



**SPECIAL 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

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

DATE: Thursday, April 30, 2020

TIME: 10:00 a.m.

LOCATION: <https://zoom.us/j/97881133874>

In response to the Governor's Executive Order N-29-20 relating to the COVID-19 Pandemic, the Sacramento Employment and Training Agency Governing Board is conducting this meeting on Zoom at <https://zoom.us/j/97881133874> . Members of the public may join the meeting by clicking the link above or typing the meeting address above into their web browser, or listen to the meeting on iPhone one-tap : US: +16699006833,,97881133874# or +13462487799,,97881133874# Or Telephone: Dial(for higher quality, dial a number based on your current location): US: +1 669 900 6833 or +1 346 248 7799 or +1 312 626 6799 or +1 929 205 6099 or +1 253 215 8782 or +1 301 715 8592 Webinar ID: 978 8113 3874. International numbers available: <https://zoom.us/u/awelxVpla>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: Nancy.Hogan@seta.net. Public comments will be accepted until the adjournment of the meeting, distributed to the Governing Board ,and included in the record.

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

AGENDA

PAGE NUMBER

- I. **Call to Order/Roll Call/Pledge of Allegiance**
- II. **Consent Items**
 - A. Approval of April 2, 2020 Special Meeting Minutes 1-4
 - B. Approval of Claims and Warrants 5
 - C. Approval of Selection Criteria for Enrollment in Head Start or Early Head Programs (Denise Lee) 6-8
 - D. Approval to Adjust Zones in the Broadband/ Performance Management Policy (D’et Saurbourne) 9-10

E.	Approval to Accept WIOA Dislocated Worker Funds for COVID-19 Impacted Individuals (Roy Kim)	11
F.	Ratification of the Submission of the Summer Training and Employment Program for Students (STEPS) Application to the California Department of Rehabilitation/Employment Training Panel and Authorize the Executive Director to Execute the Agreement and any Other Documents Required by the Funding Source (Terri Carpenter)	12
III.	<u>Action Items</u>	
A.	GENERAL ADMINISTRATION/SETA	
1.	Approval to Eliminate Classifications (Allison Noren)	13-14
2.	<u>TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:</u> Approval of Revised Job Classification for Head Start Cook/Driver (Allison Noren)	15-27
3.	Approval of Salary Increase Pursuant to the Labor Agreements and the Related Salary Schedules (Dee Contreras and Allison Noren)	28-30
4.	Approval of 2020 Compensation Recommendations for Unrepresented Confidential and Management Personnel (Kathy Kossick)	31
5.	Approval of Selection of Audit Firm (D'et Saurbourne)	32
6.	Approval of Appointment to the Sacramento Works Workforce Development Board (Kathy Kossick)	33
7.	Approval to Cancel and Reissue the Request for Proposals for Head Start Warehouse and Office Space (Denise Lee)	34-35
8.	Approval to Extend Emergency Administrative Leave Under SETA'S Emergency Services Policy (Legal Counsel)	36-37
B.	WORKFORCE DEVELOPMENT DEPARTMENT	
	<u>Community Services Block Grant:</u> None.	
	<u>Refugee Services</u>	
1.	Approval of the Draft Three-Year Plan for the Provision of Refugee Support Services (RSS), and RSS Set-Aside Funded Services to Refugees, Program Years (PYs) 2020-2023 (Michelle O'Camb)	38-39
2.	Ratification of the Release of the Request for Proposals (RFP) for the Refugee Support Services (RSS), And RSS Set-Aside Funded Programs, Program Year (PY) 2020-23 (Michelle O'Camb)	40-41

C.	CHILDREN AND FAMILY SERVICES (All Denise Lee)	
1.	Approval of Annual Self-Assessment for 2019-2020 and Resulting Program Improvement Plan SETA-Operated Program	42-55
2.	Approval of Program Year 2020-21 Head Start, Early Head Start, and Early Head Start Child Care Partnership Refunding Applications	56-57
3.	Approval of the SETA Head Start, Early Head Start, and Early Head Start Child Care Partnership Budgets for Program Year 2020-21	58-82
4.	Approval of the 2020-2021 Head Start, Early Head Start, and Early Head Start Child Care Partnership Program Options and Center Locations for Sacramento County	83-89
5.	Approval of 2020-21 Training/Technical Assistance Plan for the SETA Head Start/Early Head, and Child Care Partnership/Expansion Program, as Aligned with Established Five-Year Goals and Objectives	90-105
IV.	<u>Information Items</u>	
A.	Fiscal Monitoring Reports	106-114
	<ul style="list-style-type: none"> • Folsom Cordova Unified School District – Adult Education • International Rescue Committee • JUMA • Slavic Assistance Center 	
B.	Employer Success Stories and Activity Report (William Walker)	115-123
C.	Dislocated Worker Update (William Walker)	124-134
D.	Unemployment Update/Press Release from the Employment Development Department (Kathy Kossick)	135-140
E.	Head Start Fiscal Reports (Denise Lee)	141
V.	<u>Reports to the Board</u>	142
A.	Chair	
B.	Executive Director	
C.	Deputy Directors	
D.	Counsel	
E.	Members of the Board	
F.	Public	
VI.	<u>Adjournment</u>	

DISTRIBUTION DATE: TUESDAY, APRIL 21, 2020

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE APRIL 2, 2020
SPECIAL BOARD MEETING

BACKGROUND:

Attached are the minutes of the April 2, 2020 meeting for your review.

RECOMMENDATION:

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

PRESENTER: Kathy Kossick

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

Minutes/Synopsis

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

Meeting Held Electronically

Thursday, April 2, 2020
10:00 a.m.

I. Call to Order

Mr. Nottoli called the meeting to order at 10:07 a.m. The roll was called and a quorum was established. Mr. Nottoli stated that this is the first time we have done a meeting electronically with the public; members of the public are welcome to submit questions that will be read into the record.

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
Jay Schenirer, Councilmember, City of Sacramento

Mr. Nottoli introduced Jennifer, an American Sign Language interpreter.

II. Action Item

A. Approval of SETA Emergency Services Policy

Ms. Kossick stated that based on input received from the Administration for Children and Families, it was made clear that we are to continue paying Head Start staff until April 30, 2020. We have not received clear direction from the Department of Labor regarding paying employees that do not have work to do. EDD directed SETA to follow its administrative leave policy which prompted staff and legal counsel to develop this policy. This would be used in case of an employee that cannot do work remotely and/or if we run out of work for an individual to do. At the moment there is only one person that is not able to do any work remotely. Otherwise, management has been diligent in assigning work for people to do at home. At some point in time, we may run out of assignments to do.

Mr. Thatch stated that the policy before the board is to address the current situation and future situations where there is a declared emergency, and it will give authority to the Executive Director. SETA did not have a policy regarding telecommuting; this policy will codify that.

Mr. Carr asked if funding will be diminished by not having the programs open. Ms. Kossick replied that it will not; grants are in place and nothing has been decreased; in fact, there may be increased funding in the future.

Ms. Kossick stated that career centers are still operational; services are being provided but staff are not seeing clients in person. They are 'seeing' people electronically as well as working with employers. Staff is also receiving a lot of requests about how to file unemployment claims. In Head Start, teachers are reaching out to families on iPads or phones to ensure the families have learning activities for children and resources for the family. Most of the staff are working remotely except for essential staff like workforce, fiscal and contracts.

Ms. Scherman stated that this is a template for whatever may come in the future. This is something that made us all wake up and have an emergency plan in place. She is satisfied with what staff has been doing.

Ms. Kossick stated that the Children and Family Services Department has authorized continued pay for staff until April 30 but it may extend further. This particular policy in front of the Board allows for 45 days so we may need to revisit the matter should the stay-at-home extend beyond that timeline. Mr. Thatch stated that if it is extended, it would be on the administrative time off for those not having work to do.

Moved/Schenirer, second/Scherman, to adopt the Resolution approving the Emergency Services Policy to provide broad authority to the Executive Director to take actions to comply with any federal, state or local declaration of emergency as detailed in the Emergency Services Policy.

Roll call vote:

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

Nay: 0

Abstentions: 0

B. Approval of Retroactive Compensation

Ms. Kossick stated that there is one individual that has not been able to work. This action is needed to approve retroactive compensation to March 23.

Moved/Schenirer, second/Scherman, to approve retroactive compensation to March 23, 2020 for employees unable to work from home.

Roll call vote:

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

Nay: 0

Abstentions: 0

Ms. Kossick reviewed the number of WARN notices recently received; 500 people are affected by permanent closures and 2,288 people are temporary

layoffs, mostly in retail, entertainment and hospitality with employers stating they will rehire when they can. SETA is working closely with the city and county regarding the issues around human services and economic development.

Ms. Kossick stated that there will be a lot of action items for the April 30 agenda because of the Head Start grant. Staff is planning to provide a hard copy of the agenda due to the number of items to be reviewed. Ms. Kossick asked if all board members wanted a hard copy instead of an electronic copy. Councilmembers Schenirer and Carr replied that no hard copy would be needed. Ms. Kossick stated that the April 30 meeting will continue with the Zoom capabilities.

Councilmember Schenirer thanked Ms. Kossick and staff for everything they are doing.

Mr. Kennedy asked if SETA was coordinating with larger employer or labor groups? Ms. Kossick replied that we are offering to assist them as they are inundated with questions.

Mr. Carr stated that it is really heartwarming to see the level of cooperation between the city and county and he is hoping that it will continue.

Ms. Scherman thanked Governor Newsom for his outstanding leadership. If we continue to partner and work together, we will make it work and thrive.

The next meeting will be Thursday, April 30, 2020, 10:00 a.m.

III. Adjournment: The meeting was adjourned at 10:29 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 2/27/2020 through 4/21/2020, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 2/27/2020 through 4/21/2020.

PRESENTER: Kathy Kossick

ITEM II- C- CONSENT

APPROVAL OF SELECTION CRITERIA FOR ENROLLMENT IN HEAD START OR EARLY HEAD START PROGRAMS

BACKGROUND:

In accordance with Head Start Program Performance Standards (HSPPS), the Governing Board is required, on an annual basis, to review and approve the Countywide Enrollment Selection Criteria for prioritizing enrollment into the Head Start and Early Head Start programs. In March 2020, a team of countywide Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) stakeholders met to review and update the Head Start (preschool) Selection Criteria and the Early Head Start (infants/toddlers/pregnant women) Selection Criteria. As a result of the meeting, there were no recommended changes to either Criteria for the upcoming year.

A copy of each Selection Criteria is attached for review.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the Head Start Enrollment Selection Criteria and the Early Head Start Enrollment Selection Criteria for Sacramento County as attached.

PRESENTER: Denise Lee

HEAD START SELECTION CRITERIA SACRAMENTO COUNTY

Instructions: Place an “X” by the category that is applicable to applicant. Selection is based on the “X” that is the highest on the scale.

The following criteria is to be used when prioritizing Waiting Lists for enrollment:

- Within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, the oldest child will be selected.
- Each delegate/grantee agency has the option to determine transfer criteria within its own program.
- All efforts will be made to enroll children with certified Special Education needs to meet the mandated minimum service level of 10% per program.
- For State Collaborative, families must meet Head Start income and age requirements (unless waived) and State admissions priorities.

- _____ 1. 2nd year enrollment within Sacramento County.
- _____ 2. Transition from Early Head Start whose family meets Federal Income Guidelines.
- _____ 3. Transfer Head Start child to the same or another Sacramento Head Start agency.
- _____ 4. Transfer Homeless child or child in foster care from outside of Sacramento County.*
* (Now living in Sacramento County)
- _____ 5. Documented High Risk Families (with child 4-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency:
- abuse (physical, substance, sexual & emotional abuse)
 - homeless
 - foster child (age 5 or under)
 - death of a parent/guardian, sibling
 - other special circumstances (which shall include a child with diagnosed disability (s)).
 - Foster youth with a child (AB 12)
- _____ 6. A previously enrolled child (who dropped on good standing) who requests to return within 60 days whose family meets Federal Income Guidelines.
- _____ 7. 4-year-old child whose family meets Federal Income Guidelines.
- _____ 8. Documented High Risk families (with child 3-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency:
- abuse (physical, substance, sexual & emotional abuse)
 - homeless
 - foster child (age 5 or under)
 - death of a parent/guardian, sibling
 - other special circumstances (which shall include a child with diagnosed disability (s)).
 - Foster youth with a child (AB 12)
- _____ 9. 3-year-old child whose family meets Federal Income Guidelines.
- _____ 10. 4-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary).
- _____ 11. 3-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary).
- _____ 12. 4-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary).
- _____ 13. 3-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary).

Child's Name: _____

EARLY HEAD START SELECTION CRITERIA: SACRAMENTO COUNTY

Unless otherwise indicated, all applicants must meet Head Start Family Income Guidelines

INSTRUCTIONS: Place an "X" by the highest applicable category on the scale (#1 being the highest).

The following criteria is to be used when prioritizing Waiting Lists for enrollment:

- For #1-8, within the same priority ranking, selection is based on age, with the youngest child receiving priority.
- For #9-12, within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, selection for enrollment will be based on individual family needs.
- Center based availability to be determined by individual child's age and family need.
- For State Collaboratives, families must meet Early Head Start income and age requirements (unless waived) and State admissions priorities.

The Early Head Start program can consider individual child and family needs

- _____ 1. Transfer Early Head Start child within Sacramento County with documentation.
(copy of Application and Eligibility Verification Form must be attached to wait list)
- _____ 2. Transfer homeless child or child in foster care from outside of Sacramento County*
*(Now living in Sacramento County)
- _____ 3. Family with a child birth to 36 months of age with a current IFSP.
(up to 10% may exceed Federal Income Guidelines) (waiver necessary)
- _____ 4. A previously enrolled child (who dropped on good standing)
who requests to return to original agency within 60 days.
- _____ 5. Pregnant woman/parent/guardian with a child birth to 12 months of age having
one or more documented family situations within the past year such as:
 - Abuse (physical, substance, sexual & emotional)
 - High Risk Pregnancy (includes moms >35 or <18)
 - Death of a parent/guardian, sibling
 - Parent with developmental delay or other disabling condition
 - Teen Parent
 - Homelessness
 - Foster care
 - CPS
- _____ 6. Pregnant woman/parent/guardian with a child 13 to 36 months of age having
one or more documented family situations within the past year such as:
 - Abuse (physical, substance, sexual & emotional)
 - High Risk Pregnancy (includes moms >35 or <18)
 - Death of a parent/guardian, sibling
 - Parent with developmental delay or other disabling condition
 - Teen Parent
 - Homelessness
 - Foster care
 - CPS
- _____ 7. Pregnant woman/parent/guardian with a child birth to 12 months of age.
- _____ 8. Pregnant woman/parent/guardian with a child 13 to 36 months of age.
- _____ 9. Pregnant woman/parent/guardian with a child birth to 12 months of age
who exceeds Federal Income Guidelines 101 to 130% (waiver necessary).
- _____ 10. Pregnant woman/parent/guardian with a child 13 to 36 months of age
who exceeds Federal Income Guidelines 101 to 130% (waiver
necessary).
- _____ 11. Pregnant woman/parent/guardian with a child birth to 12 months of age
who exceeds Federal Income Guidelines with no cap (waiver necessary).
- _____ 12. Pregnant woman/parent/guardian with a child 13 to 36 months of age who
exceeds Federal Income Guidelines with no cap (waiver necessary).

ITEM II-D - CONSENT

APPROVAL TO ADJUST ZONES IN THE BROADBAND/PERFORMANCE
MANAGEMENT POLICY

BACKGROUND:

On October 1, 1998 the SETA Governing Board approved a “Broadbanding Pay and Performance Management” program. The action taken by the Board was to approve the program as well as the adoption of the “Broadbanding Pay and Management Manual: Guidelines, Policies, and Procedures” in order to fully implement its structure and program. The index referenced as a means of adjusting the zones was the American Compensation Association Salary Survey of Compensation Trends. However, this index has changed and has not been available for a number of years. Therefore, for the past 5 years the Agency has utilized the Consumers Price Index – Urban Consumers (CPI_U).

Each exempt management position is placed in one of two salary zones. The range movement, which utilizes the Consumer Price Index for Urban Consumers (CPI-U) for 2014-2019, is as follows:

2014	2015	2016	2017	2018	2019
0.8	0.7	2.1	2.1	2.3	2.3

ZONE 1	ZONE 2
Workforce Development Deputy Director Children & Family Services Deputy Director Administrative Services Deputy Director Information Technology Department Chief Fiscal Department Chief Administration Department Chief Personnel/Human Resources Department Chief	Workforce Development Manager Head Start Manager Human Resources Manager Fiscal Manager Public Information Officer Network Engineer

The use of CPI-U will move Zone 1 and Zone 2 to the following ranges:

Zone 1

2014	2015	2016	2017	2018	2019
\$64,613 - \$140,055	\$65,065 - \$141,035	\$66,432 - \$143,997	\$67,827 - \$147,021	\$69,387 - \$150,402	\$70,982 - \$153,861

Zone 2

2014	2015	2016	2017	2018	2019
\$49,515 - \$99,029	\$49,862 - \$99,722	\$50,909 - \$101,816	\$51,978 - \$103,954	\$53,173 - \$106,345	\$54,396 - \$108,791

ITEM II-D – CONSENT (continued)

Page 2

This action does not result in salary increases for management staff.

RECOMMENDATION:

Staff is recommending a modification to the salary ranges of Zone 1 to \$70,982 - \$153,861 and Zone 2 to \$54,396 - \$108,791.

PRESENTER: D'et Saurbourne

ITEM II-E - CONSENT

APPROVAL TO ACCEPT WIOA DISLOCATED WORKER FUNDS FOR COVID-19 IMPACTED INDIVIDUALS

BACKGROUND

On April 2, 2020, the State Employment Development Department announced the availability of 25% Dislocated Worker funds to provide supportive services to individuals impacted by COVID-19. These funds come with expanded eligibility and documentation criteria, and an emphasis on providing supportive services to underserved populations, particularly English Language Learners.

On April 6, 2020, SETA responded by submitting an application requesting \$100,000 to service 150-200 individuals. SETA anticipates receiving the award by May 1, 2020.

The funds will be maintained in a central scholarship fund and distributed by Sacramento Works Job Centers that are serving customers impacted by COVID-19. Specific types of supportive services include equipment necessary to telework, and housing, utility, childcare and transportation assistance.

RECOMMENDATION:

Approve the acceptance of up to \$100,000 in WIOA Dislocated Worker funds for COVID-19 impacted individuals.

PRESENTER: Roy Kim

ITEM II-F – CONSENT

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

BACKGROUND

On March 13, 2020, The California Department of Rehabilitation (DOR), in coordination with the Foundation for California Community Colleges, the California Labor and Workforce Development Agency and the Employment and Training Panel, announced the availability of \$5 Million in WIOA Title IV Vocational Rehabilitation funds and released a Solicitation for Proposals seeking qualified applicants to design, develop and implement projects that provide work experience and job preparation training for students with disabilities.

SETA previously received \$250,000 in funding from DOR to serve 50 students with disabilities in 2019. SETA submitted a proposal on April 13, 2020, requesting \$350,000 to serve 70 students with disabilities ages 16-21 years of age who have intellectual, physical, developmental, and/or mental health disabilities. The Summer Training and Employment Program for Students (STEPS) Program will provide each student with 40 hours of employability skills training and placement with an employer in a paid work experience at \$13.00 per hour for up to 175 hours.

SETA will work closely with the Special Education programs in Sacramento County High School Districts, the Sacramento County Office of Education and the Los Rios Community Colleges. SETA will maximize employer participation for work experience placements by working closely with SETA's Employer Services Unit and over 38 business partners that have been developed in the last two years of the program operation including SMUD, CalHR-Gov Ops, the City of Sacramento and the County of Sacramento.

RECOMMENDATION:

Ratify the submission of the SETA STEPS application to the California Department of Rehabilitation/Employment Training Panel requesting \$350,000 and authorize the Executive Director to execute the agreement and any other documents required by the funding source.

PRESENTER: Terri Carpenter

ITEM III-A – 1 -ACTION

APPROVAL TO ELIMINATE CLASSIFICATIONS

BACKGROUND:

The Salary Classification Plan contains the duties, responsibilities, and salaries of all positions in the Agency. SETA Personnel Policies and Procedures Section 3.01: Salary Classification Plan requires that any modification be approved by the Governing Board and, as appropriate, by the Head Start Policy Council.

Classifications were last eliminated in February 2011. Since then, the Agency has grown and evolved tremendously which has created new opportunities for classifications to be developed and/or revised. However, it has also created the need to eliminate obsolete classifications.

The classifications recommended for elimination have not been utilized for long time periods, describe work for which the Agency is no longer responsible, or have been replaced with broader classifications currently in use.

The Agency has compiled this list with input and approval from management and the Union.

The Head Start Policy Council is scheduled to take action on April 28, 2020.

RECOMMENDATION:

Approve the elimination of classifications identified on the attached listing.

PRESENTER: Allison Noren

Class Code	Classifications Proposed for Elimination
5088	Account Clerk II
1021 S	Clerical Supervisor
1002 U	Executive Assistant
6046 I-IV	Head Start Coordinator (Health) (Non-Sup) Tiers I, II, III, & IV
1062 S	Head Start Coordinator (Health) (Sup) (1062S)
6046 SI-SIV	Head Start Coordinator (Health) (Sup) Tiers I, II, III, & IV
6002	Head Start Coordinator (Health) (Mental Health)
6005	Head Start Coordinator (Social Services/Parent Involvement (Non-Sup))
6006 S	Head Start Coordinator (Special Education)
2007 U	Head Start Deputy Director
1073	Head Start Parent Intern
6034	Head Start Resource Teacher/CDA Advisor
1051	Head Start Social Services Specialist (Non-Sup) Tiers I-III
1051 S	Head Start Social Services Specialist (Sup) Tiers I-III
6026	Head Start Special Education Field Technician
1056	Head Start Teacher One
6023	Head Start Typist Clerk II
6022	Head Start Typist Clerk III
7006 U	Planning & Community Development Chief
1064 U	Training & Development Officer
1010	Typist Clerk III (c)
1084	Wellness Specialist
3022	Workforce System Analyst

ITEM III-A - 2 - ACTION

TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF REVISED JOB CLASSIFICATION FOR HEAD START COOK/DRIVER

BACKGROUND:

The Children and Family Services (CFS) Department is committed to providing a career pathway for staff and recognition of staff's continued attainment of food certifications and experience. By creating a tiered classification, CFS is able to provide career growth between an entry-level position and a supervisory position.

Research has shown that by providing staff with clear promotional opportunities and investing in the employee's future, an employer may see a decrease in turnover and an increase in longevity. With no promotional opportunities for CFS kitchen staff, this has resulted in less applicants and more turnover.

Specific details are as follows:

- Tier I Prep Cook– Created to serve as an entry level, non-driving position for staff to begin their career with SETA.
- Tier II Cook – Created to serve as a position for staff that have obtained their Food Handlers Card.
- Tier III Advanced Cook – Created to serve as a position for employees that have obtained their ServSafe Certification.
- Tier IV Lead Cook – Created to serve as a position that will lead the operations of an assigned kitchen, but not supervise staff.
- Tier V Lead Cook Supervisor – Created to serve as a position that will supervise staff.

The Head Start Head Cook classification will be eliminated and be incorporated within this new tiered classification as a Tier V Lead Cook Supervisor.

The salary schedule for this tiered classification is included in Action Item III-A-3. Staff is recommending that this revised job specification be retroactive to April 6, 2020.

The Agency updated the job specification with input and approval from management and the Union. Attached is a red-lined version of the job specification and a clean version. The Policy Council is scheduled to take action at the April 28, 2020 meeting.

RECOMMENDATION:

Open a Public Hearing, receive input, and take action to close the public hearing, approve the revised job specification for Head Start Cook/Driver, and make revision retroactive to April 6, 2020.

PRESENTER: Allison Noren

HEAD START COOK/~~DRIVER~~

ORGANIZATIONAL RESPONSIBILITY

A Head Start Cook/~~Driver~~ is responsible to the Head Start ~~Head-Cook~~ Tier V or the Food Service Coordinator.

DEFINITION

Under general direction, to perform food preparation, pick-up and delivery of food to various Head Start sites, and service assignments in the Head Start Program operated by the Sacramento Employment and Training Agency; to assist with menu planning; to maintain food preparation and service facilities in a clean and orderly condition; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for positions ~~that which~~ perform food preparation, delivery, and service assignments in the Head Start Program operated by the Sacramento Employment and Training Agency. Duties include food preparation, food delivery, sanitation, and record-keeping assignment.

In addition to regular full-time positions, SETA offers entry level, non-driving Prep Cooks, and Temporary/On-Call Cook/Driver driving positions, which is scheduled on an as-needed basis. These Prep Cook and temporary positions are designed to provide work opportunities within the food and beverage industry.

INTERPERSONAL SKILLS EXPECTATIONS

It is a requirement for this position that the employee exhibits the following appropriate interpersonal skills:

- Must be able to establish and maintain cooperative working relationships.
- Must be open and able to share, discuss, and work through ideas with others in order to arrive at solutions, conclusions, and/or agreements.
- Must be able to listen, interact and get along with persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be ready and willing to work on daily assignments and special projects with a quick turnaround and a can-do attitude.
- Must be self-directed and able to work collaboratively as a team to get larger department work completed.

TIER I PREP COOK

EXAMPLES OF DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

- Assists with ordering, inventory, and storage of food and supplies;
- Prepares food for meals and snacks;
- Maintains food service and preparation facilities in a clean and sanitary condition;
- Assists with record keeping assignments.

~~1. Picks up and delivers food to various Head Start sites.~~

MINIMUM ~~Minimum~~ DESIRABLE QUALIFICATIONS

Knowledge of:

- Basic knowledge of food service practices for early care and education programs;
- Quantity food production, storage and handling methods;
- Requirements of federal food service programs;
- ~~Some word processing software.~~
-

AND

Ability to:

- Perform quantity food preparation and storage assignments;
- ~~Assist with menu planning;~~
- Maintain food service facilities in a clean and sanitary condition;
- Assist with food ordering and record keeping;
- Follow oral and written directions;
- ~~Deal tactfully and courteously with parents and young children;~~
- Establish and maintain cooperative working relationships.

AND

TIER II COOK-IN ADDITION TO ABOVE

EXAMPLES OF DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

- Picks up and delivers food to various Head Start sites.

MINIMUM QUALIFICATIONS

Ability to:

- Assist with menu planning;
- Deal tactfully and courteously with parents and young children.;

AND

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

- Minimum of one year of working experience (paid or volunteer) as a cook or experience working at SETA as a Temporary/On-Call Cook/Driver
- A current California Food Handlers Card, or ability to obtain one within 30 days of employment.

For the Temporary/On-Call Cook/Driver positions, no experience is required.

SPECIAL REQUIREMENTS

Possession of a valid class C California Driver's License is required. A good driving record of at least three (3) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents. Obtain any legally required food handling certifications.

TIER III ADVANCED COOK-IN ADDITION TO ABOVE

Training and Experience: Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

- A current ServSafe Certification;
- A minimum of one -year of experience working as a cook.

TIER IV LEAD COOK NON-SUPERVISING ROLE- IN ADDITION TO ABOVE

EXAMPLES OF DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

- Ensure assigned kitchen runs smoothly by providing oversight and support to kitchen staff;
- Maintain records and prepare reports;
- Ensure proper maintenance of hygiene and safety standards in food service operations;
- Maintain adequate inventories of food and supplies for assigned kitchen.

MINIMUM QUALIFICATIONS

Knowledge of:

- Head Start programs and functions;
- Quantity food production, storage and transportation techniques;
- Kitchen sanitation and safety;
- Child Care Food Program requirements and standards;
- Menu planning;
- Staff training;
- Some word processing and spreadsheet software.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

- A minimum of two years' working experience as a cook.
-

TIER V LEAD COOK SUPERVISOR-IN ADDITION TO THE ABOVE

EXAMPLES OF DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

- Supervise Kitchen Staff in assigned kitchen.;

MINIMUM QUALIFICATIONS

Knowledge of:

- Supervision, evaluation and training techniques;
- Head Start programs and functions;
- Quantity food production, storage and transportation techniques;
- Kitchen sanitation and safety;
- Child Care Food Program requirements and standards;
- Menu planning;
- Staff training;
- Some word processing and spreadsheet software.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

- A minimum of two years' working experience as a cook.
- A minimum of two years' experience as a supervisor in a kitchen supervising two or more cooks or two years' experience working at SETA as a Head Start Cook Tier IV.

MINIMUM QUALIFICATIONS

Knowledge of:

- Supervision, evaluation and training techniques;
- Head Start programs and functions;
- Quantity food production, storage and transportation techniques;
- Kitchen sanitation and safety;
- Child Care Food Program requirements and standards;
- Menu planning;
- Staff training;
- Some word processing and spreadsheet software.

SPECIAL REQUIREMENTS

Possession of a valid class C California Driver's License is required. A good driving record of at least three (3) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents.

•

Training and Experience: Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

At least one year of working experience (paid or volunteer) as a cook or experience working at SETA as a Temporary/On-Call Cook/Driver.

SPECIAL REQUIREMENTS

Possession of a valid class C California Driver's License is required. A good driving record of at least three (3) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents. Obtain any legally required food handling certifications.

PHYSICAL DEMANDS/QUALIFICATIONS

<i>Required Activity</i>	<i>Description</i>
<i>Climbing</i>	Occasionally ascending or descending step stools and the like, using feet and legs. Regularly entering and exiting vehicles in order to transport and deliver food.
<i>Balancing</i>	Frequently, maintaining body equilibrium to prevent falling and walking, standing or crouching on uneven or slippery surfaces.
<i>Kneeling</i>	Frequently bending legs at knee to come to a rest on knee or knees.
<i>Crouching</i>	Frequently bending the body downward and forward by bending leg and spine.
<i>Crawling</i>	Rarely moving about on hands and knees or hands and feet.
<i>Reaching</i>	Frequently reaching. Extending hand(s) and arm(s) in any direction.
<i>Standing</i>	Frequently Standing. Particularly for sustained periods of time.
<i>Walking</i>	Often walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
<i>Pushing</i>	Regularly pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward. Able to regularly push a cart across an even surface, occasionally up to 300 pounds.
<i>Pulling</i>	Regularly pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
<i>Lifting</i>	Regularly raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
<i>Dexterity</i>	Regularly fingering, picking, pinching, and bagging items, sorting, weighing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
<i>Grasping</i>	Constantly grasping. Applying pressure to an object with the fingers and palm.
<i>Feeling</i>	Regularly perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
<i>Talking</i>	Occasionally talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
<i>Hearing</i>	Constantly perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
<i>Physical Requirements</i>	Medium Work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<i>Visual Requirements</i>	The worker is required to have visual acuity to provide feedback on the work done, read the fine print on food labels, and observe and make general observations of facilities, play areas, children and operate a motor vehicle.
<i>Environmental</i>	The worker is subject to both environmental conditions. Activities occur inside

and outside. The worker can be exposed to both extreme cold (freezers) and extreme heat (ovens and cook tops).

HEAD START COOK

ORGANIZATIONAL RESPONSIBILITY

A Head Start Cook is responsible to the Head Start Cook Tier V or the Food Service Coordinator.

DEFINITION

Under general direction, to perform food preparation, pick-up and delivery of food to various Head Start sites, and service assignments in the Head Start Program operated by the Sacramento Employment and Training Agency; to assist with menu planning; to maintain food preparation and service facilities in a clean and orderly condition; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for positions that perform food preparation, delivery, and service assignments in the Head Start Program operated by the Sacramento Employment and Training Agency. Duties include food preparation, food delivery, sanitation, and record-keeping assignment.

In addition to regular full-time positions, SETA offers entry level, non-driving Prep Cooks, and Temporary/On-Call Cook driving positions, which is scheduled on an as-needed basis. These Prep Cook and temporary positions are designed to provide work opportunities within the food and beverage industry.

INTERPERSONAL SKILLS EXPECTATIONS

It is a requirement for this position that the employee exhibits the following appropriate interpersonal skills:

- Must be able to establish and maintain cooperative working relationships.
- Must be open and able to share, discuss, and work through ideas with others in order to arrive at solutions, conclusions, and/or agreements.
- Must be able to listen, interact and get along with persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be ready and willing to work on daily assignments and special projects with a quick turnaround and a can-do attitude.
- Must be self-directed and able to work collaboratively as a team to get larger department work completed.

TIER I PREP COOK

EXAMPLES OF DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

- Assists with ordering, inventory, and storage of food and supplies;
- Prepares food for meals and snacks;
- Maintains food service and preparation facilities in a clean and sanitary condition;
- Assists with record keeping assignments.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic knowledge of food service practices for early care and education programs;
- Quantity food production, storage and handling methods;
- Requirements of federal food service programs;
- Some word processing software.

AND

Ability to:

- Perform quantity food preparation and storage assignments;
- Maintain food service facilities in a clean and sanitary condition;
- Assist with food ordering and record keeping;
- Follow oral and written directions;
- Establish and maintain cooperative working relationships.

TIER II COOK-IN ADDITION TO ABOVE

EXAMPLES OF DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

- Picks up and delivers food to various Head Start sites.

MINIMUM QUALIFICATIONS

Ability to:

- Assist with menu planning;
- Deal tactfully and courteously with parents and young children.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

- Minimum of one year of working experience (paid or volunteer) as a cook or experience working at SETA as a Temporary/On-Call Cook
- A current California Food Handlers Card, or ability to obtain one within 30 days of employment.

For the Temporary/On-Call Cook positions, no experience is required.

SPECIAL REQUIREMENTS

Possession of a valid class C California Driver's License is required. A good driving record of at least three (3) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents. Obtain any legally required food handling certifications.

TIER III ADVANCED COOK-IN ADDITION TO ABOVE

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

- A current ServSafe Certification;
- A minimum of one year of experience working as a cook.

TIER IV LEAD COOK NON-SUPERVISING ROLE- IN ADDITION TO ABOVE
EXAMPLES OF DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

- Ensure assigned kitchen runs smoothly by providing oversight and support to kitchen staff;
- Maintain records and prepare reports;
- Ensure proper maintenance of hygiene and safety standards in food service operations;
- Maintain adequate inventories of food and supplies for assigned kitchen.

MINIMUM QUALIFICATIONS

Knowledge of:

- Head Start programs and functions;
- Quantity food production, storage and transportation techniques;
- Kitchen sanitation and safety;
- Child Care Food Program requirements and standards;
- Menu planning;
- Staff training;
- Some word processing and spreadsheet software.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

- A minimum of two years' working experience as a cook.

TIER V LEAD COOK SUPERVISOR-IN ADDITION TO THE ABOVE
EXAMPLES OF DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

- Supervise Kitchen Staff in assigned kitchen.

MINIMUM QUALIFICATIONS

Knowledge of:

- Supervision, evaluation and training techniques;
- Head Start programs and functions;
- Quantity food production, storage and transportation techniques;
- Kitchen sanitation and safety;
- Child Care Food Program requirements and standards;
- Menu planning;
- Staff training;
- Some word processing and spreadsheet software.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

- A minimum of two years' working experience as a cook.
- A minimum of two years' experience as a supervisor in a kitchen supervising two or more cooks or two years' experience working at SETA as a Head Start Cook Tier IV.

PHYSICAL DEMANDS/QUALIFICATIONS

<i>Required Activity</i>	<i>Description</i>
<i>Climbing</i>	Occasionally ascending or descending step stools and the like, using feet and legs. Regularly entering and exiting vehicles in order to transport and deliver food.
<i>Balancing</i>	Frequently, maintaining body equilibrium to prevent falling and walking, standing or crouching on uneven or slippery surfaces.
<i>Kneeling</i>	Frequently bending legs at knee to come to a rest on knee or knees.
<i>Crouching</i>	Frequently bending the body downward and forward by bending leg and spine.
<i>Crawling</i>	Rarely moving about on hands and knees or hands and feet.
<i>Reaching</i>	Frequently reaching. Extending hand(s) and arm(s) in any direction.
<i>Standing</i>	Frequently Standing. Particularly for sustained periods of time.
<i>Walking</i>	Often walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
<i>Pushing</i>	Regularly pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward. Able to regularly push a cart across an even surface, occasionally up to 300 pounds.
<i>Pulling</i>	Regularly pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
<i>Lifting</i>	Regularly raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
<i>Dexterity</i>	Regularly fingering, picking, pinching, and bagging items, sorting, weighing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
<i>Grasping</i>	Constantly grasping. Applying pressure to an object with the fingers and palm.
<i>Feeling</i>	Regularly perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
<i>Talking</i>	Occasionally talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
<i>Hearing</i>	Constantly perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
<i>Physical Requirements</i>	Medium Work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

<i>Visual Requirements</i>	The worker is required to have visual acuity to provide feedback on the work done, read the fine print on food labels, and observe and make general observations of facilities, play areas, children and operate a motor vehicle.
<i>Environmental</i>	The worker is subject to both environmental conditions. Activities occur inside and outside. The worker can be exposed to both extreme cold (freezers) and extreme heat (ovens and cook tops).

ITEM III-A – 3 - ACTION

APPROVAL OF SALARY INCREASE PURSUANT TO THE LABOR AGREEMENTS AND THE RELATED SALARY SCHEDULES

BACKGROUND

The American Federation of State, County, and Municipal Employees (AFSCME) and the Sacramento Employment and Training Agency (SETA) met on February 20 and 27, 2020 in person and March 17, 2020 via email regarding the review and modification of the salary schedule to mitigate the impact of recruitment and retention issues; the impact of the increasing minimum wage; the application of the 2020 Cost of Living Adjustment of Federal funds for Head Start; and salary and other savings. The anticipated increased costs in salaries and associated fringe benefits will be offset by current position vacancies throughout the agency as well as increased funding in the Children and Family Services Department of approximately \$3,183,000 from the following sources: \$690,000 from Head Start 2020 Cost of Living Adjustment application (SETA Operated portion only); \$671,000 from Head Start 2020 Quality Improvement application (SETA Operated portion only); \$410,000 from California Department of Education standard reimbursement rate increases for the CSPP and CCTR programs; \$1,412,000 from California Department of Education for increased services for the CSPP and CCTR program. A tentative agreement has been reached with the three bargaining units represented by AFSCME, including the Head Start Unit, the Clerical, Technical and Analytical Unit and the Supervisory Unit. The ratification process took place on April 8, 2020.

The Head Start Policy Council is scheduled to take action on the tentative agreement on April 28, 2020.

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

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

1. Effective April 6, 2020, the Agency shall increase the salary schedule for classifications not otherwise adjusted herein by one dollar (\$1.00) per hour or five percent (5%), whichever is greater;
2. The Associate Teacher classifications, Associate Teacher/Infant Toddler classifications, Head Start Cook/Driver, CFS Facilities Supply Clerk, and Office Supply and Administrative Support Clerk salary ranges shall be adjusted as indicated on Attachment A; and,

ITEM III-A – 3 – ACTION (continued)

Page 2

3. The Family Services Worker classifications, Home Visitor classifications, and Infant/Toddler Lead Teacher shall receive an additional two and one-half percent (2½%) education incentive.

Salary schedules related to classifications listed above in items 2 and 3 are attached under separate cover.

The fiscal impact of these changes include \$555,132 in the current fiscal year and \$2,311,874 in the next fiscal year. Staff will be available to answer questions.

RECOMMENDATION:

Approve the salary increase in the tentative agreements as noted above effective April 6, 2020 and the related salary schedules.

PRESENTERS: Dee Contreras and Allison Noren

RESOLUTION NO.: 2020-02

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

April 30, 2020

**A RESOLUTION ADOPTING SALARY INCREASES FOR EMPLOYEES
REPRESENTED BY THE AMERICAN FEDERATION OF STATE, COUNTY
AND MUNICIPAL EMPLOYEES, LOCAL 146
DATED APRIL 30, 2020**

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

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

WHEREAS, these parties have reached agreement on the implementation of a salary schedule modification and increases for the employees in said Units, as reflected by the written letter of understanding entered into by them on March 17, 2020; and,

WHEREAS, this Board finds that the provisions and agreements contained in the letter of understanding are fair and proper and in the best interests of the Sacramento Employment and Training Agency;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY, that it adopt in full the terms and conditions contained in the said agreement.

Don Nottoli, Chair

ATTEST:

Nancy L. Hogan
Clerk of the Boards

ITEM III-A – 4 - ACTION

APPROVAL OF 2020 COMPENSATION RECOMMENDATIONS FOR UNREPRESENTED CONFIDENTIAL AND MANAGEMENT PERSONNEL

BACKGROUND

On a periodic basis, the Governing Board reviews a report containing recommendations of the Executive Director for salary and benefit improvements for unrepresented confidential and exempt management employees, and any necessary amendments to the Personnel Resolution Covering Unrepresented Employees. The Board last approved salary increases for unrepresented and exempt management employees effective on August 1, 2019. There are no changes in the Personnel Resolution Covering Unrepresented Employees at this time. Consistent with the Tentative Agreement for represented employees, the Executive Director is recommending that all unrepresented confidential and exempt management employees receive a one dollar (\$1.00) per hour or five percent (5%), whichever is greater, salary increase retroactive to April 6, 2020.

The fiscal impact of this item totals \$175,553 on an annual basis.

Staff will be available to answer questions.

RECOMMENDATION:

Review and approve the compensation recommendation for unrepresented confidential and exempt management employees which provides a one dollar (\$1.00) per hour or five percent (5%), whichever is greater, salary increase retroactive to April 6, 2020.

PRESENTER: Kathy Kossick

ITEM III-A – 5 - ACTION

APPROVAL OF SELECTION OF AUDIT FIRM

BACKGROUND:

On January 30, 2020, SETA released a Request for Proposals (RFP) to procure audit services for the fiscal year ending June 30, 2020. Under the terms of the RFP, the resulting contract may be renewed by SETA for up to two additional one-year terms. A Public Notice Announcement was posted in the Sacramento Bee and on the California Society of Municipal Finance Officers website. In addition, SETA emailed copies of public notices to twenty-two audit firms and the RFP was available to download from SETA’s website. On February 13, 2020, a proposers’ conference was held with seven accounting firms in attendance. Nine firms submitted proposals by the deadline of March 6, 2020.

Proposal #	Audit Firm	Audit Hours	Audit Fees
1	Moss Adams LLP	385	\$ 52,000
2	Mann, Urrutia, Nelson CPAs	369	47,900
3	Gilbert CPAs	562	56,500
4	Brown Armstrong CPAs	375	42,500
5	Richardson & Company, LLP	525	44,900
6	Clifton Larson Allen LLP	415	52,500
7	The Pun Group LLP	377	40,000
8	Eide Bailly	460	47,000 (a)
9	Lance, Soll & Lunghard LLP	329	45,320

(a) The fees for the audit services include single audit up to two major federal programs.

The proposal evaluation committee, consisting of individuals from the SETA’s Fiscal Department, evaluated and ranked the proposals.

After careful consideration of each firm’s prior audit experience, size and structure, qualifications of staff, responsiveness and fees, the evaluation committee is recommending that the contract be awarded to Eide Bailly. Eide Bailly’s proposal was superior in demonstrating its specialization and expertise in the governmental auditing sector, and offered a competitive fee structure. Eide Bailly also presented an audit team with special expertise in auditing programs financed by the federal and state government, and an extensive background in government and non-profit accounting including experience working on the audits of the County of Sacramento and the City of Sacramento.

RECOMMENDATION:

Approve the selection of Eide Bailly for audit services for SETA for the fiscal year ending June 30, 2020 for a fee not to exceed \$47,000 for one year with two optional, additional one-year terms.

ITEM III-A - 6 – ACTION

APPROVAL OF 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. 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. Recently, a resignation has been received from Mr. Tom Kandris.

During the recruitment process for the new board, SETA received applications in early 2016 for seats representing Private Business. Staff is confirming their continued interest in sitting on the Sacramento Works Board. Once confirmation has been determined, application(s) will be provided to Executive Committee members and will be available at the meeting.

Historically, the Executive Committee of Sacramento Works has recommended the name(s) of individual applicants for appointment to the private sector seats by the SETA Governing Board. The Executive Committee will meet on April 27, 2020 and forward a recommendation to the Governing Board.

RECOMMENDATION:

Hear the report from the Sacramento Works Executive Committee and approve an appointment to fill the seat vacated by Mr. Kandris.

PRESENTER: Kathy Kossick

ITEM III-A – 7 - ACTION

APPROVAL TO CANCEL AND REISSUE THE REQUEST FOR PROPOSALS FOR HEAD START WAREHOUSE AND OFFICE SPACE

BACKGROUND:

On March 5, 2020, the SETA Governing Board approved the release of the Request for Proposals for Head Start Warehouse and Office Space, which was released to the public on March 6, 2020.

On March 17, 2020, the SETA Administrative Offices closed to the public due to the Shelter-in-Place order by the Governor of California. This closure shifted staff work assignments from providing on-site care and education for children/families to planning for remote teaching and learning. Hence, staff were unable to aggressively target brokers and landlords to solicit interest. Combined with limited outreach and the global pandemic, no interested parties attended the Offeror's Conference on March 19th (which was changed from an in-person meeting to a conference call via Zoom).

On April 14, 2020, the proposal due date, SETA received no proposals. Staff recommends the board cancel the RFP released on March 6th and reissue the RFP for release on June 5th under the same terms and conditions with exception of the following:

- RFP Schedule (Section 1.H)
 - Revise the schedule to reflect new dates as listed below:

▪ Governing Board action to re-issue the RFP	April 30, 2020
▪ Release of RFP	June 5, 2020
▪ Offeror's Telephone Conference Call	June 17, 2020
▪ Proposals Due to SETA by 4:00 p.m. (PSDT)	July 10, 2020
▪ Governing Board action on recommendations	August 6, 2020
 - Change the submission format from six copies of the written proposal to an electronic submission.
- Specifications (Section III)
 - Add language regarding the use of SETA's Broker of Record
- Offeror's Conference (Section IV)
 - Revise from an in-person meeting to a conference call

Staff has consulted with SETA's broker of record, Cornish & Carey Commercial dba Newmark Cornish & Carey, who recommends a June release date. June will provide more time for the Shelter-in-Place order to be lifted and still provide ample time to procure and relocate to the new space.

SETA's current lease for warehouse and office space expires on May 31, 2021. Current warehouse/workshop/office space provides for:

ITEM III-A – 7 – ACTION (continued)
Page 2

- 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

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

RECOMMENDATION

Approve the cancelation and reissuing of the Request for Proposals for warehouse/office space for the Head Start program.

PRESENTER: Denise Lee

ITEM III-A – 8 - ACTION

APPROVAL TO EXTEND EMERGENCY ADMINISTRATIVE LEAVE UNDER SETA'S EMERGENCY SERVICES POLICY

BACKGROUND:

On April 2, 2020, the Governing Board approved SETA's Emergency Services Policy to provide the Executive Director with broad authority to take actions designed to comply with any federal, state or local declaration of emergency. These actions include, but are not limited to, closing of SETA facilities, limiting public access to SETA facilities, requiring work to be performed from alternative locations, providing for telecommuting, modifying employee duties consistent with job specifications or furloughing employees.

The current COVID-19 pandemic which has resulted in declarations of emergency by federal, state and local authorities strongly supported development of this policy, for both immediate implementation and long-term use should other emergencies be declared in the future.

As part of the Emergency Services Policy and based on general direction from SETA's federal funding sources, the policy included provisions implementing a policy for Emergency Administrative Leave to provide for salary and benefits for employees unable to report to work or perform services remotely.

Under Section F of the Emergency Administrative Leave provisions, the Executive Director has the authority to grant and extend leave for up to forty-five (45) days, but Governing Board approval is required to specifically authorize any Emergency Administrative Leave beyond forty-five (45) days. Currently, there are eight (8) employees under Emergency Administrative Leave that were placed on leave between March 22 and April 7. In each case, under the current policy, Emergency Administrative Leave will expire forty-five (45) days after the commencement date of leave for each employee (sometime between May 6 and May 22).

Since adoption of the Emergency Services Policy, SETA's two main federal funding sources have provided further guidance on the payment of salaries and benefits to employees unable to report to work or work remotely from home. The Department of Labor (DOL), that principally funds Workforce services under the Workforce Innovation and Opportunity Act ("WIOA"), and the Department of Health and Human Services – Administration for Children and Families ("ACF") that principally funds Head Start services have treated the issue of salary and benefits differently.

For its part, the ACF Office of Head Start has directed all grantees "to continue to pay wages and provide benefits for staff unable to report to work during center closures necessary to address COVID-19." This directive "remains in effect through June 30 or the date upon which programs reopen for center-based services, and employees return to regularly scheduled onsite work, if sooner. OHS will continue to monitor program closures and may adjust the effective date of this flexibility as needed." SETA is abiding by this policy and, accordingly, no Head Start unit employees are currently utilizing Emergency Administrative Leave, but all employees are receiving full pay and benefits consistent with the ACF direction.

DOL has approached the matter somewhat differently. It has reinforced its position that employees can be paid administrative leave as long as a written policy applies equitably and consistently to all staff, regardless of employee class and funding source. SETA's Emergency Administrative Leave policy is consistent with this guidance. However, the guidance also limits such leave to sixty (60) days, with a proviso that should "the need for such leave be longer than 60 days, [DOL will] provide additional guidance on these paid leave policies." Absent such additional guidance, DOL funds will not be available for payment of Emergency Administrative Leave lasting more than sixty (60) days.

While guidance and government action resulting from the COVID-19 pandemic remains somewhat fluid and subject to change, an extension of fifteen (15) days for existing employees on Emergency Administrative Leave – from forty-five (45) to sixty (60) days - would align SETA's Emergency Administrative Leave policy with the sixty (60) day limitation currently imposed by DOL. This would permit the Executive Director to extend leave for employees whose salaries are paid in part by DOL funds, to various dates between May 22 and June 6. In anticipation of further guidance being issued by DOL and/or ACF and for reasons of administrative efficiency, staff is requesting that the Board authorize the Executive Director to extend leave for employees for additional periods of time consistent with guidance received from SETA's funding sources and subject to the approval of legal counsel.

RECOMMENDATION:

Extend the Executive Director's authorized authority to grant Emergency Administrative Leave under Section F of the policy from forty-five (45) to sixty (60) days and for additional periods of time consistent with guidance received from SETA's funding sources and subject to the approval of legal counsel. The Executive Director shall report back to the Governing Board during the pendency of any declared states of emergency.

PRESENTER: Legal Counsel

ITEM III-B - 1 ACTION

APPROVAL OF THE DRAFT THREE-YEAR PLAN FOR THE PROVISION OF REFUGEE SUPPORT SERVICES (RSS), AND RSS SET-ASIDE FUNDED SERVICES TO REFUGEES, PROGRAM YEARS (PYs) 2020-2023

BACKGROUND

The current three-year Plan, approved by the Governing Board in 2017, will end on September 30, 2020. A locally developed plan for the provision of RSS and Targeted Assistance (TA) funded services was a requirement of the California Department of Social Services—Refugee Programs Bureau (CDSS—RPB), until June 2018, when counties received notification from RPB that the Office of Refugee Resettlement (ORR) combined the RSS and TA programs into a new Refugee Support Services (RSS) program to promote efficiency in the administration of the ORR-funded program. The draft 2020-2023 Refugee Support Services (RSS), and RSS Set-aside three-year Plan, sent under separate cover for review and approval, represents SETA's intended use of the RSS, and RSS Set-aside funds for the period of October 1, 2020 through September 30, 2023.

This draft plan responds to current and foreseen challenges faced by the refugee community, addresses changes in demographics, provides a framework for regional collaboration, encourages continuous improvement of services to refugees, and responds to federal and state policy direction in refugee resettlement. Input for the development of the plan was collected in coordination with the Sacramento County Department of Human Assistance (DHA), during a public hearing held on February 3, 2020, to solicit comments from the public, as well as input from community based organizations, voluntary agencies, and other local, public and private stakeholders involved in refugee resettlement. In addition, an analysis of demographic data and trends, and a review of other sources of information depicting the most recent conditions affecting the refugee population in this region were conducted to further assist in the development of the plan.

Attendees at the public hearing expressed that the primary goals of refugees resettling in Sacramento County continue to be to attain or improve English language proficiency, to adjust socially, and to obtain employment. Attendees also identified the continued need for non-employment services to refugees in the areas of health education, public transportation, education, culturally appropriate childcare providers, and language assistance with housing, immigration, legal and medical appointments. Additionally, attendees expressed a need for better collaboration between resettlement agencies, employment service providers, and the Sacramento County DHA to provide a more timely and streamlined response to new populations arriving in Sacramento County. A full listing of public input from the hearing can be found in the draft plan.

ITEM III-B – 1 – ACTION (continued)

Page 2

As mandated under the Refugee Resettlement Program regulations, this draft plan addresses priority of service requirements by ensuring that priority will be given to the newest refugee arrivals to Sacramento County and those on cash public assistance. In addition, services will continue to be provided in a manner that culturally and linguistically aligns with a refugee's country of origin.

Services included in this draft plan are intended to result in the economic self-sufficiency and empowerment of refugees. Those services are:

- VESL/ES - Vocational English-as-a-Second Language combined with Employment Services
- VESL/OJT - Vocational English-as-a-Second Language combined with On-the-Job Training
- ES - Direct Employment Services
- ELL Navigators – English Language Learner Workforce Navigator
- SA & CO - Social Adjustment and Cultural Orientation (for older refugees)

In addition to the services noted above, the following higher cost, employment services are included in the plan and could be procured over the next three-year period should future RSS allocations to Sacramento County reach high enough levels to provide SETA the opportunity to do so:

- VESL/VT- Vocational English-as-a-Second Language combined with Vocational Training
- SA & CO - Social Adjustment and Cultural Orientation (for all refugees)

SETA has not yet received formal notification of its PY 2020-21 RSS or RSS Set-aside funding levels, but has estimated that funding levels available for allocation will be:

- RSS: \$3,955,000
- RSS Set-Aside: \$ 30,000

If final allocations are different than anticipated, formally procured RSS and RSS Set-aside service provider funding levels will be adjusted accordingly.

RECOMMENDATION

Approve the Draft three-year Plan for the Provision of Refugee Support Services (RSS), and RSS Set-aside Services to Refugees, Program Years 2020-2023.

PRESENTER: Michelle O'Camb

ITEM III-B – 2 – ACTION

RATIFICATION OF THE RELEASE OF THE REQUEST FOR PROPOSALS (RFP) FOR THE REFUGEE SUPPORT SERVICES (RSS), AND RSS SET-ASIDE FUNDED PROGRAMS, PROGRAM YEAR (PY) 2020-23

BACKGROUND

As the designated administrator of the Refugee Support Services (RSS), and RSS Set-aside grant funds for Sacramento County, the Sacramento Employment and Training Agency (SETA) is responsible for the planning, procurement and oversight of the RSS, and RSS Set-aside programs to ensure the local employment services needs of refugees residing in Sacramento County are met. Local needs are determined through a formal planning process, which begins with a public hearing to solicit input from the public, including a multitude of stakeholders involved in refugee resettlement, and results in the development and submission of a 3-Year plan to the California Department of Social Services (CDSS)—Refugee Programs Bureau (RPB) for certification.

The current RSS and RSS Set-aside grant program year will end on September 30, 2020, and the new program year will begin October 1, 2020. SETA has not yet received formal notification of its PY 2020-21 allocations, however, it is estimated that funding available for allocation under this RFP will be:

- RSS: \$3,955,000
- RSS Set-Aside: \$ 30,000

As a result of the Governor's Executive Order N-29-20 relating to the COVID-19 Pandemic, and in order to provide proposers sufficient time to submit proposals and SETA staff time to review them, SETA released the RFP on March 27, 2020, prior to SETA Governing Board approval. Upon release, information was provided to all potential proposers that the RFP would be considered for ratification at the Governing Board's meeting on April 30, 2020. All potential proposers were also informed that the time, place and procedure for conducting the meeting was subject to change and all were encouraged to monitor the SETA website (www.seta.net) for any notices concerning the meeting, as well as any possible amendments to the RFP required as a result of Governing Board consideration and ratification of the RFP.

Staff is requesting that the SETA Governing Board ratify the release of the RSS and RSS Set-aside RFP on March 27, 2020. The intent of the RFP is to solicit proposals from qualified agencies with the capacity and experience to meet the employment service needs of Sacramento County refugees, which have been identified in SETA's Draft 2020-2023 RSS, and RSS Set-aside Plan. Solicited services are client centered and geared towards obtaining employment. Services include job search instruction, job orientations, referral, development and retention, vocational English language training, and social adjustment and cultural orientation services, all of which will result in early

ITEM III-B – 2 – ACTION (continued)

Page 2

economic self-sufficiency and the reduced dependency on public assistance among refugees in Sacramento County. The process and criteria for the selection of qualified proposers is outlined in the RFP.

The RFP consists of the following five (5) sections:

- General Information/Guidelines
- Allocation by Funding Sources/Activities, Eligibility Requirements, Allowable Activities and Services, Description of Available Activities
- Applicant Agency Prequalification Requirements, including Insurance Requirements
- Instructions for Completing the Proposal Application
- Required RFP Response Format

The services solicited in the RFP are:

- Vocational English-as-a Second Language combined with Employment Services (VESL/ES)
- Vocational English-as-a Second Language combined with On-the-Job Training (VESL/OJT)
- Employment Services (ES) Stand Alone
- English Language Learner (ELL) Workforce Navigator
- Social Adjustment and Cultural Orientation (SA & CO) – Services to Older Refugees (SOR)

It is anticipated that approximately 1,300 refugees will be served in the English language and employment service related components and approximately 75 will receive services under the SA & CO/SOR component, which is focused on assisting elderly refugees obtain citizenship.

RECOMMENDATION

Ratify the release of the Request for Proposals (RFP) for the Refugee Support Services (RSS), and RSS Set-aside Funded Programs, Program Year 2020-2023.

PRESENTER: Michelle O’Camb

ITEM III-C – 1 - ACTION

APPROVAL OF ANNUAL SELF ASSESSMENT FOR 2019-2020
AND RESULTING PROGRAM IMPROVEMENT PLAN
SETA OPERATED PROGRAM

BACKGROUND:

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

In January/February 2020, a team of staff and parents were assembled for the 2019-2020 Head Start/Early Head Start self-assessment process. Teams reviewed and analyzed service areas including Program Governance, Education/Child Outcomes, Disabilities, Mental Health, Health, Nutrition, Safe Environments, Family and Community Engagement, Eligibility/ Recruitment/Selection/ Enrollment/Attendance, Human Resources and Fiscal. A summary report of program strengths, areas of improvement and a resulting program improvement plan are attached.

Staff will be available to answer questions.

RECOMMENDATION:

Approve Program Year 2019-2020 Self-Assessments and resulting Program Improvement Plans for the Head Start/Early Head Start program and the EHS-Child Care Partnership program.

PRESENTER: Denise Lee



Self Assessment Summary of Results 2019-2020

Project Background:

During January and February 2020, SETA Head Start/Early Head Start developed a self-assessment plan that included parents, administrative and field staff, as well as management. The self-assessment process resulted in a review of the quality and compliance of the SETA Head Start/Early Head Start program as well as the Early Head Start - Childcare Partnership program (EHS CCP). Staff reviewed the programs as one because that is how they are run in the centers, regardless of funding.

To conduct the self-assessment, the teams utilized the *OHS Monitoring Protocols*, FY 2020 *Focus Area 2* monitoring protocol, the *SETA Head Start/Early Head Start Monitoring for Compliance and Quality Improvement Tool (MCQI)*, *SETA's standard file checklist tool*, the *Uniform Guidance 45 CFR Part 75*, the *Creative Curriculum Fidelity Tool*, and the *Head Start Program Performance Standards*. Each team developed a review plan and the team leaders trained staff and parents to ensure they were clear on the protocols. Team reviews included, but were not limited to, the following: children's files, on-going monitoring reports (Quality Assurance), unannounced visit reports, program information reports, policies and procedures manuals, personnel and licensing files, human resource documents, monthly reports, *ChildPlus* reports, PIR data, parent meeting notes and agendas, *ReadyRosie* parenting curriculum data, average daily attendance reports, self-assessment results, goals and objectives, *ECERS*, *ITERS*, and *CLASS* results, *DRDP* data, health, and safe environments checklist, home visit, and classroom observations, etc. Results from the self-assessment were analyzed and resulted in a detailed Self-Assessment Program Improvement Plan (PIP).

Team Composition:

A total of nine teams were assembled for the Self-Assessment. Each team had an appointed team leader to facilitate the process and was composed of staff as well as parents. Teams were as follows:

Program Governance
Home Base
ERSEA
Human Resources
Fiscal

Parent and Family Engagement
Safe Environments
Disabilities, Education and Mental Health
Health and Nutrition

Summary of Program Strengths: The SETA Head Start/Early Head Start program has many notable strengths, including some of the following:

Education

- Preschool *CLASS* scores are higher than national averages in all domains. (Emotional Support - 6.49, Classroom Organization - 6.07, Instructional Support - 3.35).
- Though national *Toddler CLASS* averages are not available, SETA EHS classes are scoring very well on the tool. (Emotional & Behavioral Support - 6.28, Engaged Support for Learning - 4.04).
- 96% of preschool classroom environments are organized into well-defined interest areas with adequate space, furnishings, and materials according to *Creative Curriculum Tool for Administrators*.
- Teachers display increased skills and knowledge in the ability to analyze classroom *DRDP* data and develop appropriate goals and plans based on child outcomes.
- Parent classroom observations score all indicators in the high 90's with the highest areas being *Teachers Greet Families and Children* and *Available Writing Materials* which are both at 99.8%.
- EHS *Creative Curriculum Fidelity Tool* shows that the usage frequency of *Intentional Teaching Cards*, *Mighty Minutes* and *Book Conversation Cards* are at a high level.
- SETA has developed and uses Lead Teacher's on Special Assignment (TOSA) to support staff one-on-one in their classrooms.

Mental Health

- Classrooms have a median score of 12.39 which indicates a 91.2% implementation on the *Teaching Pyramid Snapshot Observations*.
- Smaller group *Teaching Pyramid* training in cadres is leading to better participation.
- Increased number of staff who are undergoing authorization to be official *Teaching Pyramid* coaches and trainers.
- 10 classes of EHS staff have been trained and participated in the county-wide *Toddler Teaching Pyramid Cohort*.

Disabilities

- Addition of Intervention Specialist that is specifically EHS assigned has provided continuity across toddler services.
- The addition of consultant, Dr. Broadhurst, has provided autism support for staff and families.
- Intervention Specialists are supporting teachers with *Summary of Development Plans* to clarify goals and services for children with IEP and IFSP's
- Both HS and EHS have exceeded 10% of identified children with IEP's or IFSP's.

Home Base

- Hosted a series of curriculum development and training for HELP countywide.
- Male Involvement during home visits, socializations, and field trips.
- Collaboration with community resources to enhance the program and Home Visitors' professional growth.

- Data is shared in staff meetings and available in training binders and *Home Visit Plans*.

Parent and Family Engagement

- All sites recorded having monthly parent meetings, with most traditional sites reporting nine (9) annual parent meetings, and year-round sites conducting twelve (12).
- The sites who do the parent curriculum activities that correspond with classroom activities for children reported better attendance in parent meetings overall.
- For centers with Parent Aide volunteer, staff reported how helpful it was and how relieved they were to lift the burden of preparing meals and clean up each day.
- 96% of families have been sent an invitation to join *ReadyRosie* and 53% of families have accepted. Twenty-seven (27) out of thirty-eight (38) centers are over 45% of families who accepted the *ReadyRosie* invitation.
- 99% of the staff have been trained on new *ReadyRosie* information and given “How to” documents to support everyday use.
- The staff has incorporated *ReadyRosie* conversations and/or videos in every parent meeting. Home Visitors have begun to incorporate *ReadyRosie* handouts/conversations at all socialization activities. Intervention Specialist has begun to pilot, utilizing *ReadyRosie* videos to help support families they are working with.

Health and Nutrition

- January 2020 SETA passed the federal CACFP review with zero findings.
- SETA Quality Assurance Team has good systems in place to monitor all centers for CACFP compliance.
- Training and monitoring procedures have been updated.
- SETA has strong partnerships with the *Center for Oral Health*, the *UCDavis Nursing Program* and *SmileKeepers* to support on-site health and oral health services to children and families.

Safe Environments

- Center staff is aware and able to articulate daily, weekly and monthly procedures to maintain a clean and sanitary classroom and outdoor safety.
- Evidence of completed health and safety checklists was available on-site and its implementation was observed by the committee members during the center visits.
- The process of requesting maintenance work orders was also clear to staff. Overall, they are satisfied with the responsiveness and quality service provided by SETA Facilities staff.
- First-Aid kits are well stocked, readily available to adults and out of reach of children.
- Restrooms are free of storage and other items.
- Furniture and shelving are placed in a way to encourage walking around play areas and to discourage running.
- Gates to go in/out of outdoor play areas are in good working condition.

Fiscal

- The fiscal department works cohesively and is highly cross-trained.

- Staff have longevity and years of experience throughout the department, whether within SETA or from previous positions.
- Staff are highly accurate and strive to consistently meet deadlines.
- Staff adapt to new roles/changes.
- There is good communication within the department and agency.
- There were no noted findings in annual audit. Staff are proactive to resolve any issues that arise during audits/monitors.

Governance

- The program provides adequate training, consistent communication, and needed reports and agenda minutes to board members to assist them in making sound decisions at committee and board meetings.
- Community resources are provided at PC/PAC and distributed to program parents, agencies and communities.
- Seasoned PC/PAC Representatives mentor new parent reps; develop a strong bond and demonstrate exemplary leadership.
- Parent participation in Human Resources recruitment of HS/EHS staff.
- Provide training and pathways for parents who are transitioning out of the program to assist with self-sufficiency and district leadership opportunities.
- Developed PC/PAC and Policy Committee Report form to assist parents in providing program information.
- Parent involvement in Census 2020

Human Resources

- Recruitment. Hired more than 90 staff in less than six months to staff seven newly acquired Head Start centers. This included three job fairs, continuous recruitment, and filling of teaching positions, including Site Supervisors, HS Teachers, Associate Teachers, Associate Teacher/Infant Toddler Teachers, and Substitute Teachers in addition to other staffing vacancies.
- The decrease in Worker's Compensation claims in 2019, a 46% decrease from 2018. This included continued follow-up accident reporting, and the launch of a program-wide Safe Staff Challenge implemented at the site level.
- Wellness Program. Successful application and awarded wellness grant through the County of Sacramento. This allowed SETA to provide multiple wellness activities throughout the year effective April 2019 through March 2020. This included an employee survey during the application process as well as a mid-year survey to evaluate the results of the program.

ERSEA:

- Attendance percentages have improved over the last year.
- Proactive in filling enrollment vacancies despite many unforeseen delays in opening centers/classrooms.

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

Education

- Not enough materials in different languages as well as representing diversity and differing abilities.
- Materials for writing and other text need to be expanded to multiple interest areas.
- *Learning Genie* data shows the need for training in authentic observation including effective linkage to *DRDP* measures.
- Increased documentation of individualized IDP goals on both the Tracking form and Lesson Plans.
- Though within the appropriate ratings for age level, math and science are lower than other areas of learning.

Mental Health

- Increased challenging behaviors indicate a need for additional staff training on Trauma-Informed Care and approaches.
- Inconsistent supports and procedures for routing and placement of children with identified risks.
- Inconsistent use of the *TIPS* binders including behavior support strategies.

Disabilities

- Increased challenges with communication and authorization of services with LEA's.
- Insufficient materials that represent differing abilities as well as not enough sensory items.
- Clarification and increased effective communication of routing and transition processes needed between intervention and enrollment staff.
- Inconsistent use of the *TIPS* binders including IEP/IFSP individualization strategies.

Home Base

- Attendance (Monthly ADA/Socialization Sign-In Log).
- Collecting required health screenings.
- Enrollment-recruitment-getting word out specifically selling home-based option.
- Data used *Child Plus* reports 3035, 9711, 2025, transition binder, paper waitlist as well as an online waitlist.

Parent and Family Engagement

- Parent meeting attendance at mixed sites (full-day and part-day) are a challenge because parents arrive and pick-up at different times, and part-day parents will not return for a late afternoon meeting.

- Not all sites consistently provide parent meeting activities aligned with the parenting curriculum.
- More parents are working and don't have time to become a *Parent Aide/School Readiness Aide*.
- Some parents have young children who are not Head Start aged eligible and childcare for the child is an issue.
- Staff and families aren't clear on why the program offers *ReadyRosie*.
- Staff and families have difficulty loading videos due to internet issues.
- Family usage decreased over time.

Health and Nutrition

- The new kitchen/nutrition database needs more testing.
- On-going staff training on CACFP and Sanitation procedures can be improved.

Safe Environments

- In 28% of the classrooms reviewed, electrical cords were seen to be in reach of children, or obstructing foot traffic or doorways.
- In 22% of the reviewed classrooms step stools, shelves and other furniture were seen to be unstable or easily tipped over.
- In 28% of the classrooms reviewed, furniture was blocking exits or emergency equipment.
- In 43% of the classrooms reviewed, tripping hazards were seen in the outdoor play area.

Fiscal

- Staff do not always understand the procurement process (thresholds, internal requisition forms, who to contact, etc).
- There was lots of internal movement leading to a new learning curve (new staff, payroll conversion and, bank conversion).
- Staff training for child care fees – Staff unsure of what is required when submitting child care fees.
- In-Kind Electronic Classroom Sign-In – will work with Walter to restart and work towards implementing the classroom sign-in.

Governance

- Recruiting and maintaining parent attendance at board meetings.
- Head Start under-enrollment.
- Not all centers have a PAC Representative. Some have not had one in quite some time.

Human Resources

- Need to increase Parent Advisory Committee and Policy Council involvement in recruitment activities.
- Response/reply and attendance at exams and interviews needs improvement.
- Additional *Bullseye* (employee appraisal system) refinements to minimize steps for supervisors/managers.

ERSEA

- Attendance not recorded daily in many classrooms. Often done late.
- Absence codes used incorrectly and policy not consistently followed.
- Many applications are incomplete and/or inaccurate.
- Some *ChildPlus* data entry is incomplete and does not consistently match documentation.
- The application entered by families when they apply online is not being updated when staff completes the application in *ChildPlus*.

Individual Self-Assessment team summary reports are available on file.

2018-2019 Program Improvement Plan (close out)

SETA has successfully closed out the Program Improvement Plan from last year, 2018-2019. All corrective action items have been completed or are very close to being complete. Those not yet completed will be done by the end of the current grant year (2019-2020). A copy of the close-out report is available upon request.

**Sacramento Employment and Training Agency
Heads Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2019-2020**

<i>Action Steps:</i>	<i>Responsible Person(s)/Unit</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
<i>EDUCATION, DISABILITIES AND MENTAL HEALTH</i>				
Present “We are the Services!” training to Teachers and Associate Teachers to increase disability and mental health awareness.	Karen Griffith, Mgr Program Officers (Ed) Education Coordinators	August 2020	Coordinators revamping training materials to present at kick off to new school year.	
Purchase and distribute materials to increase home language, diversity, and differing awareness in the classroom.	Karen Griffith, Mgr Program Officers (Ed) Education Coordinators	May 2020		
Focus on small group professional development in STEAM.	Karen Griffith, Mgr Program Officers (Ed) Education Coordinators	March 2020	Groups began March 2020 and will continue through program year.	
Develop and present training on Authentic Observation and Documentation.	Karen Griffith, Mgr Program Officers (Ed) Education Coordinators	July 2020		
Develop training and coaching approach to Trauma-Informed Care, empathy and resilience.	Karen Griffith, Mgr Program Officers (Ed) Education Coordinators	August 2020		
Strengthen Teacher on Special Assignment’s (TOSA) focus during teacher coaching on how to more effectively individualize IDP tracking and lesson plans.	Karen Griffith, Mgr Program Officers (Ed) Education Coordinators	April 2020		
Review and update routing and transition process to clarify expectations and consistency.	Karen Griffith, Mgr Program Officers (Ed) Education Coordinators	Feb 2020	Program Officers in Education and Family Engagement have started conversations on roles.	

**Sacramento Employment and Training Agency
Heads Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2019-2020**

<i>PARENT AND FAMILY ENGAGEMENT</i>				
Present at Parent meetings on ReadyRosie program to increase usage to 55%.	Lisa Carr, Manager Program Officers Education Coord.	April 2020	Education Coordinator has intensified efforts in raising the usage, and will continue to work with support staff to increase training.	
Work with Family Service Workers and Home-based staff to advertise Parent Intern positions.	Lisa Carr, Manager Program Officers Education Coord.	January 2020	Applications have been screened and will interview when program opens.	
Work with teachers during planning days to use the ReadyRosie curriculum in their IDP and Home Visit forms.	Lisa Carr, Manager Program Officers Education Coord.	January 2020	Education Coordinator worked with education staff during DRDP small groups showing them how to embed videos into IDPS	
Strategically pick sites to work with Family Service Workers to use the Parent activity guide usage up to 45%.	Lisa Carr, Manager Program Officers Education Coord.	August- October 2020	This was started last program year, and efforts will continue.	
<i>SOCIAL SERVICES</i>				
Provide more training on topics and parent meeting activities.	Lisa Carr, Manager	August 2020	New topics will be developed and implemented for new program year.	
Survey parents semi-annually to ensure that parent meetings are happening when it is convenient for parents.	Lisa Carr, Manager	October 2020 May 2021	Plan to use parent outcome survey from the QI network to gather and analyze data.	
Mandate the amount of parent meeting parent activities that traditional and year-round sites must engage in.	Lisa Carr, Manager	August 2020	Program Officers will monitor and support.	
Work with Site Supervisors to ensure that Family Service Workers have support in doing activities and are aware of the parent meetings.	Lisa Carr, Manager	September 2020-on- going	Program Officers and Education Coordinators will provide support and training and use mentor FSW to	

**Sacramento Employment and Training Agency
Heads Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2019-2020**

			help provide support when possible.	
<i>ERSEA</i>				
Train Family Service Workers on application completion including Child Plus and the importance of email and phone numbers for Live Message usage.	Lisa Carr, Manager ERSEA Program Officer	On-going	ERSEA Program Officer	
Move toward using Child Plus for attendance.	Lisa Carr, Manager ERSEA Program Officer	August 2020 and on-going	ERSEA Program Officer and ERSEA Program Analyst	
Train all FSWs and Home Visitors on Live Message in Child Plus.	Lisa Carr, Manager ERSEA Program Officer	On-going	ERSEA Program Analyst	
<i>Human Resources</i>				
Continue to refine how the agency uses Bullseye to streamline processes.	Allison Noren, HR Chief CFS Managers HR Staff	On-going	Meeting with various leaders and compiling Bullseye system feedback/issues	
Refine the process for attracting and hiring candidates including adding messaging through text message, decreasing timeline, adding multiple screening and exam dates.	Allison Noren, HR Chief CFS Managers HR Staff	February 2020	Now have two recruitments per month for AT and T. Have set up and are using text messaging to candidates to get faster responses. Have decreased timeline for candidates by doing interviews prior to PC eligible list approval and only job offer after list is approved.	March 2020
Provide training and clarification for new PAC and PC members to increase their involvement in recruitment.	Allison Noren, HR Chief CFS Managers HR Staff	May 2020- June 2020	Preparing written tutorial on SETA recruitment process.	

**Sacramento Employment and Training Agency
Heads Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2019-2020**

<i>Fiscal</i>				
Set up training(s) for Procurement Procedures (purchasing 101).	Victor Han, Manager	August 2020-October 2020	Giving everyone a general overview on purchasing requirements and guidelines.	
Work with IT to create In-Kind Electronic classroom sign-in.	Victor Han, Manager	On-going	Completing the IT In-Kind electronic classroom sign-in project.	
Continue to update Desk Manuals (Fiscal policies and procedures).	Victor Han, Manager	On-going	Updating desk manuals as fiscal procedures change.	
Train site supervisors regarding child care fees.	Victor Han, Manager	July 2020-August 2020		
<i>Health and Nutrition</i>				
The new kitchen/nutrition database needs more testing.	Kaleb Call, Manager	July 2020	Run both systems until the end of the program year.	
Ongoing staff training on CACFP and Sanitation procedures can be improved.	Kaleb Call, Manager	July 2020	Formal yearly CACFP training will be done in July 2020.	
Health/Nutrition staff will work to support FSWs in providing all follow-up needed by parents.	Lisa Carr, Manager	July 2020		
<i>Home Base</i>				
Increase recruitment by Home Visitors in schools, library's churches and stores explaining what the home base option is.	Lisa Carr, Manager ERSEA Program Officer	On-going	Education Coordinators	
Create recruitment posters for Home Base and update flyers to needed languages.	Lisa Carr, Manager ERSEA Program Officer	On-going	Education Coordinators	

**Sacramento Employment and Training Agency
Heads Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2019-2020**

Ensure that staff begin to migrate toward scanning and using Child Plus to upload necessary documents.	Lisa Carr, Manager ERSEA Program Officer	September 2020	ERSEA Program Analyst	
<i>Safe Environments</i>				
Review and update procedures for using portable electronic devices, step stools, tables, and other portable equipment in centers (i.e. radios, tables, stools, etc...).	Kaleb Call, Manager Karen Griffith, Manager	July 2020	Review and updated Policies and Procedures and train staff.	
<i>Governance</i>				
Management presentation will be provided in PAC talking about direct services to children and families.	Marie Desha, Coordinator SS/PI Specialists Parent Ambassadors	Jan 2020 and On-going	Management began presenting to PAC about direct services in January 2020.	
Provide parents with engagement opportunities after leaving Head Start.	Marie Desha, Coordinator SS/PI Specialists Parent Ambassadors	On-going		
Brainstorm new ideas/strategies for increasing recruitment and enrollment.	Marie Desha, Coordinator SS/PI Specialists Parent Ambassadors	On-going		
Continue to brainstorm new ideas on how to increase parent participation.	Marie Desha, Coordinator SS/PI Specialists Parent Ambassadors	On-going	A FSW recruitment incentive was offered to increase PAC recruitment.	
PAC will be held in a less formal setting to encourage parent participation.	Marie Desha, Coordinator SS/PI Specialists Parent Ambassadors	Jan 2020 and On-going	PAC was held in an informal setting for the first time in January 2020.	March 2020

**Sacramento Employment and Training Agency
Heads Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2019-2020**

Explore the use of technology for remote access at meetings, set up a pilot program.	Marie Desha, Coordinator SS/PI Specialists Parent Ambassadors	Jan 2020 and On-going		
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ITEM III-C - 2 – ACTION

APPROVAL OF PROGRAM YEAR 2020-2021 HEAD START, EARLY HEAD START AND EARLY HEAD START CHILD CARE PARTNERSHIP REFUNDING APPLICATIONS

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the Program Year 2020-2021 Head Start/Early Head Start Refunding Applications. The applications are for Year 1 of a 5-year funding cycle.

A copy of the Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion Program Narrative will be sent separately. Some proposed program changes include:

- The SETA Operated Program will expand services to a new facility, Dudley Elementary, located within the Center Joint USD boundaries. Services will be 6.5 hours/day, 5 days/week for 182 days/year (1,183 hours)
- Sacramento City USD will return to Washington Elementary which was closed in 2019-20 due to District reductions. Services will be 6.5 hours/day, 5 days/week for 178 days/year (1,157 hours)
- San Juan Unified School District will make the following Head Start changes:
 - Un-do the remaining 12 part-day double session classes and offer full-day services in its place.
 - Reduce Head Start funded enrollment by 8 enrollment slots as part of a proposed HS-EHS conversion. Enrollment slots will come from the un-doing of double sessions.
 - Add 3 Early Head Start enrollment slots to the funded enrollment as part of the HS-EHS conversion. The additional enrollment slots will be served in home-based.
- Twin Rivers USD will:
 - Expand the number of Head Start students at Morey Avenue by 20, offering 6.5 hours/day, 5 days/week for 182 days/year (1,183 hours).
 - Expand Early Head Start services on the Oakdale campus with 8 new enrollment slots.
 - Expand Early Head Start services on the Morey Avenue campus with 8 additional enrollment slots.

All other program options remain unchanged. Total funded enrollment will be as follows:

ITEM III-C – 2 – ACTION (continued)

Page 2

Agency	Proposed Enrollment 2020-2021					
	Head Start		Early Head Start		EHS-CCP	
	Current	New	Current	New	Current	New
SETA Operated Program	1,756	1,736	589	573	80	80
Elk Grove USD	440	440				
Sacramento City USD	736	736				
San Juan USD	1,052	1,044 ¹	160	163 ¹		
Twin Rivers USD	140	160	40	56		
WCIC	120	120				
Total	4,244	4,236	789	792¹	80	80

¹ Pending ACF approval for the HS-EHS enrollment slot conversion of 8 HS to 3 EHS enrollment slots.

Services for the 2020-2021 program year will commence on August 1, 2020.

RECOMMENDATION:

Approve the Program Year 2020-2021 Head Start, Early Head Start, and Early Head Start Child Care/Partnership Refunding Applications.

PRESENTER: Denise Lee

ITEM III-C - 3 – ACTION

APPROVAL OF THE SETA HEAD START, EARLY HEAD START
AND EARLY HEAD START CHILD CARE PARTNERSHIP BUDGETS
FOR PROGRAM YEAR 2020-2021

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the 2020-2021 Head Start, Early Head Start, and Early Head Start Child Care Partnership budgets. The budgets include Basic, Training and Technical Assistance (TTA), Cost of Living Adjustment (COLA) and Quality Improvement (QI) funding for the SETA Operated Program, its five delegate agencies, and two partners. The proposed budgets, after the HS-EHS conversion, are as follows:

Head Start Basic (4,236 children/families)	\$47,293,273
Head Start COLA (2%)	\$ 945,865
Head Start Quality Improvement (\$266/child)	\$ 1,126,776
Head Start Training and Technical Assistance	\$ 527,209
Sub-Total	<u>\$49,893,123</u>
Early Head Start Basic (792 children/families)	\$10,830,555
Early Head Start COLA (2%)	\$ 216,611
Early Head Start Quality Improvement (\$366/child)	\$ 290,902
Early Head Start Training and Technical Assistance	\$ 243,314
Sub-Total	<u>\$11,581,382</u>
EHS-CCP Basic (80 children/families)	\$ 1,578,143
EHS-CCP COLA (2%)	\$ 31,563
EHS-CCP Quality Improvement (\$687.50/child)	\$ 55,000
EHS-CCP Training and Technical Assistance	\$ 36,749
Sub-Total	<u>\$ 1,701,455</u>
TOTAL	<u>\$63,175,960</u>

Conversion - The Head Start/Early Head Start budgets reflect a transfer of \$67,857 (\$64,400 from Basic, \$1,289 from COLA and \$2,128 from Quality Improvement) from Head Start Basic funds to Early Head Start Basic. The transfer of the funds will support the conversion of 8 Head Start enrollment slots to 3 Early Head Start enrollment slots for San Juan USD, a SETA delegate agency. Funds will be used for personnel, fringe benefits and other operating costs. Details of this conversion can be found in the Budget and Budget Narrative.

Cost-of-Living Adjustments (COLA) – On March 11, 2020, the Office of Head Start released Consolidated Appropriations Act 2020 funding for the Federal Fiscal Year (FY)

ITEM III-C - 3 – ACTION (continued)

Page 2

2020, making additional funds available to existing Head Start, Early Head Start and Early Head Start Child Care Partnership programs. Each grantee may apply for a COLA increase of 2 percent of the FY 2019 base funding level. Base funding excludes training and technical assistance funds and any one-time funding grantees may have received in FY 2019. COLA funds are to be used to increase staff salaries and fringe benefits and to pay for higher operating costs.

Programs that use COLA funds to increase staff salaries must increase the hourly rate of pay and permanently increase the Head Start pay scale rather than only increase the salaries of current employees. SETA management and the union have finalized negotiations on the use of the funds. A previous board action item covers the proposed increases.

Quality Improvement (QI) - On March 11, 2020, the Office of Head Start announced non-competitive Quality Improvement funding would be awarded to programs to invest in activities that will support Head Start children and families impacted by trauma. Funding were determined by the amount of children served by the program and will be used towards personnel, fringe benefits and other operating costs to improve the program's trauma informed care and approaches. Examples include: increase teacher work hours from 7 hours/day to 8 hours/day in full-day classes, increase the number of associate teachers in classrooms where more support is needed for children with challenging behaviors, coaching, support services and training for teachers and home visitors on trauma informed care and reflective practices.

A copy of the 2020-2021 Head Start, Early Head Start and Early Head Start Child Care Partnership budgets will be sent under separate cover.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the Program Year 2020-2021 Head Start, Early Head Start, and Early Head Start Child Care Partnership Budgets for Basic, Training and Technical Assistance (TTA), Cost of Living Adjustment (COLA), and Quality Improvement funds (QI) in the amount of \$63,175,960.

PRESENTER: Denise Lee



Sacramento Employment and Training Agency
Budget Narrative – Head Start
Basic, TTA, COLA, and QI Funds (09CH010182)
FY 2020-2021

HEAD START BASIC (\$47,293,273) AND TRAINING AND TECHNICAL ASSISTANCE (\$527,209)

Personnel (\$13,345,595)

The combined Head Start/Early Head Start Personnel budgets will fund a total of 543 regular positions. Of the 543 positions, 501 are Head Start/Early Head Start educational and administrative support positions. The remaining 42 are Agency Administrative staff who are partially funded from Head Start/Early Head Start funds and partially funded from other Agency sources. The Agency Administrative staff provide support services such as fiscal, information technology, human resources and payroll to the Children and Family Services Department. These positions are allocated to all funding sources pursuant to SETA's Cost Allocation Plan.

Fringe Benefits (\$7,530,409)

All regular employees receive SETA's full benefits package including medical/dental, retirement, life insurance and disability plans. Fringe benefits are estimated to be 56.35% of salaries as follows: FICA 7.65%, UI .5%, Workers Comp 3%, Health/Dental 13.2%, and Retirement 32.00%.

Equipment (\$100,000)

Playground Equipment - Head Start Basic funds are allocated for the replacement/repair of playground equipment should an unexpected incident or vandalism occur which requires replacement and/or repair of major playground equipment. Funds may also be used if current equipment is identified as unsafe or in need of repair during one of SETA's quality assurance reviews and/or bi-annual Environmental Safety Checks.

Supplies (\$572,000)

Office and Child & Family Supplies - Office supplies and Child and Family supplies will be purchased so that children, teachers, and staff have needed supplies and materials on hand to ensure quality programming, including safe and healthy environments. A portion of the Child and Family Supply budget is reserved for ECERS and CLASS enhancements; while the remaining portion is provided to each classroom and Home Visitor to individualize environments/home teachings, supplies and materials in accordance with children's interests and lesson plans. Start-up classroom supplies will be needed to open a new classroom at Dudley Elementary. A variety of consumable supplies are kept in stock at SETA's central warehouse which ensures timely orders and well supplied classrooms without long lag periods. Special

orders are managed through an electronic supply request process which is reviewed and approved by supervisory and management staff to ensure appropriateness and enhancements with *Creative Curriculum*, *CLASS* and children’s interests. Each classroom will also be allocated a portion of the funds to cover paper supplies used to sanitize the classrooms. Head Start funds are allocated for technology supplies to maintain computer licenses, including *ChildPlus*, *Learning Genie*, *Laserfiche*, *Microsoft Windows Suite*, *Microsoft Exchange* and other IT Network software. Funds will also be used for new and replacement computers for administrative and teaching staff, parents (for *Rosetta Stone*, ESL programs and the *EZ-Suites* sign-in/out systems) and children’s classroom computers. Funds will be available for any replacement equipment needed for the *EZ-Suite/EZ-ID Sign-in/out system* and *Learning Genie*.

Medical/Dental/Disabilities - In accordance with the Head Start Performance Standards, funds are allocated for medical, dental and disabilities supplies and materials for children and in the classrooms. Supplies include, but are not limited to, first aid supplies, CPR charts, latex gloves, toothbrushes/toothpaste, dental mirrors, adaptive equipment/supplies, etc.

Contractual (\$21,093,398 Basic & \$106,270 T/TA)

SETA will continue to fund five (5) delegate agencies including four school districts and one community based organization. Aligned with the Sacramento County Community Assessment, the proposed funded enrollment and associated funding is distributed as follows:

<u>Delegate</u>	<u>Slots</u>	<u>Basic</u>	<u>T/TA</u>
Elk Grove Unified School District	440	\$3,355,290	\$14,040
Sacramento City Unified School District	736	\$5,840,686	\$31,200
San Juan Unified School District	1,044 ¹	\$8,409,126	\$33,400
Twin Rivers Unified School District	160	\$2,142,665	\$15,930
Women’s Civic Improvement Club	120	\$1,345,631	\$11,700
Totals		<u>\$21,093,398</u>	<u>\$106,270</u>

¹ Includes a proposed HS-EHS conversion. Details outlined below in this Narrative.

Other (\$4,651,871)

Rent – SETA Head Start will occupy a total of 37 early learning centers, a central kitchen, 2 satellite kitchens, a warehouse and administrative offices. Of the 37 early learning centers, one is owned by SETA (Northview ELC) and three are provided rent-free. SETA Head Start leases approximately 77,200 square feet of office space at its administrative headquarters which includes the Sharon Neese Early Learning Center.

Utilities and Telephone – Budgeted expenses include administrative offices and early learning centers. In addition, many of the center lease agreements include provisions for utilities. SETA participates in the e-rate program to reduce overall costs of technology and telephone equipment and services.

Building and Child Liability Insurance – Property and liability insurance is provided by Philadelphia Insurance Company and covers all potential risks in which SETA Head Start might be subjected.

Building Maintenance, Repair, and Other Occupancy – Building maintenance/repair is generally provided by the SETA Head Start/Early Head Start Facilities Unit. Security alarm systems, janitorial services and supplies are provided under contracts with outside vendors. Funds budgeted to maintain these services are based on current expenditures, analysis of upcoming needs, existing contracts and number of classrooms and teachers.

Local Travel – Staff will be reimbursed mileage while making home visits and/or providing support services at the early learning centers. The mileage reimbursement rate is determined by the IRS reimbursement rate, which is currently \$.575/mile for 2020.

Nutrition Services – Funds have been budgeted for the costs of providing daily meals and snacks in excess of reimbursements from the Child and Adult Care Food Program (CACFP). The costs of providing meals includes salaries for kitchen staff and drivers, food costs, transportation costs, kitchen rent, and administrative services and supplies. Funds will also be available for nutritional activities (educational food activities) in the classrooms.

Child Services – As mandated by the federal Performance Standards, SETA will contract with highly qualified, professional, expert consultants on an on-call basis in the areas of medical health (Registered Nurses), oral health/hygiene (Dentists), nutrition (Registered Dietitians), mental health (Psychologists)/trauma informed care, and special education to provide services to Head Start children and their families as needed. Consultants will also provide in-house training, technical assistance, coaching/mentoring, and other services to Head Start program staff as needed.

Funds have also been reserved to provide mandated screenings and appropriate medical and dental services as a payer of last resort.

Funds will be provided for socializations, field trips, and visiting expert activities to enhance children's learning and experiences in the classroom and outside the classroom environment. Socializations for home-based families will be provided twice monthly and rotated in geographic areas to ensure all families have an opportunity to attend these activities closer to their residence. Funds will be available for home-based field trips, visiting experts, parent meetings and a family cooking activity.

Substitutes – Funds are budgeted to cover the cost of on-call, non-benefitted substitutes in the classroom to ensure child safety and assist in meeting required ratios and performance standards. Substitutes are called upon when regular staff is unavailable to report to work and/or for vacancies.

Parent Services – Parent Services includes funds for Policy Council (PC) and Parent Advisory Committee (PAC) member reimbursements, activities, and meetings. Funds will be used for a meet-and-greet parent orientation in the beginning of the year as new board members are seated as well as an end-of-the-year banquet for departing board members. Transportation and childcare per diems are provided to Parent Aides and School Readiness Aides who assist in the classroom during food services and literacy activities, respectively. Additionally, funds have been budgeted for Center Parent Meetings for meeting supplies and light snacks.

Publications/Advertising/Printing – Funds have been budgeted for advertising vacant employment opportunities, printing forms, various handouts, recruitment materials, and the annual report.

Other Operating Costs – Funds have been budgeted for employee fingerprinting and background checks for regular, volunteer, consultant, and substitute staff members; employee uniforms; vehicle operating costs; community collaborative activities which support the Health Services Advisory Committee (HSAC) meetings; professional memberships and subscriptions; licensing fees paid annually to maintain current and valid child development center/community care licenses; and allocated services and supplies. Allocated services and supplies will be allocated for the operation of SETA's support departments including Information Technology, Fiscal, Human Resources, Payroll, and the Executive Director's Office. Costs incurred in these departments will be allocated between Head Start and other agency sources using formulae that take into consideration the volume of agency activities and measure the benefit to SETA's programs in several verifiable ways.

Training and Technical Assistance (\$527,209)

Personnel (\$101,421) along with the associated Fringe Benefits (\$57,151) funds have been budgeted for two Teacher on Special Assignment (TOSA) positions to provide staff and delegate agencies with training, technical assistance and coaching throughout the program year.

Travel (\$35,500) – Thorough and up-to-date training information is essential for continued growth and individual staff development. SETA believes that training is a valuable and necessary component of the program design and has allocated Training and Technical Assistance funds for staff to attend conferences and training seminars. Proposed out-of-town conference attendance includes WIPFLI, ChildPlus Scramble, both in Las Vegas, Nevada, and the National Head Start Conference, located in Columbus, Ohio. The conferences selected have a proven track record for providing an array of quality workshops which meet staff needs. Funds will cover registration fees, travel, accommodations, and per diem for meals.

Contractual (\$106,270) – T/TA funds have been allocated directly to the delegate agencies to assist each agency in their training needs. The grantee reviews and approves each delegate T/TA plan. For additional details, please see individual delegate budgets and T/TA plans.

Consultants (\$10,000) – Consultants will be used to ensure that staff are meeting Performance Standards, as well as training resources and provide coaching to staff when necessary.

Parent Services (\$73,000) – Funds are set aside to provide books for the Family Literacy Involvement Program (FLIP) and funding for the Parent Intern Project. In partnership with SETA's Workforce Development Department, the Parent Intern project supports entry level intern positions which would likely lead to entry level employment at the completion of a three to six-month internship. Internships are offered in health services, foods services, data entry and clerical/administration.

Training or Staff Development (\$127,477) – Funds have been budgeted for local conferences, trainings, and resources; Career Incentive Plan (CIP) to reimburse staff and parents a portion of allowable education costs such as tuition and books; Ready Rosie to provide mobile technology

to build on Head Start parenting curriculum requirements; and to provide additional Mentor Coach resources for teaching staff. Please see Training and Technical Assistance Plan for further details.

Other (\$16,390) - Funds have been budgeted for delegate/partner support services (\$10,000) to provide an annual county-wide delegate meeting. A portion (\$6,390) of the funding has been allocated services and supplies. Allocated services and supplies will be allocated for the operation of SETA's support departments including Information Technology, Fiscal, Human Resources, Payroll, and the Executive Director's Office.

Cost Allocation Plan

Any costs that benefit more than one program are subject to SETA's approved Cost Allocation Plan. The allocated costs incurred are allocated between programs using formulae that take into consideration a predetermined measure of benefit to each program in several verifiable ways. The Cost Allocation Plan is certified annually by the Fiscal Chief and Executive Director. A copy of the certified Cost Allocation Plan is uploaded on HSES for review.

Other Resources

Other resources that will support the Head Start/Early Head Start program include Child and Adult Care Food Program (CACFP). SETA anticipates receiving approximately \$1,240,000 for the 2020-2021 program year from CACFP.

Slot Conversion

San Juan Unified School District, a SETA delegate agency, is requesting to convert eight (8) Head Start enrollment slots to three (3) Early Head Start enrollment slots for the upcoming 2020-2021 program year. The three (3) new Early Head Start enrollment slots will be served by the District in the Home-Based option. The eight (8) Head Start enrollment slots will be reduced from 12 classrooms that are being converted from part-day, double-session to full-day, single-session.

The funding amount requesting to be converted is \$64,400 from the Head Start Basic budget to Early Head Start Basic. Funds will be used for personnel, fringe benefits and other operating costs. No Training and Technical Assistance (TTA) Funds are being requested since the conversion does not warrant additional TTA activities that cannot be provided under the current funding levels. Below is a breakdown of the conversion request:

Countywide
(Grantee, Delegates, and Partners)

	Pre-Conversion 2019-2020¹		Post Conversion 2020-2021	
	Basic	TTA	Basic	TTA ⁴
<u>Head Start</u> Current: 4,244 New: 4,236	\$47,357,713 ²	\$527,209	\$47,293,273	\$527,209
<u>Early Head Start</u> Current: 789 New: 792	\$10,766,115	\$243,314	\$10,830,555	\$243,314
HS Cost/Child ³	\$11,159		\$11,165	
EHS Cost/Child ³	\$13,645		\$13,675	
¹ Per funding guidance letter ² Total funds transferred from Basic Head Start to Basic Early Head Start is \$64,400. ³ Cost/Child calculation does not include TTA funds ⁴ No changes were made to the TTA budget, as requested by San Juan Unified School District.				

COST OF LIVING ADJUSTMENT (COLA) \$945,865

NOTE – the total for the Head Start COLA has been adjusted to reflect the pending HS-EHS (8 HS slots to 3 EHS slots) conversion request. The anticipated 2% Head Start COLA will be \$945,865 with the conversion approval.

Personnel (\$311,053)

COLA funds will be utilized to offset the negotiated salary increases to all staff. The salary increases were negotiated by SETA’s labor union (AFSCME) and management. The wage increases range anywhere from 5%-7% for a majority of the staff, as well as, greater increases for specific job titles that would be impacted by the increases to California’s minimum wage. Wage increases will be permanent and apply to all pay scale rates for current and future employees.

Fringe Benefits (\$175,728)

A portion of the COLA will be used to pay the fringe benefit costs associated with the COLA salary increases. All regular employees receive SETA’s full benefits package including medical/dental, retirement, life insurance and disability plans. In addition to the increased salaries as negotiated, COLA funds will be utilized to offset the anticipated increase in SCERS retirement costs. The employer contribution rate for SCERS is expected to increase by approximately 2%. In the prior year, the average employer contribution rate for SCERS was 30% with an updated average of 32% in PY 20-21 fiscal year.

Contractual (\$421,868)

The 2 percent (2%) COLA will be applied to each delegate agency’s base grant and is distributed as follows:

<u>Delegate</u>	<u>COLA</u>
Elk Grove Unified School District	\$67,106
Sacramento City Unified School District	\$116,814
San Juan Unified School District	\$168,182
Twin Rivers Unified School District	\$42,853
Women’s Civic Improvement Club	\$26,913
Totals	<u>\$421,868</u>

Detailed budget and budget narratives for individual delegates are available on HSES.

Other: (\$37,217)

Rent – COLA funds will be used for rent increases at twenty-one (21) of the SETA Head Start centers and the agency administrative office which includes COLA contingencies in the lease agreements. The rent amounts for each of the twenty-one SETA Head Start centers will be permanently increased by 2 percent (2%).

Janitorial – COLA funds will be used for janitorial service increases. The janitorial contract amounts increase by 5% or by the annual consumer price index, whichever is lower.

QUALITY IMPROVEMENT FUNDS \$1,126,776

NOTE – the total for the Head Start Quality Improvement funds has been adjusted to reflect the pending HS-EHS (8 HS slots to 3 EHS slots) conversion request. The anticipated Head Start Quality Improvement funds will be \$1,126,776 with the conversion approval.

Personnel: (\$262,847)

SETA has proposed to use the quality improvement funds to add an additional hour to fourteen (14) staff to support classrooms which have children who have gone through traumatic experiences. The additional staffing will be assigned at their respective Head Start classrooms, however, they may move between classrooms as needed to help support classrooms with trauma informed care needs. The extra support will also decrease the child:teacher ratio, offering more support in the classroom. A portion of the funds will also go towards supporting the negotiated staff salary increases not covered by the COLA. The increase would allow for salary related turnovers to decrease and as a result continue to build the classroom’s relationships.

Fringe Benefits: (\$148,929)

A portion of the Quality Improvement funds will be used to pay the fringe benefits associated with the staff working longer days to support classrooms with children who have gone through

traumatic experiences. Also, due to annual employer retirement benefit costs, the remaining funds would be utilized to offset the retirement benefit costs associated with the salary increases.

Contractual: (\$665,000)

The Quality Improvement funds will be applied to each delegate and partner’s base grant, based on the number of enrollment slots and is distributed as follows:

<u>Delegate</u>	<u>QI</u>
Elk Grove Unified School District	\$117,040
Sacramento City Unified School District	\$195,776
San Juan Unified School District	\$277,704
Twin Rivers Unified School District	\$42,560
Women’s Civic Improvement Club	\$31,920
Totals	<u>\$665,000</u>

Individual delegate budgets and budget narratives are posted on HSES.

Other (\$50,000)

Child Services Consultants – Funds will be used to hire Trauma consultants that will meet monthly with Intervention Specialists to provide on-going coaching and support to help identify the signs and symptoms of trauma and to integrate support services to assist in healing. Meetings will occur twice a month for the first two months of the program year. Mental Health Consultants will also be hired to provide direct support in classrooms and provide site observations to determine if access to additional external services are needed. A Staff Wellness Committee will also be formed to bring staff together to brainstorm different ways to approach trauma informed care for the classrooms.

Training and Staff Development - Caregiver training and consultants will be provided and available for the staff to reduce secondary stress and trauma, in hopes of reducing stress related turnover and as a result strengthen the child and caregiver relationship in the classrooms. Training will also be provided to teaching staff and family engagement staff to allow them to recognize signs of trauma with empathy.

**NON-FEDERAL SHARE FOR T&TA (\$11,955,121) COLA (\$236,466) AND
QUALITY IMPROVEMENT (\$281,694)**

Non-federal share was calculated using the new funding amounts after the HS-EHS conversion, which is still pending ACF approval. SETA has identified several categories of non-federal share to meet the required match. Categories and estimated amounts include:

Contractual – Delegates \$5,571,634

Each Delegate is responsible for meeting their portion of the non-federal share requirement. Details are outlined in individual Budgets and Budget Narratives.

CDE – CSPP Program \$2,904,623

Only the state portion of the CSPP reimbursement is counted towards non-federal share. The amounts include CSPP Personnel (\$1,868,074) and Fringe Benefits (\$1,036,549).

Space \$ 242,832

The valuation of donated space has been determined by a third-party valuation.

CSUS Interns (ACES) \$ 89,472

Student interns from California State University, Sacramento volunteer to support small and large group literacy activities in the classroom. Approximately 40 students (20 students per semester) participate in the program. SETA anticipates approximately 3,200 hours of volunteer time. Volunteer hours are valued at the current associate teacher wage rate with fringe benefits (\$27.96/hour).

Family Literacy Involvement Program (FLIP) \$1,419,244

Children are provided an age-appropriate book and literacy activity once every other month for parents/guardians to read to their children and enhance the school readiness of their child. SETA anticipates that each parent in the SETA operated program (1,736) will participate with an average of 29.23 hours per year. Volunteer hours are valued at the current associate teacher wage rate with fringe benefits (\$27.96/hour).

Parent Volunteers and other volunteers in the classrooms \$ 326,043

Classroom volunteers include parent classroom volunteers, School Readiness Aides, and Parent Food Aides. SETA anticipates approximately 11,661 hours of volunteer time. Volunteer hours are valued at the current associate teacher wage rate with fringe benefits (\$27.96/hour).

Parent Volunteers – Home Based \$ 1,658,053

Home-Based parents assist in activities at home that are directly tied to the curriculum provided by the teacher. SETA anticipates approximately 59,300 hours of volunteer time. Volunteer hours are valued at the current associate teacher wage rate with fringe benefits (\$27.96/hour).

Policy Council (PC) and Parent Advisory Committee (PAC) Activities \$ 261,380

SETA anticipates approximately 2,000 hours of volunteer time. Volunteer hours provided by the PC and PAC are valued at the current director compensation rate (\$130.69/hour).

Financial Management System

SETA uses Sacramento County’s accounting and reporting system (COMPASS). Through its banking relationship with the County of Sacramento Treasury (the County), substantially all of SETA’s cash receipts, payment transactions, purchasing and payroll processing are processed by the County and financial reconciliation procedures are performed on a monthly basis. SETA’s senior management systemically ensures effective oversight of operations and accountability for federal funds by conducting its own internal reviews. Results have consistently supported the stated results of the external audits referenced below. The COMPASS system allows for individual accounts and multiple levels of cost centers collect various expenditures by funding sources. Delegates/partners will be required to submit a monthly cost reimbursement summary report which will be reviewed for budgetary compliance and to ensure that non-federal share is sufficient. Additionally, the grantee will provide a fiscal monitor to review each delegate/

partner agency at least twice during the grant year to ensure proper fiscal controls and allowability of expenditures. Fiscal monitoring activities include a review of internal controls and supporting documentation of expenditures. Careful consideration will be paid to the reasonableness and allowability of expenditures as well as the proper recording of grant reimbursements. SETA receives an annual audit from an outside CPA firm.



Sacramento Employment and Training Agency
Budget Narrative – Early Head Start
Basic, TTA, COLA, and QI (09CH010182)
FY 2020-2021

EARLY HEAD START BASIC (\$10,830,555) AND TRAINING AND TECHNICAL ASSISTANCE (\$243,314)

Personnel (\$3,665,215)

The combined Head Start/Early Head Start Personnel budgets will fund a total of 543 regular positions. Of the 543 positions, 501 are Head Start/Early Head Start educational and administrative support positions. The majority of center-based staff for Early Head Start is dually funded by Early Head Start funds and California Department of Education/General Child Care funds. The remaining 42 positions are Agency administrative staff who are partially funded from Head Start/Early Head Start funds and partially funded from other Agency resources. The Agency administrative staff provide support services such as fiscal, information technology, human resources and payroll to the Children and Family Services Department. These positions are allocated to all funding sources pursuant to SETA's Cost Allocation Plan.

Fringe Benefits (\$2,065,588)

All regular employees receive SETA's full benefits package including medical/dental, retirement, life insurance and disability plans. Fringe benefits are estimated to be 56.35% of salaries as follows: FICA 7.65%, UI .5%, Workers Comp 3%, Health/Dental 13.2%, and Retirement 32.00%.

Supplies (\$231,000)

Office and Child & Family Supplies - Office supplies and Child and Family supplies will be purchased so that infants/toddlers and teachers have needed supplies, materials and diapers/wipes on hand to ensure quality programming, including safe and healthy environments. A portion of the Child and Family Supply budget is reserved for ITERS and CLASS IT enhancements; while the remaining portion is provided to each classroom and Home Visitor to individualize environments/home teachings, supplies and materials in accordance with children's interests, lesson plans and SETA's school readiness goals. Each classroom will also be allocated a portion of the funds to cover paper supplies used to sanitize the classrooms.

Contractual (\$4,111,165 Basic & \$44,624 T/TA)

SETA will fund two (2) delegate agencies and two (2) partners for Early Head Start. As a result of changing 12 part-day, double-session classes to full-day, single-session classes, San Juan USD, a SETA delegate agency, will be converting 8 Head Start enrollment slots with a transfer

amount of \$64,440 (pre-COLA) to 3 Early Head Start enrollment slots. This enrollment conversion will go into effect starting August 1, 2020. As a result of the conversion of enrollment slots and associated funding, the proposed funded enrollment will be distributed as follows:

<u>Delegate/Partner</u>	<u>Slots</u>	<u>Basic</u>	<u>T/TA</u>
San Juan Unified School District	163	\$1,901,476	\$30,912
Twin Rivers Unified School District	56	\$953,335	\$13,712
Sacramento County Office of Education	77	\$670,712	\$0
River Oak Center for Children	72	\$585,642	\$0
Totals	368	\$4,111,165	\$44,624

Other (\$757,587)

Rent - SETA Early Head Start will maintain a total of 17 early learning centers which serve infant/toddlers. SETA leases approximately 77,200 square feet of office space at its administrative headquarters, including the Sharon Neese Early Learning Center.

Utilities and telephone – Budgeted expenses include administrative offices and early learning centers. In addition, many of the center lease agreements include provisions for utilities. SETA participates in the e-rate program to reduce overall costs of technology and telephone equipment and services.

Building Maintenance, Repair, and Other Occupancy – Building maintenance/repair is generally provided by the SETA Head Start/Early Head Start Facilities Unit. Funds are budgeted for security and alarm services at the EHS sites. Janitorial services are provided under contracts with outside providers. Funds budgeted to maintain these services are based on current expenditures, analysis of upcoming needs, existing contracts and number of classrooms and EHS Educators.

Local Travel - Home Visitors and other Early Head Start staff will be reimbursed mileage while making home visits and/or providing support services at the early learning centers. The mileage reimbursement rate is determined by the IRS reimbursement rate, which is currently \$.575/mile for 2020.

Nutrition Services – Funds have been budgeted for the costs of providing daily meals and snacks in excess of reimbursements from the CACFP. The costs of providing meals includes salaries for kitchen staff and drivers, food costs, transportation costs, kitchen rent, and administrative services and supplies.

Child Services and Consultants –Funds will also be used to provide mandated screenings and appropriate medical and dental services as a payer of last resort. Funds will be provided for visiting expert activities to enhance children’s learning and experiences in the classroom and for home-based socialization activities. Funds will be allocated to each classroom on a cost per child basis. Socializations for home-based families will be provided twice monthly and rotated in geographic areas to ensure all families have an opportunity to attend. Funds will be available for

field trips, visiting experts, transportation, parent meetings, translation services and a family cooking activity.

Substitutes – Funds are budgeted to cover the cost of on-call, non-benefitted substitutes in the classroom to ensure child safety and assist in meeting required ratios and performance standards. Substitutes are called upon when regular staff is unavailable to report to work and/or for vacancies.

Parent Services – Funds have been budgeted for Center Parent Meetings for meeting supplies and light snacks.

Other Operating Costs – Funds have been budgeted for employee uniforms and licensing fees paid annually to maintain current and valid child development center/community care licenses. Additional funds have been budgeted for allocated services and supplies. Allocated services and supplies will be allocated for the operation of SETA's support departments including Information Technology, Fiscal, Human Resources, Payroll, and the Executive Director's Office. Costs incurred in these departments will be allocated between Early Head Start and other agency sources using formulae that take into consideration the volume of agency activities and measure the benefit to SETA's programs in several verifiable ways.

Training and Technical Assistance (\$243,314)

Personnel (\$72,121) along with the associated Fringe Benefits (\$40,659) and allocated services and supplies (\$5,751) have been budgeted for two Teachers on Special Assignment (TOSA) to provide staff and delegate agencies with training, technical assistance and coaching throughout the program year.

Travel (\$6,000) – Thorough and up-to-date training information is essential for continued growth and individual staff development. SETA believes that training is a valuable and necessary component of the program design and has allocated Training and Technical Assistance funds for two staff to attend the ChildPlus Scramble, in Las Vegas, Nevada. The ChildPlus Scramble has a proven track record for providing an array of quality workshops which meet staff needs. Funds will cover registration fees, travel, accommodations, and per diem for meals.

Contractual (\$44,624) – T/TA funds have been allocated directly to the delegate agencies to assist each agency in their training needs. The grantee reviews and approves each delegate T/TA plan. For additional details, please see individual delegate budgets and T/TA plans.

Child Services Consultants (\$3,000) – Funds have been budgeted to provide T/TA EHS consultants to assist pregnant women and new mothers on issues ranging from breast feeding to self-care and postpartum. On-call and contracted consultants such as Registered Nurses, Registered Dietitians and, Psychologists are also used to provide direct services to families and children as needed.

Parent Services (\$10,500) – Funds are set aside to provide books for the Family Literacy Involvement Program (FLIP) which provides books and literacy activities aligned with the curriculum every other month.

Training or Staff Development (\$60,659) – Funds have been budgeted for conferences, trainings, and resources; Career Incentive Plan (CIP) to reimburse EHS staff and parents a portion of allowable education costs such as tuition and books; CLASS training, coaching and certification, ITERS Coaches, Creative Curriculum, HELP training; an ECE on-site class; and to provide additional Mentor Coach resources for EHS teaching staff. Please see Training and Technical Assistance Plan for further details.

Cost Allocation Plan

Any costs that benefit more than one program are subject to SETA’s approved Cost Allocation Plan. The allocated costs incurred are allocated between programs using formulae that take into consideration a predetermined measure of benefit to each program in several verifiable ways. The Cost Allocation Plan is certified annually by the Fiscal Chief and Executive Director. A copy of the certified Cost Allocation Plan is uploaded on HSES for review.

Other Resources

Other resources that will support the Head Start/Early Head Start program include the Child and Adult Care Food Program (CACFP). SETA anticipates receiving approximately \$302,000 for the 2019-2020 program year from CACFP.

Conversion

San Juan Unified School District, a SETA delegate agency, is requesting to convert eight (8) Head Start enrollment slots to three (3) Early Head Start enrollment slots for the upcoming 2020-2021 program year. The three (3) new Early Head Start enrollment slots will be served by the District the Home-Based option. The eight (8) Head Start enrollment slots are left after converting 12 part-day, double-session classes to full-day single-sessions classes that leave 8 enrollment slots unassigned.

The funding amount requesting to be converted is \$64,400 from the Head Start Basic budget to Early Head Start Basic. Funds will be used for personnel, fringe benefits and other operating costs. T/TA funds are not being requested as the training needs will not change as a result of this conversion and can be covered under current TTA funding.

Below is a breakdown of the conversion request:

Countywide
(Grantee, Delegates, and Partners)

	Pre-Conversion 2019-2020¹		Post Conversion 2020-2021	
	Basic	TTA	Basic	TTA ⁴
<u>Head Start</u> Current: 4,244 New: 4,236	\$47,357,713 ²	\$527,209	\$47,293,273	\$527,209

<u>Early Head Start</u> Current: 789 New: 792	\$10,766,115	\$243,314	\$10,830,555	\$243,314
HS Cost/Child ³	\$11,159		\$11,165	
EHS Cost/Child ³	\$13,645		\$13,675	
¹ Per funding guidance letter				
² Total funds transferred from Basic Head Start to Basic Early Head Start is \$64,400.				
³ Cost/Child calculation does not include TTA funds				
⁴ No changes were made to the TTA budget, as requested by San Juan Unified School District.				

COST OF LIVING ADJUSTMENT (COLA) \$216,611

NOTE – the total for the Early Head Start COLA has been adjusted to reflect the pending HS-EHS (8 HS slots to 3 EHS slots) conversion request. The anticipated 2% Early Head Start COLA with the conversion will be \$216,611.

Personnel: (\$81,871)

COLA funds will be utilized to offset the negotiated salary increases to all staff. The salary increases were negotiated by SETA’s labor union (AFSCME) and management. The wage increases range anywhere from 5%-7% for a majority of the staff, as well as, visiting specific job classifications that would be impacted by the increases to California’s minimum wage. Wage increases will be permanent and apply to all pay scale rates for current and future employees.

Fringe Benefits: (\$46,052)

A portion of the COLA will be used to pay the fringe benefits costs associated with the COLA salary increase. All regular employees receive SETA’s full benefits package including medical/dental, retirement, life insurance and disability plans. In addition to the increased salaries as negotiated, COLA funds will be utilized to offset the anticipated increase in SCERS retirement costs. The employer contribution rate for SCERS is expected to increase by approximately 2%. In the prior year, the average employer contribution rate for SCERS was 30% and is expected to be 32% on average in PY 20-21

Contractual: (\$82,223)

The 2 percent (2%) COLA will be applied to each delegate and partner’s base grant and is distributed as follows:

<u>Delegate/Partner</u>	<u>Basic</u>
San Juan Unified School District	\$38,029
Twin Rivers Unified School District	\$19,067
Sacramento County Office of Education	\$13,414
River Oak Center for Children	\$11,713
Totals	<u>\$82,223</u>

Individual delegate budgets and budget narratives are posted on HSES.

Other: (\$6,465)

Rent – COLA funds will be used for rent increases at ten (10) of the SETA Early Head Start centers and the agency administrative office which includes COLA contingencies in the lease agreements. The rent amounts for each of the nine SETA Early Head Start centers will be permanently increased by 2 percent (2%).

Janitorial – COLA funds will be used for janitorial service increases. The janitorial contract amounts increase by 5% or by the annual consumer price index, whichever is lower.

QUALITY IMPROVEMENT FUNDS \$290,902

NOTE – the total for the Early Head Start Quality Improvement funds has been adjusted to reflect the pending HS-EHS (8 HS slots to 3 EHS slots) conversion request. The anticipated Early Head Start Quality Improvement funds with the conversion will be \$290,902.

Personnel: (\$89,453)

The proposed quality improvement funds will fund a portion of two (2) additional staff to support classrooms which have children who have gone through traumatic experiences. The additional staffing will be assigned as needed throughout the Early Head Start classrooms. This will also reduce the teach child ratio and enhance the classroom’s relationship between the caregiver and children. A portion of the funds will also go towards supporting the negotiated staff salary increase not covered by COLA. The increase would allow for salary related turnovers to decrease and as a result continue to build the classroom’s relationships.

Fringe Benefits: (\$50,231)

A portion of the Quality Improvement funds will be used to pay the fringe benefits associated with the two additional staff hired to support classrooms with children who have gone through traumatic experiences. Also, due to annual employer retirement benefit costs, the remaining funds would be utilized to offset the retirement benefit costs associated with the salary increases.

Contractual: (\$135,718)

The Quality Improvement funds will be applied to each delegate and partner’s base grant, based on the enrollment slots and is distributed as follows:

<u>Delegate/Partner</u>	<u>Basic</u>
San Juan Unified School District	\$60,688
Twin Rivers Unified School District	\$20,496
Sacramento County Office of Education	\$28,182
River Oak Center for Children	\$26,352
Totals	<u>\$135,718</u>

Individual delegate budgets and budget narratives are posted on HSES.

Other (\$15,500)

Child Services Consultants – Funds will be used to hire Trauma consultants that will meet monthly with Intervention Specialists to provide ongoing coaching and support to help identify the signs and symptoms of trauma and to integrate support services to assist in healing. Meetings will occur twice a month for the first two months of the program year. Mental Health Consultants will also be hired to provide direct support to classrooms and provide site observations to determine if access to additional external services are needed. A Staff Wellness Committee will also be formed to bring staff together to brainstorm different ways to approach trauma informed care for the classrooms.

Training and Staff Development

Caregiver training and consultants will be provided and available for the staff to reduce secondary stress and trauma, in hopes of reducing stress related turnover and as a result strengthen the child and caregiver relationship in the classrooms. Training will also be provided to teaching staff and family engagement staff to allow them to recognize signs of trauma with empathy.

NON-FEDERAL SHARE EARLY HEAD START AND TTA (\$2,768,468), COLA (\$54,153) AND QUALITY IMPROVEMENT (\$72,726)

SETA has several identified categories of non-federal share to meet the required match. Categories and estimated amounts include:

Contractual – Delegates/Partners \$1,093,434

Each Delegate and Partner is responsible for meeting their portion of the non-federal share requirement. See individual Budget/Budget Narratives for details.

CDE – CCTR Program \$1,729,520

Only the state portion of the CCTR reimbursement is counted towards non-federal share. The amounts include CCTR Personnel (\$1,213,115) and Fringe Benefits (\$588,798).

Financial Management System

SETA uses the Sacramento County’s accounting and reporting system (COMPASS). Through its banking relationship with the County of Sacramento Treasury (the County), substantially all of SETA’s cash receipts, payment transactions, purchasing, and payroll processing are processed by the County and financial reconciliation procedures are performed on a monthly basis. SETA’s senior management systemically ensures effective oversight of operations and accountability for federal funds by conducting its own internal reviews. Results have consistently supported the stated results of the external audits referenced below. The COMPASS system allows for individual accounts and multiple levels of cost centers collect various expenditures by funding sources. Delegates/ partners will be required to submit a monthly cost reimbursement summary report which will be reviewed for budgetary compliance and to ensure that non-federal share is sufficient. Additionally, the grantee will provide a fiscal monitor to review each delegate/ partner agency at least twice during the grant year to ensure proper fiscal controls and allowability of expenditures. Fiscal monitoring activities include a review of

internal controls and supporting documentation of expenditures. Careful consideration will be paid to the reasonableness and allowability of expenditures as well as the proper recording of grant reimbursements. SETA receives an annual audit from an outside CPA firm.



Sacramento Employment and Training Agency
Budget Narrative - Early Head Start – Child Care Partnership
Basic, TTA, COLA and QI Funds (09HP000267)
FY 2020-2021

**EARLY HEAD START – CHILD CARE PARTNERSHIP (\$1,578,144) AND
TRAINING AND TECHNICAL ASSISTANCE (\$36,749)**

Overview

The Early Head Start Child Care Partnership budget was developed to ensure high quality comprehensive services and programming is achieved at all times for infants/toddlers. This is accomplished by aligning funds to program activities which support classroom interactions, curriculum/instruction development, parent support and services, quality assurance/monitoring, training/staff development, technical assistance, long and short range objectives, and partnership development.

Funds will be utilized to serve 80 infants/toddlers in center-based care. In order to maximize the resources within the community, SETA will be leveraging the General Child Care and Development (CCTR) funds from the California Department of Education funding stream that is already in place. Of the 80 enrollment slots, 56 will be layered with CDE/CCTR funding. . The remaining 24 will be funded with Early Head Start funding only. SETA will not be working with any delegates/partners on this project. Early Head Start Child Care Partnership funds will be used for the following:

Personnel (\$874,451)

The Early Head Start-Child Care Partnership Personnel Budget will fund 10 fully-qualified Lead Teacher/Infant Toddler positions, 12 fully-qualified Associate Teacher/ Infant Toddler positions and 5 Associate Teacher I positions. Additionally, a portion of the associated Site Supervisor and Family Services Workers (I-III) positions will be charged to the program as appropriate. The staffing will serve the 80 children in full-day, year-round center-based care. Additional program and administrative personnel will be allocated in accordance with SETA’s approved Cost Allocation Plan. Management and resource staff will provide the needed supervision, mentoring and coaching support to partners and providers.

Fringe Benefits (\$492,686)

All regular employees receive SETA’s full benefits package including medical/dental, retirement, life insurance and disability plans. Fringe benefits are estimated to be 56.35% of salaries as follows: FICA 7.65%, Unemployment Insurance .5%, Workers Compensation

3%, Health/Dental 13.2%, and Retirement 32%. Fringe benefit allocations are aligned with personnel allocations to ensure each funding source is equitably expensed according to benefit received.

Supplies (\$27,500)

Office and Child & Family Supplies - Office supplies and Child and Family supplies will be purchased so that infants/toddlers and teachers have needed supplies, cleanings supplies, materials and diapers/wipes on hand to ensure quality programming, including safe and healthy environments. A portion of the Child and Family Supply budget is reserved for each classroom to individualize environments, supplies and materials in accordance with children's interests, themes and SETA's school readiness goals.

Other (\$183,507)

Rent – SETA Early Head Start-Child Care Partnership will occupy a total of 5 early learning centers with support from a central kitchen, 2 satellite kitchens, a warehouse and administrative offices.

Utilities and Telephone – Budgeted expenses include administrative offices and early learning centers. In addition, many of the center lease agreements include provisions for utilities. SETA participates in the e-rate program to reduce overall costs of technology and telephone equipment and services.

Building Maintenance, Repair, and Other Occupancy – Building maintenance/repair is generally provided by the SETA Head Start/Early Head Start Facilities Unit. Janitorial services are provided under contracts with outside vendors. Funds budgeted to maintain these services are based on current expenditures, analysis of upcoming needs, existing contracts and number of classrooms. Funds to cover monthly alarm/security fees are also budgeted.

Local Travel - Grantee staff will be reimbursed local mileage while making home visits and/or providing support at the child care centers. Mileage reimbursement will be determined by the current federal IRS reimbursement rate of \$.575/mile for 2020.

Nutrition Services – Funds have been budgeted for the costs of providing daily meals and snacks in excess of reimbursements from the CACFP. The costs of providing meals includes salaries for kitchen staff and drivers, food costs, transportation costs, kitchen rent, and administrative services and supplies.

Child Services–Funds will also be used to provide mandated screenings and appropriate medical and dental services as a payer of last resort. Field trips will also be budgeted throughout the year for the classrooms.

Substitutes – Funds are budgeted to cover the cost of on-call, non-benefitted substitutes in the classroom to ensure child safety and assist in meeting required ratios and performance standards. Substitutes are called upon when regular staff is unavailable to report to work and/or for vacancies.

Printing/Translation –Funds will be used to translate printed materials to languages that target the families being served and print enrollment packets and family resource information.

Training or Staff Development – Funds are budgeted to cover the cost of an Early Childhood Education class. This class will provide early childhood teachers the required units to teach in an Early Head Start classroom.

Other –Funds have been budgeted for administrative services and supplies. Administrative services and supplies will be allocated for the operation of SETA’s support departments including Information Technology, Fiscal, Human Resources, Payroll, and the Executive Director’s Office. Non-personnel costs incurred in these departments will be allocated between Early Head Start – Child Care Partnership and other agency activities using formulae that take into consideration the volume of agency activities and measure the benefit to SETA’s programs in several verifiable ways in order to ensure each funding source is equitably expensed according to benefit received.

Training and Technical Assistance (\$36,749)

Personnel (\$10,142) along with the associated *Fringe Benefits* (\$5,715) and *allocated services and supplies* (\$639) funds have been budgeted for a portion of 2 TOSAs to provide staff and delegate agencies with training, technical assistance and coaching throughout the program year.

Parent Services (\$3,600) – The Family Literacy Improvement Program (FLIP) provides a book to each enrolled family every other month along with aligned home activities to increase family participation, language and literacy.

Training or Staff Development (\$16,653) – Funds have been budgeted for conferences, training, and resources to support grantee and partner staff. Additional funds have been set aside for Career Incentive Plan (CIP) to reimburse EHS staff a portion of allowable education costs. Please see Training and Technical Assistance Plan for further details.

Cost Allocation Plan

Any costs that benefit more than one program are subject to SETA’s approved Cost Allocation Plan. The allocated costs incurred are allocated between programs using formulae that take into consideration a predetermined measure of benefit to each program in several verifiable ways. The Cost Allocation Plan is certified annually by the Fiscal Chief and Executive Director. A copy of the certified Cost Allocation Plan is uploaded on HSES for review.

Other Resources

Other resources that will support the Early Head Start-Child Care Partnership program include Child and Adult Care Food Program (CACFP). SETA anticipates receiving approximately \$58,000 for the 2020-2021 program year from CACFP for the 80 children being served at the SETA center-based locations.

COST OF LIVING ADJUSTMENT (COLA) \$31,563

Personnel (\$19,546)

COLA funds will be utilized to offset the negotiated salary increases to all staff. The salary increases were negotiated by SETA's labor union (AFSCME) and management. The wage increases range anywhere from 5%-7% for a majority of the staff, as well as, greater increases for specific job classifications that would be impacted by the increases to California's minimum wage. Wage increases will be permanent and apply to all pay scale rates for current and future employees.

Fringe Benefits (\$11,042)

A portion of the COLA will be used to pay the fringe benefits costs associated with the COLA salary increase. All regular employees receive SETA's full benefits package including medical/dental, retirement, life insurance and disability plans. In addition to the increased salaries as negotiated, COLA funds will be utilized to offset the anticipated increase in SCERS retirement costs. The employer contribution rate for SCERS is expected to increase by approximately 2%. In the prior year, the average employer contribution rate for SCERS was 30% and is expected to be 32% in PY 2020-21.

Other (\$975)

Rent – COLA funds will be used for rent increases at one of the SETA Early Head Start centers which include COLA contingencies in the lease agreements. The rent amount at the early learning center will be permanently increased by 2 percent (2%).

Janitorial – COLA funds will be used for janitorial service increases. The janitorial contract amounts increase by 5% or by the annual consumer price index, whichever is lower.

QUALITY IMPROVEMENT FUNDS \$55,000

Personnel (\$27,331)

The proposed quality improvement funds will fund a portion of two (2) additional staff to support classrooms which have children who have gone through traumatic experiences. The additional staffing will be assigned as needed throughout the Early Head Start classrooms. This will also reduce the teacher child ratio and enhance the classroom's relationship between the caregivers and children.

Fringe (\$15,440)

A portion of the Quality Improvement funds will be used to pay the fringe benefits associated with the two additional staff hired to support classrooms with children who have gone through traumatic experiences.

Other (\$12,229)

Child Services Consultants – Funds will be used to hire Trauma consultants that will meet monthly with Intervention Specialists to provide on-going coaching and support to help identify the signs and symptoms of trauma and to integrate support services to assist in healing. Meetings will occur twice a month for the first two months of the program year. Mental Health Consultants will also be hired to provide direct support to classrooms and provide site observations to determine if access to additional external services are needed. A Staff Wellness Committee will also be formed to bring staff together to brainstorm different ways to approach trauma informed care for the classrooms.

Training and Staff Development - Caregiver training and consultants will be provided and available for the staff to reduce secondary stress and trauma, in hopes of reducing stress related turnover and as a result strengthen the child and caregiver relationship in the classrooms. Training will also be provided to teaching staff and family engagement staff to allow them to recognize signs of trauma with empathy.

**NON-FEDERAL SHARE EARLY HEAD START CCP AND TTA (\$403,724), COLA (\$7,891)
AND QUALITY IMPROVEMENT (\$13,750)**

SETA has identified categories of non-federal share to meet the required match for this project. Categories and estimated amounts include:

CDE – CCTR Program \$ 403,724

Only the state portion of the CCTR reimbursement is counted towards non-federal share. The amounts include CCTR Personnel (\$254,346) and Fringe Benefits (\$149,378).

Parent Volunteers and other volunteers in the classrooms \$21,641

Classroom volunteers include parent classroom volunteers, School Readiness Aides, and Parent Food Aides. SETA anticipates approximately 774 hours of additional volunteer time. Volunteer hours are valued at the current associate teacher wage rate with fringe benefits (\$27.96/hour).

Financial Management System

SETA uses the Sacramento County’s accounting and reporting system (COMPASS). Through its banking relationship with the County of Sacramento Treasury (the County), substantially all of SETA’s cash receipts, payment transactions, purchasing, and payroll processing are processed by the County and financial reconciliation procedures are performed on a monthly basis. SETA’s senior management systemically ensures effective oversight of operations and accountability for federal funds by conducting its own internal reviews. Results have consistently supported the stated results of the external audits referenced below. The COMPASS system allows for individual accounts and multiple levels of cost centers collect various expenditures by funding sources. Careful consideration will be paid to the reasonableness and allowability of expenditures as well as the proper recording of grant reimbursements. SETA receives an annual audit from an outside CPA firm.

ITEM III-C - 4 – ACTION

APPROVAL OF THE 2020-2021 HEAD START, EARLY HEAD START, AND
EARLY HEAD START CHILD CARE PARTNERSHIP
PROGRAM OPTIONS AND CENTER LOCATIONS FOR
SACRAMENTO COUNTY

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the program options and center locations for the SETA Operated Program and its delegate agencies for the 2020-2021 Program Year.

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

RECOMMENDATION:

Approve the Head Start, Early Head Start and Early Head Start Child Care Partnership countywide program options and center locations for the 2020-2021 program year.

PRESENTER: Denise Lee

HEAD START

2020-2021 SACRAMENTO COUNTY PROGRAM OPTIONS / GRANTEE & DELEGATE AGENCIES

AGENCY	FUNDED ENROLLMENT	Center Based Year-Round 5 Days/Week					Center Based Traditional School Year 5 Days/Week			Center Based Year-Round 4 Days/Week	Center Based Traditional School Year 4 Days/Week			Home-Based	
		4 hrs/day	6.5 hrs/day	7 hrs/day	8 hrs/day	9 hrs/day	6 hrs/day	6.5 hrs/day	7 hrs/day	6.5 hrs/day	3.5 hrs/day	6.5 hrs/day	7 hrs/day		
SETA	1,736	680	60		240	220		60			73	40	240		123
Elk Grove	440						60					380			
Sac City	736			32				48	48			320	288		
San Juan	1,044						300	744							
Twin Rivers	160							160							
WCIC	120													120	
TOTAL	4,236	680	60	32	240	220	360	1,012	48		73	740	528	120	123

Comments – Funded enrollment for HS and EHS include a proposed HS-EHS conversion of 8 HS enrollment slots to 3 EHS enrollment slots.

**EARLY HEAD START
2020-2021 SACRAMENTO COUNTY PROGRAM OPTIONS / GRANTEE & DELEGATE AGENCIES**

PROGRAM OPTIONS					
		Center Based • 5 days/week			Home-Based
		Year Round		Traditional School Year	
AGENCY	Total Funded Enrollment ¹	8 hrs/day	9 hrs/day	6.5 hrs/day	
SETA	573	103	120		350
San Juan USD	163	80			83
Twin Rivers USD	56			56	
TOTALS	792¹	183	120	56	433

¹ Funded enrollment includes a proposed HS-EHS conversion, adding 3 additional EHS enrollment slots

Please refer to individual Exhibit A-1 forms for specific detail on the above options.

**EARLY HEAD START – CHILD CARE PARTNERSHIP
2020-2021**

		Center Based • 5 days/week • Year Round	
AGENCY	Total Funded Enrollment	8 hrs/day	9 hrs/day
SETA	80	38	42
TOTALS	80	38	42
Comments:			

Please refer to SETA Exhibit A-1 form for specific detail on the above options.

SACRAMENTO COUNTY HEAD START AND EARLY HEAD START SITE LOCATIONS 2020-2021

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

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

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

Alder Grove ELC
816 Revere Street
Sacramento, CA 95818

Auberry Park
8120 Power Inn
Sacramento, CA 95828

Bannon Creek
2775 Millcreek Drive
Sacramento, CA 95833

Bret Harte
2761 9th Avenue
Sacramento, CA 95818

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

Capital City
7220 24th Street
Sacramento, CA 95822

Collis P. Huntington
5917 26th Street
Sacramento, CA 95822

Crossroad Gardens
7322 Florinwood Dr.
Sacramento, CA 95823

Dudley
8000 Aztec Way
Antelope, CA 95843

Elkhorn
5249 Elkhorn Blvd.
Sacramento, CA 95660

Franklin
6929 Franklin Blvd.
Sacramento, CA 95823

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

Freepoint
2118 Meadowview Drive
Sacramento, CA 95832

Fruitridge
5746 40th Street
Sacramento, CA 95824

Galt
615 2nd Street
Galt, CA 95632

Grizzly Hollow
805 Elk Hills Drive
Galt, CA 95632

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

Hopkins Park
2317 Matsun Drive
Sacramento, CA 95822

Illa Collin Center
3530 41st Avenue
Sacramento, CA 95824

Job Corps
3100 Meadowview
Sacramento, CA 95832

Kennedy Estates
6501 Elder Creek
Sacramento, CA 95824

LaVerne Stewart
5545 Sky Parkway
Sacramento, CA 95823

Marina Vista ELC
263 Seavey Circle
Sacramento, CA 95818

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

Nedra Court
#60 Nedra Court
Sacramento, CA 95822

Norma Johnson ELC
3265 Norwood Avenue
Sacramento, CA 95838

North Avenue
1281 North Avenue
Sacramento, CA 95838

Northview
2401 Northview
Sacramento, CA 95833

Parker Avenue
4516 Parker Avenue
Sacramento, CA 95820

Phoenix Park
4400 Shining Star Dr.
Sacramento, CA 95823

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

Solid Foundation
7505 Franklin Blvd.
Sacramento, CA 95823

Strizek Park
3829 Stephen Drive
North Highlands, CA 95660

Walnut Grove
14181 Grove Street
Walnut Grove, CA 95690

SETA Home Base Program

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

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

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

David Reese Elementary
7600 Lindale Drive
Sacramento, CA 95828

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

Franklin Elementary
4011 Hood Franklin Road
Elk Grove, CA 95757

Florin Elementary
7300 Kara Drive
Sacramento, CA 95828

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

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

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

James McKee Elementary
8701 Halverson Drive
Elk Grove, CA 95624

John Reith
8401 Valley Lark Drive
Sacramento CA 95823

Maeola Beitzel Elementary
8140 Caymus Drive
Sacramento CA 95829

Prairie Elementary
5251 Valley Hi Drive
Sacramento, CA 95823

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

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

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

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

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

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

**Abraham Lincoln
Children's Center**
3324 Glenmoor Drive
Sacramento, CA 95827

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

**Bear Flag
Children's Center**
6620 Gloria Drive
Sacramento, CA 95831

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

**Bowling Green Elementary-
McCoy**
4211 Turnbridge Drive
Sacramento, CA 95823

Camelia
6600 Cougar Drive
Sacramento, CA 95828

Earl Warren Elementary
5420 Lowell Street
Sacramento, CA 95820

Edward Kemble Elementary
7495 29th Street
Sacramento, CA 95822

Elder Creek Elementary
7800 Lemon Hill Avenue
Sacramento, CA 95824

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

Ethel Phillips Elementary
2930 21st Avenue
Sacramento, CA 95820

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

Golden Empire Elementary
9045 Canberra Drive
Sacramento, CA 95826

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

SACRAMENTO COUNTY HEAD START AND EARLY HEAD START SITE LOCATIONS 2020-2021

Hiram Johnson
3535 65th Street
Sacramento, CA 95820

Isador Cohen Elementary
9025 Salmon Falls Drive
Sacramento, CA 95826

James Marshall Elem.
9525 Goethe Road
Sacramento, CA 95827

John Bidwell Elementary
1730 65th Avenue
Sacramento, CA 95822

John Cabrillo Elementary
1141 Seamas Avenue
Sacramento, CA 95822

John Sloat
7525 Candlewood Way
Sacramento, CA 95822

John Still
2200 John Still Drive
Sacramento, CA 95832

Leataata Floyd
401 McClatchy Way
Sacramento, CA 95818

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

Mark Twain Elementary
4914 58th Street
Sacramento, CA 95820

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

Nicholas Elementary
6601 Steiner Drive
Sacramento, CA 95823

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

Pacific Elementary
6201 41st Street
Sacramento, CA 95824

Parkway Elementary
4720 Forest Parkway
Sacramento, CA 95823

Peter Burnett Elementary
6032 36th Avenue
Sacramento, CA 95824

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

Woodbine
2500 52nd Ave.
Sacramento, CA 95822

Washington
520 18th Street
Sacramento, CA 95814

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

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

Arlington Heights
6401 Trenton Way
Citrus Heights, CA 95621

Choices Charter
4425 Laurelwood Way
Sacramento, CA 95864

Coleman Elementary
6545 Beech Avenue
Orangevale, CA 95662

Cottage Elementary
2221 Morse Avenue
Sacramento, CA 95825

Coyle
6330 Coyle Avenue
Carmichael, CA 95608

Dyer Kelly
2236 Edison Avenue
Sacramento, CA 95821

Encina
1400 Bell Street
Sacramento, CA 95825

Garfield
3700 Garfield Avenue
Carmichael, CA 95608

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

Grand Oaks
7901 Rosswood Dr.
Citrus Heights, CA 95621

Howe Elementary
2404 Howe Avenue
Sacramento, CA 95825

Kingswood Elementary
5700 Primrose Drive
Fair Oaks, CA 95610

Lichen Elementary
8319 Lichen Drive
Citrus Heights, CA 95621

Mariposa
7940 Mariposa Avenue
Citrus Heights, CA 95610
Marvin Marshall
5309 Kenneth Avenue
Carmichael, CA 95608

Pasadena Elementary
4330 Pasadena Avenue
Sacramento, CA 95821

Ralph Richardson Elementary
4848 Cottage Way
Carmichael CA 95608

Skycrest Elementary
5641 Mariposa Ave.
Citrus Heights, CA 95610

Sunrise Elementary
7322 Sunrise Blvd.
Citrus Heights, CA 95610

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

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

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

Oakdale Preschool Center
3708 Myrtle Avenue
North Highlands, CA 95660

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

Village Preschool Center
6845 Larchmont Drive
North Highlands, CA 95660

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

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

Playmate #1
3930 8th Avenue
Sacramento, CA 95817

Playmate #2
3555 3rd Avenue
Sacramento, CA 95817

SACRAMENTO COUNTY HEAD START AND EARLY HEAD START SITE LOCATIONS 2020-2021

**SETA OPERATED
EARLY HEAD START
Funded enrollment:
573**

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

**Alder Grove Infant/Toddler
Center**
2640 A/B Muir Way
Sacramento, CA 95818

American Legion
3801 Broadway
Sacramento, CA 95817

Bret Harte
2761 9th Avenue
Sacramento, CA 95818

Capital City
7220 24th Street
Sacramento, CA 95822

Collis P Huntington
5917 26th Street
Sacramento, CA 95822

Crossroad Gardens
7322 Florinwood Dr.
Sacramento, CA 95823

Elkhorn
5249 Elkhorn Blvd.
Sacramento, CA 95660

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

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

Hiram Johnson
3535 65th Street
Sacramento, CA 95820

Job Corps
3100 Meadowview
Sacramento, CA 95832

Marina Vista ELC
263 Seavey Circle
Sacramento, CA 95818

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

Norma Johnson ELC
3265 Norwood Avenue
Sacramento, CA 95838

North Avenue
1281 North Avenue
Sacramento, CA 95838

Northview
2401 Northview
Sacramento, CA 95833

Phoenix Park
4400 Shining Star Dr.
Sacramento, CA 95823

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

**SETA OPERATED
EHS-CCP
Funded enrollment:
80**

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

Galt
615 2nd Street
Galt, CA 95632

Grizzly Hollow
805 Elk Hills Dr.
Galt, CA 95632

Hopkins Park
2317 Matsun Drive
Sacramento, CA 95822

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

**SAN JUAN USD
EARLY HEAD START
Funded Enrollment:
163**

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

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

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

General Davie Jr.
1500 Dom Way
Sacramento, CA 95864

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

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

SJUSD EHS Home Base

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

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

Morey Avenue School
155 Morey Avenue
Sacramento, CA 95838

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

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

Village Preschool Center
6845 Larchmont Drive
North Highlands, CA 95660

ITEM III-C - 5 – ACTION

APPROVAL OF 2020-2021 TRAINING/TECHNICAL ASSISTANCE PLAN FOR THE SETA HEAD START, EARLY HEAD START, AND EARLY HEAD START-CHILD CARE PARTNERSHIP PROGRAM, AS ALIGNED WITH ESTABLISHED FIVE-YEAR GOALS AND OBJECTIVES

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the Program Year 2020-2021 Head Start, Early Head Start, and Early Head Start Child Care Partnership Training/Technical Assistance Plans (TTA).

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

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

RECOMMENDATION:

Approve the Program Year 2020-2021 SETA Head Start, Early Head Start and Early Head Start Child Care Partnership Training/Technical Plans as aligned with established five-year goals and objectives.

PRESENTER: Denise Lee

TRAINING AND TECHNICAL ASSISTANCE PLAN 2020-2021

PHILOSOPHY

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

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

PLANNING PROCESS

SETA employs a planning process to identify and accomplish the training and professional development needs of Head Start staff, parents, and delegate agencies. This process results in a T/TA Plan which carefully incorporates needs identified through PIR, OHS Monitoring Protocol, Self Assessment, Community Assessment, on-going monitoring results, Desired Results and Child Outcomes, as well as analysis of embedded program and operational reporting systems such as ERSEA reports, ADA reports, etc., and established countywide goals. Ultimately, under the direction of SETA's strong parent organizations (PC/PAC), specific dollars are allocated to these prioritized needs (see attached budget) to ensure staff, parents and delegate agencies receive the necessary training and professional development to move SETA's organization forward.

Several T/TA planning sessions take place in late winter. Participants in the T/TA planning include the SETA Leadership team, Policy Council and Parent Advisory Committee members and delegate agency directors. Participants share information about their community assessment results, Program Self Assessment, most recent ERSEA and health and child outcomes reports, i.e., DRDP-r. Participants identify program strengths and service gaps. A number of areas are identified through these meetings as priorities for T/TA and countywide goal statements are formulated.

Sub-committees which include staff, parents and countywide content coordinators update written program area plans and modify or develop policies and procedures for key management systems.

The Training and Technical Assistance Plan was the direct result of an exhaustive and highly collaborative partnership between Head Start Grantee staff, parents, and delegate agencies.

APPROACH TO TRAINING, TECHNICAL ASSISTANCE AND PROGRAM IMPROVEMENT

Adjustments to the Training and Technical Assistance Plan (T/TA) proposed for PY 2019-2020 reflect the combined needs identified and prioritized by 1) parents on the Refunding Grant Application Planning Committee, 2) parents on the Budget/Planning Review Committee, and 3) the resulting goals established in the 2019-2020 Self-Assessment Action Plan through careful analysis of results from: PIR, Community Assessment, countywide goals, on-going monitoring, DRDP-r, and ERSEA reports.

TRAINING AND TECHNICAL ASSISTANCE PLAN 2020-2021

A systematic approach was taken to ensure that the 2019-2020 Self-Assessment Action Plan, and associated budget, would reflect current needs identified through a) on-going monitoring, b) PIR results, c) committee reviews of the existing T/TA Plan, as well as the continuing Five Year Goals and Objectives.

The T/TA Plan was adjusted to align with The Five Year Goals and Objectives, and the Self-Assessment Action Plan. Items which were modified on the current T/TA to support specific PIP goals are denoted with an asterisk *.

OUTCOMES AND TIMETABLES

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

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2020-2021**

[NOTES LEGEND: M=Mandated; GNO= Goals and Objectives; PIP= Program Improvement Plan BP=Best Practice,

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes
					HS	EHS	
1. Child Services and Consultants							
A. Consultants							
Consultants will be used as subject-area experts to ensure that HS/EHS services are aligned with Performance Standards.	HS/EHS Staff	Consultants	Depending on the consultants used, staff will utilize the services of consultants to ensure best practices and adherence to Performance Standards are met. Consultants may also be used as a training resource for staff, and provide coaching when necessary.	Consultants will be scheduled as needed in the program year 20/21	\$10,000	\$3,000	BP
2. Parent Services							
A. Parent Intern Training							
Parents will be recruited to train for a variety of apprentice type jobs, including working with facilities, office work, working in the kitchen.	HS/EHS parents	Head Start staff	HS/EHS parents will be offered the opportunity to learn skills, including soft skills that potentially may lead to permanent employment opportunities in the community.	October 2020 July 2021	\$30,000		BP
B. Family Literacy Project							
Workforce/Head Start Parent Tuition Reimbursement	HS/EHS parents	Approved vendors from Sacramento County	This reimbursement will be used for parents who request to attend a job training program and the cost is not fully covered by other providers. The expected outcome includes providing opportunities to enroll	2020-2021	\$4,000	\$2,500	

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2020-2021**

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes
					HS	EHS	
			HS/EHS parents to become job ready and to provide opportunities for increased economic mobility.				
Parents will be provided books and activities to take home monthly.	HS/EHS parents	SS/PI Specialist	Parents will be given a book monthly along with activity sheets to do monthly with their child. Activity sheets will focus on literacy and math skills that parents can easily do at home with their child. The expected outcome will be increased literacy scores in children's assessment data, and increased knowledge about the importance of parent participation in school readiness activities.	August 2020- July 2021	\$43,000	\$8,000	BP
C. Training of Staff Development							
On-going training and conference opportunities and other resources	EHS and HS staff	Trainers, conferences, and resources to be determined.	Staff will be offered the opportunity to engage in a variety of staff development activities with the expected outcome to include increased knowledge in the areas of school readiness, curriculum implementation, and improved CLASS scores.	August 2020- July 2021	\$29,007	\$26,659	M
Teaching Pyramid	HS Staff	Sacramento County Office of Education	Teaching Pyramid training will continue for HS staff in order to ensure best practices continue in the area of social/emotional support for HS children.	September 2020	\$6,000	\$2,000	BP

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2020-2021**

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes
					HS	EHS	
CLASS Observer Training/Coaching and CLASS certificates	Grantee and Delegate staff	TeachStone	Teach Stone will be contracted to provide refresher training for HS staff on the use of the CLASS tool. The expected outcome includes increased confidence and knowledge in the areas that CLASS assess. Expected outcomes also include increased scores on classroom assessment evaluations and CLASS scores.	August 2020-February 2021	\$20,000	\$4,000	BP
Learning Genie	Grantee and Delegate staff	SETA Staff	SETA staff will provide T/TA services to Delegate teachers. Allocated money will be used to buy licenses for the program. The expected outcome is a better alignment with countywide practice and more effective implementation of the DRDP for children's assessment.	August 2020	\$4,000		SA
ECERS/ITERS Observers	HS/EHS Staff	Consultants	Consultants will be used to independently assess HS/EHS classrooms using the ECERS and ITERS tool. Consultants will also provide reports to staff for continuous improvement and feedback.	August 2020- and on-going	\$8,000	\$2,000	SA
Bridges Out of Poverty Training	FSW and Home Visitors, Partners	Consultants	SETA and Partner staff will be provided three-day training on issues surrounding poverty and equity.	October 2020- July 2021	\$4,000		BP
Curriculum Focus-STEM	HS Staff	SETA Staff	Staff will be given an opportunity to participate in on-going training in the area	To be determined	\$5,000	\$3,000	BP

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2020-2021**

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes
					HS	EHS	
			of STEM practices. Money will be used to provide materials for Make and Take and to enhance curriculum activities in the classroom.				
Coaching Companion	Grantee Coordinators and TOSA'S	SETA Coordinators and First 5 staff	SETA staff will coach teachers across multiple topics using the online coaching platform. Funds will be used for training materials and consultants.	August 2020 and ongoing	\$3,000		PIP
CCEI Online Professional Development	HS/EHS Staff	CCEI	This is a subscription service that allows teaching staff to engage in on-line professional growth opportunities.	2020-2021	\$1,600	\$3,000	
ReadyRosie Parenting Curriculum	HS/EHS staff and parents	Education Coordinator	All enrolled families in the Grantee operated programs and partner programs will be sent invitations to activate a ReadyRosie account.	August 2020 and ongoing	\$25,000		
Early Childhood Education Class	HS/EHS staff and parents	Los Rios Instructor	Countywide staff and parents will be offered an on-site early childhood education class focusing on infants and toddlers. The expected outcome is a better prepared workforce and continuing professional growth opportunities. Parents who are interested in the field of ECE are encouraged to enroll in order to obtain ECE units and an opportunity to apply for AT vacancies.	August 2020-May 2020		\$15,000	

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2020-2021**

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes
					HS	EHS	
Career Incentive Plan Funds	HS/EHS Staff	Community College and Universities and Teacher Credentialing	Staff will have the opportunity to be reimbursed a set amount of money annually to continue their education and to keep up required teaching credentials.	August 2019- July 2020	\$17,870	\$5,000	BP
D. Other							
Delegate and Partner Support							
Delegate Kick-off and on-site training	Delegate Staff	Delegate Support Staff	The expected outcomes include continued support on policies and procedures and monitoring processes between the Grantee and delegate and partner agencies.	October 2020	\$10,000		BP
Staff salaries and fringe benefits to perform Training and Technical Assistance to grantee and delegate agency staff and parents. Allocated services and supplies.					\$101,421 \$ 57,151 \$ 6,390	\$72,121 \$40,659 \$ 5,751	
Staff to attend out of state conferences (NHSA/ ChildPlus Scramble and WIPFLI)					\$35,500	\$6,000	
Contractual TTA – Allocated funds for delegates and partners for training and technical assistance related costs. Refer to each delegates budget spreadsheets and narratives for more detail.					\$106,270	\$44,624	
TOTAL					\$527,209	\$243,314	



Summary of 5-Year Goals and Objectives

Goal 1 – School Readiness: Increase child outcomes by developing and strengthening social/emotional competencies, family partnerships and staff development.

Objectives:

1) Increase quality and child outcomes through high fidelity in Creative Curriculum

Objective Activities:

- Identify EHS staff to participate in small group Curriculum Training including onsite coaching;
- Curriculum Book Clubs will be started to facilitate discussion groups and written reflection activities;
- Preschool teaching staff will participate in Language & Literacy Cohorts to go deeper into the Literacy Volume of the Creative Curriculum. This will include peer coaching and video tape reflection;
- Teachers will receive coaching to participate in the Region 9 STEM Curriculum Fair using the project approach;
- Provide coaching on effective teaching practices with both individualized coaching and TLC (Teachers Learning and Collaborating) Group;
- Train School Readiness Aides (parents) on the how they will be able to support math activities during their volunteer hours;
- Provide home connection activities in the area of math. Time spent on home activities will be tracked.

Objective Expected Outcomes:

- All classrooms will score in the high fidelity range in the Environments subsection;
- All classrooms will score in the high fidelity range in the Structure subsection;
- All classrooms will score in the high fidelity range in the Interactions subsection;
- EHS resources such as Mighty Minutes and Highlights Hello are utilized with high fidelity;
- Teachers display knowledge of the scope and sequence of learning objectives;
- Teachers develop new studies using Creative Curriculum and the ELOF as their guides.

2) Create a system to implement effective Trauma Informed Care strategies for children and families

Objective Activities:

- Provide resources/ training to teaching staff so that they are able to recognize and respond to signs of trauma with empathy;
- Provide individualized mentor/coaching to Intervention Specialists to better support children with trauma and create responsive plans;
- Facilitate Teaching Pyramid for Families sessions to provide consistent school and home approaches;
- Increase staff-child ratios when needed to effectively engage with children who may need more support;
- Provide resources/ training on secondary trauma and caregiver fatigue to proactively deal with challenges that affect staffing.

Objective Expected Outcomes:

- Staff will understand the 6 principals of a Trauma Informed Care approach;
- Improvement in CLASS scores, particularly in Regard for Student Perspectives and Teacher Sensitivity;

- A crosswalk of Trauma Informed Approaches and the Teaching Pyramid Model will be used to guide responsive care;
- T-POT and Teaching Pyramid Snapshots indicate that classrooms are using intervention strategies with fidelity;
- Higher levels of staff retention with lower levels of secondary trauma stress and caregiver fatigue.

3) Strengthen systems that support best inclusion practices for children with IEP's, IFSP's and those needing additional intervention response

Objective Activities:

- Strengthen autism approach with consultant support;
- Ongoing communication and agreements with SELPA's and, Part C agencies and LEA's;
- Increase materials in the classrooms that reflect diverse and inclusive approaches;
- Provide additional training in inclusive practices- "*We are the Services*";
- Provide resources/ training on increasing sensory and OT activities in the classroom.

Objective Expected Outcomes:

- Increased scores on the Creative Curriculum Fidelity tool in regards to interactions, environments and structures that support all children;
- Staff will have a better understanding of sensory and occupational therapy strategies to support;
- Increase in ECER scores specifically in Provisions for Children with Disabilities;
- Improved communication and collaboration with SELPA's and, Part C agencies and LEA's.

4) Raise CLASS scores through small group training and individualized coaching

Objective Activities:

- Provide resources/training to Site Supervisors to increase ability to provide effective onsite coaching and supervision;
- Provide individualized mentor/coaching to teachers through the use of internal TOSA coaching and Coaching Companion;
- Facilitate language & literacy groups using the TLC (Teachers Learning and Collaborating) coaching model;
- Facilitate STEM groups using the TLC (Teachers Learning and Collaborating) coaching model;
- Increase the use of video-recording in the classroom to improve teacher feedback;
- Provide resources/ training to Associate Teachers to strengthen the overall classroom interactions and learning strategies.

Objective Expected Outcomes:

- Improvement in child assessment data, particularly in the measures that assess language, literacy, science and math skills;
- Improvement in CLASS scores, particularly in Concept Development;
- Increase in ECER scores specifically in Language- Reasoning and Activities-Math, Science;
- Teachers will demonstrate an ease with videotaped reflection and coaching.

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.

Objectives:

1) Increase the amount of blood lead tests received for enrolled children by 5% each year.

Objective Activities:

- Update SETA website to include the need to a blood lead test/result;
- Have all parents sign a Release of Confidential Information during the enrollment process;
- Work with parents to access their Health Portal to ensure access to all lab work;
- Update lead information provided to parent during enrollment process;
- Work with Health/Nutrition staff to provide follow-up with families who have missing lead levels;
- Track in Child Plus those clinics/MDs who are not ordering blood lead levels;
- Work with RN consultants to provide follow up to EHS enrolled children in the home based program who are missing 12 or 24-month old blood lead level.

Objective Expected Outcomes:

- Increase in the number of blood lead test received from all enrolled children;
- Parents educated on the dangers of elevated blood lead levels and the need for a test;
- Parents able to set-up and access their own and their families' health records via a health portal;
- Increase in compliance of children complete on all age-appropriate screenings as evidenced by C.8 on the PIR report;
- In collaboration with HSAC, clinics/MDs, will recognize the importance of blood level testing for a vulnerable population.

2) Increase the amount of well-baby checks, physical exams, and immunizations in the home-based program by 5% each year.

Objective Activities:

- Educate home visitors on the importance of physicals well-baby checks and current immunizations and give them talking points when working with parents;
- Educate parents on the importance of up-to-date and age-appropriate preventative health care for their children and the correlation of health and school readiness;
- Have all parents sign a Release of Confidential Information during the enrollment process;
- Work with parents to access their Health Portal to ensure access to all lab work;
- Work with Health/Nutrition staff to provide follow-up and education to parents who are missing up-to-date health information;
- Work with RN consultants to provide follow up to EHS enrolled children in the home based program who are missing well-baby checks and immunizations;
- Conduct bi-annual medical and dental socializations with RN consultants and nursing interns to provide parents with education about the importance of up-to-date medical exams;
- Ensure that parents are aware of the transportation resources available to them through Medi-Cal and SETA if the issue is transportation.

Objective Expected Outcomes:

- Increase in the number of enrolled children in the home-based programs with up-to-date physical exams, immunizations and well-baby checks;
- Parents able to set-up and access their own and their families' health records via a health portal;
- Parents educated on the importance of up-to-date and age-appropriate medical exams and well-baby checks;
- Increase in compliance of C.8 on the PIR report;
- Home Visitors more knowledgeable and more effective in giving information to parents about the need for physical exams/well-baby checks/immunizations.

3) Work with Family Services Workers and home-based staff to improve the rate of health/dental follow-up and documentation in the ChildPlus system in order to ensure that children are getting the services they need, and PIR reports are improved.

Objective Activities:

- Professional development training will be implemented for Family Service Workers and Home-based staff on case-note writing;
- ChildPlus reports will be accessed jointly by supervisors and line staff each month to ensure that follow-up and on-going documentation is current;
- H/N staff will make monthly visits to their assigned Family Service Worker to provide hands-on training on specified Child-Plus reports and to ensure that staff training is being reinforced;
- Health Coordinator will send out monthly spread sheet for all C.8, C.11 and C.29 and other PIR reports to manager and supervisors for review and follow-up with assigned staff;
- Health/Nutrition staff will follow-up with families who have not responded to staff requests and are still missing health/dental follow-up.

Objective Expected Outcomes:

- Staff will improve their rate of follow-up on health and dental concerns;
- Staff will improve their case-note documentation in the ChildPlus system;
- There will be a coordinated and documented system for follow-up on all health/dental concerns;
- ChildPlus system will be used robustly to track and document all health/dental concerns and the story of the child will be seen;
- Staff will become more skilled at accessing pertinent ChildPlus reports and to ensure that all concerns are addressed and closed out;
- The amount of children needing follow-up services will improve and PIR numbers for Health/Dental will improve annually.

Goal 3 – Attendance: Improve the rate of attendance for children in the Head Start and Early Head Start program.

Objectives:

1) Have 85% or higher attendance in 50% of all Head Start and Early Head Start classrooms.

Objective Activities:

- At time of enrollment parents will be given a handout and enrolling staff will review the importance of attendance and the link to school readiness and beyond;
- Family Service Staff will conduct an attendance activity at their October parent meeting that illustrates the effects of absences on school readiness;
- Staff will meet with parents of children who have been identified as being at risk for missing 10% or more of school days or have a pattern of unexcused absences and will develop an Attendance Improvement Plan with them to ensure that barriers are identified and removed and that attendance is improved;
- Staff will reach out daily to parents who have not notified the school to explain why their child was not in school, parents who cannot be connected will receive a home visit and this will be documented in the child's file;
- Provide appropriate incentives to families who achieve perfect attendance for the month;
- Identify classrooms who have shown improvement with average daily attendance;
- Teaching Staff will link DRDP scores with the rate of absences on Home Visits, Parent Conferences and the IDP to show the effect on school readiness scores.

Objective Expected Outcomes:

- Parents will understand the importance of attendance on their child's ability to perform and achieve in primary school;
- Attendance rates will improve annually until all classrooms are at 85% or better;
- All staff will actively understand and encourage families to come to school daily;
- All staff will work collaboratively to support parents to create individualized Attendance Improvement plans when necessary;
- Parents and children will be encouraged to come to school daily in order achieve their perfect attendance award;
- Teachers will be recognized by management for their improved average daily attendance rates.

2) Update the Attendance Tool Kit for all staff and increase utilization rates in classrooms.

Objective Activities:

- Send out a survey to all teaching staff and family engagement staff to solicit feedback and suggestions for a revamped Attendance Toolkit;
- Form a new group with a cross-section of staff to create and update the toolkit with solicited feedback and best practices from Attendance Works and other research-based programs;
- Implement a new training for all teaching staff and family engagement staff on the new toolkit with expectations for staff to implement ideas for improved attendance among children;
- Build in the topic of attendance in the on-boarding process for appropriate staff;
- Analyze rates of improvement on classrooms who are actively using the toolkit;
- Develop a mid-year and end-of -year survey for parents and staff to identify strategies that were effective in targeting attendance

improvement;

- Share success during cluster meetings, site supervisor meetings, and through monthly newsletters.

Objective Expected Outcomes:

- A new and improved Attendance Toolkit will be created and utilized;
- All staff will be actively engaged in the rate of attendance improving and understand the importance of attendance on children's social and academic achievement;
- Attendance rates will improve in classrooms;
- Parents will be actively engaged and understand the importance of bringing their child to school daily.

3) Transition SETA sites to using the Attendance Module in ChildPlus.

Objective Activities:

- Staff will be trained using the Attendance Module in ChildPlus (training rolled out by Region);
- All teaching staff and family engagement staff will be trained on how to use the program;
- Current electronic sign-in devices will be converted to the Attendance Module and parents will be trained on how to use it;
- Teachers will have the ChildPlus attendance module loaded on to their I Pads, to ensure that children have been signed in and that at mealtimes accurate point of service counts can be collected;
- ChildPlus reports will be monitored to ensure accuracy of data input;
- Attendance will be documented through ChildPlus;
- ChildPlus reports will be used by management to further understand program needs and trends.

Objective Expected Outcomes:

- By end of each year, 25% or more of all center-based sites will be trained and utilize ChildPlus for attendance;
- Attendance trends can be uploaded to CCR Analytics for correlation of absence rates on DRDP scores;
- Improved analytics can be done on individual children's attendance, by classroom, by program options, by CLASS and DRDP scores and teacher metrics;
- Improved decision making by administrators and management to inform decisions on adaptations or changes needed to improve service to children and families;
- Improved accuracy for CCAFP program, resulting in teacher's not having to send in corrections to the program analyst due to children being counted at time of service and teacher's not having to leave group of children to record number of children at mealtime;
- Management will have real-time access to each classrooms attendance daily, weekly and monthly to inform staffing and coverage needs.

Goal 4 – Family Engagement: Improve and promote parent and family engagement that is culturally responsive, reflective, and goal-oriented in order to support families.

Objectives:

1) Implement the number of sites by 25% or more annually that are implementing the Parent Meeting Curriculum.

Objective Activities:

- Survey all family engagement staff to determine the baseline of which sites have implemented the Parent Meeting Curriculum;
- Provide training and support to family engagement staff to ensure an understanding of what, how and why activities are to be implemented at parent meeting;
- Provide continued mentoring and support to those sites implementing the parent meeting curriculum;
- Train site supervisors on how the Parent Meeting Curriculum has been aligned to the classroom curriculum and how it supports parents' engagement in their child's school readiness activities;
- Work with family engagement staff to build community around parent meetings to ensure families feel accepted, are supported and build relationships with other members of the classroom community.

Objective Expected Outcomes:

- Increase in the usage of the Parent Meeting Curriculum by Family Engagement staff;
- Increase attendance and participation of parents at the center level;
- Increase understanding of the parent's role in school readiness, and how parents can stay engaged, and support their children at home;
- Increase the level of peer-to-peer support between parents in order to feel connected and to build relationships to neighbors and the community.

2) Increase usage rate of Ready Rosie Parenting Curriculum by 5% annually.

Objective Activities:

- Train all family engagement staff and home visitors on how to send out invitations to enrolling parents;
- At the time of enrollment, staff will demonstrate the ReadyRosie parenting program to parents and actively encourage them to accept the invitation sent to them;
- Train teachers how to access and integrate ReadyRosie videos to support school readiness skills during the IDP process with parents or during a home visit for home-based staff;
- Monitor and analyze data from ReadyRosie to determine classroom analytics, which videos are popular with parents, and how many parents comment on videos;
- Analyze trends of usage to better inform future implementation.

Objective Expected Outcomes

- Increase utilization of the ReadyRosie Parenting curriculum by parents and staff;
- Analyze data to see if there is a correlation between parents who access the videos and scores on assessments;
- Determine if parents are more engaged with their children around school readiness activities and feel more supported around issues of parenting concerns.

3) Implement CCR Family Outcomes Survey to all enrolled parents with a return rate of 50% or more and an annual increase of at least 10%.

Objective Activities:

- All family engagement staff and home based teachers will be familiar with the Family Outcomes Survey and be able to explain the importance to families to return the survey;
- Explore options for families completing the survey electronically;
- Results will be analyzed with family engagement staff to determine next steps in providing and improving support to parents;
- Data will be used to inform program wide decisions around support and education for parents.

Objective Expected Outcomes

- Family Engagement staff will better be able to support parents based on data;
- Parent Engagement activities will be aligned with the PFCE Framework and effectiveness will be determined by the Family Outcomes Survey;
- Parents will be encouraged to fill out the survey and staff will use this as a starting point to discuss and develop with parents, their family goals that support the PFCE;
- Data will be used to provide resources and parent education topics for each classroom.

ITEM IV-A – INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: D'et Saurbourne

MEMORANDUM

TO: Ms. Balmain

DATE: March 3, 2020

FROM: David B. Clark, SETA Fiscal Monitor

RE: Fiscal Monitoring of Folsom Cordova Unified School District – Adult Education

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RSS	ELL	\$70,000	1/7/19 - 9/30/19	1/7/19 - 9/30/19

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

Date of review: February 6, 2020

AREAS EXAMINED		SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control		N/A		
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		N/A		
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Memorandum
Fiscal Monitoring Findings
Page 2

Program Operator: Folsom Cordova Unified School District – Adult Education

Findings and General Observations:

The total costs as reported to SETA 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: Ms. Lisa Welze **DATE: March 3, 2020**
FROM: David B. Clark, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of International Rescue Committee

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RSS	VESL/ES	\$367,500	10/1/18 - 9/30/19	10/1/18 - 9/30/19
RSS	ES TA	\$111,000	10/1/18 - 9/30/19	10/1/18 - 9/30/19
RSS	ELL	\$70,000	10/1/18 - 9/30/19	10/1/18 - 9/30/19
CSBG	FSS	\$64,998	1/1/18 – 12/31/18	10/1/18 – 12/31/18
CSBG	FSS	\$70,000	1/1/19 – 12/31/19	1/1/19 – 9/30/19

Monitoring Purpose: Initial X Follow-Up Special Final X
Date of review: December 16-17, 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		N/A		
8	OJT Contracts/Files/Payment		N/A		
9	Indirect Cost Allocation	X			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Program Operator: International Rescue Committee

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Stephen Norris DATE: January 15, 2020

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Onsite Fiscal Monitoring of JUMA Ventures, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	OSY	\$110,321	7/1/19-6/30/2020	7/1/19-12/31/19

Monitoring Purpose: Initial Follow-up Special Final

Date of review: 1/15/2020, 2/3, 2/10

		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: JUMA Ventures, Inc.

Findings and General Observations:

- 1) We have reviewed the WIOA Out-of-School Youth program from July 1, 2019 to December 31, 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. Roman Romaso **DATE:** March 3, 2020
FROM: David Benjamin Clark, SETA Fiscal Monitor
RE: Desk Audit of Slavic Assistance Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RSS	ORS	\$22,121	10/1/18 - 9/30/19	10/1/18 - 9/30/19

Monitoring Purpose: Initial Follow-Up Special Final X
Date of review: 1/27/20 Follow-up Date: 1/28, 2/4, 2/5, 2/6

	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	Tuition Payments	N/A			
8	OJT Contracts/Files/Payment	N/A			
9	Indirect Cost Allocation	N/A			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

Program Operator: Slavic Assistance Center

Findings and General Observations:

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

Recommendations for Corrective Action:

There are no findings for corrective action in this fiscal desk audit.

cc: Kathy Kossick
Governing Board

ITEM IV-B – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

PRESENTER: William Walker

SETA- Employer Activity Report

July 1, 2019 - April 20, 2020

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	9	Animal Care Assistant	1
	9	Animal Services Officer	1
	9	Community Center Attendant (Part Time)	1
	9	Community Service 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
	9	Operations 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	2
	9	Arborist/Urban Forester	1
	9	Assistant Camp Caretaker	2
	5	Assistant Camp Chef	2
	3	Assistant Civil Engineer	1
	9	Assistant Pool Manager	2
	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	

SETA- Employer Activity Report

July 1, 2019 - April 20, 2020

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	Camp Aide	4
	9	Camp Caretaker	2
	9	Camp Chef	2
	9	Camp Host	2
	9	Camp Program Director	2
	9	Camp Recreation Leader	2
	9	Cannabis Manager	1
	9	Cashier - Aquatics	2
	9	City Traffic Engineer	1
	3	Construction Inspector III	1
	9	Crew Leader, Landscape and Learning	2
	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
	3	Electrician (limited term)	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	Events Services Supervisor	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	2	

SETA- Employer Activity Report

July 1, 2019 - April 20, 2020

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	Lifeguard	2
	9	Maintenance Worker	1
	9	Marina Aide	1
	7	Media and Communications Specialist	3
	6	Nurse-Adaptive Recreation	1
	9	Office of Violence Prevention Manager	1
	9	Operations General Supervisor	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	2
	9	Principal Accountant	1
	9	Program Analyst	7
	9	Program Developer	1
	9	Program Leader	4
	9	Program Manager	2
	9	Program Specialist	6
	9	Program Specialist-Film Office	1
	2	Program Specialist-Water Quality	1
	9	Program Supervisor	1
	9	Public Service Aide	3
	9	Recreation Aide	7
	9	Recreation General Supervisor	1
	9	Recreation Leader	2
	9	Recreation Superintendent	1
	9	Registered Veterinary Technician	1
	9	Senior Accountant Auditor	1
9	Senior Camp Aquatics Leader	1	
7	Senior Applications Developer	2	
9	Senior Debt Analyst	1	
9	Senior Deputy City Attorney	1	
9	Senior Deputy City Clerk	1	
3	Senior Electrical Engineer	2	
3	Senior Engineer	5	
3	Senior HVAC Systems Mechanic	1	

SETA- Employer Activity Report July 1, 2019 - April 20, 2020

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	Senior Lifeguard	2
	9	Senior Personnel Analyst	1
	9	Senior Personnel Transactions	1
	9	Senior Police Records Supervisor	1
	9	Senior Recreation Aide	5
	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	3
	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	5
9	Utility Worker Park Operations	3	
9	Workers' Compensation Claims	1	
County of Sacramento	9	Airfield Operations Specialists	2
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
Health Advocates	9	Coordinator / Sacramento	1
Herrfeldt Business Ventures, INC	6	Care Partner	5
Jbeily Family Market	9	Manager	3
	9	Retail Sales Clerk	34

SETA- Employer Activity Report

July 1, 2019 - April 20, 2020

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	Anatomy and Physiology Assistant	1
	9	Account Clerk I	1
	9	Account Clerk II	1
	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
	4	Child Development Center Supervisor	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 Of Instruction	2	
4	Dean of McClellan/ Sacramento Regional	1	

SETA- Employer Activity Report

July 1, 2019 - April 20, 2020

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	Dean of Planning, Research, and Institutional Effectiveness	1
	4	Dean of Student Services, Counseling, and Transfer Services	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	1
	4	Disabled Students Programs and	1
	4	District Financial Aid Specialist	1
	4	Economics Assistant Professor	2
	6	Emergency Medical Technician (EMT)	2
	4	Extended Opportunity Programs and	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
	7	Information Technology Technical Services Supervisor	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	

SETA- Employer Activity Report July 1, 2019 - April 20, 2020

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	Journalism Assistant Professor	1
	4	Kinesiology, Health, and Athletics	1
	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-	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	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	

SETA- Employer Activity Report July 1, 2019 - April 20, 2020

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	Student Personnel Assistant- Student	1
	4	Student Personnel Assistant-Temporary	1
	4	Student Support Specialist	4
	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
Royal Truck Body	9	Detailer	1
	9	Shop Helper	1
Sacramento Employment and Training	4	CFS Program Specialist	1
	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
Total			1139

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 April 20, 2020

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKER	REGION/ LOCATION	Contacted	COVID-19 Related
Education Credit Management Corp. 110370 Peter A. McCuen Blvd. Mather CA 95655	Financial	6/5/2019	Layoffs	185	Sacramento, CA	Yes	N
Just Energy 8795 Folsom Blvd., Ste. 100 Sacramento, CA 95826	Energy	6/12/2019	Layoffs	27	Sacramento, CA	Yes	N
Varner & Brandt 3612 Madison Ave. North Highlands, CA 95660	Legal Services	7/10/2019	Layoffs	30	Sacramento, CA	Yes	N
Food Service Holdings, LLC dba English Manufacturing 11292 Sunrise Park Rancho Cordova 95670	Manufacturing	8/15/2019	Layoffs	16	Sacramento, CA	Yes	N
RePlanet LLC 9670 Bruceville Rd. Elk Grove, CA 95624	Energy	8/23/2019	Closure	32	Sacramento, CA	Yes	N
Liqui-Box Corporation 5000 Warehouse Way, Sacramento, CA 95826	Manufacturing	9/9/2019	Closure	30	Sacramento, CA	Yes	N
Nestle USA, Inc. 860 National Drive, Ste. 100 Sacramento, CA 95834	Manufacturing	9/9/2019	Closure	54	Sacramento, CA	Yes	N
Volunteers of America 10626 Schirra Ave., Mather, CA 95655	Services	9/13/2019	Layoffs	5	Sacramento, CA	Yes	N
Inter-Con Security Systems 9940 Business Park Drive, Ste 165 Sacramento, CA 95827	Services	9/26/2019	Layoffs	492	Sacramento, CA	Yes	N
Walmart #6530 4420 Florin Road, Sacramento, CA 95823	Retail	10/2/2019	Closure	108	Sacramento, CA	Yes	N
Silgan Containers 6200 Franklin Blvd., Ste. 100 Sacramento, CA 95824	Manufacturing	10/2/2019	Layoffs	48	Sacramento, CA	Yes	N
Raley's Various Locations Sacramento, CA 95824	Retail	10/30/2019	Layoffs	20	Sacramento, CA	Yes	N
Kaiser 6600 Bruceville Road, Sacramento, CA 95823	Healthcare	10/31/2019	Layoffs	4	Sacramento, CA	Yes	N
Dress Barn Various Locations	Retail	5/20/2019	Closure	32	Sacramento, CA	Yes	N
Aerojet Aerojet Road, Rancho Cordova, CA 95670	Aviation	11/14/2019	Layoffs	10	Sacramento, CA	Yes	N

Dislocated Worker Information PY 2019/2020

The following is an update of information as of April 20, 2020

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKER	REGION/ LOCATION	Contacted	COVID-19 Related
Dick's Sporting Goods 8217 Laguna Blvd., Elk Grove, CA 95758	Retail	12/20/2019	Closure	46	Sacramento, CA	Yes	N
CostPlus World Market 9680 Bruceville Road, Sacramento, CA 95757	Retail	1/4/2020	Closure	22	Sacramento, CA	Yes	N
Pier 1 Imports 9680 Sunrise Blvd. Citrus Heights, CA 95610	Retail	1/6/2020	Closure	17	Sacramento, CA	Yes	N
Food Source 6366 Mack Road Sacramento, CA 95823	Retail	1/10/2020	Closure	100	Sacramento, CA	Yes	N
XOJET Aviation LLC 5022 Baily Loop McClellan, CA 95652	Transportation	2/27/2020	Closure	58	Sacramento, CA	Yes	N
Saccani Distributing Company 2600 5th Street Sacramento, CA 95818	General Warehousing	3/9/2020	Closure	130	Sacramento, CA	Yes	N
Sacramento Holiday Inn 300 J St. Sacramento, CA 95814	Hospitality	3/12/2020	Temporary	65	Sacramento, CA	Pending	Y
Knighted Ventures, LLC Sacramento, CA	Gambling	3/15/2020	Temporary	145	Sacramento, CA	Pending	Y
Punch Bowl 500 J Street Sacramento, CA 95814	Restaurants	3/16/2020	Closure	115	Sacramento, CA	Yes	Y
Darden Restaurants, Inc. Sacramento, CA	Restaurants	3/16/2020	Temporary	724	Sacramento, CA	Pending	Y
Palladio Luxe Cinema 400 Palladio Parkway Folsom, CA 95630	Entertainment	3/16/2020	Temporary	58	Sacramento, CA	Pending	Y
Dos Coyotes Border Café 8519 Bond Road Elk Grove, CA 95624	Restaurant	3/17/2020	Temporary	19	Sacramento, CA	Pending	Y
Avis Budget Car Rental Services, Inc. 6520 McNair Circle Sacramento, CA 95837	Retail	3/17/2020	Temporary	113	Sacramento, CA	Pending	Y
Cheesecake Factory 1771 Arden Way Sacramento, CA 95815	Restaurants	3/18/2020	Temporary	208	Sacramento, CA	Pending	Y

Dislocated Worker Information PY 2019/2020

The following is an update of information as of April 20, 2020

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKER	REGION/ LOCATION	Contacted	COVID-19 Related
European Wax Center 4640 Natomas Blvd. #110 Sacramento, CA 95835	Personal Care	3/18/2020	Temporary	21	Sacramento, CA	Yes	Y
Paradies Shops, LLC 6900 Airport Blvd. Sacramento, CA 95837	Retail	3/18/2020	Temporary	37	Sacramento, CA	Yes	Y
VIP Repairs, Inc. 3121 Arden Way Sacramento, CA 95825	Equipment Repair	3/18/2020	Temporary	3	Sacramento, CA	Pending	Y
Marriot Rancho Cordova 11211 Point East Drive Rancho Cordova, CA 95742	Hospitality	3/19/2020	Temporary	100	Rancho Cordova, CA	Pending	Y
Hyatt Regency Hotel 1209 L Street Sacramento, CA 95814	Hospitality	3/19/2020	Temporary	344	Sacramento, CA	Yes	Y
Public House Downtown, LLC 1132 16th St. Sacramento, CA 95814	Restaurants	3/19/2020	Temporary	88	Sacramento, CA	Pending	Y
Scholastic Book Fairs 875 National Dr. Ste. 101 Sacramento, CA 95834	Retail	3/19/2020	Temporary	25	Sacramento, CA	Pending	Y
Tres Hermanos Y Amigo 1, LLC 3535 Fair Oaks Blvd, Suite A A23 Sacramento, CA 95864	Restaurants	3/19/2020	Temporary	56	Sacramento, CA	Pending	Y
Tres Hermanos Y Amigo 2, LLC 1800 15th St. Sacramento, CA 95811	Restaurants	3/19/2020	Temporary	72	Sacramento, CA	Pending	Y
Tres Hermanos Y Amigo 3, LLC 450 Palladio Pkwy. Folsom, CA 95630	Restaurants	3/19/2020	Temporary	70	Sacramento, CA	Pending	Y
Wok in the Park, LLC, 1116 15th St. Sacramento, CA 95814	Restaurants	3/19/2020	Temporary	197	Sacramento, CA	Pending	Y
HMS Host 6850 Airport Blvd Ste 28 Sacramento, CA 95837	Hospitality	3/20/2020	Temporary	90	Sacramento, CA	Pending	Y
KHRG Sacramento, LLC dba Sawyer Hotel 500 J St. Sacramento, Ca 95814	Hospitality	3/20/2020	Temporary	150	Sacramento, CA	Pending	Y
Sacramento Laundry Company Sacramento, CA	Laundry Services	3/20/2020	Temporary	240	Sacramento, CA	Pending	Y

Dislocated Worker Information PY 2019/2020

The following is an update of information as of April 20, 2020

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKER	REGION/ LOCATION	Contacted	COVID-19 Related
Sheraton Grand Sacramento Hotel 1230 J Street Sacramento, CA 95814	Hospitality	3/21/2020	Temporary	185	Sacramento, CA	Pending	Y
Dariotis Group Restaurants, Inc. dba Old Spaghetti Restaurant, Inc. Sacramento, CA	Restaurants	3/23/2020	Temporary	92	Sacramento, CA	Yes	Y
Holiday Inn Sacramento 300 J Street Sacramento, CA 95815	Hospitality	3/23/2020	Temporary	63	Sacramento, CA	Yes	y
Rogers Jewelry 8521 Bond Road Elk Grove, CA 95624	Retail	3/23/2020	Temporary	8	Elk Grove, CA	Pending	Y
Textron Aviation 5850 Citation Way Sacramento, CA 95827	Aviation	3/23/2020	Temporary	101	Sacramento, CA	Pending	Y
Islands Restaurants 2455 Iron Point Road Folsom , CA 95630	Restaurants	3/23/2020	Temporary	47	Folsom, CA	Pending	Y
Old Spaghetti Restaurant, Inc. 12401 Folsom Blvd Rancho Cordova, CA 95742	Restaurants	3/23/2020	Temporary	111	Rancho Cordova, CA	Pending	Y
Arden Hills Country Club, Inc. 1220 Arden Hills Land Sacramento, CA 95825	Health/Fitness	3/23/2020	Temporary	158	Sacramento, CA	Pending	Y
Crescent Resorts & Hotel, LLC dba Residence Inn 112115th St. Sacramento, CA 95814	Hospitality	3/23/2020	Temporary	40	Sacramento, CA	Pending	Y
Future Ford of SACRAMENTO 4625 Madison Ave. Sacramento, CA 95841	Retail	3/23/2020	Temporary	74	Sacramento, CA	Pending	Y
Iron Mechanical, Inc. 721 North B St. Sacramento, CA 95811	Construction	3/23/2020	Permanent	6	Sacramento, CA	Pending	Y
Adesa, Inc. dba Adesa Brasher's 233 Blacktop Rd. Rio Linda, CA 95673	Retail	3/23/2020	Temporary	271	Sacramento, CA	Pending	Y
Western Dental Sacramento, CA	Dental	3/23/2020	Temporary	298	Sacramento, CA	Pending	Y
Supercuts 1589 W. El Camino Sacramento, CA 95833	Personal Care	3/24/2020	Temporary	Undetermined	Sacramento, CA	Pending	Y

Dislocated Worker Information PY 2019/2020

The following is an update of information as of April 20, 2020

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKER	REGION/ LOCATION	Contacted	COVID-19 Related
AlSCO, Inc. 3391 Lanatt St Sacramento, CA 95819	Textile Rental	3/24/2020	Temporary	47	Sacramento, CA	Pending	Y
Sports Clip 3610 North Freeway Blvd #130 Sacramento, CA 95834	Personal Care	3/25/2020	Temporary	6	Sacramento, CA	Pending	Y
Sports Clip 5620 Birdcage Street #220 Citrus Heights, CA 95610	Personal Care	3/25/2020	Temporary	6	Sacramento, CA	Pending	Y
Sports Clip 5351 Sunrise Blvd Fair Oak, CA 95628	Personal Care	3/25/2020	Temporary	6	Sacramento, CA	Pending	Y
Sports Clip 4005 Manzanita Ave. #58 Carmichael, CA 95608	Personal Care	3/25/2020	Temporary	10	Sacramento, CA	Pending	Y
Sports Clip 2779 East Bidwell St #200 Fair Oak, CA 95628	Personal Care	3/25/2020	Temporary	8	Folsom, CA	Pending	Y
California Family Fitness 8569 Bond Road Elk Grove, CA 95624	Health/Fitness	3/25/2020	Temporary	105	Elk Grove, CA	Yes	Y
California Family Fitness 3443 Laguna Blvd. Elk Grove, CA 95758	Health/Fitness	3/25/2020	Temporary	77	Elk Grove, CA	Yes	Y
California Family Fitness 3880 Innovator Drive Sacramento, CA 95824	Health/Fitness	3/25/2020	Temporary	94	Sacramento, CA	Yes	Y
California Family Fitness 8680 Greenback Lane Orangevale CA 95662	Health/Fitness	3/25/2020	Temporary	82	Sacramento, CA	Yes	Y
California Pizza Kitchen 1735 Arden Way Suite 220 Sacramento, CA 95825	Restaurants	3/26/2020	Temporary	49	Sacramento, CA	Yes	Y
The Container Store 2030 Arden Way Suite 220 Sacramento, CA 95825	Retail	3/26/2020	Temporary	34	Sacramento, CA	Yes	Y
Cinemark All Theatres in Sacramento County Sacramento, CA	Entertainment	3/26/2020	Permanent	99	Sacramento, CA	Yes	Y
BJ's Restaurants, Inc. 1689 Arden Way, Ste. 1058 Sacramento, CA 95815	Restaurants	3/27/2020	Temporary	161	Sacramento, CA	Pending	Y

Dislocated Worker Information PY 2019/2020

The following is an update of information as of April 20, 2020

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKER	REGION/ LOCATION	Contacted	COVID-19 Related
Domus Construction & Design, Inc. 8864 Fruitridge Rd. Sacramento, CA 95828	Construction	3/27/2020	Permanent	61	Sacramento, CA	Yes	Y
The Original Mel's Diners 3000 J Street Sacramento, CA 95816	Restaurants	3/27/2020	Temporary	35	Sacramento, CA	Yes	Y
Residence Inn Sacramento Downtown 1121 15th Street Sacramento, CA 95814	Hospitality	3/27/2020	Temporary	40	Sacramento, CA	Pending	Y
LIFETIME 110 Serpa Way Folsom, CA 95630	Health/Fitness	3/27/2020	Temporary	283	Folsom, CA	Pending	Y
The Niello Company All Dealer in Sacramento County Sacramento, CA	Retail	3/27/2020	Temporary	50	Sacramento, CA	Pending	Y
Rogers Jewelry 925 East Bidwell Folsom, CA 95624	Retail	3/27/2020	Temporary	10	Folsom, CA	Pending	Y
Café Rios 1600 Ethan Way #80 Sacramento, CA 95825	Restaurant	3/27/2020	Temporary	45	Sacramento, CA	Pending	Y
Citizen Hotel 926 J Street Sacramento, CA 95814	Hospitality	3/30/2020	Temporary	123	Sacramento, CA	Pending	Y
Folsom Lake Honda 12505 Auto Mall Parkway Rancho Cordova, CA 95814	Retail	3/30/2020	Temporary	93	Rancho Cordova, CA	Pending	Y
Wash Laundry System Inc. 8130-40 37th Ave Sacramento, CA 95824	Personal Care	3/30/2020	Temporary	2	Sacramento, CA	Pending	Y
Macy's 414 K Street Sacramento, CA 95814	Retail	3/30/2020	Temporary	230	Sacramento, CA	Pending	Y
Macy's 6000 Sunrise Blvd Citrus Heights, CA 95610	Retail	3/30/2020	Temporary	111	Citrus Heights, CA	Pending	Y
Macy's 1701 Arden Way Sacramento, CA 95815	Retail	3/30/2020	Temporary	257	Sacramento, CA	Pending	Y
Ruth's Chris Steak House 501 Pavilions Ln. Sacramento, CA 95825	Restaurants	3/30/2020	Temporary	61	Sacramento, CA	Pending	Y

Dislocated Worker Information PY 2019/2020

The following is an update of information as of April 20, 2020

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKER	REGION/ LOCATION	Contacted	COVID-19 Related
Selland Family Restaurants Sacramento, CA	Restaurants	3/30/2020	Temporary	276	Sacramento, CA	Pending	Y
WASH Laundry Systems, Inc. 8130-40 37th Ave. Sacramento, CA 95824	Laundry Services	3/30/2020	Temporary	2	Sacramento, CA	Pending	Y
Guitar Center 2120 Alta Arden Expr. Sacramento, CA 95825	Retail	3/30/2020	Temporary	42	Sacramento, CA	Pending	Y
Am Tote International 1600 Exposition Blvd Sacramento, CA 95815	Entertainment	3/31/2020	Temporary	2	Sacramento, CA	Pending	Y
Block Tops, Inc. 8382 Rovana Circle Sacramento, CA 95828	Construction	3/31/2020	Temporary	18	Sacramento, CA	Pending	Y
BUCA, Inc. 1249 Howe Ave. Sacramento, CA 95825	Restaurants	3/31/2020	Temporary	83	Sacramento, CA	Pending	Y
Burlington Coat Factory of Texas, Inc. Sacramento, CA	Retail	3/31/2020	Temporary	193	Sacramento, CA	Pending	Y
Dentemploy, Inc. 3433 Arden Way Sacramento, CA 95825	Dental	3/31/2020	Temporary	30	Sacramento, CA	Pending	Y
Cracker Barrel Old Country Store #754 1000 Howe Ave. Sacramento, CA 9582	Restaurant	3/31/2020	Temporary	109	Sacramento, CA	Pending	Y
Crunch, LLC Sacramento, CA	Health/Fitness	4/1/2020	Temporary	153	Sacramento, CA	Pending	Y
Huhtamaki 8450 Gerber Road Sacramento, CA 95828	Manufacturing	4/1/2020	Temporary	84	Sacramento, CA	Pending	Y
Shamrock Foods Company 856 National Dr. Sacramento, CA 95834	Wholesale Food	4/1/2020	Temporary	14	Sacramento, CA	Pending	Y
Falck Northern California Corp. 4604 Roseville Rd. #105 North Highland, CA 95660	Ambulance Service	4/2/2020	Temporary	Undetermined	Sacramento, CA	Pending	N
IHOP Pancakes, Inc. Sacramento, CA	Restaurant	4/2/2020	Temporary	Undetermined	Sacramento, CA	Pending	N
JC Penney Corporation, Inc. Sacramento, CA	Retail	4/2/2020	Temporary	285	Sacramento, CA	Pending	Y
SkySlope, Inc. 825 K St., 2nd Floor Sacramento, CA 95814	Financial Tracking Real Estate brokerage	4/2/2020	Permanent	44	Sacramento, CA	Yes	Y

Dislocated Worker Information PY 2019/2020

The following is an update of information as of April 20, 2020

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKER	REGION/ LOCATION	Contacted	COVID-19 Related
Parkwest Casino Lotus 6010 Stockton Blvd. Sacramento, CA 95824	Gambling	4/2/2020	Temporary	167	Sacramento, CA	Pending	Y
Systems Paving, Inc. Sacramento, CA	Construction	4/3/2020	Temporary	Undetermined	Sacramento, CA	Pending	Y
Club Demonstration Services, Inc. Sacramento, CA	Marketing	4/4/2020	Temporary	139	Sacramento, CA	Pending	Y
H&M East Bidwell Street and Iron Point Rd. Folsom, CA 95630	Retail	4/5/2020	Temporary	26	Sacramento, CA	Pending	Y
IGT 1337 N. Market Blvd. Ste. 400 Sacramento, CA 95834	Gaming	4/5/2020	Temporary	53	Sacramento, CA	Pending	Y
Kohl's Department Stores, Inc. Sacramento, CA	Retail	4/5/2020	Temporary	482	Sacramento, CA	Pending	Y
Lbrands Sacramento, CA	Retail	4/5/2020	Temporary	73	Sacramento, CA	Pending	Y
Ross Stores, Inc. Sacramento, CA	Retail	4/5/2020	Temporary	420	Sacramento, CA	Pending	Y
LazyDOG 300 Palladio Pkwy Folsom, CA 95630	Restaurant	4/6/2020	Temporary	125	Folsom, CA	Pending	Y
One Workplace L. Ferrari, LLC 1780 N. Market Blvd. Sacramento, CA 95833	Interior Design	4/6/2020	Temporary	17	Sacramento, CA	Pending	Y
Anning-Johnson Company 22969 Kidder St. Hayward, CA 94545	Construction	4/8/2020	Temporary	Undetermined	Sacramento, CA	Pending	Y
CarMax Sacramento South 8185 E. Stockton Blvd. Sacramento, CA 95828	Retail	4/8/2020	Temporary	229	Sacramento, CA	Pending	Y
Clarks America, Inc. 13000 Folsom Blvd, Suite 406 Folsom, CA 95630	Retail	4/8/2020	Temporary	7	Sacramento, CA	Pending	Y
ClubCorp Teal Bend Golf Club, Inc. 7200 Garden Hwy. Sacramento, CA 95837	Health/Fitness	4/9/2020	Temporary	51	Sacramento, CA	Pending	Y
Select Comfort Retail Corp. dba Sleep Number Sacramento, CA	Retail	4/9/2020	Temporary	16	Sacramento, CA	Pending	Y
VSP Global Rancho Cordova, CA 95670	Vision Care	4/10/2020	Temporary	64	Sacramento, CA	Pending	Y

Dislocated Worker Information PY 2019/2020

The following is an update of information as of April 20, 2020

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKER	REGION/ LOCATION	Contacted	COVID-19 Related
Folsom Lake Toyota 12747 Folsom Blvd. Folsom, CA 95630	Retail	4/14/1950	Temporary	110	Sacramento, CA	Pending	Y
San Joaquin Valley College, Inc. Sacramento, CA	Education	4/14/2020	Temporary	22	Sacramento, CA	Pending	Y
All Recreational Equipment, Inc. 1790 Expo Pkwy. Sacramento, CA 95815	Retail	4/15/2020	Temporary	84	Sacramento, CA	Pending	Y
Dick's Sporting Goods 1003 E. Bidwell Street Folsom, CA 95630	Retail	4/15/2020	Temporary	32	Folsom, CA	Pending	Y
Dick's Sporting Goods 8214 Delta Shores Circle S Sacramento, CA 95832	Retail	4/15/2020	Temporary	41	Sacramento, CA	Pending	Y
Outback Steakhouse 7221 Laguna Blvd. Elk Grove, CA 95758	Restaurant	4/3/2020	Temporary	43	Elk Grove, CA	Pending	Y
Outback Steakhouse 1340 Howe Ave. Sacramento , CA 95825	Restaurant	4/3/2020	Temporary	51	Sacramento, CA	Pending	Y
Outback Steakhouse 2100 Golden Centre Lane Gold River , 95670	Restaurant	4/3/2020	Temporary	62	Gold River, CA	Pending	Y
Torrid 1689 Arden Way, #2184b Sacramento, 95815	Retail	4/15/2020	Temporary	12	Sacramento, CA	Pending	Y
Torrid 6031 Sunrise Mall Space E16 Citrus Heights, CA 95610	Retail	4/15/2020	Temporary	15	Citrus Heights, CA	Pending	Y
Torrid 330 Palladio Parkway Space #2061 Folsom, CA 95630	Retail	4/15/2020	Temporary	8	Folsom, CA	Pending	Y
Inspire Communities 11335 Gold Express Drive, Ste., 100 Gold River, CA 95670	Housing Community	4/17/2020	Temporary	5	Gold River, CA	Pending	Y
Universal Maintenance 350 Piercy Road, San Jose, CA 95138	Maintenance	4/13/2020	Temporary	74	Sacramento, CA	Pending	Y
Abercrombie & Fitch 1689 Arden Way, Ste., 1214 Abrecrombie Kids 1689 Arden Way, Ste., 2086 Hollister Co. 1689 Arden Way, Ste., 2076	Retail	4/10/2020	Temporary	Undetermined	Sacramento, CA	Pending	

Dislocated Worker Information PY 2019/2020

The following is an update of information as of April 20, 2020

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKER	REGION/ LOCATION	Contacted	COVID-19 Related
Hornblower Yachts, LLC 1206 Front Street, Sacramento, CA 95814	Tourism	3/18/2020	Temporary	16	Sacramento, CA	Pending	Y
TOTAL				11,824 Layoffs due to COVID-19: 10,358			

ITEM IV-D – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of March was 4.7%.

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)**
Leisure and hospitality led month-over job declines

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 4.7 percent in March 2020, up from a revised 3.8 percent in February 2020, and above the year-ago estimate of 4.0 percent. This compares with an unadjusted unemployment rate of 5.6 percent for California and 4.5 percent for the nation during the same period. The unemployment rate was 4.7 percent in El Dorado County, 4.0 percent in Placer County, 4.7 percent in Sacramento County, and 5.9 percent in Yolo County.

Between February 2020 and March 2020, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo decreased by 3,200 to total 1,029,800 jobs.

- In contrast to its typical job gains during this time, leisure and hospitality (down 3,100 jobs) led the region in job losses. Accommodation and food services shed 2,600 jobs. Arts, entertainment, and recreation was down 500 jobs.
- Education and health services reported a month-over decline of 1,300 jobs. Job reductions were concentrated in health care and social assistance.
- Professional and business services fell by 800 jobs. Administrative and support and waste services decreased by 500 jobs. Professional, scientific, and technical services cut back 200 jobs. Management of companies dipped by 100 jobs.
- Meanwhile, four major industries reported month-over job growth, led by government (up 2,500 jobs), financial activities (up 300 jobs), farm (up 300 jobs), and trade, transportation, and utilities (up 100 jobs).

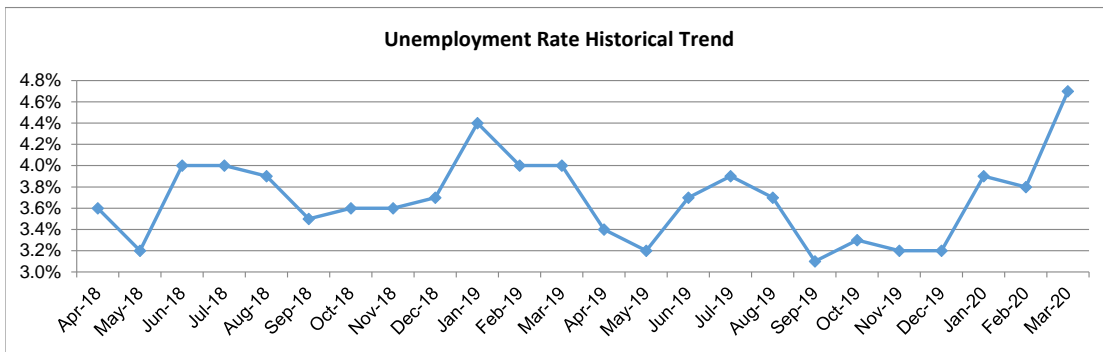
Between March 2019 and March 2020, total jobs in the region increased by 11,600, or 1.1 percent.

- Trade, transportation, and utilities led the year-over growth for the region, adding 4,500 jobs. Transportation, warehousing, and utilities (up 3,300 jobs) was responsible for a majority of the job additions. Retail trade gained 1,100 jobs. Wholesale trade picked up 100 jobs.
- Professional and business services advanced by 3,900 jobs. Administrative and support and waste services gained 2,500 jobs. Professional, scientific, and technical services grew by 1,500 jobs.
- Government expanded by 3,100 jobs since last March. State government (up 2,700 jobs) accounted for 75.8 percent of the job growth.
- On the downside, three industries reported job losses from last March. Leisure and hospitality shed 3,700 jobs. Information was down 500 jobs. Other services cut back 500 jobs.

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

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 4.7 percent in March 2020, up from a revised 3.8 percent in February 2020, and above the year-ago estimate of 4.0 percent. This compares with an unadjusted unemployment rate of 5.6 percent for California and 4.5 percent for the nation during the same period. The unemployment rate was 4.7 percent in El Dorado County, 4.0 percent in Placer County, 4.7 percent in Sacramento County, and 5.9 percent in Yolo County.



Industry	Feb-2020	Mar-2020	Change		Mar-2019	Mar-2020	Change
	Revised	Prelim				Prelim	
Total, All Industries	1,033,000	1,029,800	(3,200)		1,018,200	1,029,800	11,600
Total Farm	7,200	7,500	300		7,400	7,500	100
Total Nonfarm	1,025,800	1,022,300	(3,500)		1,010,800	1,022,300	11,500
Mining, Logging, and Construction	66,400	65,900	(500)		65,900	65,900	0
Mining and Logging	500	500	0		500	500	0
Construction	65,900	65,400	(500)		65,400	65,400	0
Manufacturing	37,000	37,000	0		35,900	37,000	1,100
Trade, Transportation & Utilities	162,800	162,900	100		158,400	162,900	4,500
Information	11,500	11,500	0		12,000	11,500	(500)
Financial Activities	53,200	53,500	300		52,000	53,500	1,500
Professional & Business Services	137,700	136,900	(800)		133,000	136,900	3,900
Educational & Health Services	169,300	168,000	(1,300)		165,900	168,000	2,100
Leisure & Hospitality	108,900	105,800	(3,100)		109,500	105,800	(3,700)
Other Services	35,000	34,300	(700)		34,800	34,300	(500)
Government	244,000	246,500	2,500		243,400	246,500	3,100

Notes: Data not adjusted for seasonality. Data may not add due to rounding

Labor force data are revised month to month

Sacramento--Roseville--Arden-Arcade MSA
(El Dorado, Placer, Sacramento, and Yolo Counties)
Industry Employment & Labor Force
March 2019 Benchmark

Data Not Seasonally Adjusted

	Mar 19	Jan 20	Feb 20 Revised	Mar 20 Prelim	Percent Change Month	Year
Civilian Labor Force (1)	1,102,700	1,103,700	1,104,900	1,096,900	-0.7%	-0.5%
Civilian Employment	1,058,000	1,061,000	1,063,400	1,045,100	-1.7%	-1.2%
Civilian Unemployment	44,700	42,700	41,500	51,800	24.8%	15.9%
Civilian Unemployment Rate (CA Unemployment Rate)	4.0%	3.9%	3.8%	4.7%		
(U.S. Unemployment Rate)	3.9%	4.0%	3.8%	4.5%		
Total, All Industries (2)	1,018,200	1,026,500	1,033,000	1,029,800	-0.3%	1.1%
Total Farm	7,400	6,900	7,200	7,500	4.2%	1.4%
Total Nonfarm	1,010,800	1,019,600	1,025,800	1,022,300	-0.3%	1.1%
Total Private	767,400	777,000	781,800	775,800	-0.8%	1.1%
Goods Producing	101,800	103,600	103,400	102,900	-0.5%	1.1%
Mining, Logging, and Construction	65,900	66,400	66,400	65,900	-0.8%	0.0%
Mining and Logging	500	500	500	500	0.0%	0.0%
Construction	65,400	65,900	65,900	65,400	-0.8%	0.0%
Construction of Buildings	14,100	14,600	14,700	14,700	0.0%	4.3%
Specialty Trade Contractors	45,200	45,100	44,800	44,400	-0.9%	-1.8%
Building Foundation & Exterior Contractors	12,500	12,800	12,900	12,600	-2.3%	0.8%
Building Equipment Contractors	18,400	18,800	18,500	18,600	0.5%	1.1%
Building Finishing Contractors	9,800	9,500	9,500	9,200	-3.2%	-6.1%
Manufacturing	35,900	37,200	37,000	37,000	0.0%	3.1%
Durable Goods	23,400	24,400	24,300	24,300	0.0%	3.8%
Computer & Electronic Product Manufacturing	4,800	5,000	4,900	4,900	0.0%	2.1%
Nondurable Goods	12,500	12,800	12,700	12,700	0.0%	1.6%
Food Manufacturing	4,100	4,100	4,000	4,000	0.0%	-2.4%
Service Providing	909,000	916,000	922,400	919,400	-0.3%	1.1%
Private Service Providing	665,600	673,400	678,400	672,900	-0.8%	1.1%
Trade, Transportation & Utilities	158,400	163,600	162,800	162,900	0.1%	2.8%
Wholesale Trade	28,900	28,200	28,800	29,000	0.7%	0.3%
Merchant Wholesalers, Durable Goods	16,600	16,300	16,600	16,700	0.6%	0.6%
Merchant Wholesalers, Nondurable Goods	10,700	10,300	10,400	10,400	0.0%	-2.8%
Retail Trade	99,000	100,800	100,200	100,100	-0.1%	1.1%
Motor Vehicle & Parts Dealer	15,200	15,200	15,300	15,000	-2.0%	-1.3%
Building Material & Garden Equipment Stores	8,300	7,800	8,100	8,700	7.4%	4.8%
Grocery Stores	19,100	19,100	19,200	19,200	0.0%	0.5%
Health & Personal Care Stores	5,700	5,600	5,600	5,500	-1.8%	-3.5%
Clothing & Clothing Accessories Stores	7,800	8,200	8,000	8,000	0.0%	2.6%
Sporting Goods, Hobby, Book & Music Stores	3,800	3,900	3,700	3,600	-2.7%	-5.3%
General Merchandise Stores	18,100	19,300	18,800	18,700	-0.5%	3.3%
Transportation, Warehousing & Utilities	30,500	34,600	33,800	33,800	0.0%	10.8%
Information	12,000	11,500	11,500	11,500	0.0%	-4.2%
Publishing Industries (except Internet)	2,300	2,300	2,300	2,300	0.0%	0.0%
Telecommunications	3,300	3,100	3,100	3,000	-3.2%	-9.1%
Financial Activities	52,000	53,100	53,200	53,500	0.6%	2.9%
Finance & Insurance	35,200	35,600	35,700	35,700	0.0%	1.4%
Credit Intermediation & Related Activities	10,100	10,400	10,400	10,400	0.0%	3.0%
Depository Credit Intermediation	6,300	6,200	6,200	6,200	0.0%	-1.6%
Nondepository Credit Intermediation	2,000	2,200	2,200	2,200	0.0%	10.0%
Insurance Carriers & Related	21,100	21,100	21,100	21,200	0.5%	0.5%
Real Estate & Rental & Leasing	16,800	17,500	17,500	17,800	1.7%	6.0%
Real Estate	13,200	13,500	13,500	13,700	1.5%	3.8%
Professional & Business Services	133,000	135,000	137,700	136,900	-0.6%	2.9%
Professional, Scientific & Technical Services	58,600	59,000	60,300	60,100	-0.3%	2.6%
Architectural, Engineering & Related Services	10,400	10,800	10,800	10,800	0.0%	3.8%
Management of Companies & Enterprises	13,400	13,200	13,400	13,300	-0.7%	-0.7%
Administrative & Support & Waste Services	61,000	62,800	64,000	63,500	-0.8%	4.1%
Administrative & Support Services	58,100	60,000	61,200	60,600	-1.0%	4.3%
Employment Services	21,200	20,700	21,200	20,900	-1.4%	-1.4%

Data Not Seasonally Adjusted

	Mar 19	Jan 20	Feb 20 Revised	Mar 20 Prelim	Percent Change Month	Year
Services to Buildings & Dwellings	15,800	16,700	16,800	16,900	0.6%	7.0%
Educational & Health Services	165,900	167,400	169,300	168,000	-0.8%	1.3%
Education Services	13,600	13,100	13,700	13,700	0.0%	0.7%
Health Care & Social Assistance	152,300	154,300	155,600	154,300	-0.8%	1.3%
Ambulatory Health Care Services	55,000	55,500	56,700	56,000	-1.2%	1.8%
Hospitals	25,100	25,300	25,400	25,500	0.4%	1.6%
Nursing & Residential Care Facilities	17,700	17,400	17,500	17,500	0.0%	-1.1%
Leisure & Hospitality	109,500	107,900	108,900	105,800	-2.8%	-3.4%
Arts, Entertainment & Recreation	18,300	17,300	17,400	16,900	-2.9%	-7.7%
Accommodation & Food Services	91,200	90,600	91,500	88,900	-2.8%	-2.5%
Accommodation	10,400	10,200	10,200	10,100	-1.0%	-2.9%
Food Services & Drinking Places	80,800	80,400	81,300	78,800	-3.1%	-2.5%
Restaurants	76,500	76,000	76,900	74,400	-3.3%	-2.7%
Full-Service Restaurants	35,400	34,500	34,200	32,100	-6.1%	-9.3%
Limited-Service Eating Places	41,100	41,500	42,700	42,300	-0.9%	2.9%
Other Services	34,800	34,900	35,000	34,300	-2.0%	-1.4%
Repair & Maintenance	10,500	10,500	10,600	10,300	-2.8%	-1.9%
Government	243,400	242,600	244,000	246,500	1.0%	1.3%
Federal Government	13,900	14,000	14,000	14,100	0.7%	1.4%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	229,500	228,600	230,000	232,400	1.0%	1.3%
State Government	122,600	123,500	124,400	125,300	0.7%	2.2%
State Government Education	31,900	32,100	32,300	32,700	1.2%	2.5%
State Government Excluding Education	90,700	91,400	92,100	92,600	0.5%	2.1%
Local Government	106,900	105,100	105,600	107,100	1.4%	0.2%
Local Government Education	59,800	57,700	57,900	59,100	2.1%	-1.2%
Local Government Excluding Education	47,100	47,400	47,700	48,000	0.6%	1.9%
County	19,300	19,400	19,600	19,500	-0.5%	1.0%
City	10,100	10,200	10,300	10,500	1.9%	4.0%
Special Districts plus Indian Tribes	17,700	17,800	17,800	18,000	1.1%	1.7%

Notes:

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

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

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

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

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REPORT 400 C
Monthly Labor Force Data for Counties
March 2020 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,217,900	18,133,200	1,084,700	5.6%
ALAMEDA	7	833,500	801,500	31,900	3.8%
ALPINE	33	530	490	40	7.1%
AMADOR	23	14,850	14,050	800	5.4%
BUTTE	30	98,800	92,200	6,700	6.7%
CALAVERAS	23	21,530	20,380	1,160	5.4%
COLUSA	58	11,500	8,930	2,570	22.4%
CONTRA COSTA	9	554,200	532,000	22,200	4.0%
DEL NORTE	35	9,730	8,990	740	7.6%
EL DORADO	15	91,600	87,300	4,300	4.7%
FRESNO	48	457,400	407,900	49,600	10.8%
GLENN	44	13,290	12,140	1,150	8.7%
HUMBOLDT	18	61,900	58,900	3,000	4.9%
IMPERIAL	57	73,200	58,200	15,000	20.5%
INYO	17	8,630	8,210	410	4.8%
KERN	52	392,400	345,500	46,900	12.0%
KINGS	53	58,900	51,700	7,200	12.3%
LAKE	32	29,260	27,210	2,060	7.0%
LASSEN	34	9,760	9,060	700	7.2%
LOS ANGELES	29	5,004,400	4,683,900	320,500	6.4%
MADERA	47	63,200	56,500	6,700	10.5%
MARIN	2	137,700	133,500	4,200	3.0%
MARIPOSA	35	7,310	6,750	560	7.6%
MENDOCINO	26	38,560	36,310	2,260	5.9%
MERCED	54	117,600	102,500	15,100	12.9%
MODOC	50	3,130	2,770	360	11.5%
MONO	18	8,730	8,300	430	4.9%
MONTEREY	51	220,800	194,700	26,200	11.8%
NAPA	9	73,200	70,300	2,900	4.0%
NEVADA	13	48,120	45,890	2,230	4.6%
ORANGE	5	1,602,900	1,545,200	57,800	3.6%
PLACER	9	186,900	179,300	7,500	4.0%
PLUMAS	55	7,660	6,650	1,010	13.2%
RIVERSIDE	22	1,098,900	1,041,000	57,900	5.3%
SACRAMENTO	15	709,800	676,100	33,600	4.7%
SAN BENITO	38	31,700	29,200	2,500	7.9%
SAN BERNARDINO	18	963,600	916,400	47,200	4.9%
SAN DIEGO	12	1,577,600	1,513,000	64,600	4.1%
SAN FRANCISCO	2	578,300	560,800	17,500	3.0%
SAN JOAQUIN	40	328,400	301,300	27,100	8.3%
SAN LUIS OBISPO	7	141,400	136,000	5,400	3.8%
SAN MATEO	1	455,400	442,800	12,500	2.8%
SANTA BARBARA	25	215,000	203,000	12,000	5.6%
SANTA CLARA	4	1,042,500	1,008,200	34,300	3.3%
SANTA CRUZ	38	141,700	130,400	11,300	7.9%
SHASTA	31	73,400	68,400	5,000	6.8%
SIERRA	42	1,310	1,200	110	8.5%
SISKIYOU	46	17,220	15,510	1,710	10.0%
SOLANO	21	208,200	197,800	10,400	5.0%
SONOMA	5	256,600	247,300	9,300	3.6%
STANISLAUS	40	245,600	225,300	20,300	8.3%
SUTTER	49	47,400	42,100	5,200	11.1%
TEHAMA	35	25,720	23,760	1,960	7.6%
TRINITY	45	4,490	4,070	420	9.2%
TULARE	56	207,900	177,800	30,000	14.5%
TUOLUMNE	28	21,680	20,340	1,340	6.2%
VENTURA	13	422,900	403,400	19,500	4.6%
YOLO	26	108,700	102,300	6,400	5.9%
YUBA	42	31,100	28,400	2,600	8.5%

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 2019 benchmark and Census 2010 population controls at the state level.

ITEM IV-E - INFORMATION

HEAD START REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: Denise Lee

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.