



Sacramento  
Employment and  
Training  
Agency

**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

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Sacramento, CA 95815

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

**DATE:** Thursday, March 5, 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 NUMBERS**

- I. **Call to Order/Roll Call/Pledge of Allegiance**
- **Recognition of long-term employee (20 years):  
Jeena Lewis, Associate Teacher, Tier IV**
- II. **Consent Items**
- A. Approval of Minutes of the February 6, 2020 Regular Board Meeting 1-5
- B. Approval of Claims and Warrants 6
- C. Approval to Accept Funds from The Gap, Inc. to Support the This Way Ahead Program and Authorize the Executive Director to Execute the Agreements and any Other Documents Required by the Funding Source (Terri Carpenter) 7
- D. Approval to Utilize Donation from the 99 Cents Only Store and Delegate Authority to the Executive Director to Expend These Funds (Denise Lee) 8-9

***“Preparing People for Success: in School, in Work, in Life”***

### **III. Action Items**

A. **GENERAL ADMINISTRATION/SETA:** No items.

#### **B. WORKFORCE DEVELOPMENT DEPARTMENT**

Refugee Services: None.

Community Services Block Grant: None.

##### One Stop Services

- |    |   |       |
|----|---|-------|
| 1. | Approval of Reappointments to the Sacramento Works Workforce Development Board (Kathy Kossick)  | 10-13 |
| 2. | Approval to Release a Request for Proposals (RFP) for Workforce Innovation and Opportunity Act, Title I, Adult/Dislocated Worker Services, Program Year 2020-2024 (Roy Kim) | 14-16 |

#### **C. CHILDREN AND FAMILY SERVICES**

- |    |   |       |
|----|---|-------|
| 1. | Ratify the Submission of a Head Start Program Approach Change for the Program Year 2019-2020 (Denise Lee) | 17-19 |
| 2. | Approval to Release a Request for Proposals for Warehouse, Workshop, and Office Space (Denise Lee)        | 20-21 |

### **IV. Information Items**

- |    |   |       |
|----|---|-------|
| A. | Fiscal Monitoring Report (D'et Saurbourne) <ul style="list-style-type: none"><li>• Crossroads Diversified Services</li></ul>  | 22-24 |
| B. | Employer Success Stories and Activity Report (William Walker)   | 25-33 |
| C. | Dislocated Worker Update (William Walker)   | 34-35 |
| D. | Head Start Reports (Denise Lee) <ul style="list-style-type: none"><li>✓ 2019/2020 1st Quarter Unannounced Visits – QA Monitored</li><li>✓ 2019/2020 1st Quarter Unannounced Visits – Self Monitored</li></ul> | 36-50 |

### **V. Reports to the Board** 51

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

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

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

**VII. Adjournment**

**DISTRIBUTION DATE: WEDNESDAY, FEBRUARY 26, 2020**

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE FEBRUARY 6, 2020  
REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the February 6, 2020 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

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

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

Thursday, February 6, 2020  
10:00 a.m.

**I. Call to Order/Roll Call**

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

Members Present:

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

Member Absent:

Jay Schenirer, Councilmember, City of Sacramento

**➔ Recognition of long-term employees:**

**20 Years:**

**Emma D. Casebolt**, Family Services Worker III: Ms. Rebel Rickansrud-Young congratulated Ms. Emma Casebolt on her 20 years of service to SETA/Head Start.

**Rhonda L. Johnson**, Associate Teacher Tier III: Ms. Elizabeth Ponce introduced Ms. Johnson and congratulated her for her 20 years with SETA/Head Start.

**LaRhonda Dunkinsell**, Associate Teacher Tier III: Ms. Ponce spoke of Ms. Dunkinsell's years at SETA/Head Start and thanked her for her service.

**30 Years:**

**Sandra S. Lee**, Purchasing Analyst: Mr. Victor Han presented Ms. Sandra Lee and thanked her for her 30 years at SETA.

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

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

The board went into closed session at 10:30 a.m. The board reconvened at 10:40 a.m. with no report out of closed session.

## II. Consent Items

- A. Approval of Minutes of the December 5, 2019 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Agree with the Appointment of Youth Committee Members
- D. Approval of an Appointment to the Sacramento Works Workforce Development Board
- E. Receive, Adopt, and File the Sacramento County Annual Investment Policy on the Pooled Investment Fund – Calendar Year 2020
- F. Approval of Appointment of Member to the Community Action Board

The consent items were reviewed; no questions or corrections.

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

- A. Approve the December 5, 2019 minutes.
- B. Approve the claims and warrants for the period 11/27/2019 through 1/29/2020.
- C. Agree with the appointments of Ms. Tina Reynolds, Ms. Amanda Garcia, Mr. Pedro Vargas, Ms. Claudia Negrete, and Ms. Joyce Veal to the Sacramento Works Youth Committee.
- D. Appoint Ms. Sharon O'Sullivan to fill the seat vacated by Mr. Jay Onasch from the California Department of Rehabilitation.
- E. Receive, adopt, and file the Sacramento County Annual Investment Policy of the Pooled Investment Fund for the Calendar Year 2020.
- F. Approve the appointment of the Boys and Girls Club to represent the Private Sector on the SETA Community Action Board.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

## III. Action Items

A. **GENERAL ADMINISTRATION/SETA:** None.

### B. **WORKFORCE DEVELOPMENT DEPARTMENT**

Refugee Services: None.

One Stop Services: None.

Community Services Block Grant: None.

### C. **CHILDREN AND FAMILY SERVICES**

- 1. Approval of 2020-2025 Countywide Head Start/Early Head Start Community Assessment and Resulting Five-Year Goals

Mr. Kaleb Call provided a brief overview of highlights to the 2020-2025 Community Assessment. Funded enrollment numbers have decreased slightly over the past 5 years due to reductions in the federal budget allocations and enrollment conversions from Head Start to Early Head Start. SETA converted 514 Head Start slots to 132 Early Head Start slots that are in higher demand. With the very low unemployment rate, more families are needing all-day child care for their children. Since 2007, there has been a huge increase in the homeless population. Part of the problem is the fact that the median rent in Sacramento rose 14% in two years. SETA serves 13% of the eligible population of pre-school aged children, and 6% of the infant/toddlers in Sacramento County. Income over the past ten years has not gone up although the cost of rent and child care has. The county-wide survey results show the biggest challenges families faced over the past year were: cost of utilities, child care needs, employment needs, affordable housing, and transportation needs. Based on the results of the community assessment, the following goals are recommended for the next five-year grant cycle:

- 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 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 preventative 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.

Mr. Call stated that staff will be e-mailing out the full version of the assessment including a larger version of the charts.

Moved/Carr, second/Kennedy, to approve the 2020-2025 Countywide Head Start/Early Head Start Community Assessment and Resulting Five Year Goals.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

**IV. Information Items**

- A. Report on American Express Corporate Account Reward Points Program as of December 31, 2019: No questions.
- B. 2019 Community Services and Development Desk Review Report: No questions.
- C. Fiscal Monitoring Reports: No questions.
- D. Employer Success Stories and Activity Report: No questions.
- E. Dislocated Worker Update: Mr. William Walker reported that Flow Masters will be leaving California. Half of their business is going to China and the other half will be going to the south. SETA assisted them with hiring their initial staffing.
- F. Unemployment Update/Press Release from the Employment Development Department: No questions.
- G. Head Start Reports: No additional report.

**V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: No report.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No comments.

**VII. Adjournment: The meeting was adjourned at 10:59 a.m.**



ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 1/29/2020 through 2/26/2020, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 1/29/2020 through 2/26/2020.

PRESENTER: Kathy Kossick

## ITEM II-C - CONSENT

### APPROVAL TO ACCEPT FUNDS FROM THE GAP, INC. TO SUPPORT THE THIS WAY AHEAD PROGRAM AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENTS AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

#### BACKGROUND:

In 2007, Gap Inc. created the This Way Ahead to help more low-income teens and young adults get a foot in the door for that life-changing first job experience. This Way Ahead is a paid life skills and internship program that helps low-income youth land a first job at Old Navy stores.

In November 2018, SETA became an official This Way Ahead program operator for Sacramento, California. SETA recruited 50 teens and young adults for placement in the paid internship program at Gap, Banana Republic, and Old Navy stores. In 2019, SETA staff provided 20 hours of work readiness training, coordinated interviews with store managers and case managed the youth during the 10-week summer internship. Through this partnership, 32 youth were hired in permanent jobs through the This Way Ahead program.

In 2020, as a Gap, Inc. This Way Ahead Program Operator, SETA will recruit 35 teens and young adults ages 16-24 who face barriers to employment throughout Sacramento for placement in the paid internship program at Old Navy stores. SETA staff will provide 20 hours of work readiness training, coordinate interviews with store managers and case manage the youth during the 10-week summer internship.

The Gap, Inc. will provide SETA with \$18,750 in funding to support the program. Additionally, Gap, Inc. will provide \$54,600 in wages to support 35 youth at 12 hours per week for 10 weeks in a paid summer internship along with a \$50 gift card to purchase a work outfit from Old Navy.

#### RECOMMENDATION:

Accept \$18,750 in funds from the Gap, Inc. to support the This Way Ahead program and authorize the Executive Director to execute the agreements and any other documents required by the funding source.

PRESENTER: Terri Carpenter

## ITEM II-D-CONSENT

### APPROVAL TO UTILIZE DONATION FROM THE 99 CENTS ONLY STORE AND DELEGATE AUTHORITY TO THE EXECUTIVE DIRECTOR TO EXPEND THESE FUNDS

#### BACKGROUND

In March of 2013, SETA Head Start received an unsolicited donation of \$50,000 from the 99 Cents Only store to enhance Agency efforts in the community and strengthen the mission. Staff have been exploring opportunities to utilize these unrestricted funds to supplement community efforts for items that may enhance the program and bring creative benefits to the Head Start community. At this time, staff is recommending that your Board approve the following uses and delegate to your Executive Director to expend these funds consistent with the following options:

- 1) **Census 2020 Campaign** - Provide resources, supplies, materials and incentives (in the form of stipends and gift cards) to parent volunteers who take the lead on ensuring all enrolled families participate in the upcoming Census 2020 count. Family/child-focused prizes will also be purchased to incentivize parents to complete their Census 2020 form. Approximate cost: \$6,500.
- 2) **School Site Parent Assistant** - Each school site, large or small, is very busy and active on a daily basis. With site staff preparing children for academic success; greeting/supporting parents with daily needs; preparing meals for on-time service; cleaning and sanitizing to reduce contamination/germs; monitoring environments for safety; providing direct health and social services; and attending to community inquiries.

A School Site Parent Assistant would be a volunteer, cleared to participate in center activities, who will assist staff by answering phones, greeting parents, answering inquiries from the community, preparing meals/cleaning up after food service, and posting parent/staff information on the bulletin boards. Volunteers would be provided a monthly stipend in the form of a gas gift card. Denominations may range from \$25-\$100, depending on the volunteer hours per month. Approximate cost: \$20,000.

- 3) **Emergency Alert Systems on Exterior Gates** - As part of SETA's redundant safety systems, battery operated door chimes are installed in each classroom to alert the staff that someone is entering/leaving the classroom. These systems constitute acceptable practices. However, they also depend on operational batteries and/or active listening for door chimes.

ITEM II-D – CONSENT (continued)  
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Funds would be used to purchase and install hard-wired outdoor alarm/alert systems. These systems would be installed on existing gates/doors not used on a regular basis for entering/leaving the facility and may pose a threat to child safety by opening into a parking lot and/or busy street. The estimated cost may be between \$5,000 and \$10,000 per gate, depending on available electricity sources. SETA was awarded \$160,000 to begin this project on 16 of 36 centers. Funds from the 99 Cents Only Store would be used to continue work at some of the remaining early learning centers.

RECOMMENDATION

Staff is recommending that the Board provide approval to utilize these funds, in part or in whole, for any or all of the projects listed above, and that you delegate to the Executive Director the authority to expend these funds on any or all of the projects listed.

PRESENTER: Denise Lee

## ITEM III-B- 1 - ACTION

### APPROVAL OF REAPPOINTMENTS TO THE SACRAMENTO WORKS WORKFORCE DEVELOPMENT BOARD

#### BACKGROUND:

The Workforce Innovation and Opportunity Act (WIOA) was passed in 2014 to replace the 1998 Workforce Investment Act (WIA) and to provide state and local areas the flexibility to collaborate across systems in an effort to better address the employment and skills needs of current employees, jobseekers, and employers. WIOA prescribes a stronger alignment of the workforce, education, and economic development systems. The WIOA modifies the structure of State and local workforce boards, allowing them to be smaller, charging them to be more strategic analysts and investors in the labor market.

As part of its effort to transition into WIOA at its January 7, 2016 meeting, the Governing Board approved the application process for appointing members of the Workforce Development Board, identifying five separate categories for Workforce Development Board membership including: Business; Labor/Workforce; Education/Training; Government and Economic/Community Development; and others deemed by the Governing Board to be appropriate.

In order to implement the WIOA, Sacramento Works, Inc., the local Workforce Development Board, approved a series of amendments to Article III of its bylaws at its January 27, 2016 meeting. The SETA Governing Board approved these bylaw changes at its February 4, 2016 meeting. These amendments included modifications to the number of directors and the manner of appointment.

The bylaw amendments included the following changes and the changes in Sections 3.01 (number of directors), 3.03 (staggering of terms) and 3.05 (process of appointment to implement staggered terms):

- Section 3.01 reduced the size of the board from a range of 36 to 50 down to a range of 15 to 30 and set the current size of the board at 25, a reduction from the current size set at 41. The size of the board can be changed by simple board resolution any time so long as it stays within the new range set by this amendment
- Section 3.02 changed the references to the qualifying law from the former WIA to the new WIOA.
- Section 3.03 made one change to provide for staggered terms as required under WIOA.
- Section 3.04 changed the reference to the qualifying law from the former WIA to the new WIOA.

ITEM III-B – 1 – ACTION (continued)

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- Section 3.05 (a) incorporated the changes needed to set up staggered terms by appointing approximately 1/3 of the directors appointed in March 2016 to two year terms, 1/3 to three year terms and 1/3 to four year terms. After these initial terms, all terms will be three years.

On February 4, 2016 the Governing Board made changes regarding the composition and member requirements of the Sacramento Works Workforce Development Board to provide for consistency with WIOA requirements.

As part of its action on February 4, 2016, the 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. Attached to this item is a table showing the allocation of positions as approved by the Governing Board on February 4, 2016.

Based on the Governing Board’s February 4, 2016 approval of staggered terms, on March 3, 2016 the Governing Board exercised its discretion by appointing 8 members whose initial term is two years, 8 members whose initial term is three years, and 9 members whose initial term is four years. The Board appointed members to staggered terms of two, three or four years by lot, with the term to begin April 1, 2016.

The initial term of the nine members (or their replacements) appointed to the four-year term will expire on March 31, 2020. Each of the nine members has been polled to determine their desire to continue to serve on the board. Eight members affirmed their commitment to continue service. One Private Sector member has chosen to resign effective March 31, 2020.

Staff will provide an oral report.

RECOMMENDATION:

Review the attached summary and approve the reappointment of the eight members to the Sacramento Works Workforce Development Board for a three-year term beginning April 1, 2020.

PRESENTER: Kathy Kossick

<b>WIOA Board Membership</b>	
<b><u>Private Business*</u></b> (must include two small businesses)	13
<b><u>Labor/Workforce**</u></b>	
Labor	3
Joint Apprenticeship	1
Community Based Organizations	1
	> ***
<b><u>Education/Training</u></b>	
Adult Ed	1
Higher Ed	1
<b><u>Government and Economic/Community Development</u></b>	
Economic Development	1
Wagner-Peyser (EDD)	1
Vocational Rehabilitation	1
Other	2
<b>Total</b>	<b>25</b>

\*Must be >50%  
 \*\*Must be 20%  
 \*\*\*Must be 15%

<b>Private Business</b>	
<b>Name &amp; Position</b>	<b>COMPANY</b>
Amanda Blackwood, President & CEO	Sacramento Metro Chamber of Commerce
Lynn Conner, CEO	Better Business Bureau
Ron Ellis, Managing Director/Owner	2SS.com
Christine Laster, Human Resources Manager	Siemens
Frank Louie, Chief Operating Officer	Sacramento Asian Chamber of Commerce
Rick Wylie, President	Villara Corporation
<b>Labor/Workforce</b>	
Labor	
Kevin Ferreira, Executive Director	Sacramento-Sierra's Building & Construction Trades Council
<b>Education/Training (Adult Education)</b>	
David Gordon, Superintendent	Sacramento County Office of Education



## ITEM III-B – 2 - ACTION

### APPROVAL TO RELEASE A REQUEST FOR PROPOSALS (RFP) FOR WORKFORCE INNOVATION AND OPPORTUNITY ACT, TITLE I, ADULT/DISLOCATED WORKER SERVICES, PROGRAM YEARS (PY) 2020-2024

#### BACKGROUND:

Since 1996, Sacramento Works Job Centers (SWJC) have been strategically located throughout Sacramento County, operating as neighborhood based career centers providing a “no wrong door” approach to meeting the workforce and employment needs of job seekers and employers. When Congress enacted the Workforce Investment Act (WIA) in 1998 calling for one-stop career centers to provide workforce related services, SETA was already uniquely positioned to implement WIA in large part due to its previous transition to the SWJC system. For the past twenty-four (24) years, SETA’s SWJC system has provided coordinated career services, support services, and access to training activities through its one stop career centers.

The passage of the Workforce Innovation and Opportunity Act (WIOA) in 2014 and its reinforcement of the One-Stop Service Delivery System provided SETA with an opportune time to redesign the SWJC System to ensure alignment with WIOA’s goals of improving employment, training and education programs and promoting individual and national economic growth. In 2016, SETA procured services funded under the WIOA for an initial term of up to four years, and it is necessary to procure services for an additional term of up to four years.

The Planning and Oversight Committee of Sacramento Works, Inc., the Local Workforce Development Board, (LWDB) held a public input meeting to solicit input from employers, job seekers, community stakeholders, education and training providers, community based organizations and other interested parties regarding the workforce needs of the system and ways to provide more efficient workforce services to customers. Input received from stakeholders and the public clearly expressed the following:

1. Centers need career services and access to training services so that customers have direct access to a full menu of services at neighborhood-based locations.
2. Centers should provide customers with access to occupations and career pathways across multiple industry sectors.
3. Centers should provide customers with access to services at multiple locations.
4. Transportation, child care and housing continue to be a challenge for customers.

ITEM III-B – 2 – ACTION (continued)

Page 2

5. The ability to provide support services and incentives significantly increases customers' ability to successfully complete training, enter an occupation and advance along a career path.
6. Additional services for vulnerable populations are needed, particularly job readiness skills instruction which is critical to customers' success in obtaining and retaining employment.
7. Centers that focus on the needs of job seekers in low-income, high unemployment neighborhoods and zip codes are needed.
8. Centers should focus on business as the customer and provide quality talent that matches business hiring needs.
9. Centers should streamline paperwork and application processes to increase access for hard-to-employ customers.

In response to the input received and to implement the requirements of WIOA, staff has prepared a Request for Proposals (RFP) that will allow for the provision of services through neighborhood-based Job Centers that provide access to the menu of career and training services. The RFP emphasizes Job Centers that provide services for underserved communities that experience high concentrations of poverty, unemployment, justice involvement and other indicators associated with vulnerable communities. In addition, the RFP emphasizes Job Centers that are able to deliver and/or connect to services at multiple locations that increases access to services for underserved communities.

The RFP solicits eligible entities to provide WIOA services to customers in the following categories:

➤ **Basic Career Services**

- Program Eligibility
- Outreach, Intake, and Orientation
- Initial Assessment
- Labor Exchange
- Referrals to Partners
- Labor Market Information
- Training Provider Performance and Cost Information
- Supportive Services Information
- Unemployment Insurance (UI) Information and Assistance
- Financial Aid Information

➤ **Individualized Career Services**

- Comprehensive Assessment
- Individual Employment Plan (IEP).
- Career Planning – Includes comprehensive case management.
- Short-term Prevocational Services
- Unpaid Internships and Unpaid Work Experience
- Out-of-Area Job Search
- Financial Literacy
- English Language Acquisition
- Workforce Preparation
- Follow-up Services

➤ **Training Services**

In addition to the activities listed above, Individual Training Accounts (ITAs/Scholarships) for customers accessing Occupational Skills Training, On-the-Job Training and Support Services will be provided by Job Centers.

The full RFP has been sent under separate cover.

RECOMMENDATION:

Approve the release of the Request for Proposals for Workforce Innovation and Opportunity Act, Title I, Adult/Dislocated Worker services for PYs 2020-2024.

PRESENTER: Roy Kim

ITEM III-C - 1 – ACTION

RATIFY THE SUBMISSION OF A HEAD START PROGRAM APPROACH  
CHANGE FOR THE PROGRAM YEAR 2019-2020

BACKGROUND:

This agenda item provides the opportunity for the Governing Board to approve a temporary program approach change for the SETA Operated Program (SOP) and its delegate agency, Elk Grove Unified School District (EGUSD), for program year 2019-2020. The purpose of the change is to address under-enrollment challenges since August 2019.

**Under-Enrollment Challenges:**

***SETA Operated Program (SOP)*** - In July 2019, SETA lost its lease agreement for the Auberry Park Early Learning Center, located in South Sacramento. Auberry Park served 40 part-day, part-year enrollment slots.

SETA worked with a licensed broker to identify a suitable replacement center in the same service area prior to closing Auberry Park. However, after several months of searching, staff was unable to find an affordable alternative. At the same time, SETA was also pursuing space within the Center Unified School District (CUSD), who serves in a high priority service area of Sacramento County without many high-quality preschool options for families.

In November 2019, Center Unified School District identified two campuses with suitable classrooms that would be vacated in June 2020. Since the proposed CUSD classrooms will not be available until fall 2020, SETA must identify alternate plans to serve the 40 enrollment slots assigned to Auberry Park.

***Elk Grove Unified School District (EGUSD)*** – EGUSD has been experiencing unexpected under-enrollment challenges at William Daylor High School where EGUSD hosts 20 part-day Head Start preschool enrollment slots. As a result of the under-enrollment, EGUSD is seeking a program approach change to serve additional children/families in high need schools where waiting lists exists. This will help back-fill under-utilized enrollment slots at W. Daylor HS.

**Program Approach Proposal:**

SETA is seeking a temporary Program Approach change as follow:

- 1) Temporarily change 26 Head Start classes to a Locally Designed Option (LDO) which will allow the program to over-enroll each class by one additional eligible Head Start child, for a maximum of 21 children per class. By doing so,

Head Start will provide enrollment opportunities in high demand locations while addressing under-enrollment challenges in others.

2) Temporarily increase the number of enrolled children from 20 to 21 under SETA's current ACF-approved LDO class-size waiver. The current waiver on file approves enrollment up to 20 children when classes are predominately enrolled with 3-year old children as should be capped at 17 enrollments. This request extends the number to 21, instead of 20 in each proposed class.

3) Temporarily change 23 center-based enrollment slots to 23 home-based enrollment slots during lease negotiations with Center USD, perform new classroom set-up and license new locations.

Proposed changes will begin February 3, 2020 and end June 6, 2020.

No currently enrolled families will lose services as a result of these proposed changes. These are vacant enrollments slots being moved to high demand centers.

There is no net fiscal impact for these proposed changes.

A list of proposed centers/classrooms is attached.

RECOMMENDATION:

Approve the change to the Head Start program approach for the SETA Operated Program and Elk Grove Unified School District for Program Year 2019-2020.

PRESENTER: Denise Lee

## List of Temporary Locally Designed Option Centers/Classrooms

Center Name	Classroom ID	Current Enrollment	New Enrollment <sup>1</sup>
<b>New LDO Classes - SOP</b>			
Bright Beginnings (2)	1201 V and W	40	42
Fruitridge (2)	1216 V and W	40	42
Illa Collin	1221 V	20	21
LaVerne Stewart	1219 S	20	21
Solid Foundations	1254 V	20	21
These enrollment slots address 7 of 40 displaced Auberry Park enrollment slots.			
<b>New LDO Classes – EGUSD<sup>1</sup></b>			
Charles Mack Elem.	1308 B	20	21
David Reese Elem.	1312 R	20	21
Florence Markofer Elem.	1309 A and B	40	42
Florin Elementary	1303 R	20	21
Franklin Elementary	1304 B	20	21
Herman Leimback Elem	1307 A and B	40	42
Isabelle Jackson Elem.	1305 B	20	21
James McKee Elem.	1310 B	20	21
John Reith Elem.	1313 A	20	21
Maeola Beitzel Elem.	1301 B	20	21
Prairie Elementary	1311 A, B, D and R	80	88
Sierra Enterprise Elem.	1314 A	20	21
Samuel Kennedy Elem.	1306 A	20	21
Union House Elem.	1315 A	20	21
<b>Existing LDO classes with expanded number of children from 20 to 21 - SOP</b>			
Alder Grove	1247 V	20	21
Job Corps	1237 X	20	21
Hopkins Park (2)	1253 V and W	40	42
Mather	1223 X	20	21
North Avenue (2)	1256 V and X	40	42
Phoenix Park	1248 X	20	21
Sharon Neese (2)	1249 R and X	40	42
These enrollment slots address 10 of the 40 displaced Auberry Park enrollment slots. The remaining 23 are being proposed for temporary home-based.			

<sup>1</sup> EGUSD may enroll up to 21 children in any of the above listed classes, as needed but not all simultaneously. The waiver for each class allows flexibility to enroll up to 21 where demand is high, waiting list exist, and under-enrollment is persistent within the program.

## ITEM III-C - 2 - ACTION

### APPROVAL TO RELEASE A REQUEST FOR PROPOSALS FOR HEAD START WAREHOUSE, WORKSHOP, AND OFFICE SPACE

#### BACKGROUND:

The Sacramento Employment and Training Agency (SETA) Children and Family Services Department (Head Start program) provides comprehensive child developmental services to low-income infants, toddlers, preschoolers and their families in 36 Early Learning Centers located throughout Sacramento County. Early Learning Centers are in a variety of facilities including community centers, churches, school campuses, and housing complexes. Warehouse and office space is needed to house the Facilities Unit, their vehicles, supplies and heavy equipment for the upkeep and maintenance of the centers. The Agency last procured warehouse and office space in April 2010.

SETA's current lease for warehouse and office space expires on May 31, 2021. The Agency has been in the current facility on N. 10<sup>th</sup> Street since 2001 and expanded to its current configuration of 13,950 square feet in 2011. The facility is a warehousing and distribution center for Head Start educational classroom supplies, materials and equipment for all SETA operated Early Learning Centers throughout Sacramento County, Facilities and maintenance staff repair and create many playground items and received daily deliveries of office and classrooms supplies/materials. The warehouse is also used as the receiving center for playground equipment and is the office for the SETA Head Start facilities and maintenance unit.

The warehouse/workshop/office space utilized by the Agency provides for:

- the storage of educational materials and equipment for the Head Start program
- repair and workshop for equipment
- office space for 12 staff
- break room with small kitchen area
- secure parking area for Agency vehicles
- loading and unloading area for truck delivery
- secure file room for confidential children and family files
- restroom facility

This RFP hopes to attract proposals to maintain a facilities and maintenance hub for the Head Start program. The primary locations desired are in proximity to the Agency's central office and provide easy access to delivery routes to the over 36 Early Learning Centers throughout Sacramento County. The preferred site location should be in the area generally bounded by Main Avenue and Del Paso Road on the north; North B Street and Route 160 on the south; Interstate 5 on the west; and Raley Boulevard/ Business 80 on the east, as indicated on Exhibit B.

Tentative schedule of RFP:

Governing Board action to release the RFP	Thursday, March 5, 2020
Release of RFP	Friday, March 6, 2020
Offerors' Conference, 1:00 p.m.	Thursday, March 19, 2020
Proposals Due at SETA by 4 p.m. (P.D.T.)	Tuesday, April 14, 2020
Governing Board Selection of Proposer	Thursday, April 30, 2020

A lease agreement will be developed with the successful proposer in this solicitation process. The period of time covered in the initial lease agreement shall be for up to five (5) years, with at least two (2) five (5) year options to renew at the discretion of SETA.

A copy of the RFP will be sent under separate cover.

RECOMMENDATION

Approve the release of a Request for Proposals for warehouse/workshop/office space for the Head Start program.

PRESENTER: Denise Lee



ITEM IV-A – INFORMATION  
FISCAL MONITORING REPORT

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: D'et Saurbourne

**MEMORANDUM**

**TO:** Ms. Erika Trujillo                      **DATE:** January 31, 2020  
**FROM:** Tracey Anderson, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Crossroads Diversified Service, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Adult	\$171,138	7/1/18-6/30/19	10/1/18-6/30/19
WIOA	DW	\$68,962	7/1/18-6/30/19	10/1/18-6/30/19
WIOA	OSY	\$170,400	7/1/18-6/30/19	10/1/18-6/30/19

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

**Date of review:** 8/26-8/28/19, 9/10, 9/30, 10/10, 10/28, 12/18, 1/6, 1/9, 1/21

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

**Program Operator: Crossroads Diversified Services, Inc.**

**Findings and General Observations:**

- 1) We have reviewed the WIOA programs of Adult, Dislocated Worker and Out of School Youth from October 1, 2018 to June 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 with the exception noted below.
- 2) During Profit and Loss comparison, it was discovered that Crossroads is charging administrative costs to each grant that exceeds the Administrative Cap as described in CFR section 683.205, (a) (2)

“Local area expenditures for administrative purposes under WIOA formula grants are limited to no more than 10 percent of the amount allocated to the local area under secs. 128(b) and 133(b) of WIOA.”

The excess amount in administrative cost for the Adult grant is \$5,868.83; for the Dislocated Worker it is \$2,014.42; and for the Out of School Youth grant it is \$5,322.34, bringing the total of excess administrative costs charged to \$13,205.59.

**Recommendations for Corrective Action:**

- 1) Submit a Corrective Action Plan detailing processes implemented to ensure the administrative costs charged to the SETA grants do not exceed the 10% cap.
- 2) Refund SETA the amount of \$13,205.59 which represents the total excess amount of unallowable costs charged to each WIOA grant for Administrative costs above the Administrative Cap.

cc: Kathy Kossick  
Governing Board

ITEM IV-B – 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 - February 26, 2020

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
Cintas Corporation	9	Maintenance Technician I	1
City of Elk Grove	9	Animal Services Officer	1
	9	Drainage and Collection System Supervisor	1
	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	Senior Recreation Aide (Multiple	3
	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	Aquatics Recreation Coordinator	1
	9	Aquatics Specialist	1
	9	Arborist/Urban Forester	1
	9	Assistant Camp Caretaker	1
	5	Assistant Camp Chef	1
	3	Assistant Civil Engineer	1
	9	Assistant Pool Manager	1
	3	Associate Architect	1
	3	Associate Civil Engineer	1
	3	Associate Electrical Engineer	1
	3	Building Inspector I	1
	3	Building Inspector III	1
	9	Building Monitor	2
	9	Camp Aide	3
	9	Camp Caretaker	1
9	Camp Chef	1	
9	Camp Host	1	

# SETA- Employer Activity Report

## July 1, 2019 - February 26, 2020

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
City of Sacramento	9	Camp Program Director	2
	9	Camp Recreation Leader	1
	9	Cannabis Manager	1
	9	Cashier - Aquatics	1
	9	City Traffic Engineer	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
	3	Development Project Manager	1
	9	Development Services Technician I	1
	3	Director of Community Development	1
	9	Director of Public Works	1
	9	Dispatcher II	1
	9	Dispatcher Recruit	1
	9	Dispatcher Recruit	1
	2	Environmental Health and Safety Manager	1
	9	Equal Employment Specialist	1
	9	Equipment Mechanic I	2
	3	Equipment Mechanic III	1
	9	Equipment Service Worker	1
	9	Financial Services Supervisor	1
	9	Fire Prevention Officer Trainee	1
	9	Fire Service Worker	1
	9	Fleet Service Coordinator	1
	9	Graphics Assistant	1
	3	HVAC Systems Mechanic	1
	3	Integrated Waste Supervisor	1
	9	Irrigation Technician	1
	9	Junior Development Project Manager	1
	9	Junior Planner	1
	9	Labor Relations Officer	1
9	Legal Secretary	1	
9	Lifeguard	1	
9	Maintenance Worker	1	
9	Marina Aide	1	

# SETA- Employer Activity Report

## July 1, 2019 - February 26, 2020

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
City of Sacramento	7	Media and Communications Specialist	2
	6	Nurse-Adaptive Recreation	1
	9	Park Maintenance Manager	1
	9	Park Maintenance Superintendent	1
	9	Park Maintenance Worker III	1
	9	Parking Meter Repair Worker	1
	9	Permit Services Manager	1
	9	Personnel Analyst	1
	9	Police Officer	2
	9	Police Recruit	2
	9	Pool Manager	1
	9	Principal Accountant	1
	9	Program Analyst	7
	9	Program Developer	1
	9	Program Leader	4
	9	Program Manager	2
	9	Program Specialist	5
	9	Program Specialist-Film Office	1
	2	Program Specialist-Water Quality	1
	9	Program Supervisor	1
	9	Public Service Aide	2
	9	Recreation Aide	6
	9	Recreation General Supervisor	1
	9	Recreation Leader	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	5	
3	Senior HVAC Systems Mechanic	1	
9	Senior Lifeguard	1	

# SETA- Employer Activity Report

## July 1, 2019 - February 26, 2020

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
City of Sacramento	9	Senior Personnel Transactions	1
	9	Senior Police Records Supervisor	1
	9	Senior Recreation Aide	4
	9	Senior Staff Assistant	1
	7	Senior Systems Engineer	1
	9	Staff Aide	1
	9	Stores Administrator	1
	9	Stores Clerk II	1
	3	Street Construction Laborer	1
	3	Street Construction Laborer Trainee	1
	9	Student Trainee	2
	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	Utility Worker	4	
9	Utility Worker Park Operations	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	4	Anatomy and Physiology Assistant	1
	9	Account Clerk I	1
	9	Account Clerk II	1



# SETA- Employer Activity Report

## July 1, 2019 - February 26, 2020

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
Los Rios Community College District	9	Account Clerk III	1
	9	Accountant	2
	4	Accounting Assistant Professor	1
	4	Administration of Justice Assistant	1
	9	Administrative Assistant I	6
	9	Administrative Assistant II	3
	9	Administrative Assistant III	1
	9	Administrative Services Analyst	1
	4	Admissions/Records Clerk III	2
	4	Admissions/Records Evaluator I	4
	4	Admissions/ Records Evaluator II	1
	6	Allied Health Assistant Professor	1
	4	Alternate Media Design Specialist	1
	4	Apprenticeship Faculty Coordinator	1
	4	Assistant Financial Aid Officer	1
	4	Assistant Technical Director-Harris Center	1
	4	Associate Dean of Science, Math, and Engineering	1
	4	Associate Vice President of Instruction for	1
	4	Biological Sciences Adjunct Assistant Professor	1
	4	Biology Assistant Professor	1
	3	Building Inspection Technology Assistant	1
	4	Chemistry Assistant Professor	1
	9	Clerk II	1
	9	Clerk III	5
	4	Communication Studies Assistant	2
	4	Computer Information Science Assistant	1
	9	Confidential Human Resources Specialist I	1
	4	Control Center Technician	1
	4	Cosmetology Assistant Professor	1
	4	Counselor	3
4	Dean (III) of Student Services,	1	
4	Dean (III) of Student Success	1	
4	Dean of McClellan/ Sacramento Regional	1	

# SETA- Employer Activity Report

## July 1, 2019 - February 26, 2020

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
Los Rios Community College District	4	Dean of Planning, Research, and Institutional Effectiveness	1
	4	Dean of the West Sacramento Center	1
	4	Dental Hygiene Assistant Professor	1
	4	Director of Diversity, Compliance, and	1
	4	Director of Marketing and Communications	1
	4	Disabled Students Programs and Services	1
	4	District Financial Aid Specialist	1
	4	Economics Assistant Professor	2
	6	Emergency Medical Technician (EMT)	1
	4	Faculty Diversity Internship Program	1
	4	Faculty Researcher (Faculty)	1
	4	Financial Aid Clerk II	1
	4	Fire Technology Assistant	1
	4	Fire Technology Coordinator	1
	4	Health Information Technology (HIT)	1
	4	Health Information Technology Assistant	1
	4	Healthcare Interpreting Adjunct Assistant	1
	4	History Assistant Professor	1
	9	Information Technology Business/ Technical Analyst I	1
	7	Information Technology Network Administrator Analyst II	1
	7	Information Technology Systems/Database Administrator Analyst I	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- Writing/English/Reading	1
	4	Instructional Assistant-Physical Education-	1
	4	Instructional Design and Development	1
	4	Instructional Services Assistant II	4
4	Interim Dean of Equity and Inclusion	1	
4	Journalism Assistant Professor	1	
4	Journalism Assistant Professor	1	
4	Kinesiology, Health, and Athletics	1	

# SETA- Employer Activity Report

## July 1, 2019 - February 26, 2020

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
Los Rios Community College District	4	Laboratory Technician - Science (Biology)	1
	4	Lead Instructional Assistant- English as Second Language	1
	4	Learning Disabilities Adjunct Specialist	1
	4	Legal Assisting Adjunct Assistant	1
	4	Legal Studies Assistant Professor	1
	4	Librarian (Technical Services) Adjunct	1
	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	Marketing Assistant Professor	1
	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
	6	Medical-Surgical Nursing (Registered	1
	4	Nursing (LVN) Assistant Professor	1
	4	Outreach Specialist	1
	4	Pediatric Nursing (Registered Nursing-RN)	1
	4	Police Cadet to Officer Program	1
	4	Police Communication Dispatcher	1
	9	Police Communications Supervisor	1
	9	Police Officer	1
	9	Police Sergeant	1
	4	President, American River College	1
	4	Public Services Librarian	1
	4	Regional Director (VII) of Philanthropy	1
	4	Senior Information Technology Systems/	1
	7	Senior Information Technology Technician-	1
9	Special Projects - Shuttle Cart Driver	1	
4	Special Projects- Assistant Online Course	1	
4	Speech Communication Assistant	1	
4	Student Personnel Assistant - Career &	1	
4	Student Personnel Assistant- Counseling	1	
4	Student Personnel Assistant- Student	1	
4	Student Personnel Assistant-Temporary	1	
4	Student Support Specialist	4	

## SETA- Employer Activity Report July 1, 2019 - February 26, 2020

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
Los Rios Community College District	4	Student Support Supervisor	1
	7	Telecommunications Systems Designer	1
	4	Vice President of Administrative Services	2
	4	Vice President of Instruction	1
	4	Vice President of Student Services	2
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	4	CFS Quality Assurance Analyst	1
	4	Head Start Cook/ Driver	1
	4	Head Start Home Visitor	1
Wollborg-Michelson Personnel Service,	9	Customer Service Representative	25
<b>Total</b>			<b>1092</b>

ITEM IV-C – INFORMATION  
DISLOCATED WORKER UPDATE

BACKGROUND:

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

PRESENTER: William Walker

### Dislocated Worker Information PY 2019/2020

The following is an update of information as of February 26, 2020

	MONTH RECEIVED	COMPANY AND ADDRESS	WARN STATUS	AFFECTED WORKERS	SETA INTERVENTION
Official	6/5/2019	<b>Education Credit Management</b> 110370 Peter A. McCuen Blvd. Mather, CA 95655	8/1/2019	185	7/16-18/2019
Official	6/12/2019	<b>Just Energy</b> 8795 Folsom Blvd. Ste. 100 Sacramento, CA 95826	8/19/2019	27	8/13/2019
Official	7/10/2019	<b>Varner &amp; Brandt</b> 3612 Madison Ave. Ste. North Highlands, CA 96660	8/28/2019	30	Services declined
Official	8/15/2019	<b>Food Service Holdings, LLC dba English Manufacturing</b> 11292 Sunrise Park Rancho Cordova 95670	8/15/2019	16	8/30/2019
Official	8/23/2019	<b>rePlanet LLC</b> 9670 Bruceville Rd. Elk Grove, CA 95624	8/26/2019	32	No Response
Official	9/9/2019	<b>Liqui-Box Corporation</b> 5000 Warehouse Way Sacramento, CA 95826	11/4/2019	30	10/28/2019 10/30/2019
Official	9/9/2019	<b>Nestle USA, Inc.</b> 860 National Dr. Ste. 100 Sacramento, CA 95834	11/1/2019	54	10/22/2019 11/15/19
Unofficial	9/13/2019	<b>Volunteers of America</b> 10626 Schirra Ave Mather, CA 95655	9/30/2019	5	9/18/2019
Official	9/26/2019	<b>Inter-Con Security Systems</b> 9940 Business Park Dr. Ste. 165 Sacramento, CA 95827	11/13/2019	492	10/23/2019 10/29/2019
Official	10/2/2019	<b>Walmart #6530</b> 4420 Florin Rd Sacramento, CA 95823	12/6/2019	108	10/17-18/2019
Official	10/2/2019	<b>Silgan Containers</b> 6200 Franklin Blvd. Ste. 100 Sacramento, CA 95824	11/25/2019	48	Services declined
Official	10/30/2019	<b>Raley's</b> Various Locations Sacramento, CA 95824	12/27/2019	20	Services declined
Official	10/31/2019	<b>KAISER</b> 6600 Bruceville Rd. Sacramento, CA 95823	12/31/2019	4	Services declined
Unofficial	5/20/2019	<b>Dress Barn</b> Various Locations	12/26/2019	32	11/19/2019 12/12/2019
Official	11/14/2019	<b>Aerojet</b> Aerojet Rd. Rancho Cordova, CA 95670	1/16/2019	10	1/16/2019
Official	12/20/2019	<b>Dick's Sporting Goods</b> 8217 Laguna Blvd. Sacramento, CA 95758	1/5/2020	46	Declined Services
Unofficial	01/03/2020	<b>Stein Mart</b> 6130 Birdcage Centre Ln. Citrus Heights, CA 95610	2/29/2020	14	1/28/2020
Official	1/4/2020	<b>CostPlus World Market</b> 9680 Bruceville Rd. Sacramento, CA 95757	1/29/2020	22	1/24/2020
Official	1/6/2020	<b>Pier 1 Imports</b> 9680 Sunrise Blvd. Citrus Heights, CA 95610	3/30/2020	17	Delivered packets
Official	1/10/2020	<b>Food Source</b> 6366 Mack Sacramento, CA 95823	3/30/2020	100	Employees Transferred
Official	01/27/20	<b>FedEx</b> 8371 Rovana Circle Sacramento, CA 95828	4/07/2020	453	Pending
<b>TOTAL</b>				<b>1,745</b>	

ITEM IV-E - INFORMATION

HEAD START REPORTS

BACKGROUND:

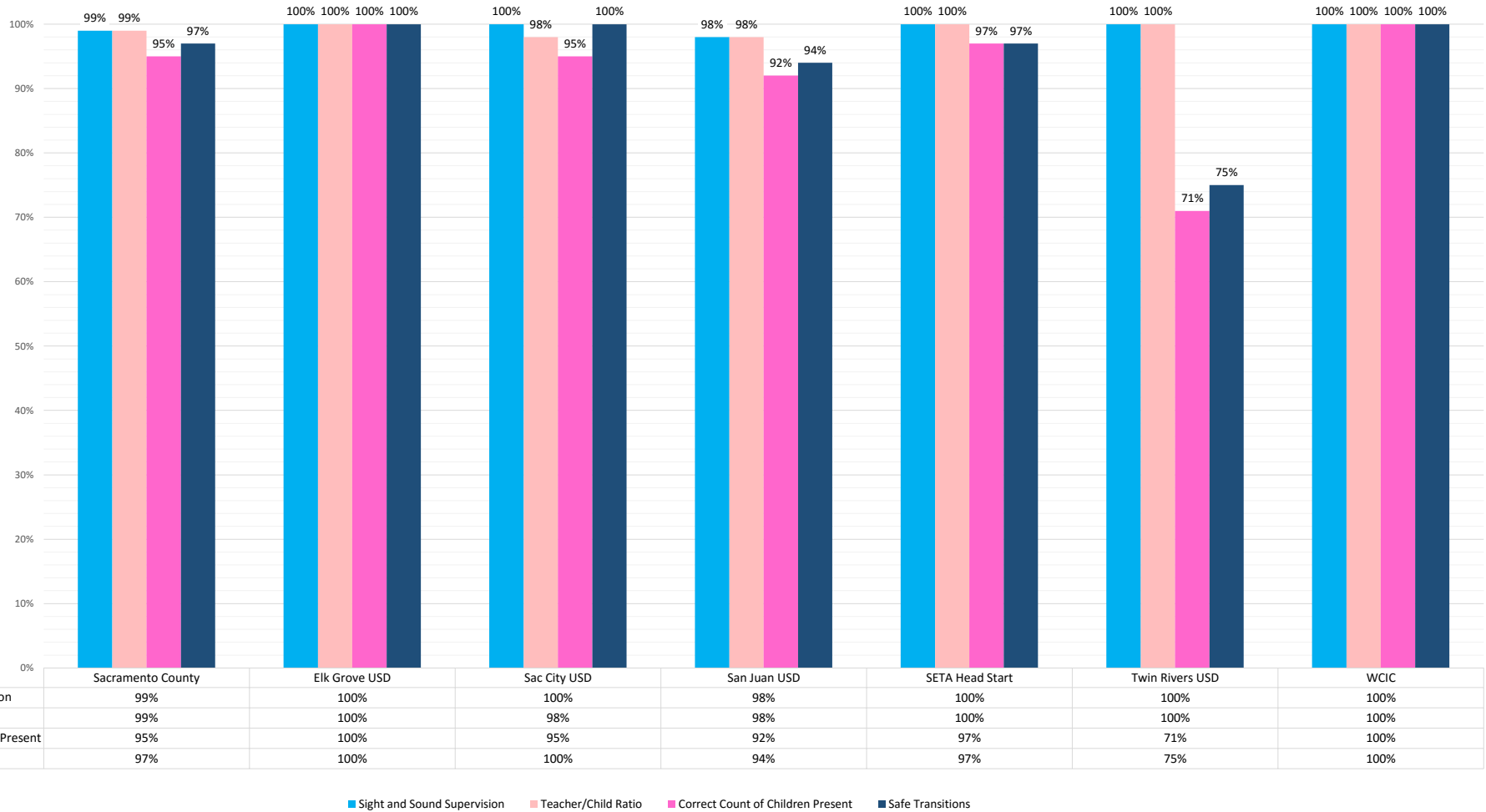
This agenda item provides an opportunity for the Governing Board to review the attached Head Start items.

Staff will be available to answer questions.

PRESENTER: Denise Lee

**Sacramento County Unannounced Visits Report 2019-2020 - QA-Monitored**  
**Quarter I (August 1, 2019 - October 31, 2019)**  
**Percentage of Compliance**

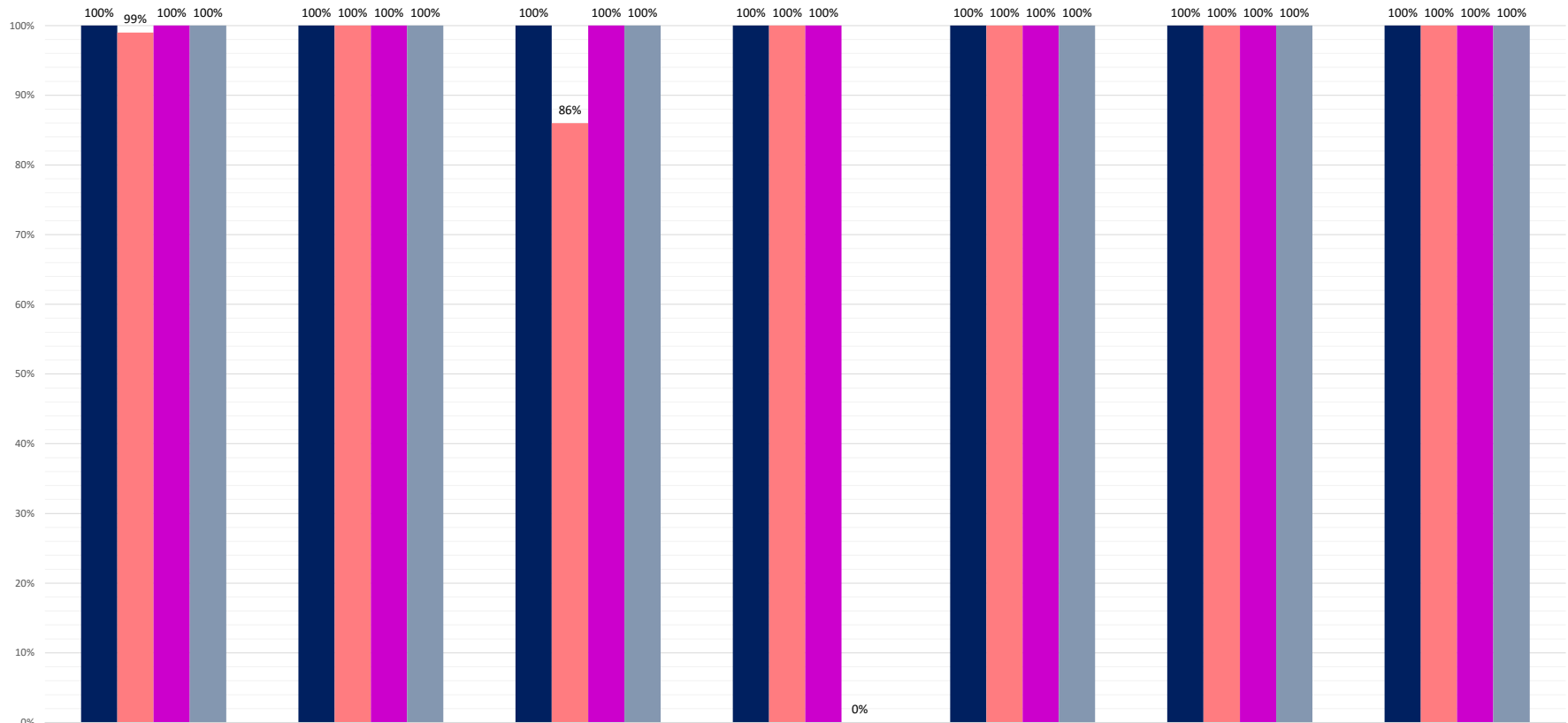
Total Number of Classes Visited Countywide: **207 of 207**





**Sacramento County Unannounced Visits Report 2019-2020 - Self-Monitored**  
**Quarter I (August 1, 2019 - October 31, 2019)**  
**Percentage of Compliance**

Total Number of Classes Visited Countywide: **124 of 207**



	Sacramento County	Elk Grove USD	Sac City USD	San Juan USD	SETA Head Start	Twin Rivers USD	WCIC
■ Sight and Sound Supervision	100%	100%	100%	100%	100%	100%	100%
■ Teacher/Child Ratio	99%	100%	86%	100%	100%	100%	100%
■ Correct Count of Children Present	100%	100%	100%	100%	100%	100%	100%
■ Safe Transitions	100%	100%	100%	0%	100%	100%	100%

■ Sight and Sound Supervision  
 ■ Teacher/Child Ratio  
 ■ Correct Count of Children Present  
 ■ Safe Transitions



# SETA Head Start Food Service Operations Monthly Report \*January 2020

**January 24th** - EHS Home base Field Trip to the Art Beast, Lunch and Snack provided for 60 guests

## Meetings and Trainings

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
37,845	30,390	32,535	60

Total Amount of Meals and Snacks Prepared 100,830

## Purchases:

Food	\$105,738.91
Non - Food	\$12,971.48

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$86.17

Vehicle Gas / Fuel:	\$1,718.37
Normal Delivery Days	21

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**January 2020**

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

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

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
<b>SETA operated</b>	1756	182	<b>10%</b>	589	116	<b>20%</b>
<b>Twin Rivers USD</b>	140	27	<b>19%</b>	40	3	<b>8%</b>
<b>Elk Grove USD</b>	440	48	<b>11%</b>			
<b>Sac City USD</b>	736	82	<b>11%</b>			
<b>San Juan USD</b>	1052	153	<b>15%</b>	160	11	<b>7%</b>
<b>WCIC</b>	120	9	<b>8%</b>			
<b>EHS CCP</b>				80	13	<b>16%</b>
<b>COUNTY TOTAL</b>	<b>4244</b>	<b>501</b>	<b>12%</b>	<b>869</b>	<b>143</b>	<b>16%</b>

*AFE: Annual Funded Enrollment*

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

**Head Start**

<b>Agency</b>	<b>August ADA %</b>	<b>Sept ADA %</b>	<b>October ADA %</b>	<b>Nov ADA %</b>	<b>Dec ADA %</b>	<b>January ADA %</b>	<b>February ADA %</b>	<b>March ADA %</b>	<b>April ADA %</b>	<b>May ADA %</b>	<b>June ADA %</b>	<b>July ADA %</b>
Elk Grove USD	96	89	89	86	85	84						
Sacramento City USD	64	90	89	87	84	83						
SETA	84	86	85	83	83	82						
San Juan USD	97	88	80	86	87	TBD						
Twin Rivers USD	96	92	89	85	83	85						
WCIC/ Playmate	N/A	74	81	89	81	87						
<b>TOTAL</b>	<b>87</b>	<b>87</b>	<b>86</b>	<b>86</b>	<b>87</b>	<b>84</b>						

**Early Head Start**

<b>Agency</b>	<b>August ADA %</b>	<b>Sept ADA %</b>	<b>October ADA %</b>	<b>Nov ADA %</b>	<b>Dec ADA %</b>	<b>January ADA %</b>	<b>February ADA %</b>	<b>March ADA %</b>	<b>April ADA %</b>	<b>May ADA %</b>	<b>June ADA %</b>	<b>July ADA %</b>
SETA	83	85	92	83	82	76						
San Juan USD	90	89	76	87	87	TBD						
Twin Rivers USD	96	93	89	88	86	83						
<b>TOTAL</b>	<b>90</b>	<b>89</b>	<b>86</b>	<b>86</b>	<b>85</b>	<b>80</b>						

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

**EHS-CC Partnership/Expansion**

<b>Agency</b>	<b><u>August</u> ADA %</b>	<b><u>Sept</u> ADA %</b>	<b><u>October</u> ADA %</b>	<b><u>Nov</u> ADA %</b>	<b><u>Dec</u> ADA %</b>	<b><u>January</u> ADA %</b>	<b><u>February</u> ADA %</b>	<b><u>March</u> ADA %</b>	<b><u>April</u> ADA %</b>	<b><u>May</u> ADA %</b>	<b><u>June</u> ADA %</b>	<b><u>July</u> ADA %</b>
<b>SETA</b>	86	86	84	84	85	74						
<b>TOTAL</b>	86	86	84	84	85	74						

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  
January 2020**

**Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 1/31/20	(b) % Actual to Funded
Elk Grove USD	440	444	101
Sacramento City USD	736	736	100
SETA	1,756	1,731	99
San Juan USD	1,052	1,050	99
Twin Rivers USD	140	140	100
WCIC/Playmate	120	123	103
<b>Total</b>	<b>4,244</b>	<b>4,222</b>	<b>99</b>

**Early Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 1/31/20	(b) % Actual to Funded
SETA	589	629	107
San Juan USD	160	165	103
TRUSD	40	40	100
<b>Total</b>	<b>789</b>	<b>834</b>	<b>106</b>

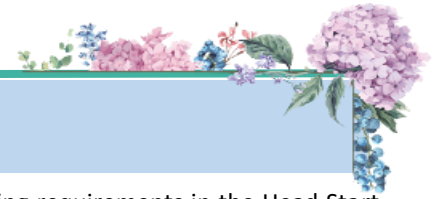
**EHS-CC Partnership/Expansion**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 1/31/20	(b) % Actual to Funded
SETA	80	85	106
<b>Total</b>	<b>80</b>	<b>85</b>	<b>106</b>

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

Head Start

- SETA: 1 center closed due to lost lease agreement. No new location identified yet. (Auberry Park (40))
- SJUSD: Increase of more than 380 enrollment slots, full enrollment expected by end of February.



## Update from the Office of Head Start

### **ACF-IM-HS-20-01 – Inclusion of Children with Disabilities**

On January 22, 2020, the Office of Head Start issued an Information Memorandum (IM) highlighting requirements in the Head Start Program Performance Standards (HSPPS) related to the inclusion of children with disabilities and delays. The memorandum reiterates that Head Start and Early Head Start programs:

- Are required to ensure that at least 10% of enrollment slots are occupied by children with disabilities.
- May be midway through the program year (January, for many programs) before reaching the 10% requirement.
- Are required to make every effort to include and provide services to children identified with delays or suspected delays, even if they are not eligible for services under Individuals with Disabilities Education Act (IDEA).
- Are required to recruit children who are already identified as eligible for IDEA services prior to entering the program, and accurately screen and refer for evaluation any children who may benefit from early intervention, special education, or related services.
- Must work with parents to ensure they understand their right to obtain an evaluation, the benefit of receiving services as early as possible, and their ability to participate in decisions about their children including where services should be delivered.
- There is no regulation stipulating the number of children with disabilities who should be in each classroom. The following elements can all influence how many children with disabilities are in a particular room: children's needs, staff capacity, availability of early intervention, special education, and related service providers, and the number of children identified as having disabilities after enrollment.
- Must ensure the individualized needs of all children are being met and all children have access to and are able to fully participate in the full range of activities and services.
- Must protect all children from discrimination and make accommodations as necessary to fully include them in the program.
- Are required to screen all children, conduct ongoing assessment, partner with families to support them as advocates for their own children, consult with specialists as necessary, help children and families obtain additional services as appropriate, and take all possible steps to ensure each child's full participation in the program.



### **ACF-PI-HS-20-01 – DHHS Secretary Lowers Duration Service Requirements**

On January 30, 2020, the Secretary of Health and Human Services lowered the federally mandated requirement for all center-based classes to meet a minimum of 1,020 service hours per program year.

Based on an assessment of the availability of sufficient funding to mitigate a substantial reduction in funded enrollment, the Secretary gave notice of his exercise of that authority to reduce the percentage from 100 percent (all) of a Head Start program's center-based slots, to 45 percent of a Head Start program's center-based slots.

Based on this assessment, ACF/OHS estimates that full implementation of the requirement would cost approximately \$730 million in additional funding. In the absence of additional appropriations to support longer duration, Head Start programs would have to adjust (reduce) the number of slots available, in order to be able to operate the remaining slots at 1,020 hours per year. The requirement would result in a loss of approximately 73,800 Head Start slots, which represents roughly 11 percent of existing Head Start slots. This loss would constitute a substantial reduction in Head Start funded enrollment, and therefore makes lowering the 100 percent requirement necessary.

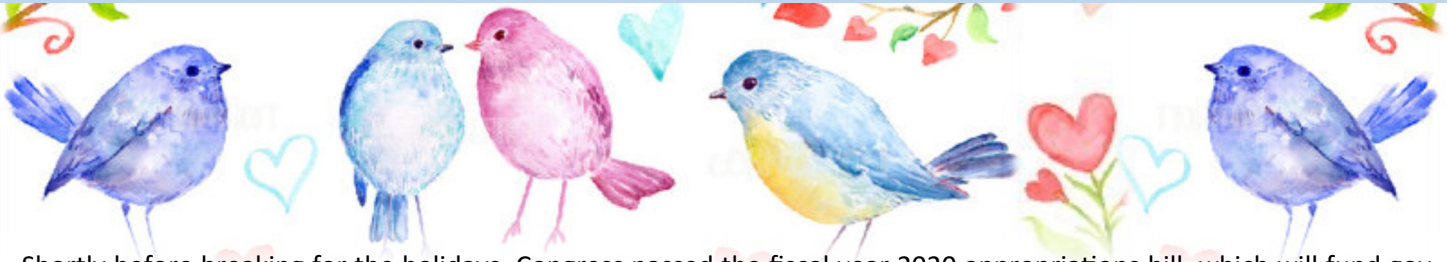
A detailed copy of the Program Instruction can be found at: <https://www.federalregister.gov/documents/2020/01/30/2020-00635/secretarial-determination-to-lower-head-start-center-based-service-duration-requirements>.

Note: Sacramento County Head Start currently serves 58% of all of its center-based enrollment slots I classes with 1,020 or more service hours per program year, hence exceeding the new federal requirement of 45%. The grantee and delegate agencies will continue to seek funding opportunities to expand this further.



## Appropriations Update: New Year, New Funding

Published by: National Head Start Association (NHSA), January 2020



Shortly before breaking for the holidays, Congress passed the fiscal year 2020 appropriations bill, which will fund government programs through Sept. 30, 2020. Signed into law on Friday, Dec. 20th, the legislation includes an historic increase in Head Start funding.

Specifically, Head Start received slightly more than \$10.6 billion in funding for FY2020—an increase of \$550 million from the previous year’s funding levels! The increase includes:

- **\$193 million for a cost-of-living adjustment**—an increase of just under 2%—to support and retain a qualified Head Start workforce.
- **\$250 million for Quality Improvement Funding** including support for Head Start’s work to help children and families suffering from trauma. At NHSA’s suggestion, Congress directed the funding be used to increase mental health services and counseling for families and the Head Start workforce; provide more staff training on trauma-informed approaches to service delivery; and put additional staff in Head Start classrooms.
- **An increase of \$100 million (\$905 million total) for the expansion of Early Head Start and Early Head Start-Child Care Partnerships**, adding additional slots for eligible infants and toddlers.
- **\$4 million for re-establishing the Tribal Colleges and Universities Head Start Partnership Program** to increase the pool of Native American educators who meet the national standards for qualified Head Start teachers.

Why it matters: This is it! For months, we’ve <NHSA> worked hard to obtain meaningful, hard-fought for increase for Head Start! Now, we can turn to planning how to use the new funds most effectively to help children and families. Stay tuned for webinars and resources from NHSA to support you along the way.

*Head Start and Early Head Start*

## Child and Adult Care Food Program – State Monitoring Visit

During the week of January 6<sup>th</sup>, SETA underwent a triannual Child and Adult Care Food Program (CACFP) on-site monitoring review performed by the California Department of Education/Nutrition Services Division.

The reviewer conducted four unannounced center visits to observe meal service at Elkhorn, Norma Johnson, Strizek Park and Hillsdale. Each had superb reviews. Meals served were in accordance with daily meal requirements; children and teachers were engaged during meal service; table setting and hand-washing procedures were followed; and special diets were provided as needed.

All other areas of the monitoring review including fiscal accountability, procurement, program resources, policies and procedures, enrollment, eligibility, meal counts, staff training, safety and sanitation, and civil rights were all in compliance.

Congratulations to SETA staff for an exceptional review!

## Immigration Update: Public Charge Ruling

Published by the National Head Start Association, *Head Start Insider*: February 2020

As NHSA has been sharing with the Head Start community for the past year, the federal government is changing certain immigration regulations referred to as the “public charge” rules. Last week, the Supreme Court cleared the way for these rules—which will expand the definition of who would be considered a public charge—to be implemented almost nationwide.

- **What does this mean?** In every state except Illinois, where a challenge to the rule is still pending, the new public charge rule will go into effect February 24. Nonetheless, many Head Start families could be affected because they receive other public benefits.
- **What does this mean for Head Start?** Enrollment in Head Start is still not a factor that influences immigration status decisions. Check out [NHSA’s Public Charge resources on the Block](#) to learn more.
- **Why is this important?** Misinformation about the changes to the public charge rule could cause immigrant families to preemptively un-enroll themselves from Head Start or other public programs, even if they will not be included in a public charge determination.

**What can you do?** Do your part to make sure families and staff know that Head Start is a safe space. Watch [NHSA’s webinar](#) and visit [The Block](#) for information and resources that might inform and ease concerns at your program. Note that any references in these materials to the October 15 enactment date for the new rule should be disregarded, but all other information about the public charge issue remains accurate.

**Questions?** Contact NHSA’s government affairs team at [advocacy@nhsa.org](mailto:advocacy@nhsa.org).



## Health and Nutrition Update

In January HNS Unit closed out 55 routings and referrals.

Food Service accommodated 20 special diet changes.

In addition, there are 186 Active Medications and 210 Active Special Diets of which 142 are medical required diets at the centers.

Year-to-date completed routings and referrals: 432

Year-to-date special diets (includes drops): 271

Year-to-date total medications used at centers (includes dropped children): 296





## 2020 Census Corner

Published by the National Head Start Association, Head Start Insider: February 2020

### April 1, 2020

#### Countdown to Census Day

DAYS  
56

HOURS  
12

MIN  
1

SEC  
55

Did you know it is estimated that 1 in 10 young children are not counted in the Census? Most of these children live in enumerated (counted) households but are often not tallied on the form. This happens most often when a non-parent fills out the form. Rest assured though, the Census is coming, and you'll be prepared to help!

- Many Head Start children live in complex households that are multi-generational or multi-family, or in kinship care or other arrangements, that we know are the most likely to be counted inaccurately.
- Head Start providers are trusted messengers, so we must be prepared to talk to families about the Census. Join next week's [Census-focused webinar](#) to learn more details and how you can spread the word in your community.

**What about citizenship?** While the Census includes a question about citizenship, answers are kept anonymous. The U.S. Census Bureau is bound by law to protect answers and keep them strictly confidential. The law ensures that private information is never published and that answers cannot be used against respondents by any government agency or court.

**Why it matters:** The number of children living in a community affects funding for local schools, as well as for services children and families use, like child care, housing, transportation and medical care. The Census only happens every 10 years, which locks in place a lot of funding decisions for the next decade.



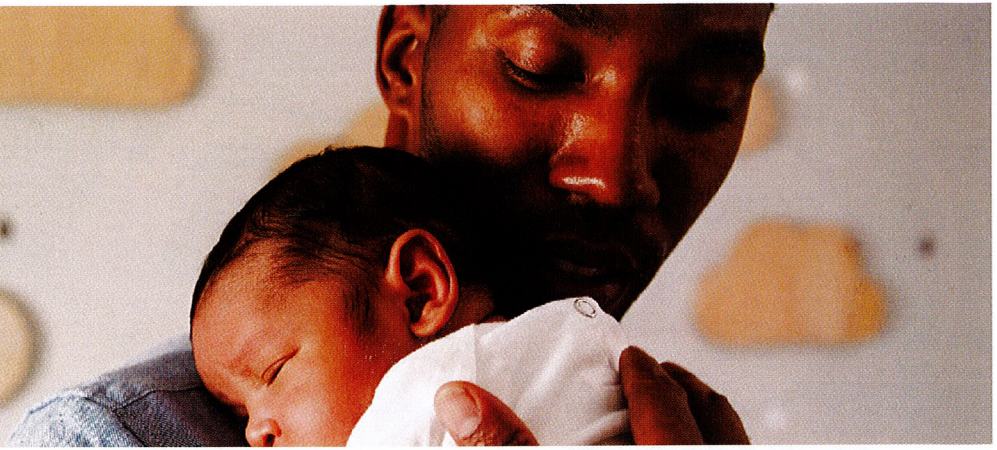
## Census 2020 Kick-off for Sacramento County Head Start/Early Head Start

The Sacramento Employment and Training Agency Head Start and Early Head Start will kick off its Census 2020 campaign on April 1<sup>st</sup>. Please join the Parent Ambassadors Committee meeting on Friday, February 14<sup>th</sup> at 11:00 (after the Governance Self-Assessment meeting) and see how you can help.

**WE NEED YOU TO COUNT!**







# Participate in the Census

Let's ensure all Californians are counted so we can put those resources to good use here at home!

-  **BUILD BETTER ROADS AND SCHOOLS**
-  **FUND COMMUNITY PROGRAMS FOR SENIORS, CHILDREN AND FAMILIES**
-  **CREATE JOBS**
-  **IMPROVE HOUSING**

Starting in mid-March 2020, each household will get a letter in the mail. It will explain the different ways you can fill out the Census. If you don't receive a letter, you can still go online or call to fill it out. Be sure you include any person living in your household, family or not.

## Key Dates

- March 12-20** Invitations to the 2020 Census mailed
- March 16-24** Reminder mailed
- March 26-April 3** Reminder mailed
- April 1** **CENSUS DAY!**
- April 8-16** Second reminder & hard copy Census mailed
- April 20-27** Final postcards mailed before an in-person follow-up

## Three Ways To Complete the Census

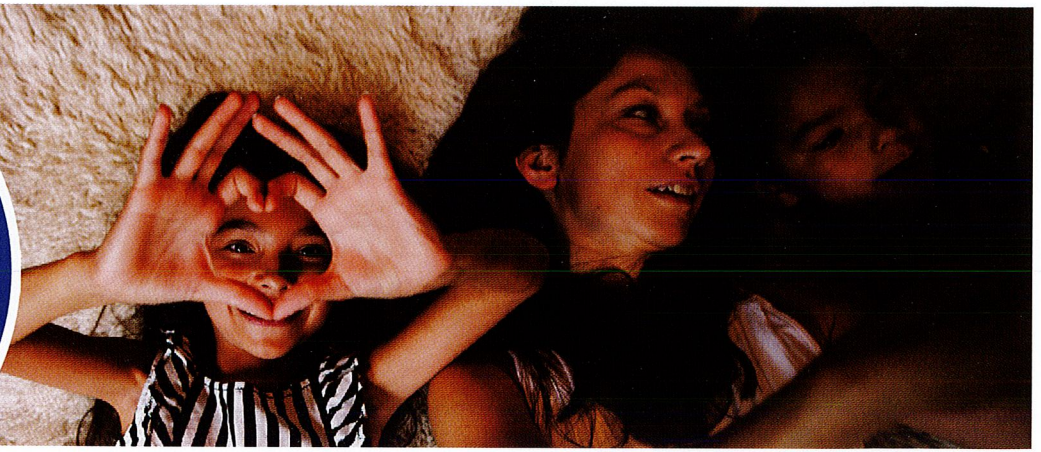
**ONLINE:** For the first time, the Census form will be available to complete online in 13 languages.

**PHONE:** The Census can be completed by phone in 13 languages.

**MAIL:** Limited addresses will receive paper forms.

Your 2020 Census data is safe, protected and confidential.





# Participa en el Censo

Asegurémonos de que se cuenten todos los californianos para que tengamos recursos en nuestras comunidades que nos ayuden a:



**CONSTRUIR MEJORES CARRETERAS Y ESCUELAS**



**FINANCIAR PROGRAMAS COMUNITARIOS PARA PERSONAS MAYORES, NIÑOS Y FAMILIAS**



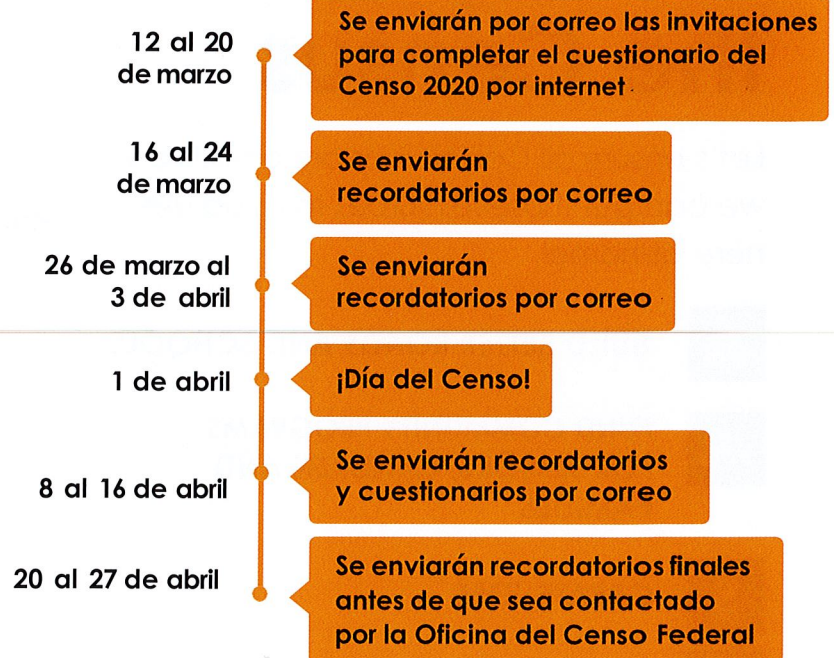
**CREAR TRABAJOS**



**MEJORAR VIVIENDAS**

A mediados de marzo del 2020, cada hogar recibirá una carta por correo. La carta le explicará las diferentes maneras en que puede responder al Censo. Si usted no recibe la carta, aún puede participar en el Censo en línea. Asegúrese de incluir a todas las personas que vivan en su hogar, ya sean familiares o no.

## Fechas Importantes



## Maneras de Responder

**EN LÍNEA:** Por primera vez, el cuestionario se puede contestar en línea. Estará disponible en 13 idiomas.

**POR TELÉFONO:** El Censo puede contestarse por teléfono. Estará disponible en 13 idiomas.

**POR CORREO:** Algunos domicilios recibirán cuestionarios impresos.

Sus respuestas al Censo 2020 serán protegidas y confidenciales.

## 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.