



**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, August 6, 2020

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

**LOCATION:** <https://us02web.zoom.us/j/85430329324>

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/85430329324>. 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 by telephone by dialing (for higher quality, dial a number based on your current location): US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799. Webinar ID: 854 3032 9324. 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). Any member of the public who wishes to speak directly to the board regarding any item on the agenda may contact Nancy Hogan at (916) 263-3827, or [Nancy.Hogan@seta.net](mailto:Nancy.Hogan@seta.net). Please include in your request which item you would like to participate on. Additionally, during the meeting any questions or comments may be submitted via the Q&A or chat features on Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the Governing Board and included in the record.

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

**A G E N D A**

**PAGE NUMBER**

- I. Call to Order/Roll Call/Pledge of Allegiance**
- II. Consent Items**
  - A. Approval of Minutes of the June 4, 2020 Regular Board Meeting 1-7
  - B. Approval of Claims and Warrants 8
  - C. Approval to Add Hacker Lab, Inc. and Amazing Pathways, Inc. to SETA'S Vendor Services (VS) List (Michelle O'Camb)\_ 9-12

- D. Approval of Appointments to the Sacramento Works, Inc. Board (Kathy Kossick) 13
- E. Approval of One Stop Share of Cost Agreement with the Department of Human Assistance (Roy Kim) 14
- F. Approval to Accept Mental Health Services Act Funds from the Health Education Council Via the Sacramento County Division of Behavioral Health Services/California Mental Health Services Authority and Authorize the Executive Director to Execute the Agreement and any Other Documents Required by the Funding Source (Terri Carpenter) 15
- G. Approval of Modifications to the Reimbursement Policies and Procedures of the SETA-Operated Head Start/Early Head Start Policy Council and Parent Advisory Committee (Denise Lee) 16-20

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

- 1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of the Sacramento Employment and Training Agency Final Budget for Fiscal Year 2020-2021 (D'et Saurbourne) 21-23
- 2. Approval to Submit an Application to the City of Sacramento for CARES Act Funding and Authorize the Executive Director to Execute the Agreement and any Other Documents Required by the Funding Source (Terri Carpenter) 24

**B. WORKFORCE DEVELOPMENT DEPARTMENT**

One Stop Services: None.

Refugee Services

- 1. Approval to Augment Funds to Slavic Assistance Center, Inc. Under the Refugee Support Services (RSS) Set-Aside Grant, Program Year (PY) 2019-20 (Michelle O'Camb) 25
- 2. Approval of Staff Funding Recommendations for the Refugee Support Services (RSS) and RSS Set-Aside Grant Programs, Program Year (PY) 2020-2021 (Michelle O'Camb) 26-34

Community Services Block Grant

- 3. Approval of Local Plan for CARES Act CSBG Supplemental Funding (Julie Davis-Jaffe) 35

**C. CHILDREN AND FAMILY SERVICES:** No items.

**IV. Information Items**

- |    |   |       |
|----|---|-------|
| A. | Fiscal Monitoring Reports (D'et Saurbourne)   | 36-48 |
|    | <ul style="list-style-type: none"><li>• California Human Development</li><li>• Meristem, Inc.</li><li>• St. John's Program for Real Change</li><li>• Twin Rivers Unified School District – Head Start</li><li>• Twin Rivers Unified School District - RSS</li><li>• Volunteers of America</li></ul> |       |
| B. | Employer Success Stories and Activity Report (William Walker)   | 49-50 |
| C. | Dislocated Worker Update (William Walker)   | 51-53 |
| D. | Unemployment Update/Press Release from the Employment Development Department (Kathy Kossick)  | 54-59 |
| E. | Head Start Reports (Denise Lee)   | 60-79 |
|    | <ul style="list-style-type: none"><li>◆ Discussion of Current Head Start Operations</li><li>◆ Quality Assurance Report for Sacramento City Unified School District</li><li>◆ Introduction of U. C. Davis Nurses and Summer Projects</li></ul>   |       |

**V. Reports to the Board** 80

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

**VI. Adjournment**

**DISTRIBUTION DATE: WEDNESDAY, JULY 29, 2020**

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE JUNE 4, 2020  
REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the June 4, 2020 meeting for your review.

RECOMMENDATION:

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

PRESENTER: Kathy Kossick

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

Minutes/Synopsis

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

Meeting Held Electronically

Thursday, June 4, 2020

10:00 a.m.

**I. Call to Order**

Ms. Scherman called the meeting to order at 10:00 a.m. While awaiting members for a quorum, Ms. Scherman asked that information items be reviewed.

**IV. Information Items**

- A. Head Start Receives One-Time Supplemental Funding to Prepare, Prevent, and Respond to Coronavirus Disease 2019 (COVID-19): No questions.
- B. Fiscal Monitoring Reports: No questions.
- C. Employer Success Stories and Activity Report: No additional report.
- D. Dislocated Worker Update: No additional report.
- E. Unemployment Update/Press Release from the Employment Development Department: Mr. Kim reported that we are receiving regular updates from EDD; as they are significant, the information will be shared with the board.
- F. Head Start Reports: Ms. Denise Lee reported that the Agency is in the process of slowly opening centers. There are lots of new requirements and regulations as it relates to safeguarding children and staff health. With those provisions, two sites will be opened and there will be a slow phase of reopening centers. We are only allowed to have 10 children in each classroom versus 20. We will prioritize bringing back our four-year olds first who will then be leaving us for kindergarten in the fall. Meals will no longer be served family style. Children will have their individual place settings and each meal will be served separately. In addition, tooth brushing will no longer be done in the classroom setting. Children will be provided a toothbrush and toothpaste so it can be done at home.

**V. Reports to the Board**

- A. Chair: No report;
- B. Executive Director: Ms. Kossick stated that SETA is working very closely with the city and the county on economic development efforts to re-engage and assist employers as they come forward with their needs. We are working with the City

Economic Development Department to keep up to date on where employers are going to be needing services.

- C. Deputy Directors: No reports.
- D. Counsel: No report.
- E. Members of the Board: Mr. Schenirer thanked Ms. Kossick and staff for working to get things done.
- F. Public: No comments.

**I. Call to Order (continued)**

A quorum was achieved with the arrival of Mr. Carr at 10:17 a.m.

Ms. Scherman called the meeting to order at 10:17 a.m. The roll was called and a quorum achieved.

**Members Present:**

Sophia Scherman, Vice Chair, Public Representative  
Jay Schenirer, Councilmember, City of Sacramento  
Larry Carr, Councilmember, City of Sacramento  
Don Nottoli, Chair; Member, Board of Supervisors (joined at 10:45 a.m.)  
Patrick Kennedy, Member, Board of Supervisors (joined at 11:00 a.m.)

**II. Consent Items**

- A. Approval of Minutes of the April 30, 2020 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Extend the Agreement with Community Link Capital Region for the 2-1-1 Sacramento Human Services Database
- D. Approval to Use Fund Balance
- E. Approval of the Workforce Innovation and Opportunity Act (WIOA), Sacramento Works, Inc., Resource Allocation Plan for 2020-2021
- F. Approval to Accept Workforce Innovation and Opportunity Act (WIOA) National Dislocated Worker Grant (NDWG) Funds for Employment Recovery Services

Mr. Thatch asked that a sole source finding be read into the record for Item II-C – Consent, as follows: “Federal regulations and the SETA procurement policies permit non-competitive procurement when services are available from only a single source. The 2-1-1 Sacramento Human Services Database is only available through the County of Sacramento's central resources database administered under a County Master Agreement by the Community Link Capital Region and this vital service is used extensively by SETA to develop Community Service assessment data for grant applications. Therefore, the Governing Board finds that these services, provided under the County's Master Agreement, are only available from a single source and justifies SETA's 25% contribution for its share of costs to administer the Master Agreement.”

Also, Mr. Thatch stated that on Item II-E the board is to understand that it is an agreement with the Sacramento Works Board, not approval.

Moved/Schenirer, second/Carr, to approve the consent calendar as follows:

- A. Approve the April 30, 2020, Special Meeting minutes.
- B. Approve the claims and warrants for the period 4/23/2020 through 5/27/2020.
- C. 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. This approval includes the sole source finding.
- D. Approve the use of fund balance to cover the outstanding CDE child care fees in the amount of \$5,563.
- E. Approve the acceptance of \$300,000 in WIOA National Dislocated Worker Grant funds for employment recovery services.
- F. Agree with the Sacramento Works, Inc. Board to approve the Resource Allocation Plan for 2020-21.

Roll call vote:

Aye: 3 (Carr, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy and Nottoli)

### III. **Action Items**

#### A. **GENERAL ADMINISTRATION/SETA**

- 1. Approval of Sacramento Employment and Training Agency Recommended Budget for Fiscal Year 2020-2021

Ms. D'et Saurbourne stated that this is actually a historical budget because this is the first time the agency is anticipating a budget over one hundred million dollars. Ms. Saurbourne reviewed the budget increases due to Head Start. The final budget may include some reduction to that line item but we will have to wait and see what the final numbers are from the state for the Workforce Development Department. The majority of the decreases are due to programs that have ended or are halfway through a multi-year funding source.

Moved/Schenirer, second/Carr, to 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.

Roll call vote:

Aye: 3 (Carr, Schenirer, Scherman)

Nay: 0

Abstentions: 0  
Absent: 2 (Kennedy and Nottoli)

2. Approval of Budget Modification and Low-Cost Extension for Head Start and Early Head Start Program Year 2019-2020

Ms. Lee reviewed the areas where the funds would be utilized with the budget modification.

Moved/Schenirer, second/Carr, to approve a budget modification for Head Start and Early Head Start in the Personnel, Fringe Benefits and Other categories 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.

Roll call vote:  
Aye: 3 (Carr, Schenirer, Scherman)  
Nay: 0  
Abstentions: 0  
Absent: 2 (Kennedy and Nottoli)

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Changes to the SETA Personnel Policies and Procedures Sections 4 and 5

Ms. Kossick offered to answer questions.

Ms. Scherman opened a public hearing.

Mr. Thatch reviewed the changes with the board.

Moved/Schenirer, second/Carr, to close the public hearing and approve the updated Personnel Policies and Procedures Sections 4 and 5.

Roll call vote:  
Aye: 3 (Carr, Schenirer, Scherman)  
Nay: 0  
Abstentions: 0  
Absent: 2 (Kennedy and Nottoli)

4. Approval to Release a Request for Proposals (RFP) for Leased Job Center Office and Classroom Space in the Foothill Farms Area

Mr. Kim reviewed this item.

Moved/Schenirer, second/Carr, to approve the release of the RFP for leased office space in the Foothill Farms area of Sacramento.

Roll call vote:  
Aye: 3 (Carr, Schenirer, Scherman)



Nay: 0  
Abstentions: 0  
Absent: 2 (Kennedy and Nottoli)

**B. WORKFORCE DEVELOPMENT DEPARTMENT**

Refugee Services: None.

Community Services Block Grant

1. Approval of CSBG Staff Funding Augmentation Recommendations Due to COVID-19

There were no question or comments.

Moved/Schenirer, second/Carr, to approve the CSBG staff funding augmentation recommendations for Program Year 2020 due to COVID-19.

Roll call vote:

Aye: 3 (Carr, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy and Nottoli)

One Stop Services

2. Approval of Funding Extension Recommendations for the Workforce Innovation and Opportunity Act (WIOA), Title I, Youth Program, Program Year 2020-2021

Ms. Terri Carpenter reviewed the Youth Program Funding Recommendations.

Moved/Schenirer, second/Carr, to 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.

Roll call vote:

Aye: 3 (Carr, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy and Nottoli)

3. Approval of Funding Recommendations for the Workforce Innovation and Opportunity Act, Title I, Adult/Dislocated Worker, Sacramento Works Job Center Services, PY2020-2021

Mr. Roy Kim provided an overview of this item. Ten proposals were submitted requesting \$3.4 million. Two proposals were not recommended for funding due to insufficient funding: Asian Resources and Crossroads. Staff has received

information from a number of speakers requesting to speak before the board.  
The contracts would begin July 1.  
Mr. Nottoli joined the meeting at 10:45 a.m.

**Speakers before the Board:**

- Cassandra Jennings
- Mikey Hothi
- Sonny Chong
- Stephanie Nguyen
- Paul Castro
- Angela Hatter

The Clerk read a letter into the record from Rachel Rios, La Familia Counseling Center.

Mr. Kennedy joined the meeting at 11:00 a.m.

Mr. Kennedy stated that for all of the reasons that Ms. Rios included in her letter, ARI is a valuable part of the community. As the next funding comes available he wants to consider funding for ARI.

Ms. Scherman stated that she knows ARI and the chamber of commerce in Little Saigon. The Chamber of Commerce has worked very hard to improve the Stockton Blvd. corridor and ARI was working right along with them. It would be a shame not to find a way to help ARI.

Moved/Schenirer, second/Carr, to accept the staff recommendation with the following changes that the scholarship allocation be reduced and reallocated to both ARI and Crossroads at about 70 percent of their request. If and when additional funding is made available or found by our administration then that funding would backfill the scholarship dollars.

Mr. Nottoli wants to make sure there are some scholarship funds available to those that are in need of it. He wants to reevaluate when more money is available, review the programs that were cut, and maybe restore the scholarship account. It would be the first call for additional funds. Ms. Kossick replied that staff will monitor it closely; there is a state requirement that we have to spend 30% of our funds on training.

Roll call vote:

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

Nay: 0

Abstentions: 0

**C. CHILDREN AND FAMILY SERVICES:** No items.

**VI. Adjournment:** The meeting was adjourned at 11:40 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 5/28/2020 through 7/29/2020, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 5/28/2020 through 7/29/2020.

PRESENTER: Kathy Kossick

## ITEM II-C - CONSENT

### APPROVAL TO ADD HACKER LAB, INC. AND AMAZING PATHWAYS, INC. TO SETA'S VENDOR SERVICES (VS) LIST

#### BACKGROUND:

On December 5, 2005, the SETA Governing Board approved the release of the Vendor Services (VS) Request for Qualifications (RFQ) to recruit qualified vendors on an on-going basis to provide services to eligible adults and youth in an effort to prepare them for participation in the labor force and to expand SETA's VS List. Since that time, the SETA Governing Board has approved several amended releases of the RFQ to expand the selection of Adult and Youth Workforce Development Services and Child Development (ages 0-5) and Family Services. Vendor services are fee-for-service activities that provide additional options for adults and youth who face challenges to academic success and/or gainful employment, as well as supportive services for Child Development and Family Services.

All vendors recommended for inclusion on SETA's VS List have demonstrated that the services proposed are justified and align with the Sacramento Works America's Job Centers of California (AJCC) system, as well as Children and Family Services.

Hacker Lab, Inc. submitted an application in response to SETA's VS List RFQ to offer Entrepreneurial Skills and Computer/Technology Literacy services. After evaluating the application, SETA has determined that Hacker Lab, Inc. effectively demonstrated its ability to provide the proposed services.

In addition, Amazing Pathways, Inc. submitted an application to offer Job Readiness/Pre-Employment Skills Instruction services. After evaluating the application, SETA has determined that Amazing Pathways, Inc. effectively demonstrated its ability to provide the proposed service.

Staff is seeking approval of the attached recommendations.

#### RECOMMENDATION:

Approve the attached recommendations to add Hacker Lab, Inc. and Amazing Pathways, Inc. to SETA's VS List.

PRESENTER: Michelle O'Camb

## Vendor Services (VS) List

### Staff Recommendation

**Applicant:** Hacker Lab, Inc.  
**Location:** 2533 R Street, Suite #120  
 Sacramento, CA 95816

#### Applicant's Background:

Since 2012, Hacker Lab, Inc. has operated a Maker Space and Co-working space in Sacramento. Through this space, they have provided educational tools, and resources to support workforce development, students, and entrepreneurs in the region to think big, and realize their dreams.

There are three primary outcomes that Hacker Lab, Inc. measures related to economic and workforce development: 1) Creation and growth of the new start-up and freelance businesses, 2) Job placement due to skills development 3) Advancing education by enrolling in college programs due to interests discovered from Hacker Lab's hands-on, project-based learning.

As an approved vendor, Hacker Lab, Inc., will provide Entrepreneurial Skills and Computer/Technology Literacy services to youth and adults served within the Sacramento Works AJCC system.

Activity	Proposed Rates
<p><b>Entrepreneurial Skills*</b></p> <ul style="list-style-type: none"> <li>▪ The Essentials</li> <li>▪ Design Thinking</li> <li>▪ Business Model Canvas</li> <li>▪ Marketing</li> <li>▪ Websites</li> <li>▪ Essential Software</li> <li>▪ Design with Canvas</li> <li>▪ Social Media and Instagram</li> <li>▪ Selling at Makers Markets</li> <li>▪ Finances</li> <li>▪ Google Analytics</li> <li>▪ Facebook Advertising</li> <li>▪ Becoming a Freelance Contractor</li> <li>▪ Funding Options and Fundraising</li> </ul>	<p>\$75.00 per hour</p> <p>(14 modules ranging from 2 to 4 hours; maximum total of 31 hours)</p> <p>5 client minimum; 15 client maximum</p> <p>or</p> <p>(\$750 minimum; \$34,875 maximum)</p>

<p><b>Computer/Technology Literacy*</b></p> <ul style="list-style-type: none"> <li>▪ Using Gmail and Google Drive</li> <li>▪ Documents and Collaborative Editing with Google Docs</li> <li>▪ Form Creation and Use with Google Forms</li> <li>▪ Spreadsheets with Google Sheets</li> <li>▪ Creating Presentations with Google Slides</li> <li>▪ Advance Spreadsheets Topics with Google Sheets</li> <li>▪ Office Hours</li> </ul>	<p style="text-align: center;">\$75.00 per hour</p> <p style="text-align: center;">(7 modules ranging from 1 to 3 hours; maximum total of 15.5 hours)</p> <p style="text-align: center;">5 client minimum; 15 client maximum</p> <p style="text-align: center;">or</p> <p style="text-align: center;">(\$375 minimum; \$17,438 maximum)</p>
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\*All services offered by Hacker Lab, Inc. shall be subject to prior approval by SETA management.

## Vendor Services (VS) List

### Staff Recommendation

**Applicant:** Amazing Pathways, Inc.  
**Location:** 6072 Parkminster Way  
 Roseville, CA 95747

#### Applicant's Background:

Amazing Pathways was established in 2016 as an organization of professionals whose stated purpose is to work together to make an impact for socially and economically disadvantaged people. They have conducted workshops in high schools, Folsom Prison, and for various groups in the Sacramento Region. Their vision is to partner with similar organizations to provide instruction for learning life skills necessary for success and economic self-sufficiency.

As an approved vendor, Amazing Pathways will provide Job Readiness/Pre-Employment Skills Instruction for disadvantaged youth and adults served within the Sacramento Works AJCC system, facing various social and economic employment barriers, to increase their chances for academic and workplace success.

Activity	Proposed Workshop Rates
<p><b>Job Readiness/Pre-Employment Skills Instruction*</b></p> <ul style="list-style-type: none"> <li>▪ Preparing a resume</li> <li>▪ Preparing a cover letter</li> <li>▪ Filling out a job application correctly</li> <li>▪ Training in interviewing skills</li> <li>▪ Work place etiquette</li> <li>▪ Balancing Life and Work</li> <li>▪ Budget Management</li> <li>▪ Decision Making Skills</li> <li>▪ Interpersonal Skill</li> </ul>	<p>6 – 25 Participants</p> <p>\$125.00 per hour</p> <p>(44-hour maximum, or \$5,500)</p> <p>Note:</p> <p>One-on-one tutoring available at a cost of \$50 per hour. Maximum tutoring hours available per client is 12 at a maximum cost of \$600.</p>

\*All services offered by Amazing Pathways, Inc. shall be subject to prior approval by SETA management.

## ITEM II-D – CONSENT

### APPROVAL OF APPOINTMENTS TO THE SACRAMENTO WORKS BOARD

#### BACKGROUND:

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

On March 3, 2016 the Governing Board appointed twenty-five members to the newly formed Sacramento Works Workforce Development Board. The Board had staggered initial terms of two, three or four years. Extended terms from that time are a three-year term. Earlier in the year, the Assistant City Manager for the City of Sacramento requested consideration of placement on the board. By adding this economic development slot, another private business slot must be added to keep the majority of the board representing the business community, as required in the Workforce Innovation and Opportunity Act. The Sacramento Works Board considered the request to increase the board size by two and took action at its meeting on May 27, 2020 to increase the board size to 27. The current bylaws of the Sacramento Works, Inc. allow up to thirty board members.

The Board Development Committee of the Sacramento Works Board recently recruited a private business nominee for the vacant slot. Historically, the Executive Committee of Sacramento Works has recommended the name(s) of individual applicants for appointment to the private sector seats by the SETA Governing Board. The Sacramento Works Executive Committee met on July 29, 2020 and is forwarding Mr. Ronald Orr's application for the Private Business slot. The applications for Mr. Orr and Mr. Jasso are sent under separate cover.

#### RECOMMENDATION:

Review the applications of Michael Jasso, City of Sacramento and Ronald Orr, VSP and appoint them to the Sacramento Works Workforce Development Board.

PRESENTER: Kathy Kossick



## ITEM II-E – CONSENT

### APPROVAL OF THE ONE-STOP SHARE OF COST AGREEMENT WITH THE COUNTY DEPARTMENT OF HUMAN ASSISTANCE, PY 2020-2021 AND AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN THE AGREEMENT AND ANY REQUIRED DOCUMENTS PERTAINING TO THE AGREEMENT

#### BACKGROUND:

The Workforce Innovation and Opportunity Act (WIOA) requires that One-Stop Required Partners contribute a share of the costs of the One-Stop System proportionate to the use of the system by individuals attributable to the partner program. Since 2003, SETA has entered into an agreement with the County of Sacramento, Department of Human Assistance (DHA) to provide One-Stop Career and Training Services to CalWORKs customers.

SETA has received the final agreement from DHA that will continue the One-Stop Share of Cost contract for an amount up to \$911,743 for PY2020-2021. The agreement will cover Sacramento County's share of cost for the operation of the Sacramento Works America's Job Center System.

#### RECOMMENDATION:

Approve the One-Stop Share of Cost agreement with the Department of Human Assistance for up to \$911,743, and authorize the Executive Director to execute the agreement and any required documents pertaining to the agreement.

PRESENTER: Roy Kim

ITEM II- F - CONSENT

APPROVAL TO ACCEPT MENTAL HEALTH SERVICES ACT FUNDS FROM THE HEALTH EDUCATION COUNCIL VIA THE SACRAMENTO COUNTY DIVISION OF BEHAVIORAL HEALTH SERVICES/CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND

On March 13, 2020, the Health Education Council in partnership with SETA and Cities Rise, submitted a funding request in the amount of \$500,000 to implement the Peers Helping Peers program to meet mental health needs in priority communities. On May 31, 2020, The Health Education Council was awarded \$500,000 to execute the Peers Helping Peers program.

SETA, as a subcontracted partner to the Health Education Council, will receive \$190,112 to assist with the recruitment, work readiness preparation, internship placement and case management of 90 system-involved youth ages 18-24.

The Peers Helping Peers Program goals include: (1) Reduce mental health stigma; (2) Train system-involved youth to be Community Mental Health Navigators to navigate the mental health system and; (3) Provide exposure to mental health careers. The program will provide a 45-hour training to mirror the mental health challenges faced by system-involved youth in our community. Once the youth participants complete the training, they will be placed in a mental health related 40 hour paid work experience opportunity.

RECOMMENDATION:

Approve the acceptance of Mental Health Services Act funds in the amount of \$190,112, and authorize the Executive Director to execute the agreement and any other documents required by the funding source.

PRESENTER: Terri Carpenter

## ITEM II-G – CONSENT

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

#### BACKGROUND:

The CFS Management is recommending a revision to the Policies and Procedures of the SETA Head Start/Early Head Start Policy Council and Parent Advisory Committee to modify the language regarding reimbursements during the COVID19 pandemic.

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

The revisions are identified at the end of the policy under COVID19 Adaptations, in redline format. The Policy Council approved this item at their June 23, 2020 meeting.

#### RECOMMENDATION:

Approve the modifications to the Reimbursement Policies and Procedures of the SETA Head Start/Early Head Start Policy Council/Parent Advisory Committee as proposed and implement retroactively to April 1, 2020.

## PC/PAC Reimbursement

### Policy & Procedure

#### MILEAGE

1. Reimbursements will be made for actual costs of attending the REQUIRED meetings and other obligations associated with your participation as a member/officer of SETA Head Start PC/PAC.
  - a. Reimbursement will not be made for attendance at optional meetings or training meetings.
  
2. **Roundtrip** mileage will be calculated from your residence or workplace to the SETA offices or other location where the meeting is being held. **If additional stops are required, the additional mileage will not be reimbursed.** If you come to the meeting directly from home and then proceed to your workplace, SETA will reimburse you for the total mileage incurred.
  - a. For example, assume that your home is 5 miles from the SETA offices, but your workplace is 20 miles from the SETA offices. You attend a meeting held at the SETA offices at 8:30am and then proceed directly to your workplace. You would be reimbursed for 25 total miles.
  - b. However, if you attend the meeting at 8:30 and then return home prior to proceeding to work, you would be reimbursed for 10 miles.
  - c. If you came directly from work to attend a meeting held at 1:00pm and then returned directly to work, you would be reimbursed for 40 miles.
  
3. If you utilized public transportation to attend a meeting at SETA, you would be reimbursed for the actual costs of that transportation.
  - a. Assume that you attended a meeting and rode RT Light Rail from your house to SETA offices and back to your house. You would be reimbursed for the cost of a round trip ticket.
  - b. If you were working out of town and rode Greyhound and RT Light Rail to attend a meeting at SETA and then rode RT Light Rail to your home after the meeting, you would be reimbursed for the cost of the Greyhound ticket to Sacramento and the RT Light Rail passes to SETA and home.

## Head Start/Early Head Start Policies and Procedures

### CHILD CARE

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

### FREQUENCY OF REIMBURSEMENT

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

### [ADAPTATIONS FOR COVID19](#)

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

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

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

### Reimbursements

1. Reimbursements will be made for costs of attending the REQUIRED meetings and other obligations associated with participation as a member/officer of SETA Head Start PC/PAC.

a. Reimbursement will not be made for attendance at optional meetings or training meetings.

2. SETA will reimburse:

a. At a rate of \$25.00/meeting or activity in the form of a food gift card

b. If/when the meeting/activity is hosted between the hours of 8:00 a.m. and 10:00 a.m.; 11:30 a.m. and 12:30 p.m.; or 5:00 p.m. and 6:30 p.m.

3. A food gift card will be provided electronically and sent to the email address provided by the PAC/PC board member on the most current board roster.

a. It is the responsibility of the PAC/PC board member to ensure the email address on file with the Clerk of the Boards is current and up-to-date prior to the board meeting each month.

4. SETA will not be responsible for lost/stolen gift cards.

5. Following each meeting/activity, every reasonable effort will be made to process and email reimbursements one week following the meeting/activity.

6. Members will be reimbursed based on roll-call at each meeting as recorded by the Clerk of the Boards. For personnel activities, a verification email will be provided by the SETA Human Resources Department for reimbursement.

### Rationale

In accordance with the fiscal flexibilities outlined in IM-ACF-OA-2020-01, *Allowability of Costs Not Normally Chargeable to Awards*, SETA will reimburse participating PAC/PC for

meals they cannot prepare for their child(ren) while participating in virtual meetings/ activities.

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

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

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

Effective Date: PC approval date: June 23, 2020

ITEM III-A – 1 - ACTION

**TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:**  
**APPROVAL OF THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY**  
**FINAL BUDGET FOR FISCAL YEAR 2020-2021**

**BACKGROUND:**

In June 2020, the Board took action to approve the Recommended Budget for Fiscal Year 2020-2021 and directed that notice of a Public Hearing be posted and published to commence on August 6, 2020 at 10:00 a.m. or as soon thereafter as practicable for purposes of considering and approving the Sacramento Employment and Training Agency Final Budget for Fiscal Year 2020-2021. Staff has posted and caused to be published notice of this Public Hearing as directed by the Board.

The Final Budget for the Fiscal Year 2020-2021 will be sent under separate cover. Staff will be available to answer questions. The approved Final Budget will also be submitted to the County and City for approval.

**RECOMMENDATION:**

Open a public hearing, hear testimony, close the public hearing and adopt the attached Resolution approving the Sacramento Employment and Training Agency Final Budget for Fiscal Year 2020-2021.

**PRESENTER:** D'et Saurbourne



**RESOLUTION NO.: 2020-04**

**APPROVAL OF FISCAL YEAR 2020-2021 SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA) BUDGET**

**WHEREAS**, all necessary estimates of revenues, expenditures and reserves for the 2020-2021 Fiscal Year were prepared and filed, the Recommended Budget was adopted and printed, and hearings thereon were noticed and held as required by Chapter 1 of Division 3, Title 2 of the Government Code (Section 29000, et. seq.), and

**WHEREAS**, all proceedings required by law have been duly had and regularly taken concerning the adoption of the Final Budget for the Sacramento Employment and Training Agency for the Fiscal Year commencing July 1, 2020 and ending June 30, 2021, and

**WHEREAS**, the Governing Board has made such revisions of, deductions from and increases or additions to the Recommended Budget as it deemed advisable, all such increases or additions having been proposed in writing and filed with the Board prior to the conclusion of said hearings on August 6, 2020, and

**WHEREAS**, all proceedings required by law have been duly had and regularly taken concerning the adoption of the Final Budget for the Sacramento Employment and Training Agency for the fiscal year commencing July 1, 2020, and

**NOW, THEREFORE, IT IS HEREBY RESOLVED**, in accordance with Chapter 1 of Division 3, Title 2 of the Government Code (Section 29000, et. seq.), that the Final Budget for the Fiscal Year 2020-2021 be and is hereby adopted in accordance with the following:

(1)	Salaries and employees benefits	\$ 46,959,990
(2)	Services and Supplies	13,186,762
(3)	Other charges	44,980,100
(4)	Fixed Assets	
	(A) Land	0
	(B) Structures and Improvements	0
	(C) Equipment	619,000
(5)	Expenditure transfers	0
(6)	Contingencies	0
(7)	Provision for reserve increases	0
	<b>TOTAL BUDGET REQUIREMENTS</b>	<b><u>\$ 105,745,852</u></b>

**BE IT FURTHER RESOLVED** that the means of financing the expenditures program will be by monies derived from Current Financing and Fund Balance.

**BE IT FURTHER RESOLVED** that the Final Budget be and is hereby adopted in accordance with the listed attachments which show in detail the approved appropriations, revenues and methods of financing, appropriations limit, total annual appropriations subject to limitations attached hereto and by reference made a part hereof.

**ATTACHMENTS:**

Financing Requirements Summary Schedule  
Fixed Asset Schedule  
Expenditure Detail Schedule  
Revenue Detail Schedule

**BE IT FURTHER RESOLVED AND ORDERED**, that the Auditor-Controller be hereby authorized and directed to transfer funds and adjust the reserve accounts in the amounts as shown in the budget adopted herewith.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing resolution is passed and adopted by the Sacramento Employment and Training Agency Governing Board, this sixth day of August, 2020 by the following vote, to wit:

Ayes:

Noes:

Absent:

Abstain:

\_\_\_\_\_  
Chair of the SETA Governing Board

ATTEST: \_\_\_\_\_  
Clerk of the SETA Governing Board

## ITEM III-A - 2 - ACTION

### APPROVAL TO SUBMIT AN APPLICATION TO THE CITY OF SACRAMENTO FOR CARES ACT FUNDING AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

#### BACKGROUND:

On July 13, 2020, SETA submitted an initial CARES Act funding request in the amount of \$1,571,782 to the City of Sacramento to support the SETA Rapid Re-Employment Program to mitigate the mass dislocation and unemployment of City residents. Subsequently, the City of Sacramento informed SETA that it anticipates releasing a Request for Applications (RFA) in August, and that SETA can submit a letter confirming that SETA's initial application is being submitted in response to this RFA.

Since the Shelter-in-Place order in mid-March through early July, SETA has received WARN notices from 138 employers temporarily laying off 17,254 workers. The following industry sectors account for 80% of the dislocations reported to SETA: Retail – 5,912, Restaurants – 4,069, Education – 1,469, Hospitality – 1,200, Health/Fitness – 1,098. Many workers have been able to survive due to the additional \$600 per week unemployment benefits available, but these benefits expire on July 31, 2020, and laid-off employees will not be able to survive on the regular unemployment benefits alone.

Under the program, 300 Sacramento City residents who have been laid-off or unemployed due to COVID-19 will receive up to 240 hours of on-the-job training at a minimum wage of \$15.00 per hour. SETA and the subcontracted OJT Program Providers, a network of community-based organizations and Sacramento Works Job Centers, will work with up to 300 businesses to rapidly re-employ laid-off employees from COVID-19 impacted sectors such as Hospitality-Tourism and others.

The SETA Rapid Re-employment Program will focus on targeting residents to be placed in an OJT from the City's high need, high poverty neighborhoods including: Florin 24.7%; Lemon Hill 37.9 %; Parkway 28.3%; North Sacramento 36.3% and other high poverty neighborhoods.

The program will target industry sectors that offer career growth and a sustainable living wage such as Healthcare, Construction, and Advanced Manufacturing for OJT placements. In addition, the program will work with small businesses to rapidly re-employ laid-off employees from the Hospitality-Tourism and other impacted sectors.

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

#### RECOMMENDATION:

Approve the submission of an application to the City of Sacramento for CARES Act funding in the amount of \$1,571,782 and authorize the Executive Director to execute the agreement and any other documents required by the funding source.

## ITEM III-B – 1 - ACTION

### APPROVAL TO AUGMENT FUNDS TO SLAVIC ASSISTANCE CENTER, INC. UNDER THE REFUGEE SUPPORT SERVICES (RSS) SET-ASIDE GRANT, PROGRAM YEAR (PY) 2019-20

#### BACKGROUND

SETA's Refugee Program, operated under Refugee Support Services (RSS) grant, and RSS Set-aside grant funds received from the U.S. Department of Health and Human Services (HHS), Administration for Children and Families (ACF), Office of Refugee Resettlement (ORR), provides direct employment services intended to result in early economic self-sufficiency and reduced public assistance dependency of refugees through employment and acculturation assistance.

In September, 2019, the Board approved the funding extensions for SETA's RSS program providers, including the RSS Set-aside program provider, Slavic Assistance Center, Inc. (SAC) for the provision of Services to Older Refugees (SOR) for refugees 60 years of age or older. At the time of award, preliminary estimates indicated that \$22,121 RSS Set-aside funds to serve 56 older refugees would be available for allocation for services commencing on October 1, 2019 and ending September 30, 2020.

On October 25, 2019, SETA received the final RSS Set-aside award notification from the California Department of Social Services, Refugee Programs Bureau. Funds available for allocation totaled \$22,935 higher than initial estimates. At the time of the final award, SAC was offered all or a portion of the additional amount of funding received, however, declined any amount of additional funding due to the organization's limited capacity at that time to operate a larger program.

As of July, 2020, SAC has fully met its obligation to serve 56 older refugees under the grant and now, having capacity, is seeking funding to serve an additional 30 older refugees by program year's end. As a result, staff is recommending augmenting SAC \$11,850 of the unallocated \$22,935 RSS Set-aside funds for a new total allocation to SAC of \$33,971 to serve 86 older refugees by September 30, 2020. The remaining, unspent amount of \$11,085 will be carried over and allocated in PY 2020-21, which begins October 1, 2020.

#### RECOMMENDATION:

Approve the recommendation to augment the Slavic Assistance Center, Inc. (SAC) Refugee Social Services (RSS) Set-aside funds in the amount of \$11,850 to serve an additional 30 older refugees for PY 2019-2020.

PRESENTER: Michelle O'Camb

## ITEM III-B – 2 - ACTION

### APPROVAL OF STAFF FUNDING RECOMMENDATIONS FOR THE REFUGEE SUPPORT SERVICES (RSS) AND RSS SET-ASIDE GRANT PROGRAMS, PROGRAM YEAR (PY) 2020-2021

#### BACKGROUND

On April 20, 2020, the Board approved the release of a Request for Proposals (RFP) for the Refugee Support Services (RSS) and RSS Set-aside grants, Program Years (PY) 2020-2023. As the designated administrator of the RSS and RSS Set-aside grant funds for Sacramento County, the Sacramento Employment and Training Agency (SETA) is responsible for the planning, procurement and oversight of the RSS and RSS Set-aside programs to ensure the local employment and social adjustment and acculturation service needs of refugees residing in Sacramento County are met. Local needs are determined through a planning process designated by the California Department of Social Services —Refugee Programs Bureau.

RSS and RSS Set-aside funds are made available to SETA through formula allocations from the Department of Health and Human Services, Administration for Children and Families, Office of Refugee Resettlement. Services secured by SETA through this procurement will be available to refugees, asylees, certified victims of human trafficking (VOT), and individuals holding Special Immigrant Visas (SIV) who are within five (5) years of arrival in the United States.

Consistent with SETA's 3-Year Refugee Employment Services Plan PY 2020-23 submitted to the California Department of Social Services, Refugee Programs Bureau for certification, services solicited under the RFP are as follows:

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

On May 15, 2020, SETA received 25 proposals in response to the RFP. The 25 proposals were submitted by 11 applicant agencies requesting a total of \$4,850,305.

#### FUNDING

Although SETA has not yet received its PY 2020-21 RSS and RSS Set-aside formula grant awards from the State, preliminary estimates indicate the total funding level will be \$4,623,800. After setting aside funds for administrative and program support, it is

ITEM III-B – 2 – ACTION (continued)

Page 2

anticipated that \$3,930,230 will be available for allocation. Final notification should be received by SETA no later than mid-September. The breakdown of the funding is recommended as follows:

- RSS \$3,900,230
- RSS Set-aside \$ 30,000

**PROPOSAL EVALUATION**

***Evaluation Process -***

The proposals were reviewed and scored by an evaluation team comprised of nine staff from SETA's Workforce Development and Fiscal Departments, and one individual from the Sacramento County Department of Human Assistance (DHA). Proposals were evaluated based on the criteria outlined in the RFP. Areas reviewed and addressed included an applicant's demonstrated experience and ability to:

- Operate, manage, deliver and evaluate all elements of the proposed refugee program
- Attain performance goals (target population, services, enrollment, entered employment, job retention)
- Serve the priority populations
- Develop jobs for the refugee population, if applicable to the proposed activity
- Provide all elements of case management, including the provision of supportive services, the tracking and documenting of services, including progress towards goal attainment, and providing follow-up and job retention services, if applicable to the proposed activity
- Provide services at a reasonable cost compared to historical costs of similar programs, as well as compared to the costs of the other proposals submitted in response to the RFP
- Partner, coordinate, and collaborate with DHA, Sacramento Works America's Job Centers of California (SWAJCC) system staff and partners, and other organizations serving the refugee population.

In addition, proposed applicant agency service locations, as well as geographic areas targeted, were taken into consideration by the evaluation team.

***Past Performance -***

SETA staff monitor RSS-funded and RSS Set-aside programs on overall performance, including the ability to meet contractual service levels. Evaluation criteria applied for the performance of current SETA-funded applicants includes:

- Achievement of contractual, planned service levels (enrollment, training completion, entered employment, wage at placement)
- Ability to enroll and serve the targeted population, with focus on eligible recipients of public cash assistance
- Submission of timely and accurate fiscal and program reports, as well as contract documents.

**EVALUATION RESULTS**

Staff is recommending that services provided under the 2020-21 RSS and RSS Set-aside funding be delivered through the following ten applicants to the RFP:

- ✓ Asian Resources, Inc.
- ✓ Bach Viet Association, Inc.
- ✓ Elk Grove Unified School District—Adult School
- ✓ Folsom Cordova Community Partnership, Inc.
- ✓ Folsom Cordova Unified School District—Adult School
- ✓ International Rescue Committee—Sacramento
- ✓ Lao Family Community Development, Inc.
- ✓ Sacramento City Unified School District—Adult School
- ✓ Slavic Assistance Center, Inc.
- ✓ Twin Rivers Unified School District

Awards for each activity have been recommended based on total proposal and program performance score rankings. Rankings are determined as follows:

- Rank 1 - Total proposal and performance score of 80 percent or greater of total points possible
- Rank 2 – Total proposal and performance score of 70 to 79 percent of total points possible
- Rank 3 – Total proposal and performance score of less than 70 percent of total possible points

Applicants in Ranks 1 and 2 are being recommended for funding, and applicants in Rank 3 are not. (See attached funding charts.)

RECOMMENDATION

Approve staff funding recommendations for the Refugee Support Services (RSS) and RSS Set-aside programs, PY 2020-2021, as indicated in the attached funding charts. Additionally, approve the following stipulations:

- 1) If the final allocations for RSS and RSS Set-aside are less than the anticipated awards, SETA reserves the right to reduce amounts allocated to providers proportionately.
- 2) If the final allocations for RSS and RSS Set-aside are more than anticipated, staff may return with an augmentation recommendation.
- 3) VESL/ES, ES Stand Alone, VESL/OJT, and ELL Workforce Navigator service providers must ensure open entry and prompt placement into VESL classes for all clients that are assessed to be in need of English language training.
- 4) All VESL/ES, ES Stand Alone, VESL/OJT, and ELL Workforce Navigator budgets must include a minimum allocation of 5% for supportive services.
- 5) Providers with case management and job development staff budgeted for less than 12 months, or budgeted for part-time employment, must ensure program services are available Monday through Friday, at least eight (8) hours a day from October 1, 2020 through September 30, 2021.
- 6) Participants in Match Grant employment services provided by IRC and are not eligible to participate in RSS-funded programs until all services within the Match Grants have been exhausted.

PRESENTER: Michelle O’Camb



Total Score (205 possible)	Rank #	PROVIDER NAME	REQUESTED FUNDING, PY 2020-21			FUNDING RECOMMENDATIONS, PY 2020-21		
			Proposed Amount	Proposed Numbers to Serve	Proposed Cost Per Participant	Numbers to be Served	Funding Amount	Recommended Cost Per Participant*
182.3	1	International Rescue Committee, Inc.	\$486,500	155	\$3,139	155	\$465,000	3,000
178.8	1	Lao Family Community Development, Inc.	465,000	155	3,000	150	450,000	3,000
166.5	1	Bach Viet Association, Inc.	520,000	160	3,250	145	435,000	3,000
165.2	1	Twin Rivers USD	341,107	247	1,381	247	341,107	1,381
162.2	2	Asian Resources, Inc.	426,000	142	3,000	112	336,000	3,000
131.9	3	Folsom Cordova Community Partnership	74,531	25	2,981	0	-	2,981
120.6	3	World Relief - Sacramento	199,520	80	2,494	0	-	2,494
<b>Totals</b>			<b>\$2,512,658</b>	<b>964</b>	<b>\$2,749</b>	<b>809</b>	<b>\$2,027,107</b>	<b>\$2,694</b>

\*Decrease cost per participant for IRC and Bach Viet to \$3,000 based on cost indicated in RFP

Total Score (205 possible)	Rank #	PROVIDER NAME	REQUESTED FUNDING, PY 2020-21			FUNDING RECOMMENDATIONS, PY 2020-21		
			Proposed Amount	Proposed Numbers to Serve	Proposed Cost Per Participant	Numbers to be Served	Funding Amount	Recommended Cost Per Participant*
166.3	1	Twin Rivers USD	\$131,737	103	\$1,279	103	\$131,737	\$1,279
165.5	1	International Rescue Committee, Inc.	184,000	85	2,165	83	166,000	2,000
161.5	2	Lao Family Community Development, Inc.	160,000	80	2,000	76	152,000	2,000
160.2	2	Bach Viet Association, Inc.	202,500	90	2,250	75	150,000	2,000
154.3	2	Asian Resources, Inc.	146,000	73	2,000	66	132,000	2,000
150.1	2	Folsom Cordova Community Partnership	96,735	50	1,935	48	92,880	1,935
133.9	3	World Relief - Sacramento	120,000	80	1,500	0	-	1,500
<b>Totals</b>			<b>\$1,040,972</b>	<b>561</b>	<b>\$1,876</b>	<b>451</b>	<b>\$824,617</b>	<b>\$1,816</b>

\*Decrease cost per participant for IRC and Bach Viet to \$2,000 based on cost indicated in RFP

Total Score (215 possible)*	Rank #	PROVIDER NAME	REQUESTED FUNDING, PY 2020-21			FUNDING RECOMMENDATIONS, PY 2020-21		
			Proposed Amount	Proposed Numbers to Serve	Proposed Cost Per Participant	Numbers to be Served	Funding Amount	Recommended Cost Per Participant**
180.2	1	Bach Viet Association, Inc.	\$340,000	40	\$8,500	40	\$320,000	8,000
177.8	1	Lao Family Community Development	176,000	22	8,000	22	176,000	8,000
170	2	Folsom Cordova Community Partnership	159,048	20	7,952	18	143,136	7,952
155.1	2	Asian Resources, Inc.	120,000	15	8,000	12	96,000	8,000
<b>Totals</b>			<b>\$795,048</b>	<b>97</b>	<b>\$8,113</b>	<b>92</b>	<b>\$735,136</b>	<b>\$7,988</b>

\*Total performance possible under this activity is 215 due to an additional performance measure, "Percentage Entered in OJT", worth 10 points

\*\*Decrease cost per participant for Bach Viet to \$8,000 based on cost indicated in RFP

Total Score (215 possible)*	Rank #	PROVIDER NAME	REQUESTED FUNDING, PY 2020-21			FUNDING RECOMMENDATIONS, PY 2020-21		
			Proposed Amount	Proposed Numbers to Serve	Proposed Cost Per Participant	Numbers to be Served	Funding Amount	Recommended Cost Per Participant**
187.5	1	International Rescue Committee, Inc.	\$106,000	32	\$3,313	30	\$96,000	3,200
170	2	Folsom Cordova USD - Adult School	87,500	25	3,500	23	73,600	3,200
168	2	Elk Grove USD - Adult School	82,927	26	3,190	23	73,370	3,190
150.8	2	Sacramento City USD	115,200	36	3,200	22	70,400	3,200
146.9	3	Lao Family Community Development	80,000	25	3,200	0	-	3,200
<b>Totals</b>			<b>\$471,627</b>	<b>144</b>	<b>\$3,281</b>	<b>98</b>	<b>\$313,370</b>	<b>\$3,198</b>

\*Total performance possible under this activity is 215 due to an additional performance measure, "Percentage of Co-enrollments", worth 10 points

\*\*Decrease cost per participant for IRC and Folsom Cordova Adult to \$3,200 based on cost indicated in RFP

**Refugee Support Services (RSS) Set-aside  
Funding Recommendations, PY 2020-21  
SA&CO (Services to Older Refugees)**

Total Score (205 possible)	Rank #	PROVIDER NAME	REQUESTED FUNDING, PY 2020-21			FUNDING RECOMMENDATION, PY 2020-21	
			Proposed Amount	Proposed Numbers to Serve	Proposed Cost Per Participant	Numbers to be Served	Funding Amount
160.1	2	Slavic Assistance Center	\$30,000	75	\$400	75	\$30,000
		<b>Totals</b>	<b>\$30,000</b>	<b>75</b>	<b>\$400</b>	<b>75</b>	<b>\$30,000</b>

## ITEM III-B - 3– ACTION

### APPROVAL OF LOCAL PLAN FOR CARES ACT CSBG SUPPLEMENTAL FUNDING

#### BACKGROUND:

The Department of Community Services and Development (CSD) provided local agencies with a Local Plan for CARES Act CSBG Supplemental Funding template on July 2, 2020. The local plan original due date of July 31, 2020 has been extended to August 14, 2020 by CSD.

The CAB met at their regularly scheduled meeting on July 8, 2020 to review, discuss and approve the Local Plan for CARES Act CSBG Supplemental Funding template. The CAB approved the local plan unanimously with the following guidance on priority of services to consider while moving forward in the procurement process.

#### Priority areas:

- Exacerbated Housing Issues
- Educational Impacts
- Individuals at the Lower-Wage End of Educational Field
- Employment Impacts
- Caregivers of School-Age Children
- Behavioral Health Resources (Include Current Social Movement – Mental Health – and Systemic Racism)
- Individuals and those with Families in the Health Care Field

A copy of the local plan will be sent under separate cover.

Staff will be available to answer questions.

#### RECOMMENDATION:

Approve the Local Plan for CARES Act CSBG Supplemental Funding.

PRESENTER: Julie Davis-Jaffe

ITEM IV-A- INFORMATION  
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: D'et Saurbourne

MEMORANDUM

**TO:** Mr. Paul Castro                      **DATE:** June 1, 2020  
**FROM:** Tracey Anderson, SETA Fiscal Monitor  
**RE:** Fiscal Monitoring Desk Review of California Human Development

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Adult	\$180,000	7/1/19-6/30/2020	7/1/19-12/31/19
WIOA	Dislocated Worker	\$45,000	7/1/19-6/30/2020	7/1/19-12/31/19
WIOA	Out-of-School Youth	\$111,600	7/1/19-6/30/2020	7/1/19-12/31/19

Monitoring Purpose: Initial  Follow-up Special Final

Date of review: 3/16/20, 3/25, 4/2, 4/23, 4/30, 5/4, 5/12, 5/22, 5/28, 6/1, 7/9

	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	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: California Human Development**

**Findings and General Observations:**

- 1) We have reviewed the WIOA Adult, Dislocated Worker and Out of School Youth programs 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 with the exception noted below.
- 2) A petty cash reimbursement for \$160.38, allocated across all three WIOA grants, dated 6/10/19 and for purchases made in April and May of 2019 was reimbursed on 7/3/19. These purchases were made in the previous period of performance and should have been reimbursed in the 2018/2019 grant. Therefore, the \$160.38 expense is unallowable and must be credited back to SETA.

2CFR section §200.309 – Period of Performance, “A non-Federal entity may charge to the Federal award only allowable costs incurred during the period of performance (except as described in §200.461 Publication and printing costs) and any costs incurred before the Federal awarding agency or pass-through entity made the Federal award that were authorized by the Federal awarding agency or pass-through entity.”

**Recommendations for Corrective Action:**

- 1) California Human Development credited the May 2020 fiscal report for the unallowable expense total of \$160.38. They provided documentation including showing the credits in the category of Other Costs, split across all three grants. California Human Development sent SETA their financial reports showing the reversal in the General Ledger and copies of the Fiscal Reports in which the credit occurs.
- 2) SETA recommends that California Human Development pay close attention to transactions occurring near the end of the grant agreement date to ensure expense are reimbursed from the correct grant.

cc: Kathy Kossick  
Governing Board



**Program Operator: Meristem, Inc.**

**Findings and General Observations:**

- 1) We have reviewed the Breaking Barriers program from October 1, 2019 to March 31, 2020. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

None

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO: Mr. Marc Cawdrey                      DATE: June 26, 2020**

**FROM: David Benjamin Clark, SETA Fiscal Monitor**

**RE: Fiscal Monitoring of St. John's Program for Real Change**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	FSS	\$25,420	1/1/19 - 12/31/19	1/1/19 - 12/31/19
CSBG	YSS	\$40,000	1/1/19 - 12/31/19	1/1/19 - 12/31/19

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

**Date of review: February 24, 2020                      Follow Up Date: 2/25, 3/9, 6/1, 6/5, 2020**

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

**Program Operator:** St. John's Program for Real Change

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

1) None

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Roxanna Villasenor **DATE:** June 26, 2020  
**FROM:** David B. Clark, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Twin Rivers Unified School District

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

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

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

**Program Operator:** Twin Rivers Unified School District

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

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

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Tabitha Thompson **DATE:** June 26, 2020  
**FROM:** David B. Clark, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Twin Rivers Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 1,401,825	8/1/19 - 7/31/20	8/1/19 - 12/31/19
Head Start	T & TA	\$ 11,700	8/1/19 - 7/31/20	8/1/19 - 12/31/19
Head Start	Duration	\$ 350,257	8/1/19 - 7/31/20	8/1/19 - 12/31/19
Head Start	Start-Up	\$ 1,020,000	8/1/19 - 7/31/20	8/1/19 - 12/31/19
Early HS	Basic	\$ 673,335	8/1/19 - 7/31/20	8/1/19 - 12/31/19
Early HS	T & TA	\$ 5,852	8/1/19 - 7/31/20	8/1/19 - 12/31/19

**Monitoring Purpose:** Initial  X  Interim      Special      Final    

**Date of review:** February 19-21, 2020

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



**Program Operator:** Twin Rivers Unified School District

**Findings and General Observations:**

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

There are no findings.

**Recommendations for Corrective Action:**

There are no corrective actions required.

cc: Kathy Kossick  
Governing Board  
Policy Council

MEMORANDUM

**TO:** Mr. Leo McFarland **DATE:** June 26, 2020  
**FROM:** David B. Clark, SETA Fiscal Monitor  
**RE:** Fiscal Monitoring of Volunteers of America

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 22,000	1/1/19 - 12/31/19	1/1/19 - 12/31/19

**Monitoring Purpose:** Initial \_\_\_ Follow-Up \_\_\_ Special \_\_\_ Final X

**Date of review:** April 2020 - Desk review

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

Memorandum  
Fiscal Monitoring Findings  
Page 2

**Program Operator:** Volunteers of America

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

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

cc: Kathy Kossick  
Governing Board

ITEM IV-B – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

PRESENTER: William Walker

# SETA- Employer Activity Report

The following is an update of information as of July 28, 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	4	Senior Applications Developer	1
	9	Aquatics Specialist	1
	9	Assistant Pool Manager	1
	9	Camp Caretaker	1
	9	Camp Program Director	1
	9	Crew Leader, Landscape and Learning	1
	9	Cultural and Creative Economy Manager	1
	9	Dispatcher II (Lateral)	1
Cosumnes Community Svc Dist	9	Fire Chief	1
HealthNow Administrative Services	6	Customer Service Representative 1	4
Los Rios Community College Distric	6	Medical-Surgical Nursing Assistant Professor	3
	4	History Assistant Professor	1
REMETRONIX	9	Customer Service Engineer	1
	9	Warehouse Technician	1
Sacramento LGBT Community Center	6	Assistant Director of Health Services	1
	9	Housing Navigator	1
USCB, Inc.	9	Representative I, Customer Service	1
Utiliquest, LLC	9	Utility Line Locater	5
<b>Total</b>			<b>27</b>

ITEM IV-C- INFORMATION  
DISLOCATED WORKER UPDATE

BACKGROUND:

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

PRESENTER: William Walker

### Dislocated Worker Information PY 2020/2021

The following is an update of information as of July 28, 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	Permanent	91	Sacramento, CA	Yes	Y
<b>Southern Glazer's Wine and Spirits</b> 1301 North Market Blvd. Sacramento, CA 95834	Beverage	5/1/20-5/4/20	Permanent	4	Sacramento, CA	Yes	Y
<b>San Joaquin Valley College, Inc.</b> Sacramento, CA	Education	4/14/2020	Permanent	22	Sacramento, CA	Yes	Y
<b>P.F. Chang's China Bistro</b> 1530 J St. Sacramento, CA 95814	Restaurant	6/10/2020	Permanent	55	Sacramento, CA	Yes	Y
<b>Hyatt Regency Hotel</b> 1209 L Street Sacramento, CA 95814	Hospitality	6/18/2020	Permanent	203	Sacramento, CA	Yes	Y
<b>Triwest Healthcare Alliance</b> 2995 Prospect Park Drive, Suite 200 Rancho Cordova, CA 95670	Healthcare	6/20/2020	Permanent	194	Rancho Cordova, CA	Yes	Y
<b>Macy's</b> Sacramento, CA	Retail	6/30/2025	Permanent	150	Sacramento, CA	Yes	Y
<b>King's Casino Management Corporation</b> 6508 Antelope Rd. Citrus Heights, CA 95621	Gambling	7/1/2020	Temporary	319	Citrus Heights, CA	Yes	Y
<b>Philz Coffee Inc.</b> 1725 R Street Sacramento, CA 95811	Restaurant	7/10/2012	Permanent	2	Sacramento, CA	Yes	Y
<b>LIFETIME</b> 110 Serpa Way Folsom, CA 95630	Health/Fitness	7/14/2020	Temporary	28	Folsom, CA	Yes	Y
<b>Paradies Shops, LLC</b> 6900 Airport Blvd. Sacramento, CA 95837	Retail	7/16/2020	Temporary	40	Sacramento, CA	Yes	Y
<b>Goodwill Industries of Sacramento Valley and Northern Nevada, Inc.</b> Sacramento County, CA	Retail	7/22/2020	Permanent	178	Sacramento, CA	Yes	Y
<b>Adesa, Inc. dba Adesa Brasher's</b> 233 Blacktop Rd. Rio Linda, CA 95673	Retail	8/1/2020	Permanent	113	Sacramento, CA	Yes	Y
<b>Hertz</b> 6327 Aviation Dr. Sacramento, CA 95837	Retail	8/17/2020	Permanent	63	Sacramento, CA	Yes	Y
<b>Decore-ative Specialties, Inc</b> 10481 E. Stockton Blvd. Elk Grove, CA 95624	Retail	8/21/2020	Permanent	133	Elk Grove, CA	Yes	Y

### Dislocated Worker Information PY 2020/2021

The following is an update of information as of July 28, 2020

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKER	REGION/ LOCATION	Contacted	COVID-19 Related
<b>Food Source-Raley's</b> 430 Elkhorn Blvd. Rio Linda, CA 95673	Retail	8/25/2020	Permanent	53	Sacramento, CA	Yes	Y
<b>Food Source-Raley's</b> 3547 Bradshaw Rd. Sacramento, CA 95827	Retail	8/25/2020	Permanent	48	Sacramento, CA	Yes	Y
<b>Pier 1 Imports</b> 7440 Laguna Blvd Elk Grove, CA 95758	Retail	8/31/2020	Permanent	12	Elk Grove, CA	Yes	Y
<b>Pier 1 Imports</b> 2775 E. Bidwell Folsom, CA 95630	Retail	8/31/2020	Permanent	12	Folsom, CA	Yes	Y
<b>Pier 1 Imports</b> 1874 Arden Sacramento, CA 95815	Retail	8/31/2020	Permanent	12	Sacramento, CA	Yes	Y
<b>Coca Cola Company</b> 826 National Dr. Ste 200 Sacramento, CA 95834	Distribution	8/31/2020	Permanent	17	Sacramento, CA	Yes	Y
<b>TOTAL</b>				<b>1,749</b>			



ITEM IV-D – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT  
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of June was 12.8%.

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)**

**Sacramento region gains 28,200 jobs over the month; down 98,100 over the year**

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 12.8 percent in June 2020, down from a revised 13.7 percent in May 2020, and above the year-ago estimate of 3.7 percent. This compares with an unadjusted unemployment rate of 15.1 percent for California and 11.2 percent for the nation during the same period. The unemployment rate was 12.9 percent in El Dorado County, 11.2 percent in Placer County, 13.6 percent in Sacramento County, and 10.6 percent in Yolo County.

**Between May 2020 and June 2020**, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 28,200 to total 935,200 jobs.

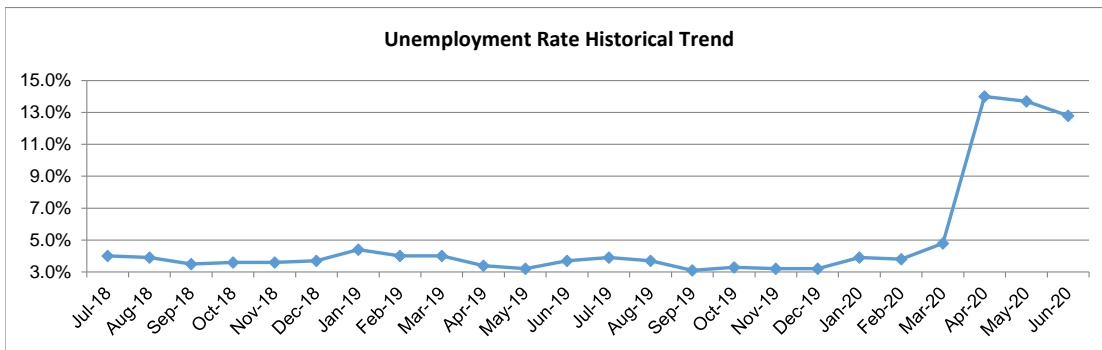
- Leisure and hospitality (up 14,700 jobs) led the region in month-over employment gains. Accommodation and food services grew by 13,200 jobs. Arts, entertainment, and recreation picked up 1,500 jobs. Despite these gains, employment in leisure and hospitality is down 28 percent since February.
- Trade, transportation, and utilities reported a month-over increase of 5,800 jobs. Retail trade (up 4,300 jobs) accounted for 74 percent of the job additions.
- Education and health services expanded by 4,200 jobs. Healthcare and social assistance (up 4,600 jobs) was responsible for the expansion.
- In June, employment continued to decline in government, which was down 3,700 jobs. Job losses were in state government (down 2,300 jobs) and local government (down 1,600 jobs). These reductions offset a slight gain in federal government, which added 200 jobs.

**Between June 2019 and June 2020**, total jobs in the region decreased by 98,100, or 9.5 percent.

- Leisure and hospitality led the year-over decline for the region, shedding 32,200 jobs. Accommodation and food services (down 23,600 jobs) was responsible for the majority of the job losses. Arts, entertainment, and recreation lost 8,600 jobs.
- Trade, transportation, and utilities fell by 15,800 jobs. Retail trade was down 10,700 jobs. Wholesale trade shed 3,100 jobs. Transportation, warehousing, and utilities cut back 2,000 jobs.
- Government reduced 15,400 jobs since last June. Local government (down 11,900 jobs) accounted for 77 percent of the job reductions.
- Financial activities (up 2,300 jobs) was the only major industry to report job growth from last June. Finance and insurance rose by 1,400 jobs. Real estate and rental and leasing added 900 jobs.

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

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 12.8 percent in June 2020, down from a revised 13.7 percent in May 2020, and above the year-ago estimate of 3.7 percent. This compares with an unadjusted unemployment rate of 15.1 percent for California and 11.2 percent for the nation during the same period. The unemployment rate was 12.9 percent in El Dorado County, 11.2 percent in Placer County, 13.6 percent in Sacramento County, and 10.6 percent in Yolo County.



Industry	May-2020	Jun-2020	Change		Jun-2019	Jun-2020	Change
	Revised	Prelim				Prelim	
Total, All Industries	907,000	935,200	28,200		1,033,300	935,200	(98,100)
Total Farm	8,300	8,500	200		10,000	8,500	(1,500)
Total Nonfarm	898,700	926,700	28,000		1,023,300	926,700	(96,600)
Mining, Logging, and Construction	65,600	66,500	900		71,300	66,500	(4,800)
Mining and Logging	500	500	0		500	500	0
Construction	65,100	66,000	900		70,800	66,000	(4,800)
Manufacturing	33,100	33,300	200		36,300	33,300	(3,000)
Trade, Transportation & Utilities	138,500	144,300	5,800		160,100	144,300	(15,800)
Information	10,400	10,500	100		11,900	10,500	(1,400)
Financial Activities	53,600	54,700	1,100		52,400	54,700	2,300
Professional & Business Services	128,600	131,300	2,700		134,500	131,300	(3,200)
Educational & Health Services	147,800	152,000	4,200		165,200	152,000	(13,200)
Leisure & Hospitality	63,900	78,600	14,700		110,800	78,600	(32,200)
Other Services	23,600	25,600	2,000		35,500	25,600	(9,900)
Government	233,600	229,900	(3,700)		245,300	229,900	(15,400)

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

Labor force data are revised month to month

July 17, 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

	Jun 19	Apr 20	May 20 Revised	Jun 20 Prelim	Percent Change Month	Year
Civilian Labor Force (1)	1,096,900	1,061,000	1,068,300	1,085,300	1.6%	-1.1%
Civilian Employment	1,056,000	912,300	921,900	946,000	2.6%	-10.4%
Civilian Unemployment	40,900	148,700	146,400	139,300	-4.8%	240.6%
Civilian Unemployment Rate (CA Unemployment Rate)	3.7%	14.0%	13.7%	12.8%		
(U.S. Unemployment Rate)	4.1%	16.2%	16.0%	15.1%		
	3.8%	14.4%	13.0%	11.2%		
<b>Total, All Industries (2)</b>	<b>1,033,300</b>	<b>886,600</b>	<b>907,000</b>	<b>935,200</b>	<b>3.1%</b>	<b>-9.5%</b>
Total Farm	10,000	7,100	8,300	8,500	2.4%	-15.0%
Total Nonfarm	1,023,300	879,500	898,700	926,700	3.1%	-9.4%
Total Private	778,000	638,600	665,100	696,800	4.8%	-10.4%
Goods Producing	107,600	93,100	98,700	99,800	1.1%	-7.2%
Mining, Logging, and Construction	71,300	59,700	65,600	66,500	1.4%	-6.7%
Mining and Logging	500	500	500	500	0.0%	0.0%
Construction	70,800	59,200	65,100	66,000	1.4%	-6.8%
Construction of Buildings	15,200	14,500	16,200	16,000	-1.2%	5.3%
Specialty Trade Contractors	48,500	37,700	41,500	42,700	2.9%	-12.0%
Building Foundation & Exterior Contractors	13,900	10,100	11,900	12,100	1.7%	-12.9%
Building Equipment Contractors	19,400	16,200	17,700	18,300	3.4%	-5.7%
Building Finishing Contractors	10,100	7,300	7,800	8,100	3.8%	-19.8%
Manufacturing	36,300	33,400	33,100	33,300	0.6%	-8.3%
Durable Goods	23,400	21,600	21,600	21,500	-0.5%	-8.1%
Computer & Electronic Product Manufacturing	4,600	4,800	4,800	4,900	2.1%	6.5%
Nondurable Goods	12,900	11,800	11,500	11,800	2.6%	-8.5%
Food Manufacturing	4,300	3,600	3,700	3,800	2.7%	-11.6%
Service Providing	915,700	786,400	800,000	826,900	3.4%	-9.7%
Private Service Providing	670,400	545,500	566,400	597,000	5.4%	-10.9%
Trade, Transportation & Utilities	160,100	133,600	138,500	144,300	4.2%	-9.9%
Wholesale Trade	29,000	24,000	25,600	25,900	1.2%	-10.7%
Merchant Wholesalers, Durable Goods	16,700	13,500	14,300	14,700	2.8%	-12.0%
Merchant Wholesalers, Nondurable Goods	10,700	9,000	9,600	9,700	1.0%	-9.3%
Retail Trade	99,400	81,300	84,400	88,700	5.1%	-10.8%
Motor Vehicle & Parts Dealer	15,200	11,200	11,900	13,000	9.2%	-14.5%
Building Material & Garden Equipment Stores	8,700	8,900	8,500	8,500	0.0%	-2.3%
Grocery Stores	19,300	19,600	19,900	19,700	-1.0%	2.1%
Health & Personal Care Stores	5,700	5,200	5,300	5,300	0.0%	-7.0%
Clothing & Clothing Accessories Stores	7,800	2,000	3,300	4,200	27.3%	-46.2%
Sporting Goods, Hobby, Book & Music Stores	3,600	2,600	2,800	2,800	0.0%	-22.2%
General Merchandise Stores	18,000	17,600	18,100	18,500	2.2%	2.8%
Transportation, Warehousing & Utilities	31,700	28,300	28,500	29,700	4.2%	-6.3%
Information	11,900	10,500	10,400	10,500	1.0%	-11.8%
Publishing Industries (except Internet)	2,300	2,200	2,200	2,300	4.5%	0.0%
Telecommunications	3,100	3,000	3,000	3,000	0.0%	-3.2%
Financial Activities	52,400	53,200	53,600	54,700	2.1%	4.4%
Finance & Insurance	34,800	36,100	36,500	36,200	-0.8%	4.0%
Credit Intermediation & Related Activities	10,100	10,400	10,600	10,500	-0.9%	4.0%
Depository Credit Intermediation	6,200	6,300	6,400	6,400	0.0%	3.2%
Nondepository Credit Intermediation	2,000	2,100	2,100	2,100	0.0%	5.0%
Insurance Carriers & Related	20,800	21,200	21,600	21,600	0.0%	3.8%
Real Estate & Rental & Leasing	17,600	17,100	17,100	18,500	8.2%	5.1%
Real Estate	13,500	13,100	13,100	14,700	12.2%	8.9%
Professional & Business Services	134,500	127,600	128,600	131,300	2.1%	-2.4%
Professional, Scientific & Technical Services	58,900	58,700	59,200	60,200	1.7%	2.2%
Architectural, Engineering & Related Services	10,700	10,700	10,700	11,000	2.8%	2.8%
Management of Companies & Enterprises	13,400	12,500	13,200	13,500	2.3%	0.7%
Administrative & Support & Waste Services	62,200	56,400	56,200	57,600	2.5%	-7.4%
Administrative & Support Services	59,200	54,100	53,900	55,300	2.6%	-6.6%
Employment Services	20,700	16,600	16,900	16,900	0.0%	-18.4%

Data Not Seasonally Adjusted

	Jun 19	Apr 20	May 20 Revised	Jun 20 Prelim	Percent Change	
					Month	Year
Services to Buildings & Dwellings	17,100	15,200	15,700	16,200	3.2%	-5.3%
Educational & Health Services	165,200	140,600	147,800	152,000	2.8%	-8.0%
Education Services	12,900	12,300	12,100	11,700	-3.3%	-9.3%
Health Care & Social Assistance	152,300	128,300	135,700	140,300	3.4%	-7.9%
Ambulatory Health Care Services	54,900	42,900	50,200	53,100	5.8%	-3.3%
Hospitals	24,900	24,700	24,600	24,700	0.4%	-0.8%
Nursing & Residential Care Facilities	17,200	17,100	17,000	17,000	0.0%	-1.2%
Leisure & Hospitality	110,800	56,500	63,900	78,600	23.0%	-29.1%
Arts, Entertainment & Recreation	18,000	8,100	7,900	9,400	19.0%	-47.8%
Accommodation & Food Services	92,800	48,400	56,000	69,200	23.6%	-25.4%
Accommodation	10,200	3,200	2,700	3,600	33.3%	-64.7%
Food Services & Drinking Places	82,600	45,200	53,300	65,600	23.1%	-20.6%
Restaurants	78,100	41,100	48,900	60,600	23.9%	-22.4%
Full-Service Restaurants	36,400	11,500	17,100	25,700	50.3%	-29.4%
Limited-Service Eating Places	41,700	29,600	31,800	34,900	9.7%	-16.3%
Other Services	35,500	23,500	23,600	25,600	8.5%	-27.9%
Repair & Maintenance	10,800	7,100	7,300	7,600	4.1%	-29.6%
Government	245,300	240,900	233,600	229,900	-1.6%	-6.3%
Federal Government	14,300	14,300	14,300	14,500	1.4%	1.4%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	231,000	226,600	219,300	215,400	-1.8%	-6.8%
State Government	124,000	125,000	122,600	120,300	-1.9%	-3.0%
State Government Education	32,600	32,200	29,300	26,400	-9.9%	-19.0%
State Government Excluding Education	91,400	92,800	93,300	93,900	0.6%	2.7%
Local Government	107,000	101,600	96,700	95,100	-1.7%	-11.1%
Local Government Education	58,200	56,300	51,600	49,800	-3.5%	-14.4%
Local Government Excluding Education	48,800	45,300	45,100	45,300	0.4%	-7.2%
County	19,300	19,100	19,200	19,200	0.0%	-0.5%
City	11,100	9,200	9,300	9,300	0.0%	-16.2%
Special Districts plus Indian Tribes	18,400	17,000	16,600	16,800	1.2%	-8.7%

**Notes:**

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

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

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

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

#####

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

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	<b>18,912,000</b>	<b>16,065,400</b>	<b>2,846,600</b>	<b>15.1%</b>
ALAMEDA	30	823,400	712,700	110,700	13.4%
ALPINE	56	500	400	100	19.6%
AMADOR	25	14,460	12,620	1,840	12.7%
BUTTE	18	95,100	83,600	11,500	12.1%
CALAVERAS	9	20,630	18,350	2,270	11.0%
COLUSA	54	10,170	8,310	1,860	18.3%
CONTRA COSTA	30	546,600	473,300	73,300	13.4%
DEL NORTE	20	9,300	8,140	1,160	12.5%
EL DORADO	26	90,700	79,000	11,700	12.9%
FRESNO	45	450,900	385,200	65,700	14.6%
GLENN	26	11,110	9,680	1,440	12.9%
HUMBOLDT	15	59,900	53,000	6,900	11.6%
IMPERIAL	58	74,000	53,800	20,200	27.3%
INYO	8	8,290	7,390	900	10.9%
KERN	53	377,700	311,600	66,100	17.5%
KINGS	45	56,800	48,500	8,300	14.6%
LAKE	40	25,800	22,140	3,660	14.2%
LASSEN	1	8,850	8,010	840	9.5%
LOS ANGELES	55	4,911,400	3,954,200	957,300	19.5%
MADERA	39	61,500	52,900	8,700	14.1%
MARIN	3	133,000	119,700	13,300	10.0%
MARIPOSA	41	7,870	6,750	1,120	14.3%
MENDOCINO	19	37,630	32,990	4,640	12.3%
MERCED	50	115,300	97,200	18,100	15.7%
MODOC	3	3,070	2,760	310	10.0%
MONO	57	6,760	5,090	1,670	24.7%
MONTEREY	42	204,600	175,100	29,600	14.4%
NAPA	20	74,200	65,000	9,200	12.5%
NEVADA	28	41,080	35,730	5,350	13.0%
ORANGE	33	1,595,000	1,377,000	218,000	13.7%
PLACER	11	182,600	162,200	20,500	11.2%
PLUMAS	37	6,780	5,840	950	13.9%
RIVERSIDE	47	1,099,200	936,900	162,300	14.8%
SACRAMENTO	32	707,800	611,700	96,100	13.6%
SAN BENITO	35	31,300	27,000	4,300	13.8%
SAN BERNARDINO	35	956,000	824,000	132,000	13.8%
SAN DIEGO	37	1,580,400	1,361,100	219,200	13.9%
SAN FRANCISCO	20	570,200	499,100	71,100	12.5%
SAN JOAQUIN	51	326,600	274,600	51,900	15.9%
SAN LUIS OBISPO	12	131,900	116,700	15,200	11.5%
SAN MATEO	7	442,000	394,200	47,800	10.8%
SANTA BARBARA	15	213,500	188,800	24,700	11.6%
SANTA CLARA	6	1,040,000	929,100	110,900	10.7%
SANTA CRUZ	28	132,600	115,300	17,300	13.0%
SHASTA	12	72,800	64,400	8,400	11.5%
SIERRA	10	1,180	1,050	130	11.1%
SISKIYOU	23	16,250	14,200	2,050	12.6%
SOLANO	33	202,400	174,700	27,700	13.7%
SONOMA	12	253,600	224,400	29,200	11.5%
STANISLAUS	48	235,800	200,400	35,400	15.0%
SUTTER	48	43,400	36,800	6,500	15.0%
TEHAMA	17	24,730	21,800	2,930	11.8%
TRINITY	2	4,500	4,060	440	9.8%
TULARE	52	195,500	161,800	33,700	17.2%
TUOLUMNE	42	20,530	17,580	2,950	14.4%
VENTURA	23	411,900	359,900	52,000	12.6%
YOLO	5	104,100	93,100	11,000	10.6%
YUBA	42	28,800	24,700	4,100	14.4%

**Notes**

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

2) Labor force data for all geographic areas now reflect the March 2019 benchmark and Census 2010 population controls at the state level.

ITEM IV-E - INFORMATION

HEAD START REPORTS

BACKGROUND:

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

Staff will provide an update on the process of re-opening Head Start centers.

In addition, Head Start/Early Head Start Health/Nutrition Coordinator Gricelda Ocegueda, will introduce the U.C. Davis/Betty Irene Moore School of Nursing students and share success stories of collaboration projects and upcoming projects for this summer.

Staff will be available to answer questions.

PRESENTER: Denise Lee

## **REGULAR MEETING OF THE HEAD START POLICY COUNCIL**

*(Minutes reflect the actual progress of the meeting.)*

Meeting Held Electronically

Tuesday, April 28, 2020  
9:00 a.m.

### **I. Call to Order/Roll Call/Review of Board Member Attendance**

Ms. Henrietta Gutierrez called the meeting to order at 9:08 a.m. Ms. Gutierrez read the thought of the day. Ms. Gutierrez called the roll and confirmed that a quorum was established.

#### **Members Present:**

Kanade Oishi, San Juan Unified School District  
Shannon Pierce, SETA-Operated Program  
Arianna Torres, SETA-Operated Program  
Donna Bonner, SETA-Operated Program  
Fienishia Wash, Home Base Option  
Rosemary Schapira, Community Agency Representative  
Henrietta Gutierrez, Past Parent/Community Representative  
Jara Lindgren, Elk Grove Unified School District  
Brenda Casillas, SETA-Operated Program  
Charles Taylor, Past Parent/Community Representative (joined at 9:18 a.m.)

#### **Members Absent:**

Jamilia Land, WCIC/Playmate Child Development Center (unexcused)  
Diana Angulo, Sacramento City Unified School District (unexcused)  
Alma Leiva, Elk Grove Unified School District (unexcused)  
Antoine Montgomery, WCIC/Playmate Child Development Center (unexcused)  
Rebecca Perez, Twin Rivers Unified School District (unexcused)

#### **New Member to be Seated**

Kara Otter, San Juan USD was seated

### **II. Consent Item**

#### **A. Approval of the Minutes of the February 25, 2020 Policy Council Meeting**

The minutes were reviewed; no questions or corrections.

Moved/Pierce, second/Bonner, to approve the February 25, 2020 minutes.

Roll Call Vote:

Aye: 9 (Bonner, Casillas, Lindgren, Oishi, Otter, Pierce, Schapira, Torres, Wash)

Nay: 0

Abstention: 1 (Gutierrez)

Absent: 6 (Angulo, Land, Leiva, Montgomery, Perez, Taylor)



**III. Action Items**

**A. Approval to Eliminate Classifications**

Ms. Allison Noren stated that this item is requesting the elimination of 22 job classifications that are no longer utilized in the agency.

Ms. Bonner inquired about the wellness position. Ms. Noren replied that there used to be a staff in the wellness position but there is no longer a need for a full-time person to provide wellness information to the agency. SETA has a Wellness Committee that disseminates information to the staff.

Mr. Charles Taylor joined the meeting at 9:18 a.m.

Moved/Lindgren, second/Casillas, to approve the elimination of classifications as listed in the board item.

Aye: 10 (Bonner, Casillas, Lindgren, Oishi, Otter, Pierce, Schapira, Taylor, Torres, Wash)

Nay: 0

Abstention: 1 (Gutierrez)

Absent: 5 (Angulo, Land, Leiva, Montgomery, Perez)

**B. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: Approval of Revised Job Classification for Head Start Cook/Driver**

Ms. Noren stated that SETA and the Children and Family Services department strive to give promotional opportunities for employees. The Head Start Cook/Driver does not have those opportunities which resulted in fewer people seeking employment. This item offers a tiered, five-level system with promotional opportunities within the classification.

Ms. Gutierrez opened a public hearing; there was no public testimony.

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

Roll call vote:

Aye: 10 (Bonner, Casillas, Lindgren, Oishi, Otter, Pierce, Schapira, Taylor, Torres, Wash)

Nay: 0

Abstention: 1 (Gutierrez)

Absent: 5 (Angulo, Land, Leiva, Montgomery, Perez)

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

Ms. Noren shared the agency has been in negotiations with the union regarding modification of the salary schedule to mitigate the impact of the minimum wage increases. Ms. Noren reviewed the tentative agreement which was ratified by the union on April 8. The proposed salary schedule was reviewed. In addition, an education incentive salary schedule for various classifications was added. The cost of this package is \$3.18 million which will come from the Cost-of-Living Adjustment, Quality Improvement funds, and a variety of new grants.

Moved/Wash, second/Lindgren, 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: 10 (Bonner, Casillas, Lindgren, Oishi, Otter, Pierce, Schapira, Taylor, Torres, Wash)

Nay: 0

Abstention: 1 (Gutierrez)

Absent: 5 (Angulo, Land, Leiva, Montgomery, Perez)

D. Approval of Selection Criteria for Enrollment in Head Start or Early Head Programs

Ms. Denise Lee shared that the Selection Criteria provides an orderly process to fill vacant slots in Head Start and Early Head Start. It provides a way to ensure children needing services are provided services in highest priority need. Head Start strives to keep an ample waiting list and regularly has a group of children ready for enrollment upon vacancy; Early Head Start works similarly. There are no recommended changes being presented.

Moved/Taylor, second/Otter, to approve the Head Start Enrollment Selection Criteria and the Early Head Start Enrollment Selection Criteria for Sacramento County.

Roll Call Vote:

Aye: 10 (Bonner, Casillas, Lindgren, Oishi, Otter, Pierce, Schapira, Taylor, Torres, Wash)

Nay: 0

Abstention: 1 (Gutierrez)

Absent: 5 (Angulo, Land, Leiva, Montgomery, Perez)

Ms. Denise Lee reviewed items E-I via a power point.

E. Approval of Annual Self-Assessment for 2019-20 and Resulting Program Improvement Plan SETA-Operated Program

- and -

F. Approval of Program Year 2020-21 Head Start, Early Head Start, and Early Head Start Child Care Partnership Annual Refunding Applications

- and -
- G. Approval of the SETA Head Start, Early Head Start, and Early Head Start Child Care Partnership Budgets for Program Year 2020-21
  - and -
- H. Approval of the 2020-21 Head Start, Early Head Start, and Early Head Start Child Care Partnership Program Options and Center Locations for Sacramento County
  - and -
- I. Approval of 2020-21 Training/Technical Assistance Plan for the SETA Head Start/Early Head, and Child Care Partnership Program, as Aligned with Established Five-Year Goals and Objectives

Ms. Lee reviewed the refunding grant application documents that will provide services for 4,236 Head Start children and 792 Early Head Start children. The \$63 million budget is broken down into Basic, Quality Improvement, Training/Technical Assistance, and a Cost of Living Adjustment (COLA). Ms. Lee reviewed a number of changes proposed in the new program year. Two new centers will open: Dudley Elementary School (SOP) and Washington Elementary School (SCUSD). Ms. Lee reviewed the various options available to parents. The Office of Head Start has urged programs to utilize QI funding to support trauma informed care and approaches.

Ms. Pierce and Ms. Schapira left the Policy Council meeting at 9:59 a.m.

Moved/Wash, second/Otter, to approve the following items:

Item III-E: 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.

Item III-F: Approve the Program Year 2020-2021 Head Start, Early Head Start, and Early Head Start Child Care/Partnership Annual Refunding Applications.

Item III-G: 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.

Item H: 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.

Item I: 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: 8 (Bonner, Casillas, Lindgren, Oishi, Otter, Taylor, Torres, Wash)

Nay: 0

Abstention: 1 (Gutierrez)

Absent: 7 (Angulo, Land, Leiva, Montgomery, Perez, Pierce, Schapira)

J. Approval to Submit a Grant Application for FY 2020 Supplemental Funds in Response to the Coronavirus Disease 2019 (COVID-19)

Ms. Lee stated that the Office of Head Start (OHS) has been incredibly responsive and has been communicating with staff on a regular basis. This item requests approval to submit a grant application not to exceed \$500,000 for summer programs. Should the shelter-in-place order be lifted, summer programs would be offered in centers that would normally be closed, following a traditional school calendar. Sacramento City USD and Twin Rivers USD are proposing to operate summer programs for a portion of their Head Start children who would otherwise not be served over the summer. Projected start dates are June 15<sup>th</sup>/July 1<sup>st</sup> respectively. They are working on the budget which is not expected to cost more than \$500,000.

Ms. Lee stated that yesterday staff participated in a conference call with the regional office. Staff was informed that OHS will provide one-time COVID-19 funding for programs. The amount of the funds is unknown and staff is still working on a plan of action for returning to school. The funds will be earmarked for supplies and materials, deep cleaning, and other supplies to provide safe classrooms and offices. Staff will develop the budget and submit it to the OHS by May 15 and a report back will be provided. Ms. Lee asked that the motion include the following language: ‘and supplemental funds to address COVID-19 issues.’

Mr. Taylor inquired how will this be done? Ms. Lee stated that this will only be done when the shelter in place is lifted. Staff is not sure if, when the shelter in place is lifted, that things will go back to ‘normal;’ we may have to alternate days or reduce the number of children in each class. The funding would only be available for in-class summer sessions, not virtual classes. This is all pending the shelter in place being lifted. Sacramento does not have a date as of yet.

Moved/Wash, second/Bonner, to approve the Head Start FY 2020 supplemental grant application in response to the coronavirus disease 2019 (COVID-19) in an amount not to exceed \$500,000 to operate the summer programs and supplemental funds to address COVID issues.

Roll Call Vote:

Aye: 8 (Bonner, Casillas, Lindgren, Oishi, Otter, Taylor, Torres, Wash)

Nay: 0

Abstention: 1 (Gutierrez)

Absent: 7 (Angulo, Land, Leiva, Montgomery, Perez, Pierce, Schapira)

IV. **Other Reports**

- A. Executive Director’s Report: Ms. Kathy Kossick thanked the board for their participation at the meeting; the board’s approval was crucial. The workforce part of the agency is still working. As of last Tuesday, SETA was notified of

10,300 dislocated workers from different employers that have had to lay off employees. Ms. Kossick encouraged board members, their neighbors and friends to look at SETA's webpage for possible job openings. Ms. Kossick is hoping that in-person meetings will resume in the next two to three months.

- B. Head Start Deputy Director: Head Start Fiscal Report: Ms. Lee reported that the Office of Head Start has directed the Agency to continue paying staff during the center closures. Many staff are working remotely and offering remote teaching. A large portion of the annual grant will be spent by the end of the year, but there are projected cost savings due to the late center openings, delayed hiring and vacancies. Staff will be asking for a special circumstance roll over of funds to complete projects such as roof replacement, new play structures, or classroom improvements. Staff will present an item next month requesting roll over to the new fiscal year with the funds earmarked for pre-approved deferred maintenance projects. There may also be a need to request a waiver for the non-federal share. Ms. Lee commended the Office of Head Start for their amazing flexibility and responsiveness to staff.
- C. Chair's Report: Ms. Gutierrez thanked board members for their participation.
- D. Open Discussion and Comments: The board discussed ways that teaching staff are reaching out to parents. Ms. Lee stated that staff is always looking to find creative ways to connect and assist parents with in-home schooling.
- E. Public Participation: None.
- V. **Adjournment**: The meeting was adjourned at 10:28 a.m.

## **REGULAR MEETING OF THE HEAD START POLICY COUNCIL**

*(Minutes reflect the actual progress of the meeting.)*

Meeting Held Electronically

Tuesday, May 26, 2020  
9:00 a.m.

### **I. Call to Order/Roll Call/Review of Board Member Attendance**

Ms. Henrietta Gutierrez called the meeting to order at 9:00 a.m. Ms. Gutierrez read the thought of the day. Ms. Gutierrez called the roll and confirmed that a quorum was established.

#### **Members Present:**

Shannon Pierce, SETA-Operated Program  
Arianna Torres, SETA-Operated Program  
Donna Bonner, SETA-Operated Program  
Rebecca Perez, Twin Rivers Unified School District  
Fienishia Wash, Home Base Option  
Rosemary Schapira, Community Agency Representative  
Henrietta Gutierrez, Past Parent/Community Representative  
Brenda Casillas, SETA-Operated Program  
Charles Taylor, Past Parent/Community Representative  
Kara Otter, San Juan USD (seated at 9:03 a.m.)  
Jara Lindgren, Elk Grove Unified School District (seated at 9:10 a.m.)

#### **Members Absent:**

Diana Angulo, Sacramento City Unified School District (unexcused)  
Alma Leiva, Elk Grove Unified School District (unexcused)  
Kanade Oishi, San Juan Unified School District (unexcused)

### **II. Consent Item**

#### **A. Approval of the Minutes of the April 28, 2020 Policy Council Meeting**

The minutes were reviewed; no questions or corrections.

Moved/Bonner, second/Otter, to approve the April 28 minutes.

Roll call vote:

Aye: 9 (Bonner, Casillas, Otter, Perez, Pierce, Shapira, Taylor, Torres, Wash)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 3 (Angulo, Leiva, Oishi)

### **III. Action Items**

#### **A. TIME ITEM 9:00 A.M. AND PUBLIC HEARING: Approval of Changes to the SETA Personnel Policies and Procedures Sections 4 and 5**

Ms. Noren reviewed modifications to the Policies and Procedures.

Ms. Gutierrez opened a public hearing.

Ms. Jara Lindgren joined at 9:10 a.m.

Moved/Wash, second/second/Bonner, to close the public hearing and approve the updated Personnel Policies and Procedures Sections 4 and 5.

Aye: 10 (Bonner, Casillas, Lindgren, Otter, Perez, Pierce, Shapira, Taylor, Torres, Wash)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 3 (Angulo, Leiva, Oishi)

B. Approval of Budget Modification and Low Cost Extension for Head Start and Early Head Start Program Year 2019-2020

Mr. Victor Han reviewed this item requesting a budget modification. This allows staff to move funds around to ensure all funds are spent. Staff developed a list of deferred maintenance items for the under-spent funds. Staff reached out to the delegates asking if they wished a budget modification and Elk Grove USD and Twin Rivers USD agreed. Any budget modification over \$250,000 must be reviewed by the Policy Council and the SETA Governing Board for approval.

Mr. Han stated that the low cost extension requests to extend funds for an additional 12 months for pre-approved projects. This allows us extra time to procure the projects and get the work done. SETA received approximately \$875 per enrollment slot to be put toward COVID19 issues. These funds are specifically earmarked for activities to prevent, prepare for, and respond to COVID19. Ms. Gutierrez asked for an explanation of what will be purchased with the COVID funds. Ms. Lee replied that ACF has given flexibility for how the funds can be utilized. Some purchases will include hand sanitizer, wipes, masks, iPads for the sign in system, no touch thermometers, and sanitizing sprayers, plexi-glass shields, social distancing signs.

Mr. Taylor asked about the play structure at Morey Avenue. Mr. Han replied that the Agency wants to make sure that students with disabilities can access the play structure at Morey Avenue. Ms. Lee added that there will be a playground upgrade and new shade structure at Morey Avenue.

Moved/Lindgren, second/Bonner, to 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.

Aye: 10 (Bonner, Casillas, Lindgren, Otter, Perez, Pierce, Shapira, Taylor, Torres, Wash)

Nay: 0

Abstentions: 1 (Gutierrez)  
Absent: 3 (Angulo, Leiva, Oishi)

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

##### **A. Standing Information Items**

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han reviewed the monthly fiscal report as of April; the budget is 71% spent. Twin Rivers looks low but the duration carryover funds were approved so the funds will be spent this month. Non-federal share amount is at 26% in total. Staff will request a non-federal share modification waiving the requirements of the non-federal share match due to the COVID19 closures.

Mr. Han reviewed the CCP program report which is a work in progress. There will be movement later in the year. The AMEX card report was reviewed which is much less than normal due to the closure of centers.

##### ➤ **Community Agency Reports**

- **Sacramento Children's Home:** Ms. Schapira works at the North Sacramento Family Resource Center; there are nine centers in the collaborative. Their office recently moved to 2469 Rio Linda Blvd. All staff are working remotely and still providing services. Anyone seeking information can go to their website at: [www.northsacfr.org](http://www.northsacfr.org). They continue to provide circle time, parent training, and weekly home visits through Zoom or telephone; they have a crisis intervention specialist to provide assistance. They partner with the Sacramento Food Bank; the North Sacramento Family Resource Center provides diaper distribution for the county. Anyone interested in services can call 916-679-3743 which will be sent directly to staff cell numbers.
- **Community Resources:** Mr. Robert Silva will distribute a list of hot lines and help lines. There are also food distribution lists. Mr. Silva reminded board members of the Career Incentive Program (CIP) and he offered to assist board members. The career centers are open and available to give information. Mr. Silva asked parents to let him know what they want to know. Ms. Gutierrez asked for information on mental health resources. Ms. Lindgren asked for more information on the CIP. Next month Mr. Silva will present information on the CIP as well as mental health resources.

- ##### **B. SETA Governing Board Minutes: February 6 and March 5, 2020 Meetings: No questions.**

#### **IV. Committee Reports**

- **Executive Committee Meeting: Ms. Henrietta Gutierrez: No report.**



## VI. Other Reports

- A. Executive Director's Report: Ms. Kossick stated that there are several job centers operating remotely; three are actually meeting with people by appointment only. There is a list on the webpage to find out the job center closest to for assistance in employment or training. Under the federal CARES Act, SETA will receive \$2.1 million in CSBG to be used for safety-net services for emergency services. A Request for Proposals will be released in July; the CAB will be discussing ideas at their June meeting. The funds will be distributed throughout the county for safety net and family self-sufficiency. Funding will be from August 2020 to May 2022.
- B. Head Start Deputy Director's Report: Ms. Lee stated that even though center based services are not open, there is still mental health services available and board members are urged to reach out to management for referrals and contact information.

Ms. Lee talked about the COVID 19 funds; the Office of Head Start has been incredibly flexible. The COVID 19 funds will be available to programs soon. Management will make sure staff will be prepared to face the risks and deal with them. Ms. Lee reviewed a list of things that will be changing. The districts are working to develop their own reopening procedures. SOP is working to reopen services toward the latter part of June. Staff is working on a plan to bring centers back while ensuring the safety of children and staff. Ms. Lee reviewed restrictions that will be in place. No staff will return without training. Volunteers will not be allowed in the classrooms. Classrooms will be restricted to two adults at a time. Daily sign-in of children will take place outside the classroom, in the entry/common area. Childrens' meals will be served in individual plates and bowls. Classrooms will be reorganized to encourage social distancing. Children will have individual goodie bags with classrooms supplies to ensure there is no cross contamination. Facilities staff will fog the play structures in the morning and teachers will do the same between classes.

Classrooms will have 10 children, prioritizing four-year olds and special needs children. The three-year olds will then be served. Home base will continue to be virtual; staff will be working on how to do visits in person with social distancing guidelines. Not all centers will open on the same day; center reopenings will be staggered.

Ms. Bonner stated that she and her daughter are overdue with their home visit with Alex; Ms. Griffith replied that home visits are not currently being done. Visits and check ins are being done on Zoom or by phone. The state is suspending their assessment requirements at this time.

Next month, staff will be bringing an adapted reimbursement policy in light of the COVID19 issue. Staff will present a different way to provide support by providing a \$25.00 food card to ensure food will be provided for children while participating

in the meeting. A Walmart gift card will be sent electronically from Mr. Han for participating board members. The card is expected to be used for food.

C. Chair's Report: None.

D. Head Start Managers' Reports

- Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: Ms. Carr stated that Family Services Workers (FSWs) are reaching out to parents with children in the SETA-Operated Program; the home visitors are also reaching out. Centers will soon be reopened in the center based program. There will be a partners meeting next week including Home Based visitors. Attendees will be talking about how to offer Home Based services to ensure everyone is safe. FSWs will be reaching out to families in center based programs that need physical exams and will be requiring that children be update with their shots and physicals. This is especially for children with autoimmune issues and those with asthma.

- Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith reported that teachers across the county have been learning to become more 'techie'. Staff is working on adaptations to the curriculum. Management has been writing policies and procedures on how the new set up will look. Staff is also looking for trauma-informed care for families and getting resources. A lot of the teachers have utilized the remote time to do staff development including book studies and on-line coaching.

Ms. Gutierrez asked how trauma informed care is going forward with teachers and how training will be done? Ms. Griffith replied that each delegate is doing it differently. The Teaching Pyramid is very closely aligned with the trauma informed care approaches. Staff will be connecting with a trauma informed care expert. There will be a multi-pronged approach to the issue. A lot of the resource agencies across the nation have been very responsive and providing information that will assist in reopening the centers.

- Kaleb Call – Quality Assurance, Food Services, Save Environments, Grants, and Contracts: Mr. Call reported that staff are preparing for reopening. The QA team has been working on how to do the QA monitoring with the new CDC guidelines in place. Staff needs to be flexible on how to visit and monitor the centers.

D. Open Discussion and Comments: No comments.

E. Public Participation: No comments.

**VII. Adjournment:** The meeting was adjourned at 10:23 a.m.

# MONTHLY PROGRAM INFORMATION REPORT

JUNE 2020

## **SETA Re-Opens Centers in Phases**

On June 22<sup>nd</sup>, the SETA Operated Program will begin opening Early Learning Centers to serve children/ families in center-based care. A carefully planned roll-out includes opening two centers to start, Sharon Neese ELC and Crossroad Gardens ELC. The slow start helps ensure proper protocols, procedures and training are in place prior to staff and children returning.

The local health department and Community Care Licensing modified many regulations, guidelines and procedures to safeguard against the risk of COVID19 exposure in child care settings. To prepare, staff will attend mandatory “return to work” training sessions, make various adaptations to their classrooms, and prepare for increased health/safety protocols in anticipation of children returning.

During the first week of re-opening, supervisors will seek feedback from staff on “what worked” and “what needs improvement” for the next phase of centers to re-open. Each week additional centers will reopen to the public, prioritizing 4-year old returning children and children with disabilities to return to school first. Centers are limited to 10 children and two teachers per classroom. Other support staff and volunteers are not permitted in the classroom at this time. Once safety protocols are relaxed, SETA will adjust accordingly.

If all goes according to plan, all SOP early learning centers will be reopened by August 10<sup>th</sup>, including traditional centers returning from summer break. Delegate agency centers and home-based services will continue with distant learning through the summer months.

## **How Can We Help Children Social Distance While at School?**

For most families, returning to school can be a scary and worrisome venture. *Will my child get sick? Will my child be exposed to COVID19? Will my family be at risk? Should my child stay home to be safe?*

These are all critical questions and in many cases are individualized to each family. While SETA cannot guarantee zero exposure to illnesses while attending school, staff can ensure the highest level of safety precautions, as guided by CDC and Community Care Licensing, will be adhered to, reducing the odds of exposure.

In general, children do not naturally know how to social distance. As adults, we have to entice them, teach them, and set-up physical environments to encourage social distancing. Some social distancing strategies that parents can do to prepare their child for returning to school and strategies teachers will do while children attend school, are provided below.

## **What can parents/guardians do in advance of returning to school?**



- Talk with your child about returning to school.
- Provide some examples of what social distancing might look like in their classroom (examples are provided below).
- Discuss within your family and decide if your child will voluntarily wear a face covering/mask while at school. SETA will not require children in attendance to wear face coverings/masks, but will have disposable child-sized masks available for those who voluntarily choose to have their child wear one (except children under the age of three which cannot wear a mask/covering).
- Talk with your child's teacher (via phone, Zoom, email, etc.) about stories or activities you can do with your child in advance of returning to school.
- Help your child practice some social distancing space at home the week prior to returning to school so he/she can be familiar with what it looks/feels like.

## **What will staff do to help children social distance in the classroom?**

- Classrooms and the daily schedule will be adapted to encourage social distancing.
  - There will be less toys available in the classroom for sharing.
- There will be extended and/or duplicate play areas to prevent overcrowding in popular areas.
  - Children may have extended play time outside for fresh air.
- Children may be encouraged to play in "play hubs" with limited or individual children playing in each hub.
- There will be markings on the floor to show distinct play areas where no more than a couple of children (or individual children) will play.
  - Teachers will talk with children about social distancing with their friends.
  - Classrooms will have more clear "space" to promote spreading out.
    - Circle time will be suspended for the time being.
      - Windows may be opened for fresh air.
    - Children will have "baggies" of individual supplies for art and writing.
    - Individual trays will be provided to each child to mark their space.
      - Seating during meal service will be spread out, 5 per table.



**State Budget Update:**  
**Senate Democrats Oppose \$14 Billion in Budget Cuts**  
**Alternate Funding Approach Proposed, Preserving**  
**Childcare and Education Spending**

*(Article published by Head Start California/June 2020 Director's Update)  
For more articles like this, visit [www.headstartca.org](http://www.headstartca.org)*

California Senate Democrats are poised to reject \$14 billion in budget cuts proposed by Gov. Gavin Newsom earlier this month, choosing instead to craft a spending plan that looks for other ways to erase the state's deficit and assumes additional money for schools and social services will come from the federal government by early September.

The proposal relies on an alternate approach to Newsom's plea for additional funds from President Trump and Congress, said legislative sources who asked not to be identified because they weren't authorized to discuss the document. It also proposes some different cuts than those in Newsom's plan, refusing some of the governor's cuts to child care provider rates and affordable housing programs.

Newsom wants \$14 billion in immediate spending cuts — including \$8.1 billion less for public schools — that would be rescinded only if federal cash is sent to California. In contrast, Senate Democrats will insist the budget be scaled back only if sufficient federal assistance doesn't arrive by Sept. 1.

*For the full article, visit [www.headstartca.org](http://www.headstartca.org).*





## There are many silver linings among the COVID19 clouds.

During the 2018 school year, SETA launched a parenting curriculum called Ready Rosie. Through staff's consistent efforts and outreach, readership slowly grew to reach 50% of SETAs enrolled families. However, with personal outreach and coordinated efforts by Laura Correa-DeAlmeida, Education Coordinator, she was able to increase parent readership to nearly 80% in just a few short months. Way to go Laura!

## We are Bursting with Excitement!

Looking at your data over the past 11 weeks of distance learning, we have seen great activity from your families!

Number of videos viewed:

**7245**

Number of families connected:

**1575**

Number of playlists shared by teachers:

**1298**

### Some of your caregiver comments:

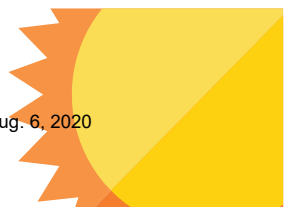
Hooray Parfait: "We honestly make these often. after seeing this video she wants me to go fix her one for lunch lol"

Funny Faces: "We do this frequently when we are playing. We use "Happy", "Sad", "Mad" and " Excited". His facial expressions appropriately change."

Torn Paper Art: "Video was really good gonna try it with Josiah "

We are thankful to partner with you not only during Distance Learning but Year Round.

Don't forget about our Summer Soar videos delivered to families throughout the Summer!





## Quality Assurance Summary Report

TO: SETA Policy Council and Governing Board members  
 RE: SETA Quality Assurance/Monitoring Results – March 2020

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
Sacramento City USD	Head Start	10 centers 10 classes <i>Classroom Observation</i> <i>Safe Environments</i> 25 children's files for: <i>Education</i> <i>Enrollment</i> <i>Screenings</i>	February 26 – March 13, 2020	<b>Differential Review</b>  <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

This monitoring review was performed using the 2019 Monitoring for Compliance and Quality Improvement tool (MCQI). MCQI was designed in *ChildPlus* and is comprised of 4 monitoring checklists representing 59 performance indicators. All indicators align with the Head Start Program Performance Standards (HSPPS), the Head Start Act, Community Care Licensing, and other local, state and federal regulations.

### **Highlighted Program Strengths and Positive Observations:**

- Classrooms have learning areas that are equipped with interesting materials and supplies that encourage play and exploration. Materials are rotated to reflect themes and activities.
- Routines are well established and children knew what to expect in the daily schedule.
- Relationship between staff, children and families are evident.
- Program leadership is accommodating, professional and has been very responsive in addressing concerns found during the review.

### **Trends seen in this review**

- Safety and Supervision: Not all classrooms conduct a sweep as a part of the SUPERvision protocol. Teachers do not consistently zone themselves to have visual supervision of children.
- Classroom Observation: Tooth-brushing not done daily.
- Education Files: Child observations on Learning Genie are very generalized, many observations linked with multiple measures.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
<b>Education File Review and Classroom Observation</b> <i>(Screenings, Referrals, Follow-up, Individual</i>	88%	- No documentation of screening results shared with parent/guardian

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
<i>Education Plans, and Classroom Observation)</i>		<ul style="list-style-type: none"> <li>- Minimal parent input and teacher strategies on Individual Development plans (IDPs), DRDP Fundamental Review</li> <li>- Observations were generalized and attached to multiple DRDP measures</li> <li>- ASQ screening dates did not match in child's file and in ChildPlus</li> <li>- Safety, supervision and zoning practices not consistently practiced</li> </ul>
<b>Enrollment/Screenings</b> <i>(Attendance tracking, sign-in/out procedures, average daily attendance, absence tracking, child screenings)</i>	88%	<ul style="list-style-type: none"> <li>- Contents of child's file does not match data in Childplus</li> <li>- Some applications are incomplete/ missing information</li> <li>- Some screenings/physical exams are past due and/or not evidenced in the file</li> </ul>
<b>Safe Environments</b> <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	86%	<ul style="list-style-type: none"> <li>- Diapering procedure not posted</li> <li>- Hand-washing and tooth-brushing procedures not followed regularly</li> <li>- Classroom is not well maintained and orderly</li> <li>- Some safety hazards exist (ie chemicals/electrical cords in reach of children, general cleanliness of classroom, fire extinguisher inspections not completed, paper/art posted on wall exceeds 25%, tripping hazards)</li> </ul>

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

**Follow-up and Corrective Action Plans:**

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

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



# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**June 2020**

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

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

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
<b>SETA operated</b>	1756	189	<b>11%</b>	589	114	<b>19%</b>
<b>Twin Rivers USD</b>	140	30	<b>21%</b>	40	3	<b>8%</b>
<b>Elk Grove USD</b>	440	59	<b>13%</b>			
<b>Sac City USD</b>	736	87	<b>12%</b>			
<b>San Juan USD</b>	1052	157	<b>15%</b>	160	12	<b>8%</b>
<b>WCIC</b>	120	12	<b>10%</b>			
<b>EHS CCP</b>				80	13	<b>16%</b>
<b>COUNTY TOTAL</b>	<b>4244</b>	<b>534</b>	<b>13%</b>	<b>869</b>	<b>142</b>	<b>16%</b>

*AFE: Annual Funded Enrollment*



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

## Meetings and Trainings

### Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
560	560	560	0

Total Amount of Meals and Snacks Prepared 1,680

### Purchases:

Food	\$5,309.39
Non - Food	\$0.00

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$0.00

Vehicle Gas / Fuel: \$0.00  
Normal Delivery Days 7

## 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.