



**REGULAR MEETING OF THE  
SETA GOVERNING BOARD**

**GOVERNING BOARD**

**LARRY CARR**  
Councilmember  
City of Sacramento

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

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

**JAY SCHENIRER**  
Councilmember  
City of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

**KATHY KOSSICK**  
Executive Director

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

**DATE:** Thursday, June 4, 2020

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

**LOCATION:** <https://us02web.zoom.us/j/82489541186>

In response to the Governor's Executive Order N-29-20 relating to the COVID-19 Pandemic, the Sacramento Employment and Training Agency Governing Board is conducting this meeting on Zoom at <https://us02web.zoom.us/j/82489541186>. 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,,82489541186# or +12532158782,,82489541186# Or Telephone: Dial(for higher quality, dial a number based on your current location): US: US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592 Webinar ID: 824 8954 1186. 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](mailto: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](http://www.seta.net).

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

**VI. Adjournment**

**DISTRIBUTION DATE: THURSDAY, MAY 28, 2020**

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE APRIL 30, 2020  
SPECIAL BOARD MEETING

BACKGROUND:

Attached are the minutes of the April 30, 2020 special 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 30, 2020  
10:00 a.m.

**I. Call to Order**

Mr. Nottoli called the meeting to order at 10:04 a.m. The roll was called and a quorum was established.

Members Present:

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

Member Absent:

Jay Schenirer, Councilmember, City of Sacramento

**II. Consent Items**

- A. Approval of April 2, 2020 Special Meeting Minutes
- B. Approval of Claims and Warrants
- C. Approval of Selection Criteria for Enrollment in Head Start or Early Head Programs
- D. Approval to Adjust Zones in the Broadband/Performance Management Policy
- E. Approval to Accept WIOA Dislocated Worker Funds for COVID-19 Impacted Individuals
- 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

Ms. Kossick stated that on Item II-E, SETA submitted a request for \$100,000 and was awarded \$90,000. On Item II-F, staff was notified that we were awarded \$350,000 to serve 70 students, which is 20 up from last year.

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

- A. Approve the April 2, 2020 minutes.
- B. Approve the claims and warrants for the period 2/27/2020 through 4/21/2020.
- C. Approve the Head Start Enrollment Selection Criteria and the Early Head Start Enrollment Selection Criteria for Sacramento County.

- D. Approve a modification to the salary ranges of Zone 1 to \$70,982 - \$153,861 and Zone 2 to \$54,396 - \$108,791.
- E. Approve the acceptance of up to \$100,000 in WIOA Dislocated Worker funds for COVID-19 impacted individuals.
- F. 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.  
Roll call vote:  
Aye: 4 (Carr, Kennedy, Nottoli, Scherman)  
Nay: 0  
Abstentions: 0  
Absent: 1 (Schenirer)

### III. Action Items

#### A. GENERAL ADMINISTRATION/SETA

##### 1. Approval to Eliminate Classifications

There were no questions or comments.

Moved/Scherman, second/Kennedy, to approve the elimination of classifications identified in the staff report.

Roll call vote:  
Aye: 4 (Carr, Kennedy, Nottoli, Scherman)  
Nay: 0  
Abstentions: 0  
Absent: 1 (Schenirer)

##### 2. TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: Approval of Revised Job Classification for Head Start Cook/Driver

Ms. Kossick offered to answer questions. Mr. Nottoli opened a public hearing. There were no public comments.

Moved/Carr, second/Scherman, to close the public hearing and approve the revised job classification for Head Start Cook/Driver, and make the revision retroactive to April 6, 2020.

Roll call vote:  
Aye: 4 (Carr, Kennedy, Nottoli, Scherman)  
Nay: 0  
Abstentions: 0  
Absent: 1 (Schenirer)

3. Approval of Salary Increase Pursuant to the Labor Agreements and the Related Salary Schedules

Ms. Dee Contreras thanked Ms. Allison Noren and AFSCME representatives did a great job to get this item moved through.

Wendy from AFSCME thanked Ms. Contreras and SETA management for working with them on this. Everyone worked extremely well together.

Moved/Carr, second/Scherman, to approve the salary increase in the tentative agreements as noted above effective April 6, 2020 and the related salary schedules.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

4. Approval of 2020 Compensation Recommendations for Unrepresented Confidential and Management Personnel

Ms. Kossick offered to answer questions on this item which mirrors the item above. There were no questions or comments.

Moved/Kennedy, second/Carr, to 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.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

5. Approval of Selection of Audit Firm

There were no questions or comments.

Moved/Carr, second/Scherman, to 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.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

6. Approval of Appointment to the Sacramento Works Workforce Development Board

Ms. Kossick reported that the Sacramento Works Executive Committee is recommending to the appointment of Edward Baker from Pacific Ethanol. It will be a great industry to have on the Sacramento Works board.

Moved/Carr, second/Kennedy, to approve the appointment of Edward Baker to fill the vacant Private Business.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

7. Approval to Cancel and Reissue the Request for Proposals for Head Start Warehouse and Office Space

Ms. Kossick stated that this is a second time to try to generate interest. The agency is in good shape until May of 2021. Staff is trying to get ahead of this because it will be difficult with the cannabis industry taking up a lot of the warehouse space. SETA has engaged Cornish and Carey to assist in finding suitable space.

Ms. Scherman expressed appreciation that staff planned ahead. As soon as the shelter in place is dropped, there will be a mad dash to find businesses to reopen or relocate. It is great to have this in place so we are at the starting gate.

Mr. Carr asked if there were flexibility to change if the shelter in place is not lifted? Mr. Thatch stated that the board can grant that authority to staff. Ms. Kossick stated that based on the recommendation of the broker, June 5 is a good date to release the RFP.

Moved/Carr, second/Scherman, to approve the cancelation and reissuing of the Request for Proposals for warehouse/office space for the Head Start program with provision that the Executive Director be granted flexibility to change the release date as the situation dictates.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

8. Approval to Extend Emergency Administrative Leave Under SETA'S Emergency Services Policy



Mr. Thatch stated that SETA has two major funding sources, Head Start and the Workforce Investment and Opportunity Act. Head Start has been very clear in direction to continue paying employees until further notice. There are no HS employees on administrative leave. There are eight Workforce staff on administrative leave. The SETA Governing Board early approved 45 days; this item is asking for additional 15 days so the employees can have the full 60 days and grant additional days if permitted by the funding sources.

Ms. Kossick stated that since this went into effect, if we continue to shelter in place, the cost to the agency is \$96,000 in Workforce dollars and \$4,000 in Head Start funds.

Moved/Carr, second/Nottoli, to 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.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

## **B. WORKFORCE DEVELOPMENT DEPARTMENT**

Community Services Block Grant: None.

### Refugee Services

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

There were no questions or comments on this item.

Moved/Scherman, second/Carr, to 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.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

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

There were no questions

Ms. Scherman thanked Ms. O’Camb for the well-written staff reports.

Moved/Scherman, second/Carr, to 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.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

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

Ms. Denise Lee offered to answer questions. There were no comments or questions.

1. Approval of Annual Self-Assessment for 2019-2020 and Resulting Program Improvement Plan SETA-Operated Program
2. Approval of Program Year 2020-21 Head Start, Early Head Start, and Early Head Start Child Care Partnership Refunding Applications
3. Approval of the SETA Head Start, Early Head Start, and Early Head Start Child Care Partnership Budgets for Program Year 2020-21
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
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

Ms. Kossick reported that all of these board items were reviewed and approved by the Head Start Policy Council on April 28.

Moved/Scherman, second/Carr, to approve items III-C 1 through III-C-5 as follows:

1. 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.
2. Approve the Program Year 2020-2021 Head Start, Early Head Start, and Early Head Start Child Care/Partnership Refunding Applications.
3. 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.
4. 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.
5. 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.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

#### IV. **Information Items**

- A. Fiscal Monitoring Reports: No questions.
- B. Employer Success Stories and Activity Report: No questions.
- C. Dislocated Worker Update: Ms. Kossick reported that as of last night, 12,950 workers have been dislocated. Most of the layoffs are temporary but 174 are considered permanent layoffs.
- D. Unemployment Update/Press Release from the Employment Development Department: No comments.
- E. Head Start Fiscal Reports: No comments.

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

- A. Chair: No report.
- B. Executive Director: Ms. Kossick reported that SETA was awarded \$500,000 for the Veterans Employment Assistance Program; this is a 21-month program providing service to 60 veterans. Sacramento share the CSBG is 2.4 million will be on a will be coming to the board in June with ideas on how to invest the funds. Waiting to hear for 900,000 dislocated worker grant the state only received 23, million so we expect to receive only 250,000 – 300k000. Working as a team to determine protocols to be taken as the shelter in place is lifted. Working with city and county to determine how to safely serve customers.

Mr. Nottoli asked if SETA was continuing to work with Census 2020? Mr. Kim replied that staff continued to coordinate with the county. Ms. Lee replied that

Head Start is coordinating our efforts right now. Head Start has Trusted Messengers that are posting information on Facebook. First 5 sends a lot of information which is disseminated to parents.

Ms. Kossick thanked the board for their availability to do these meetings.

- C. Deputy Directors: Ms. Lee acknowledged Ms. Henrietta Gutierrez, PC Chair, and Ms. Finieshia Wash, PAC Chair, for their participation in the meeting. They are both Trusted Messengers for the Census 2020 campaign. Staff continue to provide remote teaching for children. Staff did an analysis of the number of kindergarten-bound children needing services and it was found that 58% of children county-wide will need continued services. These children would have priority. On June 4, the board will be presented with a board item for a new COVID funding opportunity. SETA will be applying for Twin Rivers USD and Sacramento City USD. These funds will assist to purchase health and safety supplies to ensure classrooms are clean.
  - D. Counsel: No report.
  - E. Members of the Board: No reports.
  - F. Public: No comments.
- VI. **Adjournment**: The meeting was adjourned at 10:43 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 4/23/2020 through 5/27/2020, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 4/23/2020 through 5/27/2020.

PRESENTER: Kathy Kossick

## ITEM II- C - CONSENT

### APPROVAL TO EXTEND THE AGREEMENT WITH COMMUNITY LINK CAPITAL REGION FOR THE 2-1-1 SACRAMENTO HUMAN SERVICES DATABASE

#### BACKGROUND:

SETA partners with the County of Sacramento Departments of Human Assistance and Human Services to fund the 2-1-1 Sacramento Human Services Database, the central resources database administered by the Community Link Capital Region. Each department or agency pays a portion of the Community Link cost for the database through a master contract held by the County of Sacramento. SETA has shared the cost of maintaining the database with the County for over 20 years.

The 2-1-1 Sacramento Human Services Database is an important information resource for Sacramento County service providers and residents. Community Link maintains a searchable, comprehensive, human services database of more than 2,400 non-profit and public health and human services organizations. It is the information resource used extensively by SETA for developing the required plans for the Community Service assessment data for grant applications. The information also helps to:

- Connect residents with community resources
- Highlight gaps in services
- Plan emergency services
- Assist with outreach efforts
- Develop neighborhood profiles

Under the master agreement, the amount of \$150,601 is shared among the three benefiting agencies or departments at an allocation of 25% from SETA, 25% from the County Department of Human Services, and 50% from the County Department of Human Assistance. SETA's share will be \$37,650 for fiscal year 2020-2021.

Approval is requested to provide Community Link \$37,650, through the County of Sacramento Master Contract, as SETA's share of the cost of maintaining the 2-1-1 Sacramento Human Services Database for the 2020-2021 fiscal year.

#### RECOMMENDATION:

Approve \$37,650 for Community Link to update and maintain the 2-1-1 Sacramento Human Services Database for fiscal year 2020-2021. The funding will be administered through the County of Sacramento Master Agreement.

PRESENTER: Julie Davis-Jaffe

## ITEM II-D – CONSENT

### APPROVAL TO USE FUND BALANCE

#### BACKGROUND:

In September 2019, during a review of 2018-2019 child care fees for the California Department of Education (CDE), it was discovered that some child care fees assessed were incorrectly calculated, resulting in uncollected child care fees of \$5,563.

Child care fees are calculated using the family's average monthly income as the threshold of determining eligibility and associated monthly fees to receive CDE services. Staff manually calculate the monthly income and enter it into CDE's Child Care Family Fee Rate Calculator, which assesses the family's monthly fee for services. All fee-paying families are notified in writing of their assessed fee. Fees are collected monthly at the respective site and submitted to the administrative office via an Agency courier. Fees are reviewed by Head Start program staff and submitted for deposit at the County Treasury. If the monthly income is calculated incorrectly by staff, the fees assessed will also be calculated incorrectly by the automated system.

The errors, in large part, were due to CDE retroactively changing the fee schedule after the beginning of the program year and a lack of oversight and review of the fee re-assessment process after the fee schedule changed. The review resulted in uncollected child care fees from eight families, six of which were no longer enrolled in the program at the time the error was discovered.

Staff are recommending the use of fund balance to cover the outstanding fees for the following reasons:

- CDE and the Administration for Children and Families (ACF) informed SETA that state and federal grant funds cannot be used to pay uncollected child care fees.
- Fees cannot be collected if the original fee assessment is lower than the amount that should have been calculated.
- Staff does not feel it prudent to collect the outstanding fees from disenrolled families from the last program year.
- Families served are low-income and a collection of fees could cause undue financial hardship.
- Families are no longer enrolled in the program, making it almost impossible to collect fees.

Since the finding, SETA has implemented additional oversight procedures to ensure the correct fees are assessed and collected moving forward. To ensure the same errors are not repeated, program staff have implemented additional layers of oversight including the tracking of child care fees in the ChildPlus tracking system as well as an additional administrative staff review of the fee calculation prior to the families' enrollment into the program.

ITEM II-D – CONSENT (continued)

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RECOMMENDATION:

Approve the use of fund balance to cover the outstanding CDE child care fees in the amount of \$5,563.

PRESENTER: Victor Han



## ITEM II-E - CONSENT

### APPROVAL TO ACCEPT WORKFORCE INNOVATION AND OPPORTUNITY ACT(WIOA) NATIONAL DISLOCATED WORKER GRANT (NDWG) FUNDS FOR EMPLOYMENT RECOVERY SERVICES

#### BACKGROUND

In early April 2020, the State Employment Development Department (EDD) submitted an application to the U.S. Department of Labor (DOL) requesting NDWG funds to address the impacts of COVID-19. On April 15, DOL awarded EDD \$23.655M in NDWG funds to provide disaster recovery and employment recovery services throughout California.

On May 15, 2020, SETA was notified that it will receive a subaward of \$300,000 in NDWG funds to provide employment recovery services to 67 dislocated workers who were laid off due to COVID-19. Under the award, SETA will provide a range of career and training services, including On-the-Job Training agreements with local employers in the Hospitality/Food Service sector that are participating in the California Workforce Development Board's High Road Kitchens Initiative.

#### RECOMMENDATION:

Approve the acceptance of \$300,000 in WIOA National Dislocated Worker Grant funds for employment recovery services.

PRESENTER: Roy Kim

ITEM II- F - CONSENT

APPROVAL OF THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA),  
SACRAMENTO WORKS, INC., RESOURCE ALLOCATION PLAN FOR 2020-2021

BACKGROUND:

The Resource Allocation Plan (RAP) establishes how funds, allocated to Sacramento County through the Workforce Innovation and Opportunity Act (WIOA), Adult and Dislocated Worker programs, will support services, activities and functions within the Sacramento Works America's Job Center System (SWAJC). Funds that are allocated provide activities and services that assist unemployed and underemployed individuals gain the skills necessary to enter high demand careers in the region and offer employers the services they need to hire qualified candidates. On an annual basis, Sacramento Works, Inc. (SWI) reviews the RAP and approves the percentage of funds that will be allocated to each activity for the next fiscal year.

The allocation for Program Year (PY) 2020-2021 for the WIOA Adult and Dislocated Worker programs is \$6,346,880, an increase of \$53,377 over the last program year.

For 2020-21, staff is recommending maintaining the current RAP categories and percentages as follows:

61.4%	Career Services
24.8%	Training Services
6.7%	Job Center Support
5.6%	Administration
<u>1.5%</u>	<u>Board Initiatives</u>
<b>100%</b>	<b>Total</b>

The proposed RAP chart and definitions are attached for your review.

RECOMMENDATION:

Review and approve the Resource Allocation Plan for 2020-21.

PRESENTER: Roy Kim

**Attachment 1**  
**Recommended Resource Allocation Plan for FY**  
**2020-2021**

<b>Job Center Services Activities and Functions</b>	<b>Allocation % for Fiscal Year 2019-2020</b>	<b>Estimated Allocation % for Fiscal Year 2020-2021</b>	<b>WIOA Adult and Dislocated Worker Funding 2019-2020</b>	<b>Estimated WIOA Adult and Dislocated Worker Funding 2020-2021</b>	<b>Increase/Decrease from last year</b>
<b>Career Services:</b> Costs associated with welcoming customers, outreach, intake, orientation, registration, eligibility determination, skill review, initial/vocational assessments, career planning and coaching, counseling, short-term pre-vocational services, workforce preparation activities, financial literacy, English language acquisition, other services referral/coordination, information workshops, labor market information, and technology resources. This activity also includes ongoing comprehensive casemanagement services and business services.	61.4%	61.4%	\$ 3,864,211	\$ 3,896,985	\$ 32,774
<b>Training Services:</b> Costs associated with customers enrolled in training activities, including Scholarships/Individual Training Accounts for occupational skills training, On-the-Job Training, pre-apprenticeship and apprenticeship, customized training, incumbent worker training, entrepreneurial training, and ongoing comprehensive casemanagement services for customers enrolled in training services.	24.8%	24.8%	\$ 1,560,789	\$ 1,574,026	\$ 13,237
<b>Job Center Support:</b> Program Monitoring and Quality Control, SacWorks support, Client tracking, reporting and follow-up.	6.7%	6.7%	\$ 421,665	\$ 425,241	\$ 3,576
<b>Administration:</b> General Administration, HR, Payroll, Information Systems, Fiscal and Contracts.	5.6%	5.6%	\$ 352,436	\$ 355,425	\$ 2,989
<b>Board Initiatives:</b> Sacramento Works, Inc., Board initiatives, including employer outreach, labor market research, participating in regional workforce plans and initiatives.	1.5%	1.5%	\$ 94,402	\$ 95,203	\$ 801
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	<b>\$ 6,293,503</b>	<b>\$ 6,346,880</b>	<b>\$ 53,377</b>

ITEM III-A – 1 - ACTION

APPROVAL OF SACRAMENTO EMPLOYMENT AND TRAINING AGENCY  
RECOMMENDED BUDGET FOR FISCAL YEAR 2020-2021

BACKGROUND:

Under applicable procedures set forth in the California Government Code, the SETA Governing Board is required to approve a Recommended Budget prior to June 30th of each year, with the adoption of the Final Agency Budget occurring no later than October 2<sup>nd</sup> of each Fiscal Year. The Recommended Budget, as approved by the Governing Board, provides authority to operate in the new fiscal year until adoption of a Final Budget for that fiscal year.

As funding becomes more definite in several programs, the Final Budget presented at the August Governing Board meeting will reflect actual available funding. A public hearing on the Final Budget should commence on August 6, 2020 at 10:00 a.m. or as soon thereafter as is practicable in the Governing Board meeting room at 925 Del Paso Boulevard, Sacramento, California (or via an electronic Board meeting, if necessary) and staff should cause to be posted and published notice of that meeting. The final budget will be submitted to the County and City after SETA Governing Board approval.

A copy of the Recommended Budget will be sent under separate cover.

RECOMMENDATION:

Approve the Recommended Budget and direct staff to print the Recommended Budget and make it available to the public. Schedule a Public Hearing on the Final Budget and direct staff to post and publish notice of that Public Hearing on the Final Budget to commence on August 6, 2020 at 10:00 a.m. or as soon thereafter as is practicable in the Governing Board meeting room at 925 Del Paso Boulevard, Sacramento, California, or via an electronic Board meeting, if necessary

PRESENTER: D'et Saurbourne

## ITEM III-A - 2 – ACTION

### APPROVAL OF BUDGET MODIFICATION AND LOW COST EXTENSION FOR HEAD START AND EARLY HEAD START PROGRAM YEAR 2019-2020

#### BACKGROUND:

This agenda item provides the opportunity for the Governing Board to approve a Head Start and Early Head Start budget modification for program year 2019-2020 and to submit a Low-Cost Extension request to the Administration for Children and Families (ACF) for pre-approved projects not completed by the end of the current fiscal year, July 31, 2020.

Budget Modification – SETA projects that the 2019-2020 Head Start and Early Head Start budgets will be under-spent in the Personnel, Fringe Benefits and Other cost categories. Under-spent funds are largely due to unfilled vacancies throughout the program year (i.e. delayed center openings, retirements, resignations, competitive hiring marketing) and unfinished projects due to the COVID19 Agency closure.

Low-Cost Extension – As a result of a prolonged COVID19 Agency closure, SETA will be unable to complete all pre-approved maintenance/repair projects by the end of the grant year, July 31, 2020. In accordance COVID19 funding flexibilities, the Office of Head Start/Administration for Children and Families (OHS/ACF) allows programs to submit a one-time Low-Cost Extension request which will extend funding for up to 12 additional months to complete pre-approved projects.

SETA is requesting to submit a Budget Modification and a Low-Cost Extension request to OHS/ACF prior to the close of the grant year, July 31, 2020. Details and funding amounts per cost category will be provided at the meeting. Staff was unable to finalize the amounts prior to the board packet being published.

The Policy Council approved this item at their May 26 meeting. Staff will present information and be available to answer questions.

#### RECOMMENDATION:

Approve a budget modification for Head Start and Early Head Start in Personnel, Fringe Benefits and Other and submit a Low-Cost Extension to the Office of Head Start/ Administration for Children and Families for the SETA Operated Program for the 2019-2020 program year.

PRESENTER: Denise Lee

## ITEM III-A – 3 - ACTION

### TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF CHANGES TO THE SETA PERSONNEL POLICIES AND PROCEDURES SECTIONS 4 AND 5

#### BACKGROUND

The SETA Personnel Policies and Procedures provide direction to staff and periodically need to be updated in response to changes in laws, regulations, and the work environment.

In light of changes to the labor agreements, changes in the recruitment and hiring of SETA staff, protected status groups, and legal definitions, SETA has conducted a thorough review of Sections 4, Applications and Screening, and 5, Certifications, Appointments and Transfers.

The policy changes include:

#### Recruitment/Announcements (Section 4.01)

- Add additional recruitment sources
- Change posting of vacancies from 10 working days to 5 working days

#### Qualifications/Screening (Section 4.02)

- Change applications must be received online instead of at the main office address
- Remove Head Start declaration of criminal history
- Change the minimum age to be in a position that requires driving from sixteen (16) to eighteen (18)
- Change the Head Start screening panel from being composed of fifty-one percent (51%) of Head Start parents to may include one Head Start parent

#### Examinations (Section 4.03)

- Remove Promotional Only Examination
- Change posting of vacancies from 10 working days to 5 working days
- Change location to submit application to the online application
- Add computer examinations in addition to written and oral
- Remove Assessment Center, Performance, Physical, and Credential Screening Panel examinations

#### Appeals of Disqualification (Section 4.04)

- Update the protected classes as defined by law

ITEM III-A – 3 - ACTION (continued)  
Page 2

Eligible Lists (Section 4.05)

- Remove Promotional Only list
- Add reinstatement list
- Add eligible lists for Head Start positions will be submitted to the Policy Council for approval
- Add a candidate may be offered a Head Start position only after the Policy Council approves the list

Add NEW section Hiring Interviews (Section 4.06)

- Include details on the interview process

Removal of Names from Eligible Lists (Section 4.06)

- Change from Section 4.06 to Section 4.07
- Change contact method from postal mail to email or phone
- Add criteria for expiring or exhausting eligible lists

Filling Vacant Positions (Section 5.01)

- Update the protected classes as defined by law
- Change classified to regular employee
- Add that a vacancy in a Head Start Grantee Operated Program will not be filled unless an eligible list has been approved
- Change layoff list to reemployment or reinstatement list
- Add no Head Start funds may be used to pay a regular employee until they have passed all pre-employment requirements

REMOVE Head Start Grantee Operated Program (Section 5.03)

The updated Sections of the above noted policies are attached with changes red-lined.

The Head Start Policy Council is scheduled to approve the policy changes on May 26, 2020.

RECOMMENDATION:

Open a public hearing, take public testimony, and take action to close the public hearing and approve the updated Personnel Policies and Procedures Sections 4 and 5.

PRESENTER: Allison Noren

**RESOLUTION NO.:** 2020-03

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

June 4, 2020

**A RESOLUTION ADOPTING CHANGES TO THE PERSONNEL POLICIES AND  
PROCEDURES BY AMENDING SECTIONS 4 AND 5  
DATED JUNE 4, 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 changes to the Policies and Procedures consistent with the simultaneously negotiated Memoranda of Understanding relating to the employment conditions of the employees in said Units, as reflected by the attached policies which are hereto attached and made a part hereof; and,

WHEREAS, this Board finds that the changes to the Policies and Procedures 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 changes to the Policies and Procedures contained in said Agreements.

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Don Nottoli, Chair

ATTEST:

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Nancy L. Hogan  
Clerk of the Boards



## Section 4: Applications and Screening

### Recruitment/Announcements

#### Section 4.01

An active recruitment program will be conducted to meet current and projected workforce ~~and Affirmative Action~~ needs as an Equal Opportunity Employer.

- A. Recruiting efforts will be determined and coordinated by the ~~Administration~~Human Resources ~~Department~~ Chief with the cooperation of other Departments of the Agency.
- B. Depending on the needs of the Agency, recruitment will be distributed through appropriate media for a sufficient period of time to assure open opportunity for members of the public to be considered for Agency employment.
- C. Announcements of vacancies shall be publicly posted and publicized. Recruitment efforts shall include traditional methods as well as distribution of vacancy announcements to organizations, community colleges, job centers, early learning centers, interested individuals, appropriate specialized groups, community based and minority organizations.
- D. Information on position vacancies shall be issued by methods which will best assure it is reaching qualified prospective applicants.
- E. Vacancies may be filled by transfer, promotion, demotion, reemployment, reinstatements or from a certified eligible list.
- F. Vacancies for regular positions and temporary assignments shall be posted for a minimum period of ~~five~~ (510) ~~working-business~~ days.

~~Vacancies for temporary assignments shall be posted for a minimum period of five (5) working days.~~

- G. ~~\_\_\_\_\_~~ The Policy Council/Parent Advisory Committees shall be made aware of a Head Start/Early Head Start ~~the~~ vacancy by the ~~Head Start Department Chief~~Children and Family Services Deputy Director, or her/his designee, and members of the Policy Council/Parent Advisory Committees will be encouraged to refer qualified persons, including parents of Head Start children, to apply.

G. \_\_\_\_\_

## Qualifications/Screening

### Section 4.02

Applicants for appointment, promotion or transfer to positions shall possess the qualifications and other requirements for the class as stated in the job announcement.

- A. The ~~Administration~~ Human Resources Department Chief or designee, along with a screening panel when applicable, will use one or more of the following techniques to determine whether applicants possess the knowledge, skill and ability requirements listed on the job announcement:
1. Information the applicant provides on the application form.
  2. Physical, performance tests or other examinations, or any combination of these.
  3. Individual or group interviews.
  4. Information and evaluation supplied by references and previous employers.
  5. Other job-related screening techniques as may be necessary.
- B. It is the applicant's responsibility to ensure that her/his application is completed properly and received within the filing period, as specified in the job announcement.
- C. Online employment ~~A~~pplications must be ~~in the Sacramento Employment and Training Agency office~~ received no later than 5:00 p.m. on the final filing date. Applications received after that time will be rejected. ~~All applications must have an original signature.~~
- D. Applicants must meet the minimum qualification requirements by 5:00 p.m. on the final filing date, unless specifically excepted in the published announcement.
- ~~E. Individuals wishing to compete for an announced vacancy in Head Start shall complete an appropriate application for the position, which shall be accompanied by a declaration listing:~~
- ~~1. All pending and prior criminal arrests and charges related to child sexual abuse and their disposition;~~
  - ~~2. Convictions related to other forms of child abuse and neglect; and~~
  - ~~3. All convictions of violent felonies.~~
- ~~F. The declaration may exclude:~~
- ~~1. Traffic fines of \$200.00 or less;~~
  - ~~2. Any offense, other than any offense related to child abuse and/or child sexual abuse or violent felonies, committed before the applicant's 18<sup>th</sup> birthday which was finally adjudicated in a juvenile court under a youth offender law;~~
  - ~~3. Any conviction the record of which has been expunged under federal or state law; and~~
  - ~~4. Any conviction set aside under the Federal Youth Corrections Act or similar State authority.~~

G.E. The Executive Director or designee may disqualify an applicant, or remove a name from the eligible list, or refuse to refer any person on an eligible list for employment for any of the following reasons:

1. Failure to meet the requirements or qualifications established for the examination.
2. ~~I~~Physical inability to perform the duties of the class (consistent with the Americans with Disabilities Act).
3. Use of narcotics or intoxicating liquors to such an extent as to have a clearly adverse effect on the candidate's ability to perform the duties and responsibilities of the position.
4. Conviction of a felony or misdemeanor which was of such a nature as to have an adverse effect on the candidate's ability to perform the duties of the class.
5. False statement of material fact or actual or attempted deceptions, fraud or misconduct in connection with an application or examination.
6. A history of dismissal from public or private employment for any of the causes as set forth in the disciplinary section herein or resignation to avoid such dismissal.

H.F. Whenever an application is rejected, written notice shall be given to the applicant.

I.G. Specific qualifications include:

1. Where the position requires the driving of an automobile, the employee must have a valid California Driver's License or the ability to obtain a California Driver's License and a ~~good~~ driving record which meets the Agency underwriting standards as implemented in the Vehicle Policy.
2. Minimum age of ~~sixteen~~ eighteen (186) years ~~of age~~, unless otherwise provided by law.
3. Proof of Citizenship or appropriate Federal/State documentation, which indicates the candidate is able to work in the U.S.
4. Ability to perform the essential functions of the job, with or without reasonable accommodation.

General qualifications are a part of the employment standards of each class and need not be specifically set forth herein.

J.H. A medical examination by a licensed physician may be required before appointment. Failure to achieve the minimum standard so established will result in disqualification for appointment.

K.I. Screening of the applications for a Head Start position will be the responsibility of an application screening panel which ~~shall be composed of~~ may include at least fifty-one percent (51%) ~~one of~~ Head Start parents with remaining members selected by the

~~Administration~~Human Resources ~~Department~~ Chief or designee.

L.J. Criminal Records Check: Prior to being hired, each applicant for designated Head Start positions must submit a complete set of fingerprints to enable the Agency to conduct a criminal record check. If it is not feasible to obtain a criminal record check prior to hiring, no employee may be considered regular until the record check has been completed.

M.K. The ~~Administration~~ Human Resources ~~Department~~ Chief or designee must consult with the Head Start Screening Panel prior to exercising his/her authority as specified in section 4.02 (A) of these Policies and Procedures, for positions within the Head Start program.

# Examinations

## Section 4.03

- A. Except as otherwise precluded herein, the ~~Administration~~Human Resources Department Chief or designee shall determine the appropriate methods of recruitment and examination. Eligible lists shall be established as a result of open and ~~internal and/or promotional~~ examinations.

~~1. Promotional Only Examination:~~

- ~~a. Shall be limited to classes for which experience in the lower class in a series is required and no alternate pattern of acceptable education or experience is allowed or to those classifications approved as Promotional Only by the Executive Director.~~
- ~~b. Candidate must possess the minimum qualification requirements stated on the job announcement.~~
- ~~c. Candidate must hold regular status in the Agency.~~
- ~~d. The Executive Director may approve Promotional Only Examinations when:~~
- ~~1. The examination is for a class which is clearly designed to provide career advancement opportunity within an occupational series;~~
  - ~~2. There are adequate numbers of qualified applicants within Agency Service;~~

2.1. Open Examination:

Open examinations ~~other than Promotional Only examinations~~ shall be open to any candidate who meets the minimum qualification requirements.

3.2. Internal Examination

Internal Examinations are limited only to ~~internal employees~~ to regular employees candidates who meet the minimum qualification requirements and hold regular status within the Agency.

- ~~a. Candidate must hold regular status within the Agency.~~

4.3. Continuous Filing:

- a. Continuous filing for open examinations for a given class may be announced by publishing a single announcement bulletin.

- b. A single eligible list of names shall be maintained and names of qualifying candidates shall be ranked on that list in the order of their final grades in the examination.
  - c. Names of qualified candidates shall remain on the list for one full year from the date they were placed on the list unless extended or removed in accordance with these Policies and Procedures.
- B. Job announcements for regular vacant positions are posted for a minimum of ~~fiveten~~ (510) ~~business calendar~~ days prior to the last date for filing applications. Announcements must include:
1. Class title
  2. Compensation
  3. A description of the duties and responsibilities of the class
  4. Minimum qualifications and any additional qualifications
  5. Location ~~to submit applications of~~ online application
  6. Filing period
  7. A general description of conditions, including methodology and relative weights assigned to steps of the examination.
- C. Examinations may include any one or a combination of the following methods of testing: written, performance, oral, assessment center, physical, evaluation of training and experience, or any other forms designed to test the qualifications of applicants.
1. Written or Computer: may be used to measure knowledge, abilities, or aptitudes, insofar as such traits are related to ability to perform the work in a class.
  2. Oral: may be used to evaluate experience, training or education, and other factors that relate to the knowledge and abilities required to perform the work of the position or class.
  3. ~~Assessment Center: may be used to have candidates work toward solving a problem(s). The candidates will be observed and evaluated by qualified assessors.~~
  4. ~~Performance: may be used to evaluate the skill, speed, or accuracy with which principal tasks of the class are performed.~~
  5. ~~Physical Examination may be used to evaluate the physical ability, with or without accommodation, of the candidate to perform the essential functions of the job.~~
  6. ~~Credential Screening Panel: may be assembled to evaluate the comparative qualifications of applicants, when it is desirable to limit the number of candidates to be interviewed for a given class.~~
- D. In any examination, names may be placed on an eligible list in accordance with a

predetermined formula for rating education and experience. Such ratings may constitute the total score in the examination.



- E. The ~~Administration~~Human Resources ~~Department~~ Chief or designee shall schedule examinations as the current and anticipated needs of the Agency require.
- F. Scheduled examinations may be postponed or canceled or the final filing date for receiving applications may be extended by the Executive Director or Appointing Authority by notifying all persons who have filed applications and by posting a notice on the bulletin board.
- G. Employees shall be released from duty without loss of compensation while competing in Agency examinations that are scheduled during duty hours. Employees shall not be eligible to receive overtime or additional work hours for time spent competing in the examination process.

## Appeals of Disqualification

### Section 4.04

- A. A candidate may appeal disqualification in any phase of the examination or selection process, within ten (10) calendar days after the date of disqualification or within 10 calendar days after the notice of examination results have been emailed, whichever is earlier, through written correspondence through the ~~Administration~~Human Resources Department Chief or to the Executive Director for the following reasons:
1. Agency's erroneous interpretation or application of the qualification standards prescribed for the class.
  2. Improper procedure by the Agency in the administration of the test which would materially affect the outcome.
  3. Discrimination by the Agency based on race, color, creed, religion, national origin, ancestry, age, genetic information, gender identity and gender expression, physical and/or mental disability, medical condition, sexual orientation, sex (including pregnancy, child birth and related medical conditions), marital status, ~~or~~military and veteran status, political affiliation, or Union membership activity.
- B. An appeal must be filed, in writing, within ten (10) calendar ~~work~~days after notice of examination results have been emailed.
- C. The written appeal must contain all the facts upon which the appeal is made.
- D. The ~~Administration~~Human Resources Department Chief or designee, shall investigate the appeal, and shall provide a written response to the disqualified candidate in a timely manner, advising him/her of the findings of the investigation, and what, if any, remedy shall be provided.
- E. If the disqualification is reversed on appeal, the Agency shall either:
1. screen the applicant into the examination process; or
  2. rank the candidate at the place on the eligible list where the candidate would have ranked ~~had~~had there ~~had~~ been no disqualification. However, certifications or appointments made from the eligible list prior to the reversal shall be lawful.

## Eligible Lists

### Section 4.05

As soon as possible after an examination has been completed, the Executive Director or Appointing Authority shall prepare an eligible list consisting of the names of persons successfully passing the examination and scoring high enough to be included on the eligible list.

- A. Eligible lists are established in rank order of names or scores of those persons available for certification for employment to existing vacancies.
- B. There are the following types of eligible lists:
  - 1. Re-employment: Employees with regular status laid off due to lack of work or reduction in force. Appointment of persons from this list is mandatory.
  - 2. Promotional-Internal Only List: Employees who have successfully completed all components within a ~~promotional-n internal~~ only examination.
  - 3. Open List: Persons qualifying as a result of having successfully completed all components within an Open examination.
  - 3.4. Reinstatement: Persons who have resigned from Agency service, were in good standing with regular status, and have petitioned for reinstatement within one (1) year from the date of resignation.
- C. The life of eligible lists shall be no longer than one (1) year from the date established, unless extended up to one (1) additional year by the Executive Director. However, names shall remain on the reemployment list for two (2) years from the date of layoff.
- D. Eligible lists for the same classification may be merged or combined. This occurs when an eligible list ~~doesid~~ not have sufficient numbers of candidates needed to fill the anticipated number of vacancies, and additional recruitment ~~iswas~~ necessary. The two lists are combined or merged to create one eligible list. Candidates from the first list are merged into the new list by score. A new ranking is given and the candidates are notified of their placement on the new list. Candidates merged into the new list may remain on the list for the life of the new list.
- E. Eligible lists for Head Start positions will be submitted to the Policy Council for approval.
- ~~D~~.F. Only after the eligible list has been approved by the Policy Council may a candidate be officially offered a Head Start position, employed and report to work.

## Hiring Interviews

### Section 4.06

- A. Candidates on a certified eligible list, or qualified employees who have requested a lateral transfer, shall be interviewed and considered prior to any appointment made by the Agency.
- B. The Head Start Interviewing Panel may include at least one parent from the Policy Council/Parent Advisory Committee to the best extent possible.
- C. The Children and Family Services Deputy Director or designee shall appoint the remaining members of the Head Start Interviewing Panel which may include, but not be limited to community members of the Policy Council or other Agency staff.
- D. Candidates who fail to call or show up for a scheduled interview shall not be considered for the vacancy.
- E. At the discretion of the Appointing Authority or designee, hiring interviews may not be necessary when all candidates on the eligible list or those requesting a lateral transfer will be hired.
- F. In interviewing candidates, the Interviewing Panel shall evaluate experience, training and education, and other factors related to the knowledge and ability required to perform the work of the position or class.

## Removal of Names from Eligible Lists

### Section 4.076

- A. Names of eligible persons may be withheld from certification from an eligible list by the Executive Director or designee, for the following reasons:
1. False statement of material fact or actual or attempted deception, fraud, or misconduct in connection with the application or examination.
  2. Failure to accept appointment when certified from a re-employment list.
  3. Failure to accept appointment when certified from an eligible list.
  - ~~4.~~ 5.4. Inability ~~of postal authorities to deliver mail~~ to contact the eligible candidate via email or phone, and/or failure to respond to ~~a mailed email or phone~~ communication within five (5) business working days.
  - ~~5.4.~~ 6.5. ~~Failure to report or communicate with the Appointing Authority to whom certification was made within five (5) working days from the date notice was mailed.~~
  - ~~6.5.~~ 7.6. Declining an interview three (3) times.
  - ~~7.6.~~ 8.7. Conviction of a felony or misdemeanor which impacts the candidate's ability to perform the duties and responsibilities of the job. Considerations will include:
    - a. The nature and seriousness of the conviction and its relationship to the job classification
    - b. The length of time since the conviction, whether or not it was an isolated or repeated incident
    - c. Circumstances surrounding the crime
    - d. The candidate's age at the time of the crime
    - e. Evidence of rehabilitation
    - f. The candidate's record since the crime
  - ~~8.7.~~ 9.8. Upon written request of an eligible person that his/her name be removed or placed in inactive status on the list.
  - ~~9.8.~~ 10.9. Failure to obtain, possess or keep in effect any license, certificate or other similar requirement specified in the class specification.
  - ~~10.9.~~ 11.0. If the employee cannot meet the medical requirements of the position, or perform the essential duties of the position with or without reasonable accommodation, the conditional employment offer shall be withdrawn.

~~11. Upon resignation from the Agency of an eligible person on a promotional only list.~~

B. An eligible person shall be notified in writing of the decision to remove his/her name from an eligible list. The eligible person has the right to appeal being removed from an eligible list to the Executive Director within ten (10) calendar ~~working~~ days from notification of such removal. The Executive Director shall review the documents and shall issue a written decision. The decision shall be final.

C. An eligible list will expire after one year or when exhausted. The Human Resources Chief will approve exhaustion of the list. A list may be exhausted when:

1. All candidates have been interviewed two (2) or more times but have not been hired;
2. The remaining candidates have declined the position;
3. The remaining candidates failed to respond to a notice and/or report for the interview;
4. There are less than three (3) names remaining on an eligible list.

## **Section 4: Applications and Screening**

### **Recruitment/Announcements**

#### *Section 4.01*

An active recruitment program will be conducted to meet current and projected workforce needs as an Equal Opportunity Employer.

- A. Recruiting efforts will be determined and coordinated by the Human Resources Chief with the cooperation of other Departments of the Agency.
- B. Depending on the needs of the Agency, recruitment will be distributed through appropriate media for a sufficient period of time to assure open opportunity for members of the public to be considered for Agency employment.
- C. Announcements of vacancies shall be publicly posted and publicized. Recruitment efforts shall include traditional methods as well as distribution of vacancy announcements to organizations, community colleges, job centers, early learning centers, interested individuals, appropriate specialized groups, community based and minority organizations.
- D. Information on position vacancies shall be issued by methods which will best assure it is reaching qualified prospective applicants.
- E. Vacancies may be filled by transfer, promotion, demotion, reemployment, reinstatements or from a certified eligible list.
- F. Vacancies for regular positions and temporary assignments shall be posted for a minimum period of five (5) business days.
- G. The Policy Council/Parent Advisory Committee shall be made aware of a Head Start/Early Head Start vacancy by the Children and Family Services Deputy Director, or her/his designee, and members of the Policy Council/Parent Advisory Committee will be encouraged to refer qualified persons, including parents of Head Start children, to apply.



## Qualifications/Screening

### *Section 4.02*

Applicants for appointment, promotion or transfer to positions shall possess the qualifications and other requirements for the class as stated in the job announcement.

- A. The Human Resources Chief or designee, along with a screening panel when applicable, will use one or more of the following techniques to determine whether applicants possess the knowledge, skill and ability requirements listed on the job announcement:
  - 1. Information the applicant provides on the application form.
  - 2. Physical, performance tests or other examinations, or any combination of these.
  - 3. Individual or group interviews.
  - 4. Information and evaluation supplied by references and previous employers.
  - 5. Other job-related screening techniques as may be necessary.
- B. It is the applicant's responsibility to ensure that her/his application is completed properly and received within the filing period, as specified in the job announcement.
- C. Online employment applications must be received no later than 5:00 p.m. on the final filing date. Applications received after that time will be rejected.
- D. Applicants must meet the minimum qualification requirements by 5:00 p.m. on the final filing date, unless specifically excepted in the published announcement.

- E. The Executive Director or designee may disqualify an applicant, or remove a name from the eligible list, or refuse to refer any person on an eligible list for employment for any of the following reasons:
1. Failure to meet the requirements or qualifications established for the examination.
  2. Inability to perform the duties of the class (consistent with the Americans with Disabilities Act).
  3. Use of narcotics or intoxicating liquors to such an extent as to have a clearly adverse effect on the candidate's ability to perform the duties and responsibilities of the position.
  4. Conviction of a felony or misdemeanor which was of such a nature as to have an adverse effect on the candidate's ability to perform the duties of the class.
  5. False statement of material fact or actual or attempted deceptions, fraud or misconduct in connection with an application or examination.
  6. A history of dismissal from public or private employment for any of the causes as set forth in the disciplinary section herein or resignation to avoid such dismissal.
- F. Whenever an application is rejected, written notice shall be given to the applicant.
- G. Specific qualifications include:
1. Where the position requires the driving of an automobile, the employee must have a valid California Driver's License or the ability to obtain a California Driver License and a driving record which meets the Agency underwriting standards as implemented in the Vehicle Policy.
  2. Minimum age of eighteen (18) years, unless otherwise provided by law.
  3. Proof of Citizenship or appropriate Federal/State documentation, which indicates the candidate is able to work in the U.S.
  4. Ability to perform the essential functions of the job, with or without reasonable accommodation.
- General qualifications are a part of the employment standards of each class and need not be specifically set forth herein.
- H. A medical examination by a licensed physician may be required before appointment. Failure to achieve the minimum standard so established will result in disqualification for appointment.
- I. Screening of the applications for a Head Start position will be the responsibility of an application screening panel which may include one Head Start parent with remaining members selected by the Human Resources Chief or designee.

- J. Criminal Records Check: Prior to being hired, each applicant for designated Head Start positions must submit a complete set of fingerprints to enable the Agency to conduct a criminal record check. If it is not feasible to obtain a criminal record check prior to hiring, no employee may be considered regular until the record check has been completed.
  
- K. The Human Resources Chief or designee must consult with the Head Start Screening Panel prior to exercising his/her authority as specified in section 4.02 (A) of these Policies and Procedures, for positions within the Head Start program.

# Examinations

## *Section 4.03*

- A. Except as otherwise precluded herein, the Human Resources Chief or designee shall determine the appropriate methods of recruitment and examination. Eligible lists shall be established as a result of open and internal examinations.

**1. Open Examination:**

Open examinations shall be open to any candidate who meets the minimum qualification requirements.

**2. Internal Examination**

Internal Examinations are limited only to employees who meet the minimum qualification requirements and hold regular status within the Agency.

**3. Continuous Filing:**

- a. Continuous filing for open examinations for a given class may be announced by publishing a single announcement bulletin.

- b. A single eligible list of names shall be maintained and names of qualifying candidates shall be ranked on that list in the order of their final grades in the examination.
    - c. Names of qualified candidates shall remain on the list for one full year from the date they were placed on the list unless extended or removed in accordance with these Policies and Procedures.
  - B. Job announcements for regular vacant positions are posted for a minimum of five (5) business days prior to the last date for filing applications. Announcements must include:
    1. Class title
    2. Compensation
    3. A description of the duties and responsibilities of the class
    4. Minimum qualifications and any additional qualifications
    5. Location of online application
    6. Filing period
    7. A general description of conditions, including methodology and relative weights assigned to steps of the examination.
  - C. Examinations may include any one or a combination of the following methods of testing: written, performance, oral, assessment center, physical, evaluation of training and experience, or any other forms designed to test the qualifications of applicants.
    1. Written or Computer: may be used to measure knowledge, abilities, or aptitudes, insofar as such traits are related to ability to perform the work in a class.
    2. Oral: may be used to evaluate experience, training or education, and other factors that relate to the knowledge and abilities required to perform the work of the position or class.
  - D. In any examination, names may be placed on an eligible list in accordance with a predetermined formula for rating education and experience. Such ratings may constitute the total score in the examination.

- E. The Human Resources Chief or designee shall schedule examinations as the current and anticipated needs of the Agency require.
- F. Scheduled examinations may be postponed or canceled or the final filing date for receiving applications may be extended by the Executive Director or Appointing Authority by notifying all persons who have filed applications and by posting a notice on the bulletin board.
- G. Employees shall be released from duty without loss of compensation while competing in Agency examinations that are scheduled during duty hours. Employees shall not be eligible to receive overtime or additional work hours for time spent competing in the examination process.

## Appeals of Disqualification

### *Section 4.04*

- A. A candidate may appeal disqualification in any phase of the examination or selection process, within ten (10) calendar days after the date of disqualification or within 10 calendar days after the notice of examination results have been emailed, whichever is earlier, through written correspondence through the Human Resources Chief or to the Executive Director for the following reasons:
1. Agency's erroneous interpretation or application of the qualification standards prescribed for the class.
  2. Improper procedure by the Agency in the administration of the test which would materially affect the outcome.
  3. Discrimination by the Agency based on race, color, creed, religion, national origin, ancestry, age, genetic information, gender identity and gender expression, physical and/or mental disability, medical condition, sexual orientation, sex (including pregnancy, child birth and related medical conditions), marital status, military and veteran status, political affiliation, or Union membership activity.
- B. An appeal must be filed, in writing, within ten (10) calendar days after notice of examination results have been emailed.
- C. The written appeal must contain all the facts upon which the appeal is made.
- D. The Human Resources Chief or designee, shall investigate the appeal, and shall provide a written response to the disqualified candidate in a timely manner, advising him/her of the findings of the investigation, and what, if any, remedy shall be provided.
- E. If the disqualification is reversed on appeal, the Agency shall either:
1. screen the applicant into the examination process; or
  2. rank the candidate at the place on the eligible list where the candidate would have ranked had there been no disqualification. However, certifications or appointments made from the eligible list prior to the reversal shall be lawful.

## Eligible Lists

### *Section 4.05*

As soon as possible after an examination has been completed, the Executive Director or Appointing Authority shall prepare an eligible list consisting of the names of persons successfully passing the examination and scoring high enough to be included on the eligible list.

- A. Eligible lists are established in rank order of names or scores of those persons available for certification for employment to existing vacancies.
- B. There are the following types of eligible lists:
  - 1. Re-employment: Employees with regular status laid off due to lack of work or reduction in force. Appointment of persons from this list is mandatory.
  - 2. Internal Only List: Employees who have successfully completed all components within an internal only examination.
  - 3. Open List: Persons qualifying as a result of having successfully completed all components within an Open examination.
  - 4. Reinstatement: Persons who have resigned from Agency service, were in good standing with regular status, and have petitioned for reinstatement within one (1) year from the date of resignation.
- C. The life of eligible lists shall be no longer than one (1) year from the date established, unless extended up to one (1) additional year by the Executive Director. However, names shall remain on the reemployment list for two (2) years from the date of layoff.
- D. Eligible lists for the same classification may be merged or combined. This occurs when an eligible list does not have sufficient numbers of candidates needed to fill the anticipated number of vacancies, and additional recruitment is necessary. The two lists are combined or merged to create one eligible list. Candidates from the first list are merged into the new list by score. A new ranking is given and the candidates are notified of their placement on the new list. Candidates merged into the new list may remain on the list for the life of the new list.
- E. Eligible lists for Head Start positions will be submitted to the Policy Council for approval.
- F. Only after the eligible list has been approved by the Policy Council may a candidate be officially offered a Head Start position, employed and report to work.



## Hiring Interviews

### *Section 4.06*

- A. Candidates on a certified eligible list, or qualified employees who have requested a lateral transfer, shall be interviewed and considered prior to any appointment made by the Agency.
- B. The Head Start Interviewing Panel may include at least one parent from the Policy Council/Parent Advisory Committee to the best extent possible.
- C. The Children and Family Services Deputy Director or designee shall appoint the remaining members of the Head Start Interviewing Panel which may include, but not be limited to community members of the Policy Council or other Agency staff.
- D. Candidates who fail to call or show up for a scheduled interview shall not be considered for the vacancy.
- E. At the discretion of the Appointing Authority or designee, hiring interviews may not be necessary when all candidates on the eligible list or those requesting a lateral transfer will be hired.
- F. In interviewing candidates, the Interviewing Panel shall evaluate experience, training and education, and other factors related to the knowledge and ability required to perform the work of the position or class.

## Removal of Names from Eligible Lists

### *Section 4.07*

- A. Names of eligible persons may be withheld from certification from an eligible list by the Executive Director or designee, for the following reasons:
1. False statement of material fact or actual or attempted deception, fraud, or misconduct in connection with the application or examination.
  2. Failure to accept appointment when certified from a re-employment list.
  3. Failure to accept appointment when certified from an eligible list.
  4. Inability to contact the eligible candidate via email or phone, and/or failure to respond to email or phone communication within five (5) business days.
  5. Declining an interview three (3) times.
  6. Conviction of a felony or misdemeanor which impacts the candidate's ability to perform the duties and responsibilities of the job. Considerations will include:
    - a. The nature and seriousness of the conviction and its relationship to the job classification
    - b. The length of time since the conviction, whether or not it was an isolated or repeated incident
    - c. Circumstances surrounding the crime
    - d. The candidate's age at the time of the crime
    - e. Evidence of rehabilitation
    - f. The candidate's record since the crime
  7. Upon written request of an eligible person that his/her name be removed or placed in inactive status on the list.
  8. Failure to obtain, possess or keep in effect any license, certificate or other similar requirement specified in the class specification.
  9. If the employee cannot meet the medical requirements of the position, or perform the essential duties of the position with or without reasonable accommodation, the conditional employment offer shall be withdrawn.

- B. An eligible person shall be notified in writing of the decision to remove his/her name from an eligible list. The eligible person has the right to appeal being removed from an eligible list to the Executive Director within ten (10) calendar days from notification of such removal. The Executive Director shall review the documents and shall issue a written decision. The decision shall be final.
- C. An eligible list will expire after one year or when exhausted. The Human Resources Chief will approve exhaustion of the list. A list may be exhausted when:
  - 1. All candidates have been interviewed two (2) or more times but have not been hired;
  - 2. The remaining candidates have declined the position;
  - 3. The remaining candidates failed to respond to a notice and/or report for the interview;
  - 4. There are less than three (3) names remaining on an eligible list.

## Section 5: Certifications, Appointments & Transfers

### Filling Vacant Positions

#### Section 5.01

The Agency is an Equal Opportunity Employer and will consider all applicants accordingly, without regard to race, color, ~~creed, religion, national origin, ancestry, age, genetic information, gender identity and gender expression, physical and/or mental disability, medical condition, sexual orientation, sex (including pregnancy, child birth and related medical conditions), marital status, military and veteran status, political affiliation, or Union membership activity.~~ ~~sex, sexual orientation, age, religion, creed, marital status, handicap, political belief, or national origin.~~ All vacancies in the Agency shall be filled by transfer, promotion, demotion, reemployment, reinstatement, or from a certified eligible list.

- A. Recruitment procedures for the position of the Executive Director shall be determined by the Governing Board of the Agency.
- B. When recruiting employees for the exempt service, the Executive Director shall use such procedures and methods as deemed appropriate.
- C. The Executive Director shall make an appointment to all available exempt positions as soon as it is reasonably possible to do so; however, as an alternative, a ~~classified~~regular employee may be designated to temporarily assume the duties of an exempt position until such time as the exempt position may be filled. During the period in which the ~~classified~~regular employee is performing the exempt duties, the employee shall retain all of the rights of a ~~regular~~ ~~classified~~ employee.
- D. Prior to appointment, candidates may be required to complete a declaration pertaining to possible conflicts of interest or contractual relationships with the Agency.
- E. A vacancy within the Head Start Grantee Operated Program will not be filled until concurrence is reached between the CFS Deputy Director and the Policy Council.

# Appointments

## Section 5.02

- A. For each vacancy in the classified regular service, the ~~Administration~~ Human Resources Department Chief shall certify those on the eligible list(s). With exception of a layoff reemployment list, if an eligible list contains less than five (5) available candidates, or does not exist for the class in which requisition is made, the ~~Administration~~ Human Resources ~~Department~~ Chief may certify from a comparable eligible list of substantially the same or higher level.
- ~~B. The names of employees who have submitted approved transfer requests for that opening may also be given an interview for the vacancy.~~
- ~~C. Upon receipt of the certification of eligible persons, the Administration Department Chief or designee may contact the candidates certified to offer them an interview.~~
- B. No Head Start funds may be obligated for payment of salary to any regular employee until the employee has cleared fingerprinting, passed a physical examination, successfully completed a Tuberculosis screen and obtained appropriate adult immunizations.
- ~~D.C.~~ D.C. The Appointing Authority may examine applications, examination records, and any reports of background investigation of the eligible person certified.
- ~~E.D.~~ E.D. The Appointing Authority may conduct any additional investigations or tests of fitness, which are job related.
- ~~F.E.~~ F.E. Appointments made may be subjected to a probation period.
- ~~G.F.~~ G.F. After the interview and any investigation desired, the Executive Director or Appointing Authority may make appointments from among those candidates approved by the Appointing Authority and Policy Council, as applicable.
- ~~H.G.~~ H.G. Appointments are made by the Executive Director normally at the first step in the salary range. Appointments at a step higher than the first step will only be made with the approval of the Executive Director and notice will be provided to the Union.
- ~~I.H.~~ I.H. If the eligible person(s) fails to present her/himself for duty at the time and place agreed upon, without a good cause, she/he shall be deemed to have declined the appointment.
- ~~J.I.~~ J.I. Appointments may be made to exempt, probationary, regular, or temporary status.
- ~~K.J.~~ K.J. Probationary Appointment
  - 1. An appointment where the incumbent will serve a six-month or designated probationary period during which she/he must demonstrate satisfactory

performance in order to achieve regular status.

2. During her/his probation the employee may be released from Agency service, with or without cause, without the right of appeal.

L.K. Regular Appointment

1. An appointment where the probation period has been satisfactorily served by the incumbent.
2. Continuity of employment is contingent continued funding.
3. There is no status, or right of transfer, to either the City of Sacramento or County of Sacramento.

M.L. Temporary Appointment

1. An appointment where the incumbent is hired to perform specific tasks in relation to a specific project and for a specified period of days.
2. When deemed essential to the work program, the Executive Director may establish temporary positions that are not provided for in the position and salary plans, subject to confirmation by the Governing Board and Policy Council at its next regular meeting.
3. The salaries established for such positions will not exceed the hourly rate of pay set forth in the salary plan for the full-time employees with comparable qualifications or duties.
4. A probation period does not apply to a temporary employee, nor will she/he be entitled to any benefits afforded [regular or](#) full-time employees.

N.M. Exempt Appointment

1. The appointment of a qualified person to fill a position for which there is no probationary period and the incumbent serves at the pleasure of the appointing authority. Just cause is not required for discipline and there is no appeal right.

O.N. Appointment at Lower Levels

1. — The Executive Director, Head Start Department Chief or Appointing Authority may, when she/he deems it appropriate, fill vacant positions at a lower classification level than that authorized in the position plan.

## ~~Hiring of Head Start Grantee Operated Program Staff~~

### ~~Section 5.03~~

~~A vacancy within the Head Start Grantee Operated Program will not be filled until concurrence is reached between the Head Start Director and the Policy Council.~~

- ~~A. — Once the Screening Panel has identified qualified applicants and those applicants have successfully completed the required tests, the application shall be forwarded to an Interviewing Panel.~~
- ~~B. — The Interviewing Panel shall consist of a minimum of 51% parents.~~
- ~~C. — The Head Start Director shall appoint the remaining members of the interviewing panel which may include, but not be limited to, community members of the Policy Council and other Agency staff.~~
- ~~D. — The Interviewing Panel will be no more than five (5) members.~~
- ~~E. — When it is desirable to limit the number of candidates to be interviewed for a given class, the interviewing panel shall evaluate the comparative qualifications of the applicants, as determined by the application and test scores. The Interviewing Panel may then interview only those it deems most qualified, provided that all current and former Early Head Start and Head Start parents who meet the minimum qualifications shall be interviewed.~~
- ~~F. — In interviewing candidates, the Interviewing Panel shall evaluate experience, training and education, and other factors related to the knowledge and ability required to perform the work of the position or class.~~
- ~~G. — The results of the examination process shall be tallied by the panel and the candidates scores will be submitted to the Council for approval.~~
- ~~H. — Only after the candidate has been approved for employment by the Head Start Policy Council may the candidate be officially employed and report for work.~~
- ~~I. — No Head Start funds may be obligated for payment of salary to any~~



~~regular employee not previously approved by the Head Start Policy Council.~~

~~J. Candidates not selected for a position shall be given written notice.~~

## *Section 5: Certifications, Appointments & Transfers*

### **Filling Vacant Positions**

#### *Section 5.01*

The Agency is an Equal Opportunity Employer and will consider all applicants accordingly, without regard to race, color, creed, religion, national origin, ancestry, age, genetic information, gender identity and gender expression, physical and/or mental disability, medical condition, sexual orientation, sex (including pregnancy, child birth and related medical conditions), marital status, military and veteran status, political affiliation, or Union membership activity. All vacancies in the Agency shall be filled by transfer, promotion, demotion, reemployment, reinstatement, or from a certified eligible list.

- A. Recruitment procedures for the position of the Executive Director shall be determined by the Governing Board of the Agency.
- B. When recruiting employees for the exempt service, the Executive Director shall use such procedures and methods as deemed appropriate.
- C. The Executive Director shall make an appointment to all available exempt positions as soon as it is reasonably possible to do so; however, as an alternative, a regular employee may be designated to temporarily assume the duties of an exempt position until such time as the exempt position may be filled. During the period in which the regular employee is performing the exempt duties, the employee shall retain all of the rights of a regular employee.
- D. Prior to appointment, candidates may be required to complete a declaration pertaining to possible conflicts of interest or contractual relationships with the Agency.
- E. A vacancy within the Head Start Grantee Operated Program will not be filled until concurrence is reached between the CFS Deputy Director and the Policy Council.

# Appointments

## Section 5.02

- A. For each vacancy in the regular service, the Human Resources Department Chief shall certify those on the eligible list(s). With exception of a reemployment list, if an eligible list contains less than five (5) available candidates, or does not exist for the class in which requisition is made, the Human Resources Chief may certify from a comparable eligible list of substantially the same or higher level.
- B. No Head Start funds may be obligated for payment of salary to any regular employee until the employee has cleared fingerprinting, passed a physical examination, successfully completed a Tuberculosis screen and obtained appropriate adult immunizations.
- C. The Appointing Authority may examine applications, examination records, and any reports of background investigation of the eligible person certified.
- D. The Appointing Authority may conduct any additional investigations or tests of fitness, which are job related.
- E. Appointments made may be subjected to a probation period.
- F. After the interview and any investigation desired, the Executive Director or Appointing Authority may make appointments from among those candidates approved by the Appointing Authority and Policy Council, as applicable.
- G. Appointments are made by the Executive Director normally at the first step in the salary range. Appointments at a step higher than the first step will only be made with the approval of the Executive Director and notice will be provided to the Union.
- H. If the eligible person(s) fails to present her/himself for duty at the time and place agreed upon, without a good cause, she/he shall be deemed to have declined the appointment.
- I. Appointments may be made to exempt, probationary, regular, or temporary status.
- J. Probationary Appointment
  - 1. An appointment where the incumbent will serve a six-month or designated probationary period during which she/he must demonstrate satisfactory performance in order to achieve regular status.
  - 2. During her/his probation the employee may be released from Agency service, with or without cause, without the right of appeal.

**K. Regular Appointment**

1. An appointment where the probation period has been satisfactorily served by the incumbent.
2. Continuity of employment is contingent continued funding.
3. There is no status, or right of transfer, to either the City of Sacramento or County of Sacramento.

**L. Temporary Appointment**

1. An appointment where the incumbent is hired to perform specific tasks in relation to a specific project and for a specified period of days.
2. When deemed essential to the work program, the Executive Director may establish temporary positions that are not provided for in the position and salary plans, subject to confirmation by the Governing Board and Policy Council at its next regular meeting.
3. The salaries established for such positions will not exceed the hourly rate of pay set forth in the salary plan for the full-time employees with comparable qualifications or duties.
4. A probation period does not apply to a temporary employee, nor will she/he be entitled to any benefits afforded regular or full-time employees.

**M. Exempt Appointment**

1. The appointment of a qualified person to fill a position for which there is no probationary period and the incumbent serves at the pleasure of the appointing authority. Just cause is not required for discipline and there is no appeal right.

**N. Appointment at Lower Levels**

1. The Executive Director, Head Start Department Chief or Appointing Authority may, when she/he deems it appropriate, fill vacant positions at a lower classification level than that authorized in the position plan.

## ITEM III-A – 4 - ACTION

### APPROVAL TO RELEASE A REQUEST FOR PROPOSALS (RFP) FOR LEASED JOB CENTER OFFICE AND CLASSROOM SPACE IN THE FOOTHILL FARMS AREA

#### BACKGROUND

The Hillsdale Sacramento Works Job Center is located at 5655 Hillsdale Blvd. and presently occupies 16,106 sq. ft. The lease on this space will expire on November 1, 2020. Because this lease was executed utilizing the Option to Renew clause from the previous lease of November 1, 2010 – November 1, 2015, it will be necessary to release a new RFP for office space.

The County Department of Human Assistance (DHA) is also sharing this office space and cost, and has been notified of the release of an RFP. DHA will be asked to participate in the evaluation and recommendation process of any proposals received.

The RFP will be sent under separate cover.

#### RECOMMENDATION:

Approve the release of the RFP for leased office space in the Foothill Farms area of Sacramento.

PRESENTER: Roy Kim

## ITEM III-B – 1 – ACTION

### APPROVAL OF CSBG STAFF FUNDING AUGMENTATION RECOMMENDATIONS DUE TO COVID-19

#### BACKGROUND:

On March 19, 2020, California Governor, Gavin Newsom, issued a stay-in-residence order to all Californians in an attempt to limit the spread of COVID-19, which had devastated other parts of our nation by overloading hospitals and killing nearly a thousand people a day. Non-essential businesses, including restaurants and bars, retail stores, dental offices, hair salons, fitness centers, and public parks were closed to the public in an attempt to promote social distancing. While the stay-in-residence order doubtlessly saved many lives and was essential to gaining some control over the spread of this disease, it also caused massive unemployment, especially among the low-wage earners of our economy. As a result, requests for CSBG Safety-Net services is at an all-time high.

During March, staff identified approximately \$174,000 of CSBG funds available for allocation. These funds were originally included in the funding set aside for support services administered and delivered by SETA staff to Mather Community Campus (MCC) residents. Due to recent program management transitions that have occurred at MCC, and a reduction in the number of customers requiring services, these funds are no longer needed to support MCC customers and are available to augment CSBG Delegate Agencies.

The current pandemic is virtually unprecedented in our country's history. With the constant changes in local, state and national conditions, it is difficult to predict the community's emergency services needs over a period of time. Due to the COVID-19 emergency, staff recommends that Delegate Agencies be granted the flexibility to provide the full range of Safety-Net services based on the needs of CSBG customers. These services include food, shelter, housing, utility assistance, and other emergency needs. The staff funding augmentation recommendations recognize that no Delegate Agencies will be augmented at levels that exceed the original amounts requested in their proposals submitted for PY2020 CSBG funding.

SETA has been informed that it will receive \$2,437,644 in additional CSBG funds appropriated under the Coronavirus Aid, Relief, and economic Security (CARES) Act, and staff anticipates returning with additional funding recommendations at the June CAB Meeting.

#### EVALUATION PROCESS:

SETA staff polled all Delegate Agencies regarding increased requests for services, anticipated service provision, and ability to meet service needs. This survey included a number of questions, as well as numerical and funding projection estimates. The

ITEM III- B – 1- ACTION (continued)

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results were compiled, evaluated, and are summarized in the attached recommendations. The funding was designed to be allocated to CSBG Safety-net providers based on the survey responses and subject to the condition that no funding would exceed the original amounts requested in their proposals for PY2020 CSBG funding.

In addition to the \$154,000 recommended to augment the CSBG Delegate Agencies, staff is recommending that \$20,000 be allocated to the Sacramento Works America's Job Centers of California for CSBG Safety-Net services to job seekers during COVID-19.

The Community Action Board (CAB) approved the funding augmentation recommendations for Program Year 2020 at a special meeting of the CAB on May 20, 2020.

RECOMMENDATION:

Approve the CSBG staff funding augmentation recommendations for Program Year 2020 due to COVID-19.

PRESENTER: Julie Davis-Jaffe

**STAFF FUNDING RECOMMENDATIONS FOR CSBG DELEGATE AGENCY  
SAFETY-NET FUNDING AUGMENTATIONS DURING COVID-19**

<b>PROGRAM NAME</b>	<b>CONTRACTED FOR PY2020</b>	<b>AMOUNT REQUESTED IN PROPOSAL</b>	<b>AUGMENTATION RECOMMENDATION</b>	<b>TOTAL AUGMENTED FUNDING</b>
Elk Grove Adult and Community Education	\$20,000	\$38,342	\$18,342	\$38,342
Elk Grove Food Bank	20,000	34,870	14,870	34,870
Folsom Cordova Community Partnership	40,000	56,508	16,508	56,508
International Rescue Committee	31,000	31,000	0	31,000
My Sister's House	34,100	34,100	0	34,100
Next Move's Francis House Center	8,762	52,355	36,780	45,542
River City Food Bank	40,000	50,000	10,000	50,000
South County Services	27,768	100,000	34,000	61,768
The Salvation Army	60,500	75,000	14,500	75,000
Volunteers of America - Veterans Services	27,870	27,870	0	27,870
Wind Youth Services	20,000	37,100	9,000	29,000
<b>TOTAL AMOUNTS FOR SUPPORTIVE SERVICES</b>	<b>\$330,000</b>	<b>\$537,145</b>	<b>\$154,000</b>	<b>\$484,000</b>



## ITEM III-B - 2 - ACTION

### APPROVAL OF FUNDING EXTENSION RECOMMENDATIONS FOR THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA), TITLE I, YOUTH PROGRAM, PROGRAM YEAR 2020-2021

#### BACKGROUND:

In 2019, SETA executed a four-year procurement to secure WIOA Program Operators to provide In-School Youth and Out-of-School Youth services. All subgrants were awarded for a twelve-month period beginning July 1, 2019 and ending on June 30, 2020. SETA/Sacramento Works has the option to extend any subgrant awarded for up to three additional terms.

The Sacramento WIOA youth funds are allocated in two categories: Individualized Services for In-School Youth and Individualized Services for Out-of-School Youth.

#### Individualized Services:

The Workforce Innovation and Opportunity Act identified specific program elements to be incorporated into the delivery of youth services.

1. Secondary School Completion Services
2. Alternative Secondary School Services
3. Paid or unpaid work experience that have academic and occupation education as a component of the work experience
4. Occupational Skills Training that lead to recognized post-secondary credentials that align with in-demand industry occupations
5. Education offered concurrently with and in the same context as workforce activities and training for a specific occupation
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive and civic behaviors
7. Supportive Services
8. Adult Mentoring
9. Comprehensive Guidance and Counseling
10. Follow-up Services for not less than 12 months after program completion
11. Financial literacy education
12. Entrepreneurial skills training
13. Career awareness, career counseling and career exploration services about in-demand industry sectors/occupations
14. Activities that help youth prepare for and transition to post-secondary education and training.

The WIOA Youth Program requires that these elements be part of a comprehensive and community-focused program design providing an age continuum of services to the target population. Program services will address the barriers of the targeted youth and prepare them to obtain employment in a high wage/high growth industry or in an occupation with future career advancement opportunity, enter an education or training program, attain a degree/certificate, achieve measureable skill gains or return to/remain in secondary/alternative secondary school.

### **Funding Recommendations**

SETA is recommending the extension of subgrant awards for an additional year beginning July 1, 2020 and ending June 30, 2021. The funding recommendations are based on the following criteria:

### **Program Enrollment Numbers**

*Defined as the number of participants to be served in the program year including enrollment of target groups.*

### **Placement in Employment or Education**

*Defined as employment, military service, enrolled in post-secondary education and/or advanced training or occupational skills training.*

Attainment of 20% WEX Expenditures for Paid or Unpaid Work Experience

*Defined as employment opportunities such as work experiences during the summer and throughout the school year; pre-apprenticeship programs; internships and job shadowing; and on the job training.*

### **FUNDING ALLOCATIONS**

SETA has received the Program Year (PY) 2020-2021 Youth funding allocation of \$3,530,244 which is an increase of \$239,942 from (PY) 2019-2020. The funding recommendations are based on the funding levels for 2019-2020. All service providers are recommended for funding extension at the current funding level. Staff is recommending that the additional \$239,942 be set aside and allocated in future funding augmentations based on providers' ability to meet program performance goals. Additionally, the funding recommendation includes an allocation to support Youth Committee Initiatives to provide support for issues that may arise due to the COVID-19 pandemic and Work Experience funding to support the minimum wage increase in January of \$14.00 per hour.

ITEM III-B – 2 - ACTION (continued)

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Out-of-School Youth Funding	\$ 2,051,480
In-School Youth Funding	\$ 154,412
Youth Committee Initiatives	\$ 50,000
2021 WEX Wage Increase	<u>\$ 45,000</u>
<b>Total WIOA Youth Funding Recommendations</b>	<b><u>\$ 2,300,892</u></b>

See the attached funding recommendation chart for details.

The Youth Committee approved the recommendations on May 1, 2020, and the recommendations will be presented to the Workforce Development Board on May 27, 2020, for approval.

RECOMMENDATION:

Review and approve the staff funding extension recommendation for the WIOA Title I, Youth Program, PY 2020-2021. Approve with the stipulation that all funding recommendations are contingent upon satisfactory year-end program performance reviews.

PRESENTER: Terri Carpenter

**WIOA OSY YOUTH FUNDING  
PY 2020-2021**

<b>Out of School Youth Provider</b>	<b>2019-2020 Funding</b>	<b>Cost Per Participant</b>	<b># of Youth</b>	<b>2020-2021 Funding</b>	<b>Area/Location</b>
Lao Family Community Development	\$112,242	\$6,034	19	\$112,242	North Sacramento, Foothill Farms, Del Paso Heights, Arden-Arcade, Oak Park, South Sacramento, Meadowview, Florin/Hillsdale, EGACE, SCUSD, Galt, Mark Sanders and Franklin AJCCs
Waking the Village	108,500	5,833	19	108,500	Foothill Farms, Rio Linda, Del Paso Heights, Arden-Arcade, North Sacramento, Oak Park, Florin, Meadowview/South Sacramento, Downtown/Franklin and Asian Resources AJCCs
Elk Grove Unified School District	257,446	5,536	47	257,446	South Sacramento, Elk Grove/Franklin and Galt AJCCs
Sacramento City USD	185,200	6,638	28	185,200	South Sacramento, Meadowview, Fruitridge, Florin, Florin-Perkins, North Sacramento, Rancho Cordova, Arden Arcade, Del Paso Heights/SCUSD AJCC
California Human Development	111,600	6,000	19	111,600	Galt/Franklin and Galt, AJCCs
Folsom Cordova Community Partnership	164,947	5,912	28	164,947	Rancho Cordova, Rosemont, Folsom/Folsom Cordova Community Partnership and Mather AJCCs
JUMA Ventures	110,321	5,931	19	110,321	Oak Park, Meadowview, Del Paso Heights, Mather Field/Hillsdale and Asian Resources AJCCs
International Rescue Committee	108,343	5,825	19	108,343	Arden-Arcade/Hillsdale AJCC
Goodwill Industries	146,039	7,852	19	146,039	Downtown, Midtown/ Mark Sanders AJCC
La Familia Counseling Center	181,981	7,827	23	181,981	Downtown, Midtown, South Sacramento/Franklin, and La Familia AJCCs
Crossroads Diversified, Inc.	133,847	7,196	19	133,847	Citrus Heights, Carmichael, Fair Oaks, Orangevale, Arden-Arcade, Foothill Farms, Antelope, Elverta, Rancho Cordova, Mather, Folsom/Crossroads AJCC
Asian Resources, Inc.	161,946	8,707	19	161,946	Downtown, Midtown, South Sacramento, Rancho Cordova, North Highlands, Arden-Arcade, South Natomas, Del Paso Heights/Asian Resources, Franklin and Mark Sanders AJCCs
North State Building Industry Foundation	136,954	7,363	19	136,954	Foothill Farms, North Highlands, Rancho Cordova, Arden Arcade, Meadowview, South Sacramento, Rosemont, Antelope/Hillsdale, Mather, Crossroads and Greater Sacramento Urban League AJCC
Greater Sacramento Urban League	132,116	7,103	19	132,116	Del Paso Heights, Oak Park/Greater Sacramento Urban League and Hillsdale AJCCs
	<b>\$2,051,480</b>	<b>\$6,492</b>	<b>316</b>	<b>\$ 2,051,480</b>	

**WIOA ISY YOUTH FUNDING  
PY 2020-2021**

<b>In School Youth Provider</b>	<b>2019-2020 Funding</b>	<b>Cost Per Participant</b>	<b># of Youth</b>	<b>2020-2021 Funding</b>	<b>Area/Location</b>
Sacramento Chinese Community Service Center	\$77,206	\$5,595	14	\$77,206	South Sacramento, Del Paso Heights, North Highlands, Foothill Farms, McClellan/Franklin and Hillsdale AJCCs
City of Sacramento Dept of Parks and Rec	77,206	5,576	14	77,206	South Natomas, North Sacramento, Del Paso Heights, Midtown, South Sacramento/SCUSD AJCC
	<b>\$154,412</b>	<b>\$5,515</b>	<b>28</b>	<b>\$154,412</b>	

ITEM III-B - 3 – ACTION

APPROVAL OF FUNDING RECOMMENDATIONS FOR THE WORKFORCE  
INNOVATION AND OPPORTUNITY ACT, TITLE I, ADULT/DISLOCATED WORKER,  
SACRAMENTO WORKS JOB CENTER SERVICES, PY2020-2021

BACKGROUND:

At the March 5, 2020 meeting, the SETA Governing Board approved the release of the Request for Proposals (RFP) for the WIOA, Title I, Adult/Dislocated Worker, Sacramento Works Job Center (SWJC) Services for program years 2020-2024. The RFP was released on March 6, 2020 and SETA received 10 proposals requesting \$3,378,695.

As established in the Resource Allocation Plan approved by the Sacramento Works, Inc. (SWI) Board, the allocation for WIOA Adult and Dislocated Worker programs is \$6,346,880, an increase of \$53,377 from 2019-20 funding levels. After setting aside the allocations for SWI Board Initiatives (\$95,203), Administration (\$355,425) and Job Center Support (\$425,241), the funds available for direct services to customers are as follows:

Career Services:     \$3,896,985  
Training Services:   \$1,574,026

Of the amounts allocated for direct services to customers, staff is recommending setting aside a total of \$3,143,497 (57%) to provide the following direct services to customers via SETA/Partner-hosted Centers:

SETA/Partner-hosted Job Center Services:                             \$2,690,497  
Individual Training Accounts/Support Services:                         \$ 226,500

The remaining amounts allocated for direct services to customers, \$2,327,514 (43%), are covered in this funding recommendation.

**System-wide Performance:**

Through the end of the third quarter, March 31, 2020, the system served approximately 19,000 job seekers with career-basic services and approximately 2,000 customers with career-individualized services. WIOA core performance measure outcomes were as follows:

	<u>Adult</u>	<u>Dislocated Worker</u>
Entered Employment Rate:	61.35%	71.05%
Retention Rate:	64.66%	61.76%
Median Earnings (3 mo.):	\$5,699	\$8,263

PRESENTER: Roy Kim

**Sacramento Works Job Centers:**

The RFP solicited services designed to implement the career and training services requirements of WIOA, and continues the system of neighborhood-based Sacramento Works Job Centers (SWJCs) that provide access to the full menu of career, training and support services available.

Each proposal was reviewed and scored by an evaluation team that included City of Sacramento and County of Sacramento representatives, and SETA program and fiscal staff. Based on the results of the evaluation, proposals were ranked by score and staff prepared the funding recommendations. The evaluation criteria included:

- Responsiveness to the criteria requested in the RFP
- Demonstrated need for the proposed service
- Demonstrated ability to provide the services requested in the RFP
- Demonstrated ability to prepare customers for jobs in critical occupational clusters
- Demonstrated partnerships and collaboration with required partners and employers
- Reasonable cost
- Demonstrated performance
- Demonstrated organizational and financial capacity
- Demonstrated ability to serve customers with multiple barriers to employment
- Demonstrated ability to provide leveraged funds for the proposed activities

The resulting funding recommendation is designed to maintain the system of neighborhood-based Job Centers, ensure geographic coverage in high need communities throughout Sacramento County and minimize year-to-year volatility.

The following two proposals are not being recommended due to insufficient funding:

- **Asian Resources, Inc. (ARI)**, which is currently funded to provide SWJC services. Staff will work closely with ARI as a satellite SWJC and to transition customers to services available at other SWJCs.
- **Crossroads Diversified Services, Inc. (CDS)**, which was last funded to provide SWJC services in Program Year 2018-2019. CDS continued to operate as part of the network of SWJCs in Program Year 2019-2020. Staff will continue to work with CDS as a satellite SWJC.

Should additional funds become available, staff will return with a funding augmentation recommendation that may include ARI and CDS.

PRESENTER: Roy Kim

ITEM III-B – 3 - ACTION (continued)

Page 3

RECOMMENDATION:

Approve funding recommendations for the WIOA Title I, Adult/Dislocated Worker Programs as listed on the attached charts with the following stipulations:

1. PY 2020-21 funding will be subject to satisfactory year-end program performance. Providers that do not meet year-end performance goals and benchmarks may face a reduction in funding.
2. A minimum of 10% of customers must be served under individualized career and/or training services.

PRESENTER: Roy Kim



**Sacramento Employment and Training Agency**  
**Workforce Innovation and Opportunity Act (WIOA) Title I, Adult/Dislocated Worker**  
**Sacramento Works Job Center System Services**  
**Staff Funding Recommendation**  
**FY 2020 - 2021**

Proposal Ranking	Total Score (120 pts.)	Applicant Agency	CURRENT WIOA FUNDING 2019-20		WIOA FUNDING REQUESTS 2020-21			WIOA FUNDING RECOMMENDATIONS 2020-21			
			Funding Amount	Numbers to be Served (Basic)	Amount Requested (Basic and Individualized Career Services)	Proposed Number to be Served	Proposed Cost Per Customer	Funding Amounts (Basic and Individualized Career Services)	Scholarship Funding*	Cost Per Customer	Number to be Served** (Basic Career Services)
<b>Subcontracted Sacramento Works America's Job Center System Services</b>											
1	108.8	Folsom Cordova Community Partnership	\$ 285,000	1,549	\$ 428,019	2,000	\$ 214	\$ 300,000	\$50,000	\$ 214	1,402
1	108.3	California Human Development Corporation	200,000	435	178,945	750	239	178,945	30,000	239	750
1	105.6	Elk Grove USD	256,500	1,886	398,241	1,500	265	300,000	50,000	265	1,130
2	99.9	La Familia Counseling Center, Inc.	258,637	1,429	321,000	1,500	214	250,000	50,000	214	1,168
2	99.6	Greater Sacramento Urban League	228,000	1,281	246,125	1,375	179	246,125	50,000	179	1,375
2	95.1	Pro Youth	0	0	232,444	1,200	194	232,444	50,000	194	1,200
2	93.8	Lao Family Community Development	0	0	300,000	1,500	200	250,000	50,000	200	1,250
2	91.4	Sacramento City USD	282,150	1,594	700,200	3,890	180	200,000	40,000	180	1,111
3	89.3	Asian Resources, Inc.	228,000	1,740	362,000	2,000	181	0	0	N/A	0
3	88.0	Crossroads Diversified Services, Inc.	0	0	211,721	1,600	132	0	0	N/A	0
<b>Total Subcontracted</b>			<b>\$1,738,287</b>	<b>9,914</b>	<b>\$3,378,695</b>	<b>17,315</b>	<b>N/A</b>	<b>\$1,957,514</b>	<b>\$370,000</b>	<b>N/A</b>	<b>9,386</b>

\* Includes vendor and supportive services

\*\*A minimum of 10% of Total Customers must be served under Individualized Career Services.

<b>Sacramento Works Job Center</b>	<b>Physical Location</b>	<b>Geographic Coverage</b>
Folsom Cordova Community Partnership	10665 Coloma Rd., Rancho Cordova	Rancho Cordova/Rosemont/Mather/Citrus Heights
California Human Development	1000 C St., Galt	Galt/Walnut Grove/River Delta/South County
Elk Grove USD	8401 Gerber Rd., Sacramento	Elk Grove/Florin/Parkway-South Sacramento
La Familia Counseling Center, Inc.	5523 34th St., Sacramento	Franklin/South Sacramento
Greater Sacramento Urban League	3725 Marysville Blvd., Sacramento	Del Paso Heights/North Sacramento/Arden Arcade/North Highlands/Oak Park
Pro Youth	4625 44th St., Sacramento	Oak Park/Fruitridge/Stockton
Lao Family Community Development	3400 Watt Ave., Sacramento	Arden Arcade/North Highlands/Carmichael
Sacramento City USD	5451 Lemon Hill Ave., Sacramento	South Sacramento/Fruitridge/Florin
Asian Resources, Inc.	2411 Alhambra Blvd., Sacramento	Oak Park
Crossroads Diversified Services, Inc.	7011 Sylvan Rd., Citrus Heights	Citrus Heights/North Highlands/Folsom
Hillsdale - SETA Hosted	5655 Hillsdale Blvd., Sacramento	North Highlands/Foothill Farms
Franklin - SETA Hosted	7000 Franklin Blvd., Sacramento	Franklin/Florin/Meadowview/South Sacramento
Mark Sanders - EDD Hosted	2901 50th St., Sacramento	Oak Park
Mather - Sacramento County Hosted	10638 Schirra Ave., Mather	Mather/Rancho Cordova/Rosemont

## ITEM IV- A - INFORMATION

### HEAD START RECEIVES ONE-TIME SUPPLEMENTAL FUNDING TO PREPARE, PREVENT, AND RESPOND TO CORONAVIRUS DISEASE 2019 (COVID-19)

#### BACKGROUND:

On March 27, 2020, President Trump signed into law the Coronavirus Aid, Relief, and Economic Security (CARES) Act, 2020 [P.L. 116-136]. This legislation included \$750 million for programs under the Head Start Act to support preventative, preparedness, and response activities related to the coronavirus. Of this amount, up to \$500 million was allocated for programs to operate supplemental summer programs and about \$250 million was allocated for one-time activities in response to COVID-19.

On May 22, 2020, the Office of Head Start announced that the \$750 million would be allocated across all programs using a funded enrollment formula for Head Start, Early Head Start and EHS-Child Care Partnerships. With many programs struggling to re-open services in the current year, it was determined that the most effective use of funds would be to provide equal allocations across all programs. SETA estimates one-time funding in the amount of **\$4,473,875**, which will be allocated as follows:

Agency	One-time COVID19 Supplemental Funding Amount <sup>1</sup> (estimated \$875 per enrollment slot)			
	Head Start <sup>1</sup>	Early Head Start <sup>1</sup>	EHS-CCP <sup>1</sup>	Total <sup>1</sup>
SETA Operated Program	\$1,536,500	\$385,000	\$70,000	\$1,991,500
Elk Grove USD	\$385,000	--	--	\$385,000
Sacramento City USD	\$644,000	--	--	\$644,000
San Juan USD	\$920,500	\$140,000	--	\$1,060,500
Twin Rivers USD	\$122,500	\$35,000	--	\$157,500
WCIC	\$105,000	--	--	\$105,000
SCOE	--	\$63,000	--	63,000
River Oak (ROCC)	--	\$67,375	--	67,375
<b>Total</b>	<b>\$3,713,500</b>	<b>\$690,375</b>	<b>\$70,000</b>	<b>\$4,473,875</b>

<sup>1</sup> Estimated funding, pending final award notice from ACF.

Each program is still drafting individual plans for use of the funds. Details were not yet available at the time this board packet was prepared. More information will be available at the next meeting.

Narratives, budget justifications, and Governing Board and Policy Council approvals are not required for this application, except for purchases that require prior approval such as for equipment or the purchase, construction, or major renovation of facilities.

Head Start also recognizes that lack of resources in a community adversely impacted by a major disaster, such as COVID19, may prevent Head Start grantees from providing all or a portion of their required non-federal contribution. Hence, a waiver will be requested for this one-time funding.

ITEM IV-B- 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. Martha Hass DATE: April 14, 2020

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of County of Sacramento, Dept. of Children, Family and Adult Services

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Youth and Senior	\$16,500	1/1/18-12/31/18	10/1/18-12/31/18
CSBG	Youth and Senior	\$16,500	1/1/19-12/31/19	1/1/19-12/31/19

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: 2/24/2020, 3/31, 4/8

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

**Program Operator: County of Sacramento, Dept of Children, Family and Adult Services**

**Findings and General Observations:**

- 1) We have reviewed the CSBG programs from October 1, 2018 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:** Ms. Erika Trujillo                      **DATE:** March 13, 2020  
**FROM:** Tracey Anderson, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Crossroads Diversified Service, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	OSY	\$133,847	7/1/19-6/30/20	7/1/19-12/31/19

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

**Date of review:** 3/4/2020; 3/13, 4/1

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

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

**Findings and General Observations:**

- 1) We have reviewed the WIOA program of Out of School Youth 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



ITEM IV-C – 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 - May 15, 2020

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
California Arts Council	9	Race and Equity Manager	1
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	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
	9	Police Officer	1
	3	Senior Engineering Technician	1
	9	Utilities Locator	1
	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	

## SETA- Employer Activity Report July 1, 2019 - May 15, 2020

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
City of Sacramento	3	Associate Electrical Engineer	1
	3	Building Inspector I	1
	3	Building Inspector III	1
	9	Building Monitor	2
	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	

# SETA- Employer Activity Report

## July 1, 2019 - May 15, 2020

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
City of Sacramento	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
	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	

# SETA- Employer Activity Report

## July 1, 2019 - May 15, 2020

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
City of Sacramento	7	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
	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

# SETA- Employer Activity Report

## July 1, 2019 - May 15, 2020

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
Exact Staff	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
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	

## SETA- Employer Activity Report July 1, 2019 - May 15, 2020

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
Los Rios Community College District	4	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
	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	

## SETA- Employer Activity Report July 1, 2019 - May 15, 2020

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
Los Rios Community College District	4	Instructional Assistant - Sacramento Regional Public Safety Training Center	1
	4	Instructional Assistant- Mathematics	1
	4	Instructional Assistant- Writing/English/Reading	1
	4	Instructional Assistant-Physical Education-Athletics	1
	4	Instructional Design and Development Coordinator of Distance Education	1
	4	Instructional Services Assistant II	4
	4	Interim Dean of Equity and Inclusion	1
	4	Journalism Assistant Professor	1
	4	Journalism Assistant Professor	1
	4	Kinesiology, Health, and Athletics	1
	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	



## SETA- Employer Activity Report July 1, 2019 - May 15, 2020

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
Los Rios Community College District	9	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
	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	Family Service Worker III	1
	4	Head Start Cook/ Driver	1
	4	Head Start Coordinator Education Supervisor	1
	4	Head Start Health Nutrition Specialist	1
	4	Head Start Home Visitor	1
Wollborg-Michelson Personnel Service,	9	Customer Service Representative	25
<b>Total</b>			<b>1144</b>

ITEM IV-D- 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 May 15, 2020

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKER	REGION/ LOCATION	Contacted	COVID-19 Related
<b>Dress Barn</b> Various Locations	Retail	5/20/2019	Closure	32	Sacramento, CA	Yes	N
<b>Education Credit Management Corp.</b> 110370 Peter A. McCuen Blvd. Mather CA 95655	Financial	6/5/2019	Layoffs	185	Sacramento, CA	Yes	N
<b>Just Energy</b> 8795 Folsom Blvd., Ste. 100 Sacramento, CA 95826	Energy	6/12/2019	Layoffs	27	Sacramento, CA	Yes	N
<b>Varner &amp; Brandt</b> 3612 Madison Ave. North Highlands, CA 95660	Legal Services	7/10/2019	Layoffs	30	Sacramento, CA	Yes	N
<b>RePlanet LLC</b> Sacramento, CA	Energy	8/3/2019	Closure	32	Sacramento, CA	Yes	Y
<b>Food Service Holdings, LLC dba English Manufacturing</b> 11292 Sunrise Park Rancho Cordova 95670	Manufacturing	8/15/2019	Layoffs	16	Sacramento, CA	Yes	N
<b>Liqui-Box Corporation</b> 5000 Warehouse Way, Sacramento, CA 95826	Manufacturing	9/9/2019	Closure	30	Sacramento, CA	Yes	N
<b>Nestle USA, Inc.</b> 860 National Drive, Ste. 100 Sacramento, CA 95834	Manufacturing	9/9/2019	Closure	54	Sacramento, CA	Yes	N
<b>Volunteers of America</b> 10626 Schirra Ave., Mather, CA 95655	Services	9/13/2019	Layoffs	5	Sacramento, CA	Yes	N
<b>Inter-Con Security Systems</b> 9940 Business Park Drive, Ste 165 Sacramento, CA 95827	Services	9/26/2019	Layoffs	492	Sacramento, CA	Yes	N
<b>Walmart #6530</b> 4420 Florin Road, Sacramento, CA 95823	Retail	10/2/2019	Closure	108	Sacramento, CA	Yes	N
<b>Silgan Containers</b> 6200 Franklin Blvd., Ste. 100 Sacramento, CA 95824	Manufacturing	10/2/2019	Layoffs	48	Sacramento, CA	Yes	N
<b>Raley's</b> Various Locations Sacramento, CA 95824	Retail	10/30/2019	Layoffs	20	Sacramento, CA	Yes	N
<b>Kaiser</b> 6600 Bruceville Road, Sacramento, CA 95823	Healthcare	10/31/2019	Layoffs	4	Sacramento, CA	Yes	N
<b>Aerojet</b> 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 May 15, 2020

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKER	REGION/ LOCATION	Contacted	COVID-19 Related
<b>TitleMax of California, Inc.</b> Sacramento, CA	Finance	11/18/2019	Closure	7	Sacramento, CA	Yes	Y
<b>Dick's Sporting Goods</b> 8217 Laguna Blvd., Elk Grove, CA 95758	Retail	12/20/2019	Closure	46	Sacramento, CA	Yes	N
<b>CostPlus World Market</b> 9680 Bruceville Road, Sacramento, CA 95757	Retail	1/4/2020	Closure	22	Sacramento, CA	Yes	N
<b>Pier 1 Imports</b> 9680 Sunrise Blvd. Citrus Heights, CA 95610	Retail	1/6/2020	Closure	17	Sacramento, CA	Yes	N
<b>Raley's Pharmacies/Food Source</b> Sacramento, CA	Retail	1/7/2020	Closure	20	Sacramento, CA	Yes	Y
<b>Food Source</b> 6366 Mack Road Sacramento, CA 95823	Retail	1/10/2020	Closure	100	Sacramento, CA	Yes	N
<b>FedEx Ground</b> 8371 Rovana Cir. Sacramento, CA 95828	Transportation	1/27/2020	Permanent	453	Sacramento, CA	Yes	Y
<b>XOJET Aviation LLC</b> 5022 Baily Loop McClellan, CA 95652	Transportation	2/27/2020	Closure	58	Sacramento, CA	Yes	N
<b>Saccani Distributing Company</b> 2600 5th Street Sacramento, CA 95818	General Warehousing	3/9/2020	Closure	130	Sacramento, CA	Yes	N
<b>Sacramento Holiday Inn</b> 300 J St. Sacramento, CA 95814	Hospitality	3/12/2020	Temporary	65	Sacramento, CA	Pending	Y
<b>Transform SR LLC</b> 1601 Arden Way Sacramento, CA 95815	Retail	3/14/2020	Temporary	72	Sacramento, CA	Pending	Y
<b>Knighted Ventures, LLC</b> Sacramento, CA	Gambling	3/15/2020	Temporary	145	Sacramento, CA	Pending	Y
<b>Punch Bowl</b> 500 J Street Sacramento, CA 95814	Restaurants	3/16/2020	Closure	115	Sacramento, CA	Yes	Y
<b>Darden Restaurants, Inc.</b> Olive Garden Sacramento, CA	Restaurants	3/16/2020	Temporary	724	Sacramento, CA	Pending	Y
<b>Palladio Luxe Cinema</b> 400 Palladio Parkway Folsom, CA 95630	Entertainment	3/16/2020	Temporary	58	Sacramento, CA	Pending	Y

## Dislocated Worker Information PY 2019/2020

The following is an update of information as of May 15, 2020

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKER	REGION/ LOCATION	Contacted	COVID-19 Related
<b>Aramark</b> Sacramento, CA	Uniform Services	3/16/2020	Temporary	90	Sacramento, CA	Pending	Y
<b>Regal Cinemas</b> Sacramento, CA	Entertainment	3/16/2020	Temporary	156	Sacramento, CA	Pending	N
<b>Dos Coyotes Border Café</b> 8519 Bond Road Elk Grove, CA 95624	Restaurant	3/17/2020	Temporary	19	Sacramento, CA	Pending	Y
<b>Avis Budget Car Rental Services, Inc.</b> 6520 McNair Circle Sacramento, CA 95837	Retail	3/17/2020	Temporary	113	Sacramento, CA	Pending	Y
<b>DeLuca Associates Inc. at Cinemark dba Century Arden</b> Sacramento, CA	Entertainment	3/17/2020	Temporary	31	Sacramento, CA	Pending	N
<b>Cheesecake Factory</b> 1771 Arden Way Sacramento, CA 95815	Restaurants	3/18/2020	Temporary	208	Sacramento, CA	Pending	Y
<b>European Wax Center</b> 4640 Natomas Blvd. #110 Sacramento, CA 95835	Personal Care	3/18/2020	Temporary	21	Sacramento, CA	Yes	Y
<b>Paradies Shops, LLC</b> 6900 Airport Blvd. Sacramento, CA 95837	Retail	3/18/2020	Temporary	37	Sacramento, CA	Yes	Y
<b>VIP Repairs, Inc.</b> 3121 Arden Way Sacramento, CA 95825	Equipment Repair	3/18/2020	Temporary	3	Sacramento, CA	Pending	Y
<b>Hornblower Yachts, LLC</b> 1206 Front Street Sacramento, CA 95814	Tourism	3/18/2020	Temporary	16	Sacramento, CA	Pending	Y
<b>Eugene N. Gordon Inc. dba La-Z-Boy Furniture Galleries</b> Sacramento, CA	Retail	3/18/2020	Temporary	30	Sacramento, CA	Pending	N
<b>Marriot Rancho Cordova</b> 11211 Point East Drive Rancho Cordova, CA 95742	Hospitality	3/19/2020	Temporary	100	Rancho Cordova, CA	Pending	Y
<b>Hyatt Regency Hotel</b> 1209 L Street Sacramento, CA 95814	Hospitality	3/19/2020	Temporary	344	Sacramento, CA	Yes	Y
<b>Public House Downtown, LLC</b> 1132 16th St. Sacramento, CA 95814	Restaurants	3/19/2020	Temporary	88	Sacramento, CA	Pending	Y
<b>Scholastic Book Fairs</b> 875 National Dr. Ste. 101 Sacramento, CA 95834	Retail	3/19/2020	Temporary	25	Sacramento, CA	Pending	Y

## Dislocated Worker Information PY 2019/2020

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EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKER	REGION/ LOCATION	Contacted	COVID-19 Related
<b>Tres Hermanos Y Amigo 1, LLC</b> 3535 Fair Oaks Blvd, Suite A A23 Sacramento, CA 95864	Restaurants	3/19/2020	Temporary	56	Sacramento, CA	Pending	Y
<b>Tres Hermanos Y Amigo 2, LLC</b> 1800 15th St. Sacramento, CA 95811	Restaurants	3/19/2020	Temporary	72	Sacramento, CA	Pending	Y
<b>Tres Hermanos Y Amigo 3, LLC</b> 450 Palladio Pkwy. Folsom, CA 95630	Restaurants	3/19/2020	Temporary	70	Sacramento, CA	Pending	Y
<b>Wok in the Park, LLC,</b> 1116 15th St. Sacramento, CA 95814	Restaurants	3/19/2020	Temporary	197	Sacramento, CA	Pending	Y
<b>3 Suns, LLC (The Mix Downtown)</b> 1525 L Street Sacramento, CA 95814	Restaurant	3/19/2020	Temporary	94	Sacramento, CA	Pending	Y
<b>HMS Host</b> 6850 Airport Blvd Ste 28 Sacramento, CA 95837	Hospitality	3/20/2020	Temporary	90	Sacramento, CA	Pending	Y
<b>KHRG Sacramento, LLC dba Sawyer Hotel</b> 500 J St. Sacramento, Ca 95814	Hospitality	3/20/2020	Temporary	150	Sacramento, CA	Pending	Y
<b>Sacramento Laundry Company</b> Sacramento, CA	Laundry Services	3/20/2020	Temporary	240	Sacramento, CA	Pending	Y
<b>Xperience Restaurant Group (Chevys)</b> 1369 Garden Highway Sacramento, CA 95833	Restaurant	3/20/2020	Temporary	84	Sacramento, CA	Pending	Y
<b>Xperience Restaurant Group (Chevys)</b> 7401 Laguna Blvd., #100 Elk Grove, CA 95758	Restaurant	3/20/2020	Temporary	53	Elk Grove, CA	Pending	Y
<b>Sheraton Grand Sacramento Hotel</b> 1230 J Street Sacramento, CA 95814	Hospitality	3/21/2020	Temporary	185	Sacramento, CA	Pending	Y
<b>Darlotis Group Restaurants, Inc. dba Old Spaghetti Restaurant, Inc.</b> Sacramento, CA	Restaurants	3/23/2020	Temporary	320	Sacramento, CA	Yes	Y
<b>Holiday Inn Sacramento</b> 300 J Street Sacramento, CA 95815	Hospitality	3/23/2020	Temporary	63	Sacramento, CA	Yes	y
<b>Rogers Jewelry</b> 8521 Bond Road Elk Grove, CA 95624	Retail	3/23/2020	Temporary	8	Elk Grove, CA	Pending	Y

## Dislocated Worker Information PY 2019/2020

The following is an update of information as of May 15, 2020

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKER	REGION/ LOCATION	Contacted	COVID-19 Related
<b>Textron Aviation</b> 5850 Citation Way Sacramento, CA 95827	Aviation	3/23/2020	Temporary	101	Sacramento, CA	Pending	Y
<b>Islands Restaurants</b> 2455 Iron Point Road Folsom , CA 95630	Restaurants	3/23/2020	Temporary	47	Folsom, CA	Pending	Y
<b>Arden Hills Country Club, Inc.</b> 1220 Arden Hills Land Sacramento, CA 95825	Health/Fitness	3/23/2020	Temporary	158	Sacramento, CA	Pending	Y
<b>Crescent Resorts &amp; Hotel, LLC dba Residence Inn</b> 112115th St. Sacramento, CA 95814	Hospitality	3/23/2020	Temporary	40	Sacramento, CA	Pending	Y
<b>Future Ford of SACRAMENTO</b> 4625 Madison Ave. Sacramento, CA 95841	Retail	3/23/2020	Temporary	74	Sacramento, CA	Pending	Y
<b>Iron Mechanical, Inc.</b> 721 North B St. Sacramento, CA 95811	Construction	3/23/2020	Permanent	6	Sacramento, CA	Pending	Y
<b>Adesa, Inc. dba Adesa Brasher's</b> 233 Blacktop Rd. Rio Linda, CA 95673	Retail	3/23/2020	Temporary	352	Sacramento, CA	Pending	Y
<b>Western Dental</b> Sacramento, CA	Dental	3/23/2020	Temporary	250	Sacramento, CA	Pending	Y
<b>Supercuts</b> 1589 W. El Camino Sacramento, CA 95833	Personal Care	3/24/2020	Temporary	11	Sacramento, CA	Pending	Y
<b>AlSCO, Inc.</b> 3391 Lanatt St Sacramento, CA 95819	Textile Rental	3/24/2020	Temporary	47	Sacramento, CA	Pending	Y
<b>Sports Clip</b> 3610 North Freeway Blvd #130 Sacramento, CA 95834	Personal Care	3/25/2020	Temporary	6	Sacramento, CA	Pending	Y
<b>Sports Clip</b> 5620 Birdcage Street #220 Citrus Heights, CA 95610	Personal Care	3/25/2020	Temporary	6	Sacramento, CA	Pending	Y
<b>Sports Clip</b> 5351 Sunrise Blvd Fair Oak, CA 95628	Personal Care	3/25/2020	Temporary	6	Sacramento, CA	Pending	Y
<b>Sports Clip</b> 4005 Manzanita Ave. #58 Carmichael, CA 95608	Personal Care	3/25/2020	Temporary	10	Sacramento, CA	Pending	Y

## Dislocated Worker Information PY 2019/2020

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EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKER	REGION/ LOCATION	Contacted	COVID-19 Related
<b>Sports Clip</b> 2779 East Bidwell St #200 Fair Oak, CA 95628	Personal Care	3/25/2020	Temporary	8	Fair Oaks, CA	Pending	Y
<b>California Family Fitness</b> 8569 Bond Road Elk Grove, CA 95624	Health/Fitness	3/25/2020	Temporary	105	Elk Grove, CA	Yes	Y
<b>California Family Fitness</b> 3443 Laguna Blvd. Elk Grove, CA 95758	Health/Fitness	3/25/2020	Temporary	77	Elk Grove, CA	Yes	Y
<b>California Family Fitness</b> 700 Oak Avenue Parkway Folsom, CA 95630	Health/Fitness	3/25/2020	Temporary	95	Elk Grove, CA	Yes	Y
<b>California Family Fitness</b> 3880 Innovator Drive Sacramento, CA 95824	Health/Fitness	3/25/2020	Temporary	94	Sacramento, CA	Yes	Y
<b>California Family Fitness</b> 8680 Greenback Lane Orangevale CA 95662	Health/Fitness	3/25/2020	Temporary	82	Sacramento, CA	Yes	Y
<b>California Pizza Kitchen</b> 1735 Arden Way Suite 220 Sacramento, CA 95825	Restaurants	3/26/2020	Temporary	49	Sacramento, CA	Yes	Y
<b>The Container Store</b> 2030 Arden Way Suite 220 Sacramento, CA 95825	Retail	3/26/2020	Temporary	34	Sacramento, CA	Yes	Y
<b>Cinemark</b> All Theatres in Sacramento County Sacramento, CA	Entertainment	3/26/2020	Permanent	357	Sacramento, CA	Yes	Y
<b>BJ's Restaurants, Inc.</b> Sacramento County, CA	Restaurants	3/27/2020	Temporary	353	Sacramento, CA	Pending	Y
<b>Domus Construction &amp; Design, Inc.</b> 8864 Fruitridge Rd. Sacramento, CA 95828	Construction	3/27/2020	Permanent	61	Sacramento, CA	Yes	Y
<b>The Original Mel's Diners</b> 3000 J Street Sacramento, CA 95816	Restaurants	3/27/2020	Temporary	35	Sacramento, CA	Yes	Y
<b>Residence Inn Sacramento Downtown</b> 1121 15th Street Sacramento, CA 95814	Hospitality	3/27/2020	Temporary	40	Sacramento, CA	Pending	Y
<b>LIFETIME</b> 110 Serpa Way Folsom, CA 95630	Health/Fitness	3/27/2020	Temporary	283	Folsom, CA	Pending	Y
<b>The Niello Company</b> All Dealer in Sacramento County Sacramento, CA	Retail	3/27/2020	Temporary	71	Sacramento, CA	Pending	Y



## Dislocated Worker Information PY 2019/2020

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EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKER	REGION/ LOCATION	Contacted	COVID-19 Related
<b>Rogers Jewelry</b> 925 East Bidwell Folsom, CA 95624	Retail	3/27/2020	Temporary	10	Folsom, CA	Pending	Y
<b>Café Rios</b> 1600 Ethan Way #80 Sacramento, CA 95825	Restaurant	3/27/2020	Temporary	45	Sacramento, CA	Pending	Y
<b>F21 OpCo, LLC dba Forever 21</b> Sacramento, CA	Retail	3/27/2020	Temporary	111	Sacramento, CA	Pending	Y
<b>Citizen Hotel</b> 926 J Street Sacramento, CA 95814	Hospitality	3/30/2020	Temporary	123	Sacramento, CA	Pending	Y
<b>Folsom Lake Honda</b> 12505 Auto Mall Parkway Rancho Cordova, CA 95814	Retail	3/30/2020	Temporary	93	Rancho Cordova, CA	Pending	Y
<b>Wash Laundry System Inc.</b> 8130-40 37th Ave Sacramento, CA 95824	Personal Care	3/30/2020	Temporary	2	Sacramento, CA	Pending	Y
<b>Macy's</b> 414 K Street Sacramento, CA 95814	Retail	3/30/2020	Temporary	230	Sacramento, CA	Pending	Y
<b>Macy's</b> 6000 Sunrise Blvd Citrus Height, CA 95610	Retail	3/30/2020	Temporary	111	Citrus Heights, CA	Pending	Y
<b>Macy's</b> 1701 Arden Way Sacramento, CA 95815	Retail	3/30/2020	Temporary	257	Sacramento, CA	Pending	Y
<b>Ruth's Chris Steak House</b> 501 Pavilions Ln. Sacramento, CA 95825	Restaurants	3/30/2020	Temporary	61	Sacramento, CA	Pending	Y
<b>Selland Family Restaurants</b> Sacramento, CA	Restaurants	3/30/2020	Temporary	291	Sacramento, CA	Pending	Y
<b>WASH Laundry Systems, Inc.</b> 8130-40 37th Ave. Sacramento, CA 95824	Laundry Services	3/30/2020	Temporary	2	Sacramento, CA	Pending	Y
<b>Guitar Center</b> 2120 Alta Arden Expr. Sacramento, CA 95825	Retail	3/30/2020	Temporary	42	Sacramento, CA	Pending	Y
<b>HearingLife Hearing Aid Center</b> 11723 Fair Oaks Blvd Fair Oaks, CA 95628	Medical	3/30/2020	Temporary	2	Sacramento, CA	Pending	Y
<b>Am Tote International</b> 1600 Exposition Blvd Sacramento, CA 95815	Entertainment	3/31/2020	Temporary	2	Sacramento, CA	Pending	Y

## Dislocated Worker Information PY 2019/2020

The following is an update of information as of May 15, 2020

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKER	REGION/ LOCATION	Contacted	COVID-19 Related
<b>Block Tops, Inc.</b> 8382 Rovana Circle Sacramento, CA 95828	Construction	3/31/2020	Temporary	18	Sacramento, CA	Pending	Y
<b>BUCA, Inc.</b> 1249 Howe Ave. Sacramento, CA 95825	Restaurants	3/31/2020	Temporary	83	Sacramento, CA	Pending	Y
<b>Burlington Coat Factory of Texas, Inc.</b> Sacramento, CA	Retail	3/31/2020	Temporary	242	Sacramento, CA	Pending	Y
<b>Dentemploy, Inc.</b> 3433 Arden Way Sacramento, CA 95825	Dental	3/31/2020	Temporary	30	Sacramento, CA	Pending	Y
<b>Cracker Barrel Old Country Store #754</b> 1000 Howe Ave. Sacramento, CA 9582	Restaurant	3/31/2020	Temporary	109	Sacramento, CA	Pending	Y
<b>Crunch, LLC</b> Sacramento, CA	Health/Fitness	4/1/2020	Temporary	153	Sacramento, CA	Pending	Y
<b>Huhtamaki</b> 8450 Gerber Road Sacramento, CA 95828	Manufacturing	4/1/2020	Temporary	84	Sacramento, CA	Pending	Y
<b>Shamrock Foods Company</b> 856 National Dr. Sacramento, CA 95834	Wholesale Food	4/1/2020	Temporary	14	Sacramento, CA	Pending	Y
<b>Falck Northern California Corp.</b> 4604 Roseville Rd. #105 North Highland, CA 95660	Ambulance Service	4/2/2020	Closure	83	Sacramento, CA	Yes	N
<b>IHOP Pancakes, Inc.</b> Sacramento, CA	Restaurant	4/2/2020	Temporary	327	Sacramento, CA	Pending	N
<b>JC Penney Corporation, Inc.</b> Sacramento, CA	Retail	4/2/2020	Temporary	285	Sacramento, CA	Pending	Y
<b>SkySlope, Inc.</b> 825 K St., 2nd Floor Sacramento, CA 95814	Financial Tracking Real Estate brokerage	4/2/2020	Permanent	44	Sacramento, CA	Yes	Y
<b>Parkwest Casino Lotus</b> 6010 Stockton Blvd. Sacramento, CA 95824	Gambling	4/2/2020	Temporary	167	Sacramento, CA	Pending	Y
<b>Systems Paving, Inc.</b> Sacramento, CA	Construction	4/3/2020	Temporary	12	Sacramento, CA	Pending	Y
<b>Outback Steakhouse</b> 7221 Laguna Blvd. Elk Grove, CA 95758	Restaurant	4/3/2020	Temporary	43	Elk Grove, CA	Pending	Y
<b>Outback Steakhouse</b> 1340 Howe Ave. Sacramento, CA 95825	Restaurant	4/3/2020	Temporary	51	Sacramento, CA	Pending	Y

## Dislocated Worker Information PY 2019/2020

The following is an update of information as of May 15, 2020

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKER	REGION/ LOCATION	Contacted	COVID-19 Related
<b>Outback Steakhouse</b> 2100 Golden Centre Lane Gold River , 95670	Restaurant	4/3/2020	Temporary	62	Gold River, CA	Pending	Y
<b>Kohls</b> Sacramento, CA	Retail	4/3/2020	Temporary	551	Sacramento, CA	Pending	N
<b>Club Demonstration Services, Inc.</b> Sacramento, CA	Marketing	4/4/2020	Temporary	139	Sacramento, CA	Pending	Y
<b>Bed Bath &amp; Beyond</b> 2385 Iron Point Road Folsom, CA 95630	Retail	4/4/2020	Temporary	32	Folsom, CA	Pending	Y
<b>H&amp;M</b> East Bidwell Street and Iron Point Rd. Folsom, CA 95630	Retail	4/5/2020	Temporary	26	Sacramento, CA	Pending	Y
<b>IGT</b> 1337 N. Market Blvd. Ste. 400 Sacramento, CA 95834	Gaming	4/5/2020	Temporary	53	Sacramento, CA	Pending	Y
<b>Kohl's Department Stores, Inc.</b> Sacramento, CA	Retail	4/5/2020	Temporary	482	Sacramento, CA	Pending	Y
<b>Lbrands</b> Sacramento, CA	Retail	4/5/2020	Temporary	73	Sacramento, CA	Pending	Y
<b>Ross Stores, Inc.</b> Sacramento, CA	Retail	4/5/2020	Temporary	420	Sacramento, CA	Pending	Y
<b>LazyDOG</b> 300 Palladio Pkwy Folsom, CA 95630	Restaurant	4/6/2020	Temporary	125	Folsom, CA	Pending	Y
<b>One Workplace L. Ferrari, LLC</b> 1780 N. Market Blvd. Sacramento, CA 95833	Interior Design	4/6/2020	Temporary	17	Sacramento, CA	Pending	Y
<b>Folsom Premium Outlets PVH Corp</b> Folsom, CA	Retail	4/6/2020	Temporary	49	Sacramento, CA	Pending	N
<b>Newfront Insurance</b> 2750 Gateway Oaks Drive, Suite 340 Sacramento, CA	Financial	4/7/2020	Permanent	94	Sacramento, CA	Pending	Y
<b>Anning-Johnson Company</b> 22969 Kidder St. Hayward, CA 94545	Construction	4/8/2020	Temporary	4	Sacramento, CA	Pending	Y
<b>CarMax Sacramento South</b> 8185 E. Stockton Blvd. Sacramento, CA 95828	Retail	4/8/2020	Temporary	229	Sacramento, CA	Pending	Y
<b>Clarks America, Inc.</b> 13000 Folsom Blvd, Suite 406 Folsom, CA 95630	Retail	4/8/2020	Temporary	7	Sacramento, CA	Pending	Y

## Dislocated Worker Information PY 2019/2020

The following is an update of information as of May 15, 2020

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKER	REGION/ LOCATION	Contacted	COVID-19 Related
<b>ClubCorp Teal Bend Golf Club, Inc.</b> 7200 Garden Hwy. Sacramento, CA 95837	Health/Fitness	4/9/2020	Temporary	51	Sacramento, CA	Pending	Y
<b>Select Comfort Retail Corp. dba Sleep Number</b> Sacramento, CA	Retail	4/9/2020	Temporary	16	Sacramento, CA	Pending	Y
<b>Empire Ranch Golf Club</b> 1620 E. Natoma Street Folsom, CA 95630	Services	4/9/2020	Permanent	69	Folsom, CA	Pending	Y
<b>Sleep Number</b> Sacramento, CA	Retail	4/9/2020	Temporary	13	Sacramento, CA	Pending	Y
<b>VSP Global</b> Rancho Cordova, CA 95670	Vision Care	4/10/2020	Temporary	315	Sacramento, CA	Pending	Y
<b>Abercrombie &amp; Fitch</b> 1689 Arden Way, Ste. 1214 Sacramento, CA 95815	Retail	4/10/2020	Temporary	45	Sacramento, CA	Pending	Y
<b>Abercrombie Kids</b> 1689 Arden Way, Ste. 2086 Sacramento, CA 95815	Retail	4/10/2020	Temporary	45	Sacramento, CA	Pending	Y
<b>Hollister Co.</b> 1689 Arden Way, Ste. 2076 Sacramento, CA 95815	Retail	4/10/2020	Temporary	45	Sacramento, CA	Pending	Y
<b>TJX The TJX Companies Inc.</b> Sacramento, CA	Retail	4/12/2020	Temporary	695	Sacramento, CA	Pending	N
<b>Universal Maintenance</b> 350 Piercy Road, San Jose, CA 95138	Maintenance	4/13/2020	Temporary	74	Sacramento, CA	Pending	Y
<b>CEP America-California</b> Sacramento, CA	Medical	4/13/2020	Temporary	62	Sacramento, CA	Pending	Y
<b>Learning Solutions, Inc.</b> 3031 C St. Sacramento, CA 95816	Education	4/13/2020	Temporary	81	Sacramento, CA	Pending	N
<b>Folsom Lake Toyota</b> 12747 Folsom Blvd. Folsom, CA 95630	Retail	4/14/2020	Temporary	110	Sacramento, CA	Pending	Y
<b>San Joaquin Valley College, Inc.</b> Sacramento, CA	Education	4/14/2020	Temporary	22	Sacramento, CA	Pending	Y
<b>All Recreational Equipment, Inc.</b> 1790 Expo Pkwy. Sacramento, CA 95815	Retail	4/15/2020	Temporary	84	Sacramento, CA	Pending	Y
<b>Dick's Sporting Goods</b> 1003 E. Bidwell Street Folsom, CA 95630	Retail	4/15/2020	Temporary	32	Folsom, CA	Pending	Y

## Dislocated Worker Information PY 2019/2020

The following is an update of information as of May 15, 2020

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKER	REGION/ LOCATION	Contacted	COVID-19 Related
<b>Dick's Sporting Goods</b> 8214 Delta Shores Circle S Sacramento, CA 95832	Retail	4/15/2020	Temporary	41	Sacramento, CA	Pending	Y
<b>Torrid</b> Sacramento, 95815	Retail	4/15/2020	Temporary	35	Sacramento, CA	Yes	Y
<b>Inspire Communities</b> 11335 Gold Express Drive, Ste., 100 Gold River, CA 95670	Housing Community	4/17/2020	Temporary	5	Gold River, CA	Pending	Y
<b>Best Buy</b> <b>Sacramento County, CA</b>	Retail	4/19/2020	Temporary	245	Folsom, CA	Pending	Y
<b>Finish Line (Sacto. Downtown Plaza)</b> 414 K Street Sacramento, CA 95814	Retail	4/20/2020	Temporary	7	Sacramento, CA	Pending	Y
<b>Finish Line (Arden Fair Mall)</b> 1701 Arden Way Sacramento, CA 95815	Retail	4/20/2020	Temporary	7	Sacramento, CA	Pending	Y
<b>Finish Line (Sunrise Mall)</b> 6000 Sunrise Blvd. Citrus Heights, CA 95610	Retail	4/20/2020	Temporary	8	Sacramento, CA	Pending	Y
<b>Punch Line</b> 2100 Arden Way, Suite 225 Sacramento, CA 95825	Entertainment	4/20/2020	Temporary	28	Sacramento, CA	Pending	Y
<b>Ace of Spades</b> 1417 R Street Sacramento, CA 95811	Restaurant	4/20/2020	Temporary	94	Sacramento, CA	Pending	Y
<b>Allied Aviation Fueling Company, Inc.</b> 7330 Earhart Drive Sacramento, CA 95837	Aviation	4/20/2020	Potentially Permanent	9	Sacramento, CA	Pending	Y
<b>Action Urgent Care</b> 10635 Folsom Blvd. Rancho Cordova, CA 95670	Healthcare	4/20/2020	Permanent	5	Sacramento, CA	Pending	Y
<b>Triwest Healthcare Alliance</b> 2995 Prospect Park Drive, Suite 200 Rancho Cordova, CA 95670	Healthcare	4/20/2020	Temporary	193	Rancho Cordova, CA	Pending	Y
<b>Triwest Healthcare Alliance</b> 2995 Prospect Park Drive, Suite 200 Rancho Cordova, CA 95670	Healthcare	4/20/2020	Permanent	9	Rancho Cordova, CA	Pending	Y
<b>Triwest Healthcare Alliance</b> Sacramento, CA	Healthcare	4/20/2020	Temporary	56	Sacramento, CA	Pending	Y
<b>Ricoh USA, LLC</b> Sacramento, CA	Digital Business Services	4/20/2020	Temporary	23	Sacramento, CA	Pending	Y
<b>Champs Sport Store (Arden Fair Mall)</b> 1689 Arden Way Sacramento, CA 95815	Retail	4/26/2020	Temporary	47	Sacramento, CA	Pending	Y

## Dislocated Worker Information PY 2019/2020

The following is an update of information as of May 15, 2020

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKER	REGION/ LOCATION	Contacted	COVID-19 Related
<b>Enterprise Holdings</b> Sacramento, CA	Retail	4/30/2020	Temporary	85	Sacramento, CA	Pending	N
<b>Veolia North America</b> 8310 Umbria Avenue Sacramento, CA 95828	Energy	5/4/2020	Temporary	4	Sacramento, CA	Pending	Y
<b>Baby List, Inc.</b> 1015 N. Market Blvd. Sacramento, CA 95834	Retail	5/13/2020	Temporary	32	Sacramento, CA	Pending	N
<b>Axcess Financial</b> 5365 Elkhorn Blvd. Sacramento, CA 95842	Financial	6/20/2020	Permanent	1	Sacramento, CA	Pending	N
<b>Axcess Financial</b> 7887 Lichen Drive Citrus Heights, CA 95621	Financial	6/20/2020	Permanent	2	Citrus Heights, CA	Pending	N
<b>Axcess Financial</b> 5635 Freeport Blvd., Suite 8 Sacramento, CA 95822	Financial	6/20/2020	Permanent	2	Sacramento, CA	Pending	N
<b>Axcess Financial</b> 6099 Watt Ave., Suite 1 North Highlands, CA 95660	Financial	6/20/2020	Permanent	2	North Highlands, CA	Pending	N
<b>Axcess Financial</b> 7850 Stockton Blvd., Suite 180 Sacramento, CA 95823	Financial	6/20/2020	Permanent	2	Sacramento, CA	Pending	N
<b>Axcess Financial</b> 3557 Bradshaw Road, Suite 2C Sacramento, CA 95827	Financial	6/20/2020	Permanent	2	Sacramento, CA	Pending	N
<b>Action Urgent Care</b> 1814 19th Street Sacramento, CA 95811	Healthcare	4/20/220	Permanent	5	Sacramento, CA	Pending	Y
<b>Voxpro</b> 255 Parkshore Drive Folsom, CA 95630	Real Estate	5/1/20 & 5/8/20	Permanent	200	Folsom, CA	Pending	Y
<b>Southern Glazer's Wine and Spirits</b> 1301 North Market Blvd. Sacramento, CA 95834	Beverage	5/1/20-5/4/20	Temporary	29	Sacramento, CA	Pending	Y
<b>Coach USA</b> 7701 Wilbur Way Sacramento, CA 95828	Transportation	Various Dates	Some Temporary & Permanent	59	Sacramento, CA	Pending	Y
<b>TOTAL</b>				<b>17,432</b>			

ITEM IV-E – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT  
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of April was 14.2%.

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

Staff will be available to answer questions.

PRESENTER: Roy Kim

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

Contact: Cara Welch  
 (916) 227-0298

**SACRAMENTO—ROSEVILLE—ARDEN-ARCADE METROPOLITAN STATISTICAL AREA (MSA)  
 (EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)**  
**Employment fell in most major industry sectors**

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 14.2 percent in April 2020, up from a revised 4.8 percent in March 2020, and above the year-ago estimate of 3.4 percent. This compares with an unadjusted unemployment rate of 16.1 percent for California and 14.4 percent for the nation during the same period. The unemployment rate was 15.4 percent in El Dorado County, 13.3 percent in Placer County, 14.7 percent in Sacramento County, and 11.9 percent in Yolo County.

**Between March 2020 and April 2020**, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo decreased by 151,000 to total 875,600 jobs.

- Leisure and hospitality (down 52,000 jobs) posted the largest month-over employment decline. Accommodation and food services (down 45,000 jobs) fell sharply from March to April. Arts, entertainment, and recreation was down 7,000 jobs.
- Trade, transportation, and utilities reported a month-over decline of 29,700 jobs. Retail trade lost 21,700 jobs. Transportation, warehousing, and utilities cut back 4,600 jobs. Wholesale trade employment reduced by 3,400 jobs.
- Education and health services fell by 25,500 jobs. Healthcare and social assistance (down 24,100 jobs) accounted for 94.5 percent of the decline.
- Mining and logging, which remained unchanged from March to April, was the only major industry sector to report no job losses.

**Between April 2019 and April 2020**, total jobs in the region decreased by 145,700, or 14.3 percent.

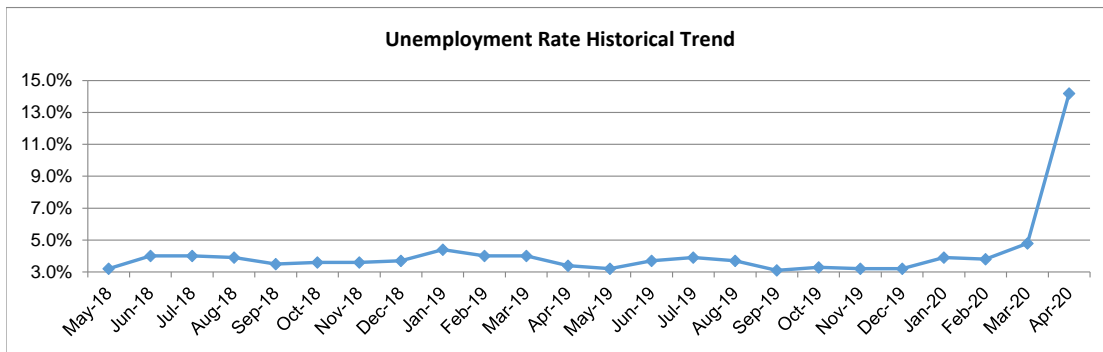
- Leisure and hospitality led year-over decline for the region, shedding 57,800 jobs. Accommodation and food services (down 48,400 jobs) was responsible for the majority of the job reductions. Arts, entertainment, and recreation lost 9,400 jobs.
- Trade, transportation, and utilities decreased by 25,700 jobs. Retail trade was down 20,700 jobs. Wholesale trade dropped 3,100 jobs, and transportation, warehousing, and utilities cut back 1,900 jobs.
- Education and health services fell by 23,900 jobs since last April. Education and health services (down 22,400 jobs) accounted for 93.7 percent of the job descend.
- Financial activities (up 1,300 jobs) was the only industry to report job growth from last April. The job gains were concentrated in finance and insurance, which added 1,300 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 14.2 percent in April 2020, up from a revised 4.8 percent in March 2020, and above the year-ago estimate of 3.4 percent. This compares with an unadjusted unemployment rate of 16.1 percent for California and 14.4 percent for the nation during the same period. The unemployment rate was 15.4 percent in El Dorado County, 13.3 percent in Placer County, 14.7 percent in Sacramento County, and 11.9 percent in Yolo County.



Industry	Mar-2020	Apr-2020	Change		Apr-2019	Apr-2020	Change
	Revised	Prelim				Prelim	
Total, All Industries	1,026,600	875,600	(151,000)		1,021,300	875,600	(145,700)
Total Farm	7,500	6,800	(700)		8,600	6,800	(1,800)
Total Nonfarm	1,019,100	868,800	(150,300)		1,012,700	868,800	(143,900)
Mining, Logging, and Construction	65,800	58,300	(7,500)		67,100	58,300	(8,800)
Mining and Logging	500	500	0		500	500	0
Construction	65,300	57,800	(7,500)		66,600	57,800	(8,800)
Manufacturing	36,600	34,100	(2,500)		36,100	34,100	(2,000)
Trade, Transportation & Utilities	162,700	133,000	(29,700)		158,700	133,000	(25,700)
Information	11,500	10,900	(600)		11,900	10,900	(1,000)
Financial Activities	53,600	53,100	(500)		51,800	53,100	1,300
Professional & Business Services	137,000	125,200	(11,800)		132,900	125,200	(7,700)
Educational & Health Services	167,000	141,500	(25,500)		165,400	141,500	(23,900)
Leisure & Hospitality	104,200	52,200	(52,000)		110,000	52,200	(57,800)
Other Services	34,600	21,500	(13,100)		35,200	21,500	(13,700)
Government	246,100	239,000	(7,100)		243,600	239,000	(4,600)

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

Labor force data are revised month to month

May 22, 2020

Employment Development Department  
 Labor Market Information Division  
 (916) 262-2162

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

Data Not Seasonally Adjusted

	Apr 19	Feb 20	Mar 20 Revised	Apr 20 Prelim	Percent Change Month	Year
Civilian Labor Force (1)	1,088,900	1,104,900	1,098,900	1,041,200	-5.3%	-4.4%
Civilian Employment	1,052,100	1,063,400	1,046,100	893,100	-14.6%	-15.1%
Civilian Unemployment	36,800	41,500	52,800	148,100	180.5%	302.4%
Civilian Unemployment Rate (CA Unemployment Rate)	3.4%	3.8%	4.8%	14.2%		
(U.S. Unemployment Rate)	3.8%	4.3%	5.8%	16.1%		
	3.3%	3.8%	4.5%	14.4%		
<b>Total, All Industries (2)</b>	<b>1,021,300</b>	<b>1,033,000</b>	<b>1,026,600</b>	<b>875,600</b>	<b>-14.7%</b>	<b>-14.3%</b>
Total Farm	8,600	7,200	7,500	6,800	-9.3%	-20.9%
Total Nonfarm	1,012,700	1,025,800	1,019,100	868,800	-14.7%	-14.2%
Total Private	769,100	781,800	773,000	629,800	-18.5%	-18.1%
Goods Producing	103,200	103,400	102,400	92,400	-9.8%	-10.5%
Mining, Logging, and Construction	67,100	66,400	65,800	58,300	-11.4%	-13.1%
Mining and Logging	500	500	500	500	0.0%	0.0%
Construction	66,600	65,900	65,300	57,800	-11.5%	-13.2%
Construction of Buildings	14,300	14,700	14,700	14,500	-1.4%	1.4%
Specialty Trade Contractors	46,000	44,800	44,100	37,700	-14.5%	-18.0%
Building Foundation & Exterior Contractors	12,800	12,900	12,600	9,900	-21.4%	-22.7%
Building Equipment Contractors	18,500	18,500	18,600	16,300	-12.4%	-11.9%
Building Finishing Contractors	9,800	9,500	9,100	7,400	-18.7%	-24.5%
Manufacturing	36,100	37,000	36,600	34,100	-6.8%	-5.5%
Durable Goods	23,300	24,300	24,000	22,300	-7.1%	-4.3%
Computer & Electronic Product Manufacturing	4,600	4,900	4,900	4,800	-2.0%	4.3%
Nondurable Goods	12,800	12,700	12,600	11,800	-6.3%	-7.8%
Food Manufacturing	4,300	4,000	4,000	3,600	-10.0%	-16.3%
Service Providing	909,500	922,400	916,700	776,400	-15.3%	-14.6%
Private Service Providing	665,900	678,400	670,600	537,400	-19.9%	-19.3%
Trade, Transportation & Utilities	158,700	162,800	162,700	133,000	-18.3%	-16.2%
Wholesale Trade	28,800	28,800	29,100	25,700	-11.7%	-10.8%
Merchant Wholesalers, Durable Goods	16,500	16,600	16,700	15,100	-9.6%	-8.5%
Merchant Wholesalers, Nondurable Goods	10,600	10,400	10,500	8,800	-16.2%	-17.0%
Retail Trade	99,200	100,200	100,200	78,500	-21.7%	-20.9%
Motor Vehicle & Parts Dealer	15,300	15,300	15,000	11,300	-24.7%	-26.1%
Building Material & Garden Equipment Stores	8,700	8,100	8,800	9,000	2.3%	3.4%
Grocery Stores	19,100	19,200	19,100	19,200	0.5%	0.5%
Health & Personal Care Stores	5,700	5,600	5,500	5,100	-7.3%	-10.5%
Clothing & Clothing Accessories Stores	7,700	8,000	8,000	2,100	-73.8%	-72.7%
Sporting Goods, Hobby, Book & Music Stores	3,800	3,700	3,600	2,400	-33.3%	-36.8%
General Merchandise Stores	18,000	18,800	18,700	17,600	-5.9%	-2.2%
Transportation, Warehousing & Utilities	30,700	33,800	33,400	28,800	-13.8%	-6.2%
Information	11,900	11,500	11,500	10,900	-5.2%	-8.4%
Publishing Industries (except Internet)	2,300	2,300	2,300	2,200	-4.3%	-4.3%
Telecommunications	3,200	3,100	3,100	3,000	-3.2%	-6.3%
Financial Activities	51,800	53,200	53,600	53,100	-0.9%	2.5%
Finance & Insurance	34,800	35,700	36,000	36,100	0.3%	3.7%
Credit Intermediation & Related Activities	10,100	10,400	10,500	10,500	0.0%	4.0%
Depository Credit Intermediation	6,200	6,200	6,200	6,200	0.0%	0.0%
Nondepository Credit Intermediation	2,000	2,200	2,200	2,200	0.0%	10.0%
Insurance Carriers & Related	20,800	21,100	21,300	21,200	-0.5%	1.9%
Real Estate & Rental & Leasing	17,000	17,500	17,600	17,000	-3.4%	0.0%
Real Estate	13,400	13,500	13,600	13,200	-2.9%	-1.5%
Professional & Business Services	132,900	137,700	137,000	125,200	-8.6%	-5.8%
Professional, Scientific & Technical Services	59,100	60,300	59,700	57,900	-3.0%	-2.0%
Architectural, Engineering & Related Services	10,500	10,800	10,800	10,700	-0.9%	1.9%
Management of Companies & Enterprises	13,400	13,400	13,300	12,500	-6.0%	-6.7%
Administrative & Support & Waste Services	60,400	64,000	64,000	54,800	-14.4%	-9.3%
Administrative & Support Services	57,500	61,200	61,100	52,000	-14.9%	-9.6%
Employment Services	20,100	21,200	20,700	15,800	-23.7%	-21.4%

Data Not Seasonally Adjusted

	Apr 19	Feb 20	Mar 20 Revised	Apr 20 Prelim	Percent Change Month	Year
Services to Buildings & Dwellings	16,200	16,800	16,900	15,000	-11.2%	-7.4%
Educational & Health Services	165,400	169,300	167,000	141,500	-15.3%	-14.4%
Education Services	13,700	13,700	13,600	12,200	-10.3%	-10.9%
Health Care & Social Assistance	151,700	155,600	153,400	129,300	-15.7%	-14.8%
Ambulatory Health Care Services	54,800	56,700	55,800	43,400	-22.2%	-20.8%
Hospitals	24,800	25,400	25,500	24,700	-3.1%	-0.4%
Nursing & Residential Care Facilities	17,300	17,500	17,500	17,100	-2.3%	-1.2%
Leisure & Hospitality	110,000	108,900	104,200	52,200	-49.9%	-52.5%
Arts, Entertainment & Recreation	18,300	17,400	15,900	8,900	-44.0%	-51.4%
Accommodation & Food Services	91,700	91,500	88,300	43,300	-51.0%	-52.8%
Accommodation	10,100	10,200	9,800	3,300	-66.3%	-67.3%
Food Services & Drinking Places	81,600	81,300	78,500	40,000	-49.0%	-51.0%
Restaurants	77,100	76,900	74,000	35,600	-51.9%	-53.8%
Full-Service Restaurants	35,400	34,200	32,100	11,100	-65.4%	-68.6%
Limited-Service Eating Places	41,700	42,700	41,900	24,500	-41.5%	-41.2%
Other Services	35,200	35,000	34,600	21,500	-37.9%	-38.9%
Repair & Maintenance	10,600	10,600	10,400	7,000	-32.7%	-34.0%
Government	243,600	244,000	246,100	239,000	-2.9%	-1.9%
Federal Government	14,200	14,000	14,100	14,300	1.4%	0.7%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	229,400	230,000	232,000	224,700	-3.1%	-2.0%
State Government	122,900	124,400	125,300	123,400	-1.5%	0.4%
State Government Education	32,000	32,300	32,700	30,600	-6.4%	-4.4%
State Government Excluding Education	90,900	92,100	92,600	92,800	0.2%	2.1%
Local Government	106,500	105,600	106,700	101,300	-5.1%	-4.9%
Local Government Education	59,400	57,900	59,100	56,300	-4.7%	-5.2%
Local Government Excluding Education	47,100	47,700	47,600	45,000	-5.5%	-4.5%
County	19,300	19,600	19,200	18,900	-1.6%	-2.1%
City	10,100	10,300	10,300	9,200	-10.7%	-8.9%
Special Districts plus Indian Tribes	17,700	17,800	18,100	16,900	-6.6%	-4.5%

**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**  
**April 2020 - Preliminary**  
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	<b>18,519,400</b>	<b>15,530,200</b>	<b>2,989,200</b>	<b>16.1%</b>
ALAMEDA	18	800,300	687,800	112,500	14.1%
ALPINE	55	480	380	110	22.1%
AMADOR	20	14,390	12,340	2,050	14.3%
BUTTE	27	98,300	83,700	14,600	14.9%
CALAVERAS	9	20,560	17,830	2,730	13.3%
COLUSA	57	11,230	8,270	2,960	26.3%
CONTRA COSTA	22	534,100	456,500	77,600	14.5%
DEL NORTE	8	9,480	8,240	1,240	13.1%
EL DORADO	33	88,100	74,600	13,500	15.4%
FRESNO	40	457,600	381,100	76,500	16.7%
GLENN	38	11,300	9,470	1,830	16.2%
HUMBOLDT	12	62,800	54,200	8,600	13.7%
IMPERIAL	58	71,500	51,400	20,000	28.0%
INYO	12	8,160	7,040	1,120	13.7%
KERN	48	375,800	306,000	69,800	18.6%
KINGS	41	58,300	48,400	9,800	16.8%
LAKE	30	28,320	24,000	4,310	15.2%
LASSEN	3	8,940	7,900	1,040	11.6%
LOS ANGELES	53	4,759,800	3,791,400	968,400	20.3%
MADERA	39	63,100	52,600	10,500	16.6%
MARIN	1	128,800	114,500	14,300	11.1%
MARIPOSA	45	7,810	6,410	1,390	17.8%
MENDOCINO	26	37,250	31,720	5,520	14.8%
MERCED	49	116,300	94,500	21,800	18.8%
MODOC	20	3,040	2,610	440	14.3%
MONO	55	8,170	6,360	1,810	22.1%
MONTEREY	52	207,400	165,600	41,800	20.2%
NAPA	36	72,700	61,200	11,500	15.9%
NEVADA	22	45,090	38,550	6,530	14.5%
ORANGE	16	1,529,600	1,317,800	211,800	13.8%
PLACER	9	176,600	153,200	23,400	13.3%
PLUMAS	54	6,890	5,480	1,410	20.5%
RIVERSIDE	32	1,100,100	931,300	168,800	15.3%
SACRAMENTO	25	677,100	577,700	99,300	14.7%
SAN BENITO	51	30,800	24,700	6,100	19.8%
SAN BERNARDINO	11	947,400	820,700	126,700	13.4%
SAN DIEGO	29	1,543,400	1,312,100	231,300	15.0%
SAN FRANCISCO	6	551,400	482,100	69,400	12.6%
SAN JOAQUIN	47	317,200	259,100	58,000	18.3%
SAN LUIS OBISPO	12	135,100	116,500	18,600	13.7%
SAN MATEO	2	429,500	380,600	48,900	11.4%
SANTA BARBARA	12	215,400	185,900	29,500	13.7%
SANTA CLARA	4	1,013,300	894,500	118,800	11.7%
SANTA CRUZ	44	132,800	109,700	23,100	17.4%
SHASTA	36	70,600	59,400	11,200	15.9%
SIERRA	19	1,230	1,060	180	14.2%
SISKIYOU	34	16,580	13,960	2,630	15.8%
SOLANO	27	203,000	172,700	30,300	14.9%
SONOMA	30	235,800	199,800	35,900	15.2%
STANISLAUS	42	239,400	198,600	40,800	17.0%
SUTTER	46	46,100	37,800	8,300	17.9%
TEHAMA	22	25,240	21,580	3,660	14.5%
TRINITY	7	4,350	3,790	560	12.8%
TULARE	50	200,700	162,600	38,100	19.0%
TUOLUMNE	43	21,840	18,090	3,750	17.2%
VENTURA	17	409,300	351,900	57,400	14.0%
YOLO	5	99,400	87,500	11,900	11.9%
YUBA	34	30,300	25,500	4,800	15.8%

Notes

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2019 benchmark and Census 2010 population controls at the state level.

ITEM IV-F - INFORMATION

HEAD START REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: Denise Lee

# Census 2020 - Shape your future.

## Complete Census 2020.

- Census 2020 matters. Please complete yours today!
- It is not too late. You can still complete the census today.
- It is quick and easy and takes only a few minutes to complete.
- It is safe and secure. The US Census Bureau keeps your answers safe and confidential.
- It helps secure future funding for health clinics, fire departments, schools, road and highways.
- Census results help determine how billions of dollars in federal funding flows into states and communities each year.
- The results determine how many seats in Congress each state gets.
- A complete and accurate count requires your participation.
- Assistance in various languages is available.
- Visit [www.2020census.gov](http://www.2020census.gov) for more information and to complete your form today!



Gov. Board



May 2020

## Monthly Program Information Report

### Congress and COVID-19. What's the latest for Head Start

*(as published by: National Head Start Association/Head Start Insider: May 2020)*

**Quick catch up.** Several weeks ago, Congress passed the CARES Act, a \$3 trillion dollar spending bill to help communities respond to the COVID-19 pandemic. NHTSA successfully advocated for \$750 million dollars for Head Start in the bill. Up to \$500 million of that is dedicated for programs to provide summer school programming, and the rest will be distributed to all Head Start programs based on their number of enrolled slots to meet the additional costs brought on by COVID-19.

- **Dive Deeper.** Why summer school? Children are already missing valuable classroom learning time and opportunities for social-emotional growth. There has been widespread interest across the Head Start community in ensuring children have the opportunity to make up that lost time. Summer sessions will focus on children with IEPs and children entering kindergarten. The Office of Head Start is working on getting those funds out the door right now.

**Financial relief for individuals impacted by COVID-19.** The CARES Act also included other important emergency relief measures, like direct deposits of up to \$1,200 per person and the pandemic unemployment insurance supplement, which boosts unemployment checks by an additional \$600/week.

- **Remember:** neither pandemic unemployment benefits nor the direct deposits will impact families' income eligibility for Head Start.

**What next?** Congress recently passed "CARES 2.0." This bill, signed by the president on April 24th, provides \$484 billion in new funding for loan programs and medical response.

FOR  
 COVID-19  
RESOURCES

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VISIT THE SETA WEBSITE AT [WWW.SETA.NET](http://WWW.SETA.NET) June 4, 2020



# Open/Closed Head Start and Early Head Start Centers

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## Programs closed through Fall 2020

- **Elk Grove USD** Head Start  
(Traditional school year programming)
- **Twin Rivers USD** Head Start and Early Head Start  
(Traditional school year programming)
- **Women’s Civic Improvement Club** Head Start  
(Traditional school year programming)

## Partially Open

- **SETA Operated Program** Head Start and Early Head Start
- **Sacramento City USD** Head Start  
(pending School District approval)
- **San Juan USD** Head Start and Early Head Start  
(pending School District approval)

## Returning to a “New Normal” in Head Start/Early Head Start

Once the Shelter-in-Place order is lifted in Sacramento County, SETA, its delegate agencies, and partners will resume services under “new normal conditions.” This means:

- School will re-open in a staggered format, meaning not all schools will re-open at the same time.
- Some schools may delay re-opening through Fall depending on the school district/program and CDC orders. Please check with your local school district/program for specific information about your child’s center/class.
- Some schedules may be limited two/three days per week in order to ensure all children have an opportunity to attend school on a weekly basis, even if only for 2-3 days/week.
- Classrooms will be limited to how many children can attend, likely 10 children per class to start. This will require Head Start to prioritize who will be called back first.
- First priority will be 4-year old returning children who have an Individual Education Plan (IEP); second priority will be typically developing 4-year old children. A 4-year old is defined as those who will be transitioning to kindergarten in the Fall. This will help ensure those leaving the program are prepared for their transition. Third priority will be returning 3-year old children.
- New enrollment opportunities will be offered as vacancies become available.
- There will be heightened protocols in place to ensure sanitary, disinfected, clean and safe environments for children and staff. These protocols will require additional support to focus on these increased protocols while others supervise/interact with children.
- Outdoor play equipment will be sanitized regularly.
- The number of adults permitted in a classroom at any given time will be restricted to two. These two will be the teachers. Volunteers are not permitted until otherwise approved by licensing, CDC and/or state officials.
- Daily sign-in/out procedures will occur at the entrance of the center, not in individual classrooms. Signage for social distancing (6 feet apart) will be posted and marked on the sidewalks. Staff will be at the entrance to greet parents/guardians as they sign-in/out. Children will be escorted to their respective classrooms upon arrival and to the entrance upon leaving for the day.
- For those signing in with paper/pen (non-electronic sign-in/out systems), it is recommended that parents/guardians bring their own pen.
- Children and staff will be tested with touchless thermometers prior to entering the center. If a temperature is 100.4 degrees or higher, the staff/child will not be allowed to attend school for the day.
- During the initial return, meal service will not be family-style. Meal service will be offered in individual plates/bowls/servings. Disposable paper products will be used instead of washable dishes.
- Tooth-brushing at school will not take place until further notified.
- SETA awaits further guidance from the Governor/CDC regarding the use of masks in the center for children and staff. More information will be provided upon return.
- To ensure social distancing while in the center, some work spaces may be separated by plexi-glass.



## Updates from the Office of Head Start

There have been various forms of communication from the Office of Head Start (OHS) since the rise of the pandemic in mid-March. Summaries of formal Program Instructions (PI) and Information Memorandum (IM) are listed below.

### **FY 2020 Head Start Funding Increase** (ACF-PI-HS-20-02)

President Trump signed Public Law 116-94, the Further Consolidated Appropriations Act, 2020, on December 20, 2019. Included is \$10,613,095,000 for programs under the Head Start Act, an increase of \$550 million over the fiscal year (FY) 2019 funding level. This increase includes \$193 million to provide all Head Start, Early Head Start (EHS), and Early Head Start-Child Care (EHS-CC) Partnership grantees a 2% cost-of-living adjustment (COLA); \$100 million for expansion of EHS and EHS-CC Partnerships; \$250 million for quality improvement; and \$4 million to re-establish the Tribal Colleges and Universities Head Start Partnership Program.

This Program Instruction (PI) primarily provides information about the COLA and quality improvement funds available to grantees in FY 2020 and describes the requirements for applying for these funds. All Head Start, Early Head Start, and EHS-CC Partnership grantees are eligible to receive COLA and quality improvement funds.

### **FY 2020 Supplemental Funds in Response to the (COVID-19)** (ACF-PI-HS-20-03)

On March 27, 2020, President Trump signed into law the Coronavirus Aid, Relief, and Economic Security (CARES) Act, 2020 [P.L. 116-136]. This legislation includes \$750 million for programs under the Head Start Act to support preventative, preparedness, and response activities related to the coronavirus. Of this amount, up to \$500 million is available for programs to operate supplemental summer programs and about \$250 million is available for one-time activities in response to COVID-19.

### **Head Start Modular Units** (ACF-IM-HS-20-02)

The Office of Head Start (OHS) recognizes there are circumstances when modular units are a quality, cost effective option for program services. However, purchase of a modular unit should not be a grantee's first choice when the option of construction or purchase of a traditionally built facility exists in the community. Similarly, when replacing older modular units, grantees should consider whether better quality modular units, construction, or purchase options are available in the community. While reasonableness of cost should always be a consideration for grantees, low-cost modular units are not a preferred option when other better-quality facility options are available. Application requirements to purchase a modular unit are outlined in 45 CFR §1303.44(a)(14).

Other forms of communication have included, but are not limited to, guidance on:

- Responding to and preparing for COVID19
- Remote teaching/learning and family contacts
- Enrollment/attendance during the temporary closure
- End of the year reporting requirements for the Program Information Report (PIR)
- Staff resources, training, and technical assistance
- Shelter-in-Place guidance



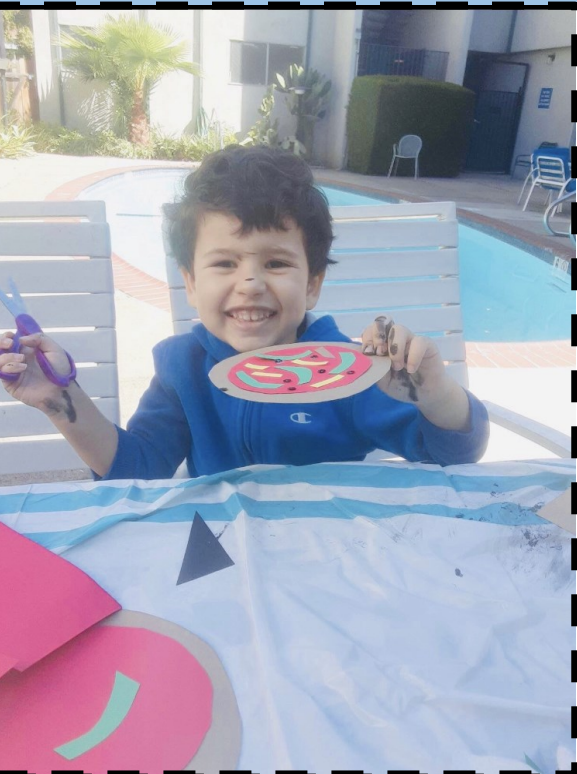


## Some Great Examples of Remote Teaching/Learning





## Some Great Examples of Remote Teaching/Learning (continued)



## 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.