third Avenue Sacramento, CA 95817	Private welfare/Social services agency	Sacramento County
Boys and Girls Club of America Boys & Girls Club 5212 Lemon Hill Avenue Sacramento, CA 95824	Private welfare/Social services agency	Sacramento County
Sierra Health Foundation 1321 Garden Highway Sacramento, CA 95833	Private welfare/Social services agency	Sacramento County

PRIVATE SECTOR ORGANIZATIONS	PRIVATE SECTOR CATEGORY	Target Area
Sacramento Area Congregations Together (ACT) 2409 15th Street. Sacramento, CA 95818	Religious Groups/Private welfare/social services agency	Sacramento County
Easter Seals 3205 Hurley Way Sacramento, CA 95864	Private welfare/Social services agency	Arden Arcade - Sacramento County
Sacramento Bee 2100 Q Street Sacramento, CA 95816	Business Industry	Sacramento County
Service Employees International Union 1130 K Street Sacramento, CA 95814	Labor	Sacramento County
Catholic Charities of Sacramento 2110 Broadway Sacramento, CA 95818	Religious Groups/Private welfare/Social services agency	Sacramento County
University of the Pacific, McGeorge School of Law 3200 Fifth Avenue Sacramento, CA 95817	Private educational institution	Sacramento County
Lutheran Social Services 4390 47 th Avenue Sacramento, CA 95817	Private welfare/Social services agency	Sacramento County
American Red Cross 1565 Exposition Blvd., Suite 100 Sacramento, CA 95815	Private welfare/Social services agency	North Area - Sacramento County

PRIVATE SECTOR ORGANIZATIONS	PRIVATE SECTOR CATEGORY	Target Area
Eskaton Senior Care & Services 5105 Manzanita Avenue Carmichael, CA 95608	Business Industry	Sacramento County
Aegis Living of Carmichael 4050 Walnut Avenue Carmichael, CA 95608	Business Industry	Sacramento County
Stanford Youth Home 8912 Volunteer Lane Sacramento, CA 95826	Private welfare/Social services agency	La Riviera - Sacramento County
Mercy Housing 2512 River Plaza Drive, Suite 200 Sacramento, CA 95833	Business Industry/ Private welfare/Social services agency	Sacramento County
Youth Development Network 5320 Hemlock Street, Room 17 Sacramento, CA 95841	Private welfare/Social services agency	Arden Arcade - Sacramento County
Big Brothers Big Sisters 800 Howe Avenue, Suite 440 Sacramento, CA 95825	Private welfare/Social services agency	Arden Arcade - Sacramento County

ITEM III-C – 1 – ACTION

APPROVAL OF 2020-2025 COUNTY-WIDE HEAD START/EARLY HEAD START
COMMUNITY ASSESSMENT AND RESULTING FIVE-YEAR GOALS

BACKGROUND:

In October 2019, a county-wide planning team comprised of Grantee, Delegate Agency and Partner directors, managers, content area experts and parents met to discuss current Community Assessment data and prioritize needs for the Sacramento County Head Start/Early Head Start programs. A copy of the Executive Summary for the 2020-2025 Community Assessment is attached. Analysis of the Community Assessment led to four specific goals for Sacramento County which are:

Goal #1 – School Readiness

Increase child outcomes by developing and strengthening Social/Emotional competencies, family partnerships and staff development.

Goal #2 – Health and Wellness

Increase the health and well-being of children birth to age 5 by improving the number of children who are up-to-date on a schedule of age-appropriate preventive and primary health care.

Goal #3 – Attendance

Improve the rate of attendance for children in the Head Start and Early Head Start program.

Goal #4 – Family Engagement

Increase and promote parent and family engagement that is culturally responsive, reflective, and goal oriented in order to support families.

The grantee and each delegate agency will develop program specific objectives to support each goal for the next five years. Objectives will be measured and analyzed on a regular basis and updated as needed on an annual basis. Objectives will be included as part of the annual refunding application. A complete copy of the Community Assessment 2020-2025 is available on the SETA Head Start website, www.headstart.seta.net.

Mr. Kaleb Call, Manager/Administration, will make a brief presentation on the Community Assessment results and be available to answer questions. The Policy Council approved these goals at their January 28, 2020 meeting.

RECOMMENDATION:

Approve the 2020-2025 Community Assessment and resulting 5-Year Countywide Head Start and Early Head Start Goals.

EXECUTIVE SUMMARY

Head Start (HS) was established in 1965 to promote school readiness for children in low-income families. Head Start offers an array of services including education, nutrition, health and oral health including pediatric screenings, and social services to assist low-income families. In 1994 Congress passed a landmark Head Start Reauthorization which created Early Head Start (EHS) to serve families from prenatal to the age of 3. This reauthorization allowed Head Start to impact families from pregnant women all the way to kindergarten.

The Sacramento Employment and Training Agency (SETA) was established in 1978 as a Joint Powers Agency of the City and County of Sacramento. SETA received its first Head Start grant in 1981, just three years after the agency was established.

SETA Head Start Mission

The SETA Head Start Mission is to improve the lives of low-income children by providing quality comprehensive child development services that are family-focused, including education, health, nutrition, and mental health.

This is accomplished by involving parents in the total operation and administration of the program and supporting the growth of children, families, and staff through encouragement, nurturing, education and empowerment.

The Head Start Program Performance Standards require grantees to “design a program that meets community needs, and builds on strengths and resources, a program must conduct a community assessment at least once over the five-year grant period.” (45 CFR 1302.11 (b)). Each Head Start grantee is required to look at the following information when performing a community assessment:

1. The number of eligible children ages 0-5, expectant mothers, including geographic location, race, ethnicity, and languages are spoken. Children experiencing homelessness, children in foster care, children with disabilities, and services provided to these children.
2. Education, health, nutrition, and social service needs of eligible children and their families.
3. Typical work, school and training schedules of families with eligible children.
4. Other child development, and/or family childcare programs in the same service area and number of children served.
5. Resources that are available in the community to address the needs of eligible children and their families.
6. Strengths of the community.

This information is used to help determine the grantee's long and short-range goals and objectives, including services provided, program options provided, center locations,

home-based program service areas, recruitment, and selection strategies as well as all other aspects of the program.

Service Hours / Program Options

SETA, its delegate agencies and partners offer many different program options and models from which parents may choose. The following charts show the funded enrollment for the 2019-2020 grant year and the many different program options that are offered countywide:

Head Start / Preschool (3-5 years old)

	SETA	Elk Grove USD	Sacramento City USD	San Juan USD	Twin Rivers USD	WCIC
5 Days/Week, Year-Round						
4 hrs/day	720					
6-6.5 hrs/day	60		336	660		
7 hrs/day			32			
8 hrs/day	240					
9 hrs/day	160					
5 Days/Week, Traditional School Year						
6-6.5 hrs/day	40	60		170	140	
7 hrs/day			48			
8 hrs/day	20					
4 Days/Week, Traditional School Year						
3.5-4 hrs/day	100	380	320	222		
6.5 hrs/day	293					
7.5 hrs/day						120
Home-Based						
	123					
TOTAL	1,756	440	736	1,052	140	120

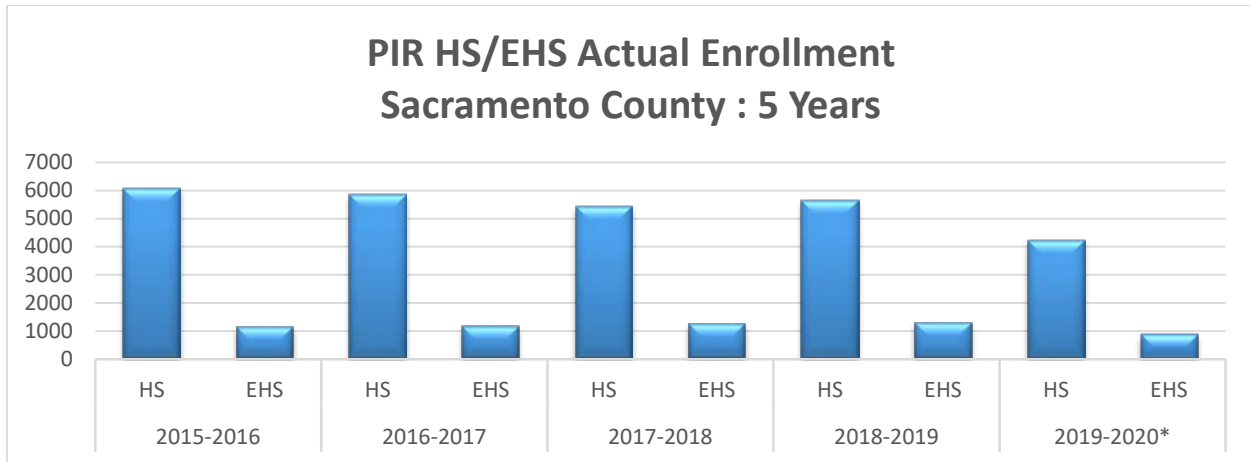
Early Head Start¹ / Infants and Toddlers (0-3 years old)

	SETA	San Juan USD	Twin Rivers USD
6.5 hrs/day			40
8 hrs/day	215	80	
9 hrs/day	87		
Home-based	367	80	
TOTAL	669	160	40

¹ Includes EHS-CCP

Enrollment

SETA, its delegate agencies and partners currently serve **4,244** Head Start children ages 3-5 and **869** Early Head Start children ages 0-3. The following chart shows the enrollment numbers over the past five-year grant cycle, 2015-2020.



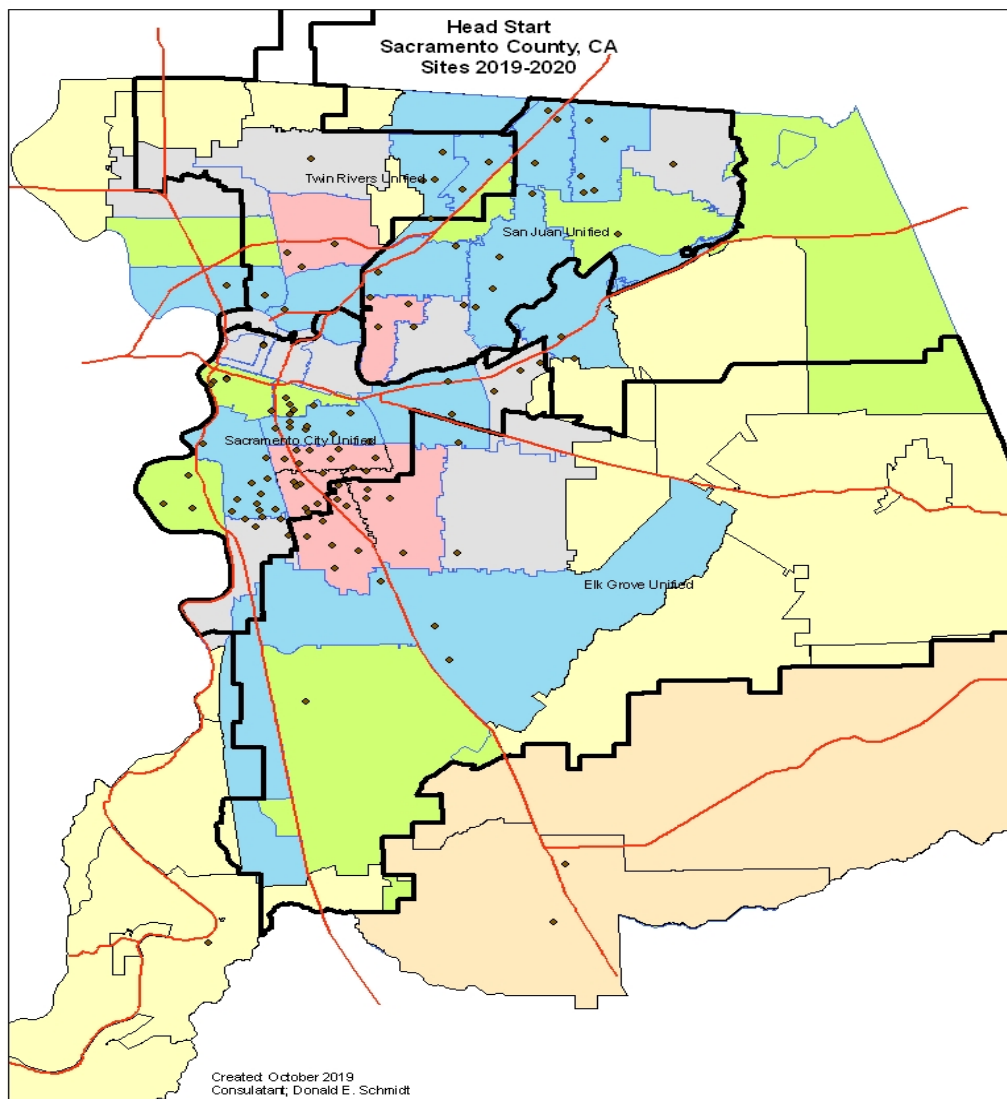
**2019-2020 numbers reflect funded enrollment, as the year-end cumulative total has not occurred.*

Enrollment numbers for Head Start have slightly decreased over the five-year grant period while enrollment numbers for Early Head Start have slightly increased over the same period of time. This is due to several enrollment conversions where SETA converted a total of 514 Head Start enrollment slots to 132 high-demand Early Head Start enrollment slots to address under-served infants/toddlers in Sacramento County. During this same time period, SETA also under-went an enrollment reduction of 99 enrollment slots due to federal budgetary reductions, known as Sequestration.

Service Area

Sacramento is home to seven incorporated cities, Sacramento, Folsom, Isleton, Galt, Citrus Heights, Elk Grove and Rancho Cordova and encompasses approximately 994-square miles in the middle of the 400-mile long Central Valley, which is California's prime agricultural region. The County is bordered by Contra Costa and San Joaquin Counties on the south, Amador and El Dorado Counties on the east, Placer and Sutter Counties on the north, and Yolo and Solano Counties on the west.

SETA, its delegate agencies and partners serve families located throughout Sacramento, California. The map below shows each child development center offering Head Start/Early Head Start services.



Demographics

- Sacramento is currently the 6th largest city in California and the population is projected to keep growing.
- Children aged zero to five (119,140) account for 7% of the residents in Sacramento County.
- The racial, ethnic, and cultural diversity of the population in Sacramento County continues to increase for age groups 25 and up, particularly for the 65 and older. There is a significant decrease in the 18-24 age group population.
- 17% of students enrolled in Sacramento County public schools are English Language Learners (ELL); compared to 19.3% of the students in the state.
- Sacramento County's current unemployment rate is 3.2%, which has steadily declined over the past 6 years.

- Certain communities in Sacramento County (Arden Arcade, Florin and North Highlands) have had a significant increase of children who live in poverty since 2007.
- Current counts found 1,905 more people living on the streets, in cars or in shelter beds since 2017, raising the estimated number of homeless people countywide to 5,570. This marks a roughly 52% jump in homelessness compared to two years ago when the survey found 3,665 homeless people living in the county.
- 16.7% of the population for whom poverty status is determined in Sacramento County (246,000 people) live below the poverty line, a number that is higher than the national average of 13.4%. The largest demographic living in poverty are Females 25 - 34, followed by Females 18 - 24 and then Males 25 - 34.
- From January 2017 to April 2019, the median rent in Sacramento rose 14 percent, compared to a five percent (5%) increase nationally.

Child Care Supply & Demand

- With a decreased unemployment rate, working parents/guardians with young children need longer hours for early care.
- Childcare in Sacramento County remains at high demand, with a current licensed capacity to serve only 27% of children with working parents.
- Based on population growth estimates, the demand for childcare in the county will continue to outpace available slots.
- SETA, along with its delegate agencies and partners, serve approximately 13% of the eligible preschool population in Head Start and approximately 6% of the eligible infant/toddlers in Early Head Start.
- Despite the high demand for child care, Head Start has had challenges with enrollment.

Health and Social Services

- 98.5% of the residents in Sacramento County have insurance coverage, compared to 99% of the families served in Head Start this past grant year.
- The infant mortality rate in Sacramento County is lower than the national average but higher than the California average.
- Teen pregnancies are trending downwards for all races/ethnicities throughout Sacramento County.
- 99% of the children served in the Head Start program this past grant year are up to date on immunizations, compared to external data that shows 93% of all kindergarteners are up to date.
- The county-wide survey results shows the biggest challenges families have faced over the past year were the cost of utilities, child care, employment, affordable housing, and transportation.

Disabilities

- The number of children ages 0-5 with a disability has steadily increased over the past five years.
- Speech and Language impairments have the highest number of children diagnosed for both the county data and the second-highest for internal data.
- The highest categorical disability of enrolled Head Start children is speech and language.
- Qualifying for services continues to be a problem for families throughout the county.

School Readiness

- Elementary school student performance has improved but there continues to be subgroup populations that have lower assessment results.
- Head Start was established to address these subgroup student populations that struggle and help them to be at or above grade level when they enter kindergarten.
- Countywide Head Start data shows that children are progressing and improving.
- SETA scores significantly higher than the national average in CLASS scores. This translates to stronger teachers and better classroom environments.



ITEM IV-A - INFORMATION

REPORT ON AMERICAN EXPRESS CORPORATE ACCOUNT
REWARDS POINTS PROGRAM AS OF DECEMBER 31, 2019

BACKGROUND:

Since 2003, SETA has maintained an American Express (AMEX) Corporate Account used for travel, online payments, and miscellaneous purchases. The AMEX account has allowed staff to more timely pay invoices and reduced the volume of transactions that flow through the County Department of Finance.

In January, 2010 SETA added the Membership Rewards program to its AMEX account, which allows SETA to accrue one point for every dollar charged on its AMEX account. In January, 2011 the SETA Governing Board approved the implementation of the American Express Corporate Account Policy and Procedure, including the use of the AMEX points to defray Agency travel and other costs, provide supportive services and incentives to enrolled customers, and provide employee recognition, board recognition and employee health and wellness activities.

Attached for your information is the American Express Corporate Account Rewards Points Program for the period ending December 31, 2019.

Staff will be available to answer questions.

PRESENTER: D'et Saurbourne

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

**REPORT ON AMERICAN EXPRESS CORPORATE ACCOUNT
REWARDS POINTS PROGRAM
AS OF DECEMBER 31, 2019**

Total REWARDS points as of January 31, 2019 (last reported to Board)	6,457,971
REWARDS points accumulated from February 2019 to December 2019	562,867
REWARDS points used for:	
Supplies, travel and miscellaneous expenses	(2,158,857)
Customer supports and incentives	-
Employee/Board recognition/wellness activities	(6,161)
Total REWARDS points used since the last reporting period	<u>(2,165,018)</u>
Total REWARDS points available/remaining	<u><u>4,855,820</u></u>

ITEM IV –B - INFORMATION

2019 COMMUNITY SERVICES AND DEVELOPMENT DESK REVIEW REPORT

BACKGROUND:

Attached is the letter from the Department of Community Services and Development with the outcomes of the 2019 desk review.

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe



LINNÉ K. STOUT
DIRECTOR

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
Telephone: (916) 576-7109 | Fax: (916) 263-1406
www.csd.ca.gov



GAVIN NEWSOM
GOVERNOR

Rec'd 12/2/19

November 26, 2019

Kathy Kossick, Executive Director
Sacramento Employment and Training Agency
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

SUBJECT: 2019 DESK REVIEW REPORT- C-19-052

Dear Ms. Kossick:

The Department of Community Services and Development (CSD) has conducted a Monitoring Desk Review of your agency for contracts 19F-4033 and 19F-4435. The desk review included a review of your administrative, board governance, prior monitoring reports, fiscal and programmatic documents.

For the 2019 program year, the result of the desk review has determined that your agency is in compliance with the contractual requirements and applicable federal and state laws.

As memorialized in Monitoring Report #C-18-052 dated April 27, 2018, Sacramento Employment and Training Agency (SETA) had two observations: Observation #1: Two Board Vacancies and Observation #2: Low-Income Democratic Selection Process. The long-term low-income board vacancy was filled as per the board roster dated June 28, 2019, and the long-term public sector vacancy was filled as per the board roster dated September 23, 2019. On November 14, 2019, CSD was provided with additional documentation demonstrating that the low-income board members are being democratically elected. Therefore, Observations #1 and #2 have been corrected and are closed.

Thank you for your continued dedication and commitment to serve low-income individuals and families in your local area. If you have any questions concerning the desk review, please contact me at (916) 576-5297 or heide.ruegsegger@csd.ca.gov.

Sincerely,



D. Heide Ruegsegger
ANALYST

C: Melissa Grubb, Manager
Technical Support Unit

C: Anthony Garcia, Chair
Board of Directors



Department of Community Services and Development
Community Services Division
Desk Review Cover Sheet (rev 4/2019)

Agency Information

Agency Name Sacramento Employment and Training Agency
Agency Type Community Action Agency-Private
Report # C-19-052
CSD/Field Representative D. Heide Ruegsegger
Date Completed September 30, 2019

Cover Sheet for Desk Review Documentation

1. Review of all contracts and document the following:

- Contract # 19F-4033
- Term of Contract: January 1, 2019 to December 31, 2019
- Contract Amount: \$1,767,288
- Percent Expended to Date: 49.66%
- Type of Contract: CSBG

- Contract # 19F-4435
- Term of Contract: June 1, 2019 to May 31, 2020
- Contract Amount: \$30,000
- Percent Expended to Date: 0%
- Type of Contract: Discretionary

2. Review prior year's monitoring report and follow-up.

- Type of Monitoring Report: On-site visit
- Date of Report: April 27, 2018
- Report # C-18-052
- List any Observation(s): Observation #1: Two Board Vacancies and Observation #2: Low Income Democratic Selection Process.
- Status of previous Observation(s): Sacramento Employment and Training Agency has reported to CSD quarterly since the March 22, 2018 on-site monitoring visit.
- Observation #1: Two Board Vacancies. The long-term low-income board vacancy was filled as per the board roster dated June 28, 2019. The long-term public sector vacancy was filled as per the board roster dated September 23, 2019.

- Observation #2: Low Income Democratic Selection Process. On November 14, 2019, the agency provided documentation demonstrating that the low-income board members are being elected democratically.
3. Board Roster review for identification of any vacancies and the length of vacancy.
 - Board Roster dated September 23, 2019 was reviewed. There are three vacancies in the low-income sector. These seats have been vacant since August 14, 2019, September 12, 2019, and September 20, 2019.
 4. Board minutes were reviewed for timely submittal, content to assess the board's involvement in the development, planning, implementation, and evaluation of the agency's program, and to determine if a quorum was established at each meeting.
 - A review of the board minutes from May 29, 2019, June 12, 2019, and July 10, 2019 indicated that a quorum was established at each meeting. The minutes showed the board was involved in the development, planning, implementation, and evaluation of the program.
 5. Review of the 2018 CSBG Annual Report for timely submission and program performance/progress.
 - Agency submitted the CSBG 2018 Annual Report to CSD on March 7, 2019
 - The 2018 CSBG Annual Report was due to CSD on or before March 8, 2019.
 6. Review of the Organizational Standards report shows that per the state assessment the agency is at:
 - 100%

ITEM IV-C – INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: D'et Saurbourne

MEMORANDUM

TO: Ms. Stephanie Nguyen **DATE:** December 2, 2019

FROM: Tracey Anderson, SETA Fiscal Monitor

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

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Adult	\$222,400	7/1/19-6/30/20	7/1/19-9/30/19
WIOA	DW	\$55,600	7/1/19-6/30/20	7/1/19-9/30/19
WIOA	OSY	\$161,946	7/1/19-6/30/20	7/1/19-9/30/19
RSS	VESL	\$321,557	10/1/18-9/30/19	4/1/19-9/30/19
RSS	ES/Std Al	\$107,580	10/1/18-9/30/19	4/1/19-9/30/19
RSS	OJT	\$176,000	10/1/18-9/30/19	4/1/19-9/30/19

Monitoring Purpose: Initial Follow-up Special Final

Date of review: 11/19-11/21/19

	AREAS EXAMINED	COMMENTS			
		SATISFACTORY YES	SATISFACTORY NO	RECOMMENDATIONS YES	RECOMMENDATIONS 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: Asian Resources, Inc.

Findings and General Observations:

- 1) We have reviewed the WIOA program from July 1, 2019 to September 30, 2019 and RSS programs from April 1, 2019 to September 30, 2019. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Mel Demoff DATE: December 20, 2019

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Bach Viet Association, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RSS	VESL/ES	\$375,000	10/1/18-9/30/19	4/1/19-9/30/19
RSS	ES	\$124,500	10/1/18-9/30/19	4/1/19-9/30/19
RSS	VESL/OJT	\$176,000	1/7/19-9/30/19	4/1/19-9/30/19

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: 11/13-11/15, 11/25, 11/28, 12/6, 12/19

	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	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: Bach Viet Association, Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA for the Refugee programs from October 1, 2018 to September 30, 2019 have been traced to the subgrantee's records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

- 1) None

*Findings in July 31, 2019 Fiscal Monitoring Report have been adequately addressed in a Corrective Action Plan submitted to SETA by Bach Viet in November 2019.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Kathy Rothberg **DATE:** January 19, 2020

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Lao Family Community Development

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RESS	VESL/ES	\$379,508	10/1/18-9/30/19	3/1/19-9/30/19
RESS-Stand Al	VESL/ES	\$114,000	10/1/18-9/30/19	3/1/19-9/30/19
VESL	OJT	\$176,000	1/7/19-9/30/19	3/1/19-9/30/19
CSBG	Safety Net	\$40,985	1/1/19-12/31/19	3/1/19-9/30/19
WIOA	Out-of-School Youth	\$112,242	7/1/19-6/30/20	7/1/19-9/30/19

Monitoring Purpose: Initial Follow-up Special Final

Date of review: 12/9-12/11/19; 12/16, 12/23, 1/2/20, 1/9

	AREAS EXAMINED	COMMENTS			
		SATISFACTORY	RECOMMENDATIONS	YES	NO
		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: Lao Family Community Development

Findings and General Observations:

- 1) We have reviewed the RESS, TA and CSBG programs from March 1, 2019 to September 30, 2019. 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: Mr. Johnathan Fienstone **DATE: November 24, 2019**
FROM: Tracey Anderson, SETA Fiscal Monitor
RE: Fiscal Monitoring of Meristem, Inc.

<u>PROGRAM</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Breaking Barriers	\$1,025,000	12/3/18-1/1/21	12/3/18-9/30/19

Monitoring Purpose: Initial Follow-up Special Final

Date of review: 10/28/19, 11/4, 11/16,

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

Program Operator: Meristem, Inc.

Findings and General Observations:

- 1) We have reviewed the Breaking Barriers program from December 3, 2018 to September 30, 2019. 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: Mr. Henry Kloczkowski **DATE:** November 19, 2019
FROM: David B. Clark, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento Chinese Community Service Center, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Out-of-School Youth	\$ 167,263		7/1/18 - 6/30/19 1/1/19 - 6/30/19
WIOA	In-School Youth	\$ 198,736		7/1/18 - 6/30/19 1/1/19 - 6/30/19

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: October 10 - 11, 2019

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

Program Operator: Sacramento Chinese Community Service Center, Inc.

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

Program Operator: Sacramento City Unified School District

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Jim Walters DATE: December 5, 2019

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of San Juan U. S. D.

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
Head Start	Basic & COLA	\$5,642,666	8/1/18-7/31/19	4/1/19-7/31/19
Head Start	T & TA	\$23,400	8/1/18-7/31/19	4/1/19-7/31/19
Early HS	Basic & COLA	\$1,805,086	8/1/18-7/31/19	4/1/19-7/31/19
Early HS	T & TA	\$30,912	8/1/18-7/31/19	4/1/19-7/31/19
Duration		\$191,287	3/1/19-7/31/19	3/1/19-7/31/19

Monitoring Purpose: Initial Follow Up Special Final X

Date of Review: 9/30-10/1/19, 10/20, 10/28, 11/13, 11/25, 12/2, 12/16

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

Program Operator: San Juan Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from April 1, 2019 (March 1, 2019 for the Duration grant) to July 31, 2019 for the Head Start and Early Head Start programs have been traced to the delegate agency's records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Jessica Johannesen **DATE:** January 8, 2020
FROM: David B Clark, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of
Sacramento County Office of Education

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early Head Start	Basic	\$560,908	8/1/18-7/31/19	11/1/18 - 7/31/19

Monitoring Purpose: Initial Follow-up Special Final X

Dates of review: 7/2/19 & 10/24/19

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

Program Operator: Sacramento County Office of Education

Findings and General Observations:

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

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Kate Ingersoll **DATE:** January 6, 2020
FROM: David B. Clark, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Twin Rivers Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 1,771,004	8/1/18 - 7/31/19	2/1/19 - 7/31/19
Head Start	T & TA	\$ 11,700	8/1/18 - 7/31/19	2/1/19 - 7/31/19
Early HS	Basic	\$ 360,558	8/1/18 - 7/31/19	2/1/19 - 7/31/19
Early HS	T & TA	\$ 5,852	8/1/18 - 7/31/19	2/1/19 - 7/31/19
Head Start	Duration	\$ 1,020,000	3/1/19 - 7/31/19	3/1/19 - 7/31/19
Head Start	Duration	\$ 58,286	6/1/19 - 7/31/19	6/1/19 - 7/31/19

Monitoring Purpose: Initial Interim Special Final

Date of review: October 21 - 23, 2019

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

Program Operator: Twin Rivers Unified School District

Findings and General Observations:

The costs as reported to SETA have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

There are no findings.

Recommendations for Corrective Action:

There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Roxanna Villasenor **DATE:** January 6, 2020
FROM: David B. Clark, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Twin Rivers Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RSS	ES/SA	\$ 124,994	10/1/18 - 9/30/19	3/1/19 – 9/30/19
RSS	VESL/ES	\$ 333,771	10/1/18 - 9/30/19	3/1/19 – 9/30/19

Monitoring Purpose: Initial Interim Special Final
Date of review: October 21 - 23, 2019

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

Program Operator: Twin Rivers Unified School District

Findings and General Observations:

The total costs as reported to SETA for RSS have been traced to the subgrantee's fiscal records.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. William Mueller **DATE:** December 21, 2019

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of Valley Vision, Inc.

PROGRAM PERIOD	ACTIVITY COVERED	FUNDING	CONTRACT	PERIOD
Regional Plan	255999RP	\$175,000	7/1/16-3/31/18	7/1/16-3/31/18
Regional Plan	255999TF	\$62,500	7/1/17-12/31/18	7/1/17-12/31/18
Regional Plan	255999SVM	\$35,000	1/1/18-6/30/19	1/1/18-6/30/19
Regional Plan	255999R(2)	\$250,000	1/1/18-6/30/19	1/1/18-6/30/19

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

Date of review: 6/17, 6/30, 7/25, 8/12, 9/10, 9/27, 10/21, 11/21, 12/19

	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	N/A			
6	Fringe Benefits	N/A			
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: Valley Vision, Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA for Regional Planning grants from July 1, 2016 to June 30, 2019 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

ITEM IV-D – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

PRESENTER: William Walker

SETA- Employer Activity Report

July 1, 2019 - December 31, 2019

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			
Cintas Corporation	9	Maintenance Technician I	1
City of Elk Grove	3	Engineering Technician I	1
	3	Engineering Technician II	1
	9	GIS Analyst	1
	9	Human Resources Specialist	1
	7	Information Technology Analyst	1
	1	Meter Readers, Utilities	1
	9	New Street Maintenance Supervisor	1
	3	Senior Engineering Technician	1
	9	Utilities Locator	1
City of Sacramento	9	311 Customer Service Agent	1
	9	311 Customer Service Specialist	1
	9	Account Clerk II	1
	9	Administrative Analyst	2
	9	Administrative Technician	1
	9	Animal Control Officer I	1
	9	Animal Control Officer II	1
	7	Applications Developer	1
	9	Arborist/Urban Forester	1
	3	Associate Electrical Engineer	1
	3	Building Inspector I	1
	3	Building Inspector III	1
	9	Cannabis Manager	1
	3	Construction Inspector III	1
	9	Crew Leader, Landscape and Learning	1
	9	Custodian II	1
	9	Deputy City Clerk	1
	9	Deputy Police Chief	1
	9	Director of Public Works	1
	9	Dispatcher II	1
	9	Dispatcher Recruit	1
	2	Environmental Health and Safety	1
	9	Equipment Mechanic I	2
	9	Equipment Service worker	1
	9	Fire Prevention Officer Trainee	1
	9	Fire Service Worker	1
	9	Fleet Service Coordinator	1
	3	Integrated Waste Supervisor	1
	9	Irrigation Technician	1
	9	Junior Development Project Manager	1

SETA- Employer Activity Report

July 1, 2019 - December 31, 2019

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	Junior Planner	1
	9	Labor Relations Officer	1
	9	Legal Secretary	1
	9	Maintenance Worker	1
	7	Media and Communications Specialist	2
	9	Park Maintenance Manager	1
	9	Park Maintenance Superintendent	1
	9	Parking Meter Repair Worker	1
	9	Permit Services Manager	1
	9	Personnel Analyst	1
	9	Police Officer (Lateral)	2
	9	Police Recruit	2
	9	Program Analyst	7
	9	Program Developer	1
	9	Program Leader	4
	9	Program Specialist	4
	9	Program Specialist (Film Office)	1
	2	Program Specialist (Water Quality)	1
	9	Program Supervisor	1
	9	Public Service Aide	1
	9	Recreation Aide (Multiple Programs)	3
	9	Recreation General Supervisor	1
	9	Recreation Superintendent	1
	9	Registered Veterinary Technician	1
	9	Senior Accountant Auditor	1
	7	Senior Applications Developer	2
	9	Senior Debt Analyst	1
	9	Senior Deputy City Clerk	1
	3	Senior Electrical Engineer	2
	3	Senior Engineer	1
	3	Senior Engineer	4
	9	Senior Personnel Transactions	1
	9	Senior Police Records Supervisor	1
9	Senior Recreation Aide (Multiple Programs)	2	
9	Senior Staff Assistant	1	
7	Senior Systems Engineer	1	
9	Staff Aide	1	
9	Stores Administrator	1	

SETA- Employer Activity Report

July 1, 2019 - December 31, 2019

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	Stores Clerk II	1
	3	Street Construction Laborer	1
	3	Street Construction Laborer Trainee	1
	9	Student Trainee (Police Department)	1
	3	Supervising Construction Inspector	1
	3	Supervising Engineer (Wastewater)	1
	2	Supervising Plant Operator-Water	1
	7	Telecommunications Systems Analyst II	1
	9	Traffic Worker I	1
	9	Traffic Worker II	1
	9	Tree Maintenance Supervisor	1
	9	Tree Maintenance Worker	1
	9	Tree Pruner II	1
	9	Workers' Compensation Claims	1
Easter Seals Superior CA	4	Child Development Specialist	1
EBL, Inc.	9	Janitor	1
Exact Staff	9	Assembler	10
	9	Forklift Operator	10
	9	Inventory Control Clerk	50
	9	Machine Operator	10
	9	Production Worker	1
	1	Assembler	1
Faneuil Inc.	9	Customer Service Representative (CSR)	600
Herrfeldt Business Ventures, INC	6	Care Partner	5
Jbeily Family Market	9	Manager	3
	9	Retail Sales Clerk	34
Los Rios Community College District	9	Account Clerk III	1
	9	Accountant	1
	9	Administrative Assistant I	6
	9	Administrative Assistant II	3
	9	Administrative Services Analyst	1
	4	Admissions/ Records Clerk III	1
	4	Admissions/ Records Evaluator I	4
	4	Alternate Media Design Specialist	1
	4	Assistant Financial Aid Officer	1
	4	Assistant Technical Director-Harris Center	1
	4	Associate Dean of Science, Math, and	1
	4	Associate Vice President of Instruction for	1
	4	Biological Sciences Adjunct Assistant	1
	4	Biology Assistant Professor	1

SETA- Employer Activity Report

July 1, 2019 - December 31, 2019

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			
Los Rios Community College District	9	Clerk II	1
	9	Clerk III	3
	4	Control Center Technician	1
	4	Cosmetology Assistant Professor	1
	4	Counselor	2
	4	Dean (III) of Student Services, Counseling, and Transfer Services	1
	4	Dean of McClellan/ Sacramento Regional	1
	4	Dean of Planning, Research, and Institutional Effectiveness	1
	4	Dean of the West Sacramento Center	1
	4	Director (III) of Diversity, Compliance, and	1
	4	Director (X) of Marketing and Communications Harris Center for the Arts	1
	4	Disabled Students Programs and	1
	4	District Financial Aid Specialist	1
	4	Faculty Diversity Internship Program	1
	4	Faculty Researcher (Faculty)	1
	4	Financial Aid Clerk II	1
	4	Fire Technology Coordinator	1
	4	Health Information Technology (HIT)	1
	4	Health Information Technology Assistant	1
	4	Healthcare Interpreting Adjunct Assistant	1
	9	Information Technology Business/	1
	7	Information Technology Network	1
	7	Information Technology	1
	7	Information Technology Technician II - Computer Operations	1
	4	Instructional Assistant - Mathematics	1
	4	Instructional Assistant - Physical	1
	4	Instructional Assistant - Sacramento	1
	4	Instructional Assistant- Mathematics	1
	4	Instructional Assistant-Physical Education-	1
	4	Instructional Services Assistant II	4
	4	Interim Dean of Equity and Inclusion	1
	4	Journalism Assistant Professor	1
4	Laboratory Technician - Science (Biology)	1	
4	Lead Instructional Assistant- English as	1	
4	Learning Disabilities Adjunct Specialist	1	
4	Legal Assisting Adjunct Assistant	1	
4	Librarian (Technical Services) Adjunct	1	

SETA- Employer Activity Report

July 1, 2019 - December 31, 2019

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			
Los Rios Community College District	4	Librarian Adjunct Assistant Professor	1
	4	Library Science Adjunct Assistant	1
	4	Library Technician	1
	4	MacIntosh/ CAD Lab Coordinator Adjunct	1
	9	Maintenance Technician I	1
	4	Management Adjunct Assistant Professor	2
	4	Mass Communication Adjunct Assistant	1
	4	Mathematics Assistant Professor	2
	4	Mechanical Electrical Technology (MET)	1
	4	Medical Assisting Adjunct Assistant	1
	4	Medical Laboratory Technician Adjunct	1
	4	Nursing (LVN) Assistant Professor	1
	4	Pediatric Nursing (Registered Nursing-RN) Assistant Professor	1
	4	Police Cadet to Officer Program	1
	4	Police Communication Dispatcher	1
	9	Police Officer	1
	4	Regional Director (VII) of Philanthropy	1
	4	Senior Information Technology Systems/	1
	9	Special Projects - Shuttle Cart Driver	1
	4	Special Projects- Assistant Online Course	1
	4	Student Personnel Assistant - Career &	1
	4	Student Personnel Assistant- Student Services	1
	4	Student Personnel Assistant-Temporary	1
	4	Student Support Specialist	4
	4	Student Support Supervisor	1
	4	Vice President of Administrative Services	1
4	Vice President of Administrative Services	1	
4	Vice President of Student Services	1	
MGA Healthcare Staffing	6	Certified Nursing Assistant (CNA)	5
PST Painting	3	Painter	2
Right at Home	6	Home Care Aide	10
Sacramento Employment and Training Agency	4	CFS Quality Assurance Analyst	1
	4	Head Start Cook/ Driver	1
	4	Head Start Home Visitor	1
Total			963

ITEM IV-E – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

PRESENTER: William Walker

Sacramento Employment and Training Agency

Dislocated Worker Information PY 2019/2020

The following is an update of information as of December 31, 2019

	MONTH RECEIVED	COMPANY AND ADDRESS	WARN STATUS	AFFECTED WORKERS	SETA INTERVENTION
Official	6/5/2019	Education Credit Management Corp. 110370 Peter A. McCuen Blvd. Mather, CA 95655	8/1/2019	185	7/16-18/2019
Official	6/12/2019	Just Energy 8795 Folsom Blvd. Ste. 100 Sacramento, CA 95826	8/19/2019	27	8/13/2019
Official	7/10/2019	Varner & Brandt 3612 Madison Ave. Ste. North Highlands, CA 96660	8/28/2019	30	Services declined
Official	8/15/2019	Food Service Holdings, LLC dba English Manufacturing 11292 Sunrise Park Rancho Cordova 95670	8/15/2019	16	8/30/2019
Official	8/23/2019	rePlanet LLC 9670 Bruceville Rd. Elk Grover, CA 95624	8/26/2019	32	No Response
Official	9/9/2019	Liqui-Box Corporation 5000 Warehouse Way Sacramento, CA 95826	11/4/2019	30	10/28/2019 10/30/2019
Official	9/9/2019	Nestle USA, Inc. 860 National Dr. Ste. 100 Sacramento, CA 95834	11/1/2019	54	10/22/2019 11/15/19
Unofficial	9/13/2019	Volunteers of America 10626 Schirra Ave Mather, CA 95655	9/30/2019	5	9/18/2019
Official	9/26/2019	Inter-Con Security Systems 9940 Business Park Dr. Ste. 165 Sacramento, CA 95827	11/13/2019	492	10/23/2019 10/29/2019
Official	10/2/2019	Walmart #6530 4420 Florin Rd Sacramento, CA 95823	12/6/2019	108	10/17-18/2019
Official	10/2/2019	Silgan Containers 6200 Franklin Blvd. Ste. 100 Sacramento, CA 95824	11/25/2019	48	Services declined
Official	10/30/2019	Raley's Various Locations Sacramento, CA 95824	12/27/2019	20	Services declined
Official	10/31/2019	KAISER 6600 Bruceville Rd. Sacramento, CA 95823	12/31/2019	4	Pending
Unofficial	5/20/2019	Dress Barn Various Locations	12/26/2019	32	11/19/2019
Official	11/14/2019	Aerojet Aerojet Rd. Rancho Cordova, CA 95670	1/16/2019	10	1/16/2019

Sacramento Employment and Training Agency

Dislocated Worker Information PY 2019/2020

The following is an update of information as of December 31, 2019

Official	12/20/2019	Dick's Sporting Goods 8217 Laguna Blvd. Sacramento, CA 95758	1/5/2020	46	Declined Services
Official	1/4/2020	CostPlus World Market 9680 Bruceville Rd. Sacramento, CA 95757	1/29/2020	22	Pending
Official	1/6/2020	Pier 1 Imports 9680 Sunrise Blvd. Citrus Heights, CA 95610	3/30/2020	17	Pending
Official	1/10/2020	Food Source 6366 Mack Sacramento, CA 95823	3/30/2020	100	Pending
TOTAL				1,278	

ITEM IV-F – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of December was 3.2%.

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

Staff will be available to answer questions.

PRESENTER: Roy Kim

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

Contact: Cara Welch
 (916) 227-0298

**SACRAMENTO—ROSEVILLE—ARDEN-ARCADE METROPOLITAN STATISTICAL AREA (MSA)
 (EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)
Education and health services led year-over growth with 6,300 jobs**

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 3.2 percent in December 2019, unchanged from a revised 3.2 percent in November 2019, and below the year-ago estimate of 3.5 percent. This compares with an unadjusted unemployment rate of 3.7 percent for California and 3.4 percent for the nation during the same period. The unemployment rate was 3.1 percent in El Dorado County, 2.7 percent in Placer County, 3.2 percent in Sacramento County, and 3.9 percent in Yolo County.

Between November 2019 and December 2019, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo, decreased by 100 to total 1,040,400 jobs.

- Construction (down 2,500 jobs) experienced a normal seasonal decline from November to December. Specialty trade contractors (down 2,100 jobs) accounted for 84 percent of the decrease.
- Government reported a month-over decrease of 900 jobs. Local government (down 1,100 jobs) was responsible for the job reductions. This loss offset a gain in state government, which was up 200 jobs.
- On the upside, trade, transportation, and utilities (up 1,400 jobs) led the region in job growth. Retail trade (up 800 jobs) and transportation, warehousing, and utilities (up 800 jobs) were responsible for the expansion. These gains offset a slight loss in wholesale trade, which dipped by 200 jobs.
- Leisure and hospitality expanded by 1,100 jobs. Arts, entertainment, and recreation added 1,000 jobs. Accommodation and food services picked up 100 jobs.

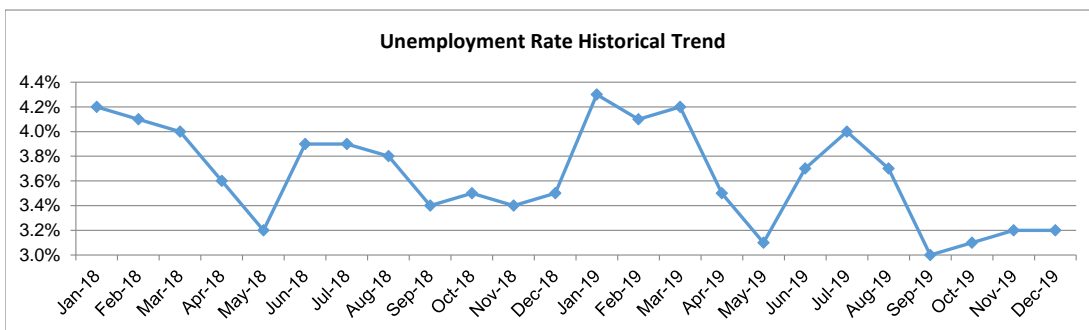
Between December 2018 and December 2019, total jobs in the region increased by 11,900 or 1.2 percent.

- Education and health services led year-over growth for the region, adding 6,300 jobs. Health care and social assistance gained 5,900 jobs. Educational services was up 400 jobs.
- Construction gained 3,800 jobs since last December. Specialty trade contractors contributed 4,100 jobs. Construction of buildings added 200 jobs.
- Trade, transportation, and utilities reported an increase of 1,900 jobs. Transportation, warehousing, and utilities grew by 2,600 jobs. Wholesale trade added 900 jobs. These gains offset a loss in retail trade, which cut back 1,600 jobs.
- Three major industries reported year-over declines, led by leisure and hospitality (down 2,400 jobs), government (down 1,600 jobs), and information (down 400 jobs).

#####

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

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 3.2 percent in December 2019, unchanged from a revised 3.2 percent in November 2019, and below the year-ago estimate of 3.5 percent. This compares with an unadjusted unemployment rate of 3.7 percent for California and 3.4 percent for the nation during the same period. The unemployment rate was 3.1 percent in El Dorado County, 2.7 percent in Placer County, 3.2 percent in Sacramento County, and 3.9 percent in Yolo County.



Industry	Nov-2019	Dec-2019	Change	Dec-2018	Dec-2019	Change
	Revised	Prelim			Prelim	
Total, All Industries	1,040,500	1,040,400	(100)	1,028,500	1,040,400	11,900
Total Farm	8,400	8,300	(100)	8,300	8,300	0
Total Nonfarm	1,032,100	1,032,100	0	1,020,200	1,032,100	11,900
Mining, Logging, and Construction	70,800	68,300	(2,500)	64,500	68,300	3,800
Mining and Logging	500	500	0	500	500	0
Construction	70,300	67,800	(2,500)	64,000	67,800	3,800
Manufacturing	38,200	38,100	(100)	37,200	38,100	900
Trade, Transportation & Utilities	167,700	169,100	1,400	167,200	169,100	1,900
Information	11,700	11,800	100	12,200	11,800	(400)
Financial Activities	55,400	56,100	700	54,800	56,100	1,300
Professional & Business Services	140,200	140,300	100	138,600	140,300	1,700
Educational & Health Services	169,400	169,500	100	163,200	169,500	6,300
Leisure & Hospitality	107,100	108,200	1,100	110,600	108,200	(2,400)
Other Services	34,300	34,300	0	33,900	34,300	400
Government	237,300	236,400	(900)	238,000	236,400	(1,600)

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

Data Not Seasonally Adjusted

	Dec 18	Oct 19	Nov 19 Revised	Dec 19 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,111,000	1,103,800	1,105,700	1,106,000	0.0%	-0.5%
Civilian Employment	1,071,600	1,069,200	1,070,600	1,070,700	0.0%	-0.1%
Civilian Unemployment	39,300	34,600	35,100	35,300	0.6%	-10.2%
Civilian Unemployment Rate (CA Unemployment Rate)	3.5%	3.1%	3.2%	3.2%		
(U.S. Unemployment Rate)	4.1%	3.7%	3.7%	3.7%		
	3.7%	3.3%	3.3%	3.4%		
Total, All Industries (2)	1,028,500	1,034,000	1,040,500	1,040,400	0.0%	1.2%
Total Farm	8,300	9,200	8,400	8,300	-1.2%	0.0%
Total Nonfarm	1,020,200	1,024,800	1,032,100	1,032,100	0.0%	1.2%
Total Private	782,200	787,400	794,800	795,700	0.1%	1.7%
Goods Producing	101,700	109,700	109,000	106,400	-2.4%	4.6%
Mining, Logging, and Construction	64,500	71,500	70,800	68,300	-3.5%	5.9%
Mining and Logging	500	500	500	500	0.0%	0.0%
Construction	64,000	71,000	70,300	67,800	-3.6%	5.9%
Construction of Buildings	14,000	14,800	14,500	14,200	-2.1%	1.4%
Specialty Trade Contractors	43,800	49,600	50,000	47,900	-4.2%	9.4%
Building Foundation & Exterior Contractors	12,500	14,700	14,900	14,200	-4.7%	13.6%
Building Equipment Contractors	16,800	19,100	19,000	18,800	-1.1%	11.9%
Building Finishing Contractors	9,700	11,200	11,100	11,100	0.0%	14.4%
Manufacturing	37,200	38,200	38,200	38,100	-0.3%	2.4%
Durable Goods	24,200	24,900	25,000	25,100	0.4%	3.7%
Computer & Electronic Product Manufacturing	4,700	5,000	5,100	5,200	2.0%	10.6%
Nondurable Goods	13,000	13,300	13,200	13,000	-1.5%	0.0%
Food Manufacturing	3,900	4,000	3,800	3,800	0.0%	-2.6%
Service Providing	918,500	915,100	923,100	925,700	0.3%	0.8%
Private Service Providing	680,500	677,700	685,800	689,300	0.5%	1.3%
Trade, Transportation & Utilities	167,200	162,600	167,700	169,100	0.8%	1.1%
Wholesale Trade	28,900	29,500	30,000	29,800	-0.7%	3.1%
Merchant Wholesalers, Durable Goods	15,900	16,600	16,900	16,800	-0.6%	5.7%
Merchant Wholesalers, Nondurable Goods	11,300	11,500	11,400	11,500	0.9%	1.8%
Retail Trade	107,700	101,700	105,300	106,100	0.8%	-1.5%
Motor Vehicle & Parts Dealer	15,000	15,200	15,200	15,200	0.0%	1.3%
Building Material & Garden Equipment Stores	8,300	8,400	8,500	8,400	-1.2%	1.2%
Grocery Stores	19,700	20,000	20,100	20,000	-0.5%	1.5%
Health & Personal Care Stores	6,200	6,000	6,000	6,100	1.7%	-1.6%
Clothing & Clothing Accessories Stores	9,000	7,800	8,800	9,000	2.3%	0.0%
Sporting Goods, Hobby, Book & Music Stores	4,400	3,800	4,000	4,200	5.0%	-4.5%
General Merchandise Stores	22,600	19,800	21,800	22,400	2.8%	-0.9%
Transportation, Warehousing & Utilities	30,600	31,400	32,400	33,200	2.5%	8.5%
Information	12,200	11,600	11,700	11,800	0.9%	-3.3%
Publishing Industries (except Internet)	2,300	2,200	2,200	2,200	0.0%	-4.3%
Telecommunications	3,400	3,200	3,200	3,200	0.0%	-5.9%
Financial Activities	54,800	55,200	55,400	56,100	1.3%	2.4%
Finance & Insurance	37,700	37,600	37,800	38,400	1.6%	1.9%
Credit Intermediation & Related Activities	11,300	11,000	11,100	11,300	1.8%	0.0%
Depository Credit Intermediation	6,500	6,300	6,300	6,400	1.6%	-1.5%
Nondepository Credit Intermediation	2,600	2,500	2,500	2,600	4.0%	0.0%
Insurance Carriers & Related	22,300	22,300	22,300	22,600	1.3%	1.3%
Real Estate & Rental & Leasing	17,100	17,600	17,600	17,700	0.6%	3.5%
Real Estate	13,500	13,900	13,900	13,900	0.0%	3.0%
Professional & Business Services	138,600	139,700	140,200	140,300	0.1%	1.2%
Professional, Scientific & Technical Services	57,800	57,600	57,600	57,900	0.5%	0.2%
Architectural, Engineering & Related Services	10,400	10,600	10,600	10,600	0.0%	1.9%
Management of Companies & Enterprises	12,900	13,600	13,500	13,500	0.0%	4.7%
Administrative & Support & Waste Services	67,900	68,500	69,100	68,900	-0.3%	1.5%
Administrative & Support Services	64,700	65,600	66,200	66,100	-0.2%	2.2%
Employment Services	28,400	28,300	28,600	28,600	0.0%	0.7%

Data Not Seasonally Adjusted

	Dec 18	Oct 19	Nov 19	Dec 19	Percent Change	
			Revised	Prelim	Month	Year
Services to Buildings & Dwellings	13,600	14,300	14,300	14,100	-1.4%	3.7%
Educational & Health Services	163,200	168,100	169,400	169,500	0.1%	3.9%
Education Services	12,700	13,100	13,100	13,100	0.0%	3.1%
Health Care & Social Assistance	150,500	155,000	156,300	156,400	0.1%	3.9%
Ambulatory Health Care Services	53,000	54,900	55,500	55,800	0.5%	5.3%
Hospitals	24,900	25,400	25,800	25,800	0.0%	3.6%
Nursing & Residential Care Facilities	17,800	18,200	18,300	18,400	0.5%	3.4%
Leisure & Hospitality	110,600	106,000	107,100	108,200	1.0%	-2.2%
Arts, Entertainment & Recreation	17,300	14,800	15,100	16,100	6.6%	-6.9%
Accommodation & Food Services	93,300	91,200	92,000	92,100	0.1%	-1.3%
Accommodation	11,000	11,000	10,800	11,300	4.6%	2.7%
Food Services & Drinking Places	82,300	80,200	81,200	80,800	-0.5%	-1.8%
Restaurants	77,700	75,900	76,800	76,400	-0.5%	-1.7%
Full-Service Restaurants	35,500	34,900	35,400	35,100	-0.8%	-1.1%
Limited-Service Eating Places	42,200	41,000	41,400	41,300	-0.2%	-2.1%
Other Services	33,900	34,500	34,300	34,300	0.0%	1.2%
Repair & Maintenance	10,200	10,400	10,400	10,300	-1.0%	1.0%
Government	238,000	237,400	237,300	236,400	-0.4%	-0.7%
Federal Government	14,200	14,300	14,300	14,300	0.0%	0.7%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	223,800	223,100	223,000	222,100	-0.4%	-0.8%
State Government	122,100	125,100	124,900	125,100	0.2%	2.5%
State Government Education	32,300	32,700	32,600	33,300	2.1%	3.1%
State Government Excluding Education	89,800	92,400	92,300	91,800	-0.5%	2.2%
Local Government	101,700	98,000	98,100	97,000	-1.1%	-4.6%
Local Government Education	55,000	50,600	50,700	49,700	-2.0%	-9.6%
Local Government Excluding Education	46,700	47,400	47,400	47,300	-0.2%	1.3%
County	19,300	19,400	19,400	19,400	0.0%	0.5%
City	9,900	10,300	10,300	10,300	0.0%	4.0%
Special Districts plus Indian Tribes	17,500	17,700	17,700	17,600	-0.6%	0.6%

Notes:

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

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

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

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

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REPORT 400 C
Monthly Labor Force Data for Counties
December 2019 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,588,400	18,869,300	719,100	3.7%
ALAMEDA	7	858,600	837,100	21,500	2.5%
ALPINE	27	610	590	20	3.8%
AMADOR	24	14,810	14,270	540	3.7%
BUTTE	31	102,700	98,400	4,300	4.2%
CALAVERAS	22	21,500	20,750	740	3.5%
COLUSA	57	10,650	9,140	1,510	14.2%
CONTRA COSTA	9	570,700	555,600	15,100	2.6%
DEL NORTE	42	9,690	9,150	540	5.6%
EL DORADO	15	92,300	89,500	2,900	3.1%
FRESNO	48	453,100	421,600	31,500	6.9%
GLENN	41	12,940	12,230	710	5.5%
HUMBOLDT	15	63,700	61,800	1,900	3.1%
IMPERIAL	58	73,800	59,500	14,300	19.4%
INYO	15	8,640	8,370	270	3.1%
KERN	50	385,600	357,700	27,900	7.2%
KINGS	53	58,300	53,800	4,500	7.7%
LAKE	39	29,120	27,650	1,470	5.1%
LASSEN	31	9,700	9,290	400	4.2%
LOS ANGELES	30	5,194,800	4,986,700	208,000	4.0%
MADERA	47	61,800	57,600	4,200	6.8%
MARIN	2	142,900	140,200	2,800	1.9%
MARIPOSA	34	6,930	6,620	320	4.6%
MENDOCINO	24	39,030	37,580	1,450	3.7%
MERCED	55	115,600	106,500	9,100	7.9%
MODOC	49	3,040	2,830	220	7.1%
MONO	14	9,350	9,070	280	3.0%
MONTEREY	50	214,500	199,100	15,400	7.2%
NAPA	12	72,800	70,700	2,100	2.9%
NEVADA	12	48,690	47,260	1,430	2.9%
ORANGE	5	1,633,200	1,593,500	39,700	2.4%
PLACER	10	187,100	182,000	5,100	2.7%
PLUMAS	54	7,470	6,880	590	7.8%
RIVERSIDE	24	1,111,200	1,070,400	40,800	3.7%
SACRAMENTO	18	717,100	694,000	23,100	3.2%
SAN BENITO	38	31,200	29,600	1,500	5.0%
SAN BERNARDINO	19	979,000	946,500	32,500	3.3%
SAN DIEGO	11	1,614,200	1,569,400	44,800	2.8%
SAN FRANCISCO	2	591,700	580,400	11,300	1.9%
SAN JOAQUIN	44	325,100	306,600	18,500	5.7%
SAN LUIS OBISPO	7	140,100	136,600	3,600	2.5%
SAN MATEO	1	467,100	458,900	8,200	1.8%
SANTA BARBARA	23	215,800	208,000	7,800	3.6%
SANTA CLARA	4	1,073,900	1,050,600	23,300	2.2%
SANTA CRUZ	36	139,900	133,100	6,800	4.9%
SHASTA	31	73,500	70,400	3,100	4.2%
SIERRA	35	1,310	1,250	60	4.7%
SISKIYOU	46	17,140	16,050	1,090	6.3%
SOLANO	20	207,700	200,700	7,000	3.4%
SONOMA	5	262,600	256,400	6,200	2.4%
STANISLAUS	42	241,900	228,300	13,600	5.6%
SUTTER	52	45,700	42,400	3,300	7.3%
TEHAMA	36	25,490	24,250	1,250	4.9%
TRINITY	40	4,550	4,310	240	5.2%
TULARE	56	203,700	184,700	19,000	9.3%
TUOLUMNE	28	21,600	20,750	850	3.9%
VENTURA	20	424,000	409,600	14,400	3.4%
YOLO	28	109,500	105,200	4,300	3.9%
YUBA	45	29,700	28,000	1,700	5.8%

Notes

1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.

2) Labor force data for all geographic areas now reflect the March 2018 benchmark and Census 2010 population controls at the state level.

ITEM IV-G - INFORMATION

HEAD START REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: Denise Lee



SETA Head Start Food Service Operations Monthly Report *December 2019

November 13th - Kennedy Estates closed at noon due to the apartment complex getting sprayed for bugs

Meetings and Trainings

December 6th - Food Service Staff meeting for all Cooks/Drivers

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
28,005	22,250	22,515	440

Total Amount of Meals and Snacks Prepared 73,210

Purchases:

Food	\$63,212.63
Non - Food	\$10,238.81

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$0.00

Vehicle Gas / Fuel:	\$1,300.40
Normal Delivery Days	15

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

December 2019

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

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

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	1756	165	9%	589	116	20%
Twin Rivers USD	140	22	16%	40	3	8%
Elk Grove USD	440	40	9%			
Sac City USD	736	72	10%			
San Juan USD	1052	144	14%	160	11	7%
WCIC	120	7	6%			
EHS CCP				80	13	16%
COUNTY TOTAL	4244	450	11%	869	143	16%

AFE: Annual Funded Enrollment

**SETA - County Monthly Average Daily Attendance (ADA)
Program Year 2019-2020**

Head Start

Agency	August ADA %	Sept ADA %	October ADA %	Nov ADA %	Dec ADA %	January ADA %	February ADA %	March ADA %	April ADA %	May ADA %	June ADA %	July ADA %
Elk Grove USD	96	89	89	86	85							
Sacramento City USD	64	90	89	87	84							
SETA	84	86	85	83	83							
San Juan USD	97	88	80	86	TBD							
Twin Rivers USD	96	92	89	85	83							
WCIC/ Playmate	N/A	74	81	89	81							
TOTAL	87	87	86	86	83							

Early Head Start

Agency	August ADA %	Sept ADA %	October ADA %	Nov ADA %	Dec ADA %	January ADA %	February ADA %	March ADA %	April ADA %	May ADA %	June ADA %	July ADA %
SETA	83	85	92	83	82							
San Juan USD	90	89	76	87	TBD							
Twin Rivers USD	96	93	89	88	86							
TOTAL	90	89	86	86	84							

**SETA - County Monthly Average Daily Attendance (ADA)
Program Year 2019-2020**

EHS-CC Partnership/Expansion

Agency	<u>August</u> ADA %	<u>Sept</u> ADA %	<u>October</u> ADA %	<u>Nov</u> ADA %	<u>Dec</u> ADA %	<u>January</u> ADA %	<u>February</u> ADA %	<u>March</u> ADA %	<u>April</u> ADA %	<u>May</u> ADA %	<u>June</u> ADA %	<u>July</u> ADA %
SETA	86	86	84	84	85							
TOTAL	86	86	84	84	85							

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

Attendance Action Plan(s):

Comment(s):

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 12/20/19	(b) % Actual to Funded
Elk Grove USD	440	445	101
Sacramento City USD	736	725	99
SETA	1,756	1,698	97
San Juan USD	1,052	1,032	98
Twin Rivers USD	140	141	100
WCIC/Playmate	120	121	100
Total	4,244	4,162	98

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 12/20/19	(b) % Actual to Funded
SETA	589	568	96
San Juan USD	160	162	101
TRUSD	40	40	100
Total	789	770	98

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 12/20/19	(b) % Actual to Funded
SETA	80	83	104
Total	80	83	104

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30-day allowable period.
 (b) If enrollment is less than 100%, agency includes corrective plan of action.

Head Start

- SETA: 1 center closed due to lost lease agreement. No new location identified yet. (Auberry Park (40))
6 classes capped due to majority 3 year olds. (18)
- SCUSD: Working with Special Education to identify children with special needs for full inclusion classroom (7), enrollments in process (2), contacting wait list families (1), 1 started in January.
- SJUSD: Increase of more than 380 enrollment slots, full enrollment expected by end of January.

Early Head Start

- SETA: 4 classes delayed opening due to licensing/fire clearance. Galt (16) Hiram Johnson (3) American legion (8)
Expected to open January 6th



Quality Assurance Summary Report

TO: SETA Policy Council, Parent Advisory Committee and Governing Board members
 RE: SETA Quality Assurance/Monitoring Results – December 2019

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
SETA Operated Program	<p><u>Head Start (13)</u> Alder Grove, Freedom Park, Fruitridge, Galt, Hillsdale, LaVerne Stewart, Kennedy Estates, Marina Vista, Nedra Court, North Avenue, Northview, Solid Foundations, Strizek Park</p> <p><u>Early Head Start (7)</u> 16th Avenue, Crossroad Gardens, Hopkins Park, Job Corps, Norma Johnson, Mather, Sharon Neese</p>	<p>20 centers 20 classes 40 children’s files for: <i>Enrollment</i></p>	<p>October 23- November 15, 2019</p>	<p style="text-align: center;">Differential Review</p> <p><input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final</p>

For this review, the Quality Assurance (QA) unit monitored three content areas for compliance, **Education, Safe Environments, and ERSEA/Attendance Recordkeeping, Policies and Procedures**. Additionally, in partnership with the Health unit, QA staff also monitored the new procedure of uploading health documents (Physical Exam/Well-Child-Check, Dental Exam, Blood Lead Results and Hematocrit/Hemoglobin Results) into *ChildPlus* for 1st year 2019-2020 participants; and whether health events were identified for Special Diet, Health Concern and Medication; and color-coded flags were used for *ChildPlus* groups. Since this is voluntary pilot phase of implementation for 2019-200, the objective was to assess participation level by Family Service Workers/Centers. Therefore, “Observed/Not Observed” was used to describe results for the *ChildPlus* Health Documents Tracking Checklist and instead of Compliant/Non-Compliant.

Highlighted Program Strengths and Positive Observations:

- Centers have a variety of ways to improve and maintain attendance such as themed days/months, family events, good attendance certificates, perfect attendance boards.
- Staff was very welcoming and friendly and supported each other in addressing staffing needs and helping parents.
- Centers and classrooms are safe and conducive for learning.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
Education File Review and Classroom Observation <i>(Screenings, Referrals, Follow-up, Individual Education Plans, and Classroom Observation)</i>	HS = 96% EHS = 95%	No significant noted findings
Attendance and Record-Keeping <i>(Attendance tracking, sign-in/out procedures, average daily attendance, absence tracking)</i>	HS = 74% EHS = 74%	-Attendance not reconciled at the end of each day by all teachers -Attendance absence codes did not consistently match in <i>ChildPlus</i> and in family contact notes in the child's file. -Not all centers/classes that had monthly low attendance had a required Attendance Improvement Plan and/or Conference on file.
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	HS = 97% EHS = 99%	No significant noted findings

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

Follow-up and Corrective Action Plans:

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

Please use the provided form to complete the CAP which serves as written response by the agency to resolve systems-level areas of non-compliance identified during the MCQI review. NOTE: *This CAP does not supersede the individual CAP for non-compliant indicators using the Child Plus Internal Monitoring Module.*

ITEM V - REPORTS TO THE BOARD

- A. CHAIR'S REPORT: The Chair of the SETA Governing Board, on a regular basis, receives numerous items of information concerning employment and training legislation, current programs, agency activities, and miscellaneous articles about human service programs throughout the nation, and attends meetings pertinent to SETA business.

The important information from the material received and meetings attended will be shared with the entire Board and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Board to provide input on items that may require future action.

- B. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director to report to the Board on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal SETA Governing Board Packet.

The Executive Director's Report also allows the opportunity for the SETA Executive Director to apprise the Board of upcoming events, significant agency activities, or conferences.

- C. DEPUTY DIRECTORS REPORT: This item is set aside to allow the Deputy Directors to report to the Board any items relative to the program operations.

- D. COUNSEL REPORT: The SETA Legal Counsel is the firm of Gregory D. Thatch, Attorney at Law. This item provides the opportunity for Agency Counsel to provide the SETA Governing Board with an oral or written report on legal activities

- E. MEMBERS OF THE BOARD: This item provides the opportunity for SETA Governing Board members to raise any items for consideration not covered under the formal agenda. It also provides the opportunity for Board members to request or to ask that certain items be placed on the next Governing Board agenda.

- F. PUBLIC PARTICIPATION: Participation of the general public at SETA Governing Board meetings is encouraged. The SETA Governing Board has decided to incorporate participants of the audience as part of its agenda for all meetings. Members of the audience are asked to address their requests to the Chairperson, if they wish to speak.