



**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

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Executive Director

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

DATE: Thursday, September 3, 2020

TIME: 10:00 a.m.

LOCATION: <https://us02web.zoom.us/j/88663024184>

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/88663024184>. Members of the public may join the meeting by clicking the link above or typing the meeting address above into their web browser, or listen to the meeting on iPhone one-tap: US: +16699006833,,88663024184# or +12532158782,,88663024184# Or Telephone: Dial (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 +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592. Webinar ID: 886 6302 4184. International numbers available: <https://us02web.zoom.us/j/kdawcSwQYd> . Members of the public are encouraged to participate in the meeting by submitting written comments by email to: 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. 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.

A G E N D A

- I. Call to Order/Roll Call/Pledge of Allegiance**
- II. Consent Items**
 - A. Approval of Minutes of the August 6, 2020 Regular Board Meeting 1-8
 - B. Approval of Claims and Warrants 9
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1.	Approval of Lease Agreement for Hillsdale Career Center Office Space and Authorize the Executive Director to Execute the Agreement (Roy Kim)	12
2.	<u>TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:</u> Approval of the Addition to the SETA Personnel Policies and Procedures Remote Work Policy and Process (Allison Noren)	13-17
B.	WORKFORCE DEVELOPMENT DEPARTMENT <u>Refugee Services:</u> None. <u>One Stop Services:</u> None. <u>Community Services Block Grant</u>	
1.	Approval of the CARES Act CSBG Supplemental Fund Request for Proposals (Julie Davis-Jaffe)	18-20
C.	CHILDREN AND FAMILY SERVICES: No items.	
IV.	<u>Information Items</u>	
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A.	Chair	
B.	Executive Director	
C.	Deputy Directors	

- D. Counsel
- E. Members of the Board
- F. Public

VI. Adjournment

DISTRIBUTION DATE: TUESDAY, AUGUST 25, 2020

ITEM II-A-CONSENT

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

BACKGROUND:

Attached are the minutes of the August 6, 2020 meeting for your review.

RECOMMENDATION:

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

PRESENTER: Kathy Kossick

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

Minutes/Synopsis

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

Meeting Held Electronically

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

I. Call to Order

Ms. Scherman called the meeting to order at 10:04 a.m. The roll was called and a quorum was confirmed.

Members Present:

Sophia Scherman, Vice Chair, Public Representative

Larry Carr, Councilmember, City of Sacramento

Patrick Kennedy, Member, Board of Supervisors

Don Nottoli, Chair; Member, Board of Supervisors (joined at 10:10 a.m.)

Member Absent:

Jay Schenirer, Councilmember, City of Sacramento

II. Consent Items

- A. Approval of Minutes of the June 4, 2020 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Add Hacker Lab, Inc. and Amazing Pathways, Inc. to SETA'S Vendor Services (VS) List
- D. Approval of Appointments to the Sacramento Works, Inc. Board
- E. Approval of One Stop Share of Cost Agreement with the Department of Human Assistance
- 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
- 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

There were no questions or comments.

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

- A. Approve the June 4, 2020 minutes.
- B. Approve the claims and warrants for the period 5/28/2020 through 7/29/2020.
- C. Approve the attached recommendations to add Hacker Lab, Inc. and Amazing Pathways, Inc. to SETA's VS List.

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

Roll call vote:

Aye: 3 (Carr, Kennedy, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Nottoli and Schenirer)

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

Ms. Scherman opened the public hearing.

Ms. D'et Saurbourne reviewed modifications to the budget. There were a number of changes between the recommended and final budgets. The Agency received an additional \$75,000 in SB1 funds plus Peers Helping Peers for \$92,000.

Mr. Don Nottoli joined the meeting at 10:10 a.m.

Moved/Carr, second/Kennedy, to close the public hearing and adopt the attached Resolution approving the Sacramento Employment and Training Agency Final Budget for Fiscal Year 2020-2021.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

Ms. Scherman passed the gavel to Mr. Don Nottoli.

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

Ms. Terri Carpenter stated that SETA was encouraged by City staff to submit the proposal for CARES funding.

In response to a question from Councilman Carr, Ms. Carpenter stated that the proposal requests \$1,571,782 to serve 300 dislocated/laid off employees. The funds must be obligated and spent before December 31. Staff feel confident we will spend the funds because we are working with long-term service providers. Ms. Carpenter stated that staff will look at all high poverty areas to ensure that the most impacted areas are given services.

Moved/Scherman, second/Carr, to 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.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

Mr. Thatch asked that the board consider Item III-A-3 Approval to Delegate Authority to the Executive Director to Cancel and Reissue the Request for Proposals for Head Start Warehouse and Office Space, which is an off-agenda item. Mr. Thatch read the item into the record. If the board approves to consider this off-agenda item, it would require a unanimous vote.

Moved/Scherman, second/Carr, to consider Item III-A-3 as outlined by legal counsel.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

3. Approval to Delegate Authority to the Executive Director to Cancel and Reissue the Request for Proposals for Head Start Warehouse and Office Space

Mr. Thatch stated that staff and legal counsel have been in lease negotiations. It has not been easy. Landlords are reluctant to agree to utilities fully included in the lease. One of the real impediments is the fear that landlords have about utility usage. The original RFP called for a fully serviced lease, as well as an initial term of five years. We have discovered that a slightly longer term and separate metering of utilities would probably yield a much better deal for SETA. As a result, staff is seeking authority to delegate to your Executive Director to redraft and reissue this RFP with a very short turnaround time. Staff are requesting the authority to redraft and reissue the RFP which will be available to anyone wanting to submit a proposal.

Moved/Carr, second/Scherman, to delegate to the Executive Director the authority to cancel and re-issue the Request for Proposals for Head Start Warehouse and Office Space.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

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

Mr. Thatch stated that this item will approve funding this organization for more money than they requested. Mr. Thatch read the following sole source finding into the record: "Federal regulations and the SETA procurement policies permit non-competitive procurement when services are available from only a single source. SETA has received \$22,935 in RSS Set Aside funds from the California Department of Social Services - for allocation either this Program Year (which expires on September 30) or carryover to Program Year 2020-21. The Slavic Assistance Center, Inc. (SAC) is the sole provider of RSS Set Aside services at this time and the only provider in position to utilize any portion of this funding before the end of the current 2019-20 Program Year. SAC can provide additional services during this Program Year to 30 older refugees if augmented with \$11,850 of the available funds. Therefore, the Governing Board finds that these services, provided under SAC's existing agreement with SETA, are only available from a single source, which justifies augmentation of SAC's agreement in the amount of \$11,850."

There were no questions or comments.

Moved/Carr, second/Scherman, that the board approve the recommendation, with the sole source finding, 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.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

2. Approval of Staff Funding Recommendations for the Refugee Support Services (RSS) and RSS Set-Aside Grant Programs, Program Year (PY) 2020-2021

There were no questions.

Moved/Scherman, second/Carr, to approve staff funding recommendations for the Refugee Support Services (RSS) and RSS Set-aside programs, PY 2020-2021, as indicated in the 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 are not eligible to participate in RSS-funded programs until all services within the Match Grants have been exhausted.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

Community Services Block Grant

3. Approval of Local Plan for CARES Act CSBG Supplemental Funding

Ms. Julie Davis-Jaffe reviewed this item. There are only two areas that are not 'in need' but it is included in case there is an impact in this area. The CAB met and came up with a list of areas to emphasize which was included in the board packet. CARES funding would go through May, 2022. The Community Action Board will meet next month to review and approve the release of a Request for Proposals; this document will be brought to the Governing Board for approval.

Moved/Carr, second/Kennedy, to approve the Local Plan for CARES Act CSBG Supplemental Funding.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

C. CHILDREN AND FAMILY SERVICES: No items.

IV. Information Items

- A. Fiscal Monitoring Reports: No comments.
- B. Employer Success Stories and Activity Report: No additional report.
- C. Dislocated Worker Update: Mr. William Walker reported that staff received two additional layoff notices. The first was from the airport where 171 food services staff will be temporarily laid off. Phillips Imaging will close permanently affecting 120 people. Ms. Kossick stated that some of the employers who originally temporarily laid off people are now stating that the employees are permanently laid off. Ms. Kossick reported that the state has offered a meeting with affected areas with airport layoffs; the state wants to develop a statewide dislocated worker grant specifically for jobs in the airline industry. Mr. Nottoli reminded staff to notify the Board if there is anything the Board can do to ensure services continue to be provided.
- D. Unemployment Update/Press Release from the Employment Development Department: No additional report.

E. Head Start Reports

- ◆ Discussion of Current Head Start Operations: Ms. Denise Lee reported that the program shifted from slow roll out of all sites to opening only a handful of flagship sites to align with district closures. Staff was partway through the initial opening of centers serving 4-year olds. There are nine out of 39 Early Learning Centers opening with an average attendance rate of 50%. Flagship sites will focused on essential working families. It was agreed to open six sites serving 160 preschoolers and 66 infants/toddlers which is 9-10% of funded enrollment. The remainder of the Head Start children will continue in remote learning. Flagship centers will operate 8:00 a.m. to 2:30 p.m., Monday through Thursday with deep cleaning done on Friday on top of daily frequency. The delegates are still in the planning process for fall services but most will be following direction from their district and provide remote instruction. Ms. Lee stated PPE is available and required for all staff working in the classroom; parents are not allowed into the building. They sign in outdoors/in the lobby and a staff member escorts them to the classroom. There are two teachers present and one staff member specifically for cleaning per classroom.

Mr. Carr asked if the government was giving us some slack with attendance? Ms. Lee replied yes; they have been great with input and allowing for flexibilities and alternate program options. They want us to document our efforts and whatever changes we are doing to ensure services are provided.

- ◆ Quality Assurance Report for Sacramento City Unified School District: No questions.

Introduction of UC Davis Nurses and Summer Projects: Ms. Gricelda Ocegueda, Head Start Coordinator, introduced Ms. Jennifer Jarin, clinical instructor at UC

Davis. Ms. Jarin provided an overview of the UC Davis Student Nurse rotation that occurs every summer July-August. This program consists of 16 student nurses, working 1-2 days a week, 8 hours each day. Some of the health projects including health screening, puppet shows educating on oral health and handwashing, health campaign (lead prevention, oral health information), parent presentations, health fairs.

Austin, a nursing student, stated that he appreciates the opportunity for learning and hopes that they had an impact on the Head Start community. It highlights the need for collaborative efforts and combining strengths.

Ms. Jarin stated that they were thrilled to have the ability to send 16 students to help with community needs. It is a wonderful experience and they have had nothing but positive comments.

The presentations will be on the SETA Head Start website to see the nursing presentations.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick wished Happy Birthday to Ms. Scherman and Mr. Carr; both are celebrating birthdays in August. SETA staff continue to serve customers as best we can and are collaborating with the city and county to mitigate the effects of COVID.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: No comments.

VI. Adjournment: The meeting was adjourned at 11:06 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 7/30/2020 through 8/25/2020, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 7/30/2020 through 8/25/2020.

PRESENTER: Kathy Kossick

ITEM II-C - CONSENT

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

BACKGROUND:

In March of 2013, SETA Head Start received an unsolicited donation of \$50,000 from the 99 Cents Only store to enhance Agency efforts in the community and strengthen the mission.

On March 5, 2020, the SETA Governing Board authorized the Executive Director to expend funds on the following projects:

- 1) Census 2020 Campaign** (Estimated cost: \$6,500)
- 2) School Site Parent Assistant** (Estimated cost: \$20,000)
- 3) Emergency Alert Systems on Exterior Gates** (Estimated cost: \$5,000-\$10,000 per center)

Due to the COVID19 pandemic, the Census 2020 campaign was not fully launched since centers closed to in-person services on March 17th. The School Site Parent Assistant project and the Emergency Alert System project were also postponed until regular services can be resumed.

The School Site Parent Assistant project and the Emergency Alert System project will continue when in-person services resume. Staff are recommending to expand the use of the donated funds to include the following activity:

- 1) Extend Parent Advisory Committee (PAC) and Policy Council (PC) Reimbursement during COVID19.** During regular operations, SETA reimburses PAC and PC board members for actual expenses related to child care and mileage while attending board meetings and official board business. Due to COVID19, virtual meetings have replaced in-person meetings to conduct board business. On August 6th, the Governing Board approved the use HS/EHS funding to reimburse PAC/PC board members for meals missed while attending to board meetings/business. This flexibility from the Office of Head Start was available through September 30, 2020. Staff is proposing to utilize unrestricted 99 Cents Only store funds to continue this practice starting October 1, 2020. (Estimated cost: \$6,500).

RECOMMENDATION:

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

ITEM II- D – CONSENT

APPROVAL TO ACCEPT FUNDS FROM THE JAMES IRVINE FOUNDATION AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND

In June, 2020, the SETA was invited to submit an application to the James Irvine Foundation to participate in an Adaptive Workforce Development Pilot.

SETA submitted an application by the July 13 deadline, and will be awarded up to \$5,000 to create customer-focused services to meet the needs of people affected by the massive economic disruption due to Covid-19.

The program will be facilitated online over a three-month timeframe by Virginia Hamilton, former Regional Administrator for the Department of Labor, and Rachel Dzombak, Lecturer and Research Fellow at UC Berkeley.

RECOMMENDATION:

Approve the acceptance of up to \$5,000 of funds from the James Irvine Foundation, and authorize the Executive Director to execute the agreement and any other documents required by the funding source.

PRESENTER: Roy Kim

ITEM III-A – 1 – ACTION

APPROVAL OF LEASE AGREEMENT FOR HILLSDALE CAREER
CENTER OFFICE SPACE AND AUTHORIZE THE EXECUTIVE DIRECTOR
TO EXECUTE THE AGREEMENT

BACKGROUND:

On June 4, 2020, this board approved the release of a Request for Proposals (RFP) for Job Center office and classroom space in the Foothill Farms area. The RFP was released on June 5, 2020, and SETA received one proposal by the due date of June 26, 2020, submitted by the current lessor.

Federal regulations and the SETA procurement policies permit non-competitive procurement when, after solicitation of a number of proposals, competition is deemed inadequate and the facilities are available from only a single source. Staff recommends that the Governing Board find that non-competitive procurement of this lease space is appropriate for these reasons.

Staff and legal counsel have reviewed the proposal, negotiated with the lessor, and seek approval to execute a new lease agreement for an initial term of five (5) years with options to renew for up to five (5) additional years. Monthly rent will begin at \$1.59 per square foot and increase five cents (approximately 3%) during each year of the initial term.

The proposed lease agreement has been sent under separate cover.

RECOMMENDATION:

Find that non-competitive procurement is appropriate because after solicitation of a number of proposals, only one proposal was received and the facilities to be leased are only available from a single source. Approve the lease agreement for the Hillsdale Career Center and authorize the Executive Director to execute the agreement.

PRESENTER: Roy Kim

ITEM III-A – 2 – ACTION

**TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF THE
ADDITION TO THE SETA PERSONNEL POLICIES AND PROCEDURES
REMOTE WORK POLICY AND PROCESS**

BACKGROUND

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

As a result of the COVID-19 pandemic, SETA had to implement remote work arrangements for the majority of Agency staff. This was new territory for SETA and without a policy to guide management and staff. The Agency experienced initial challenges such as the availability of Agency-issued technical equipment, ensuring staff can connect to the server wirelessly, and how to communicate with staff virtually. A written policy would assist the Agency in overcoming some of these challenges.

In light of the current need to continue remote work, if there are any similar future situations, and for staff who want to continue to work remotely once normalcy resumes, the Agency has created a Remote Work Policy and Process (Section 11.18). The highlights of the policy include:

- Staff accountability for work performance and ethical behavior
- Supervisor's role in the success of a remote working staff member
- Staff responsibility of Agency-issued equipment and process to follow if technical issues arise
- Remote worksite requirements to ensure safety
- Confidentiality requirements
- Process for staff to request to work remotely

The new Remote Work Policy and Process (Section 11.18) is attached.

The Head Start Policy Council approved the new policy on August 25, 2020.

RECOMMENDATION:

Open a public hearing, take public testimony, and take action to close the public hearing and approve the addition of a Remote Work Policy and Process.

RESOLUTION NO.: 2020-05

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

SEPTEMBER 3, 2020

**A RESOLUTION ADOPTING CHANGES TO THE PERSONNEL POLICIES AND
PROCEDURES BY ADDING THE REMOTE WORK POLICY AND PROCESS
DATED SEPTEMBER 3, 2020**

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

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

WHEREAS, these parties have reached agreement on changes to the Policies and Procedures consistent with the simultaneously negotiated Memoranda of Understanding relating to the employment conditions of the employees in said Units, as reflected by the attached policies which are hereto attached and made a part hereof; and,

WHEREAS, this Board finds that the changes to the Policies and Procedures are fair and proper and in the best interests of the Sacramento Employment and Training Agency;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY, that it adopt in full changes to the Policies and Procedures contained in said Agreements.

Don Nottoli, Chair

ATTEST:

Nancy L. Hogan
Clerk of the Boards

Remote Work Policy and Process

Section 11.18

A. Rationale

1. Remote work is an alternative work arrangement in which an employee works some or all of the time from home or another offsite location. This arrangement creates flexibility and continuity of service during times when it is more efficient or effective for employees to work remotely. Remote work is not suitable for all employees and positions. It is at the discretion of the Department Head to determine if a remote work assignment meets the business needs of the Agency.

B. Policy

1. Remote work can be formal or informal.
 - a. With formal remote work, the employee works remotely on a regular schedule that is mutually agreed upon between the employee and the Department Head.
 - b. An informal remote work arrangement is when an employee works remotely on an occasional or infrequent basis that may not necessarily follow a set schedule, but is still mutually agreed upon by the employee and the Department Head.
2. It is imperative that an employee who works remotely is accountable for work performance and demonstrates ethical behavior by adhering to this remote work policy and other applicable SETA policies and procedures. Work expectations of remote working employees remain the same as if they were working in the office. This includes, but is not limited to:
 - a. Meeting the performance standards of the position
 - b. Maintaining productivity levels
 - c. Working the mutually agreed work start time and stop time
 - d. Following Agency safety policies and protocols.
3. The supervisor has a key role in the success of a remote working employee. The supervisor should communicate well-defined productivity expectations, performance standards and results needed, as well as meeting time commitments. There should be on-going, clear communication from the supervisor to the employee, and vice versa.
4. An employee may be required to report to the office due to business necessity, even though it is a scheduled remote work day. When possible, eight hours advance notice will be given to the employee, however it should be understood that urgent or emergency situations may not allow for prior notice.

C. Equipment

1. The employee is responsible for all issued SETA owned or leased equipment when working remotely.
2. No one other than the employee is authorized to use SETA equipment, even when housed at an employee's home.
3. Employees are expected to treat equipment with care and in a manner that is neither negligent or abusive.
4. Hardware is only to be modified or serviced by parties approved by SETA.
5. Software provided by SETA is to be used only for its intended purpose and should not be duplicated without consent.
6. Any equipment provided by SETA for off-site use is intended for legitimate business use only.
7. All hardware and software should be secured against unauthorized access.
8. All equipment purchased by SETA remains the property of SETA and is to be returned in a timely fashion when requested to do so.
9. If any problem develops with any SETA owned or leased equipment, the Employee should contact the IT department via phone, text, email, Zoom or other form of remote access for assistance. If the problem cannot be resolved remotely, the employee shall make arrangements with IT staff to bring the equipment to the IT department for inspection and support.

D. Work Space Requirements

1. The remote worksite must be maintained by the employee in a clean, professional, and safe condition free from hazards or dangerous conditions. SETA will not be responsible for any activity, damage, or injury which is not directly related to, associated with or resulting from the official job duties, and over which the Agency has no ability to exercise control. The Agency assumes no liability for the employee's real property or personal property, or for any injury to the employee's family, guests or other invitees injured on the employee's premises. The Agency reserves the right to inspect the remote worksite immediately, or as soon as practicable, upon being notified of a work-related injury or accident.

2. The employee must communicate with others concerning work-related matters by phone, email, text, Zoom, or other form of remote access and shall not conduct any work-related meetings or accept any business guests or invitees at the remote worksite.

E. Communication and Confidentiality

1. The employee must have a method of receiving and responding to communications from other staff, supervisors, and any other business-related communication while working remotely. This includes being available via phone and email during working hours as well as responding within appropriate timeframes.
2. The employee understands that all furniture, telephone lines, wired or wireless internet connections and other equipment necessary for working remotely will be provided by the employee unless otherwise specified and agreed to by the Department Head.
3. An employee must properly protect and secure from unauthorized disclosure sensitive or Personally Identifiable Information (PII) and agrees to comply with all Agency policies and instructions regarding security of confidential information.

F. Requesting Remote Work

Employees should be aware that remote work:

- Is a privilege, not a right, based on trust between the employee, supervisor, and Department Head
- Is voluntary and the employee can discontinue at any time
- Is a management work option and may be rescinded at any time
- Is not suitable for all positions and duties
- Is suitable for employees who can work independently and be accountable for work performance
- Is not a substitute for child or elder care

Process for requesting remote work:

1. The employee should discuss with their supervisor their desire to work remotely.
2. Together, the employee and supervisor will complete the Remote Work Request Form since some of the questions require collaboration between the two parties.
3. The supervisor will approve or deny and sign the request form.
4. If approved by the supervisor, they will submit it to the Department Head for review.
5. The completed form will be returned to the employee and supervisor within ten (10) business days with the approval or denial signature from the Department Head.

ITEM III-B - 1 – ACTION

APPROVAL OF THE CARES ACT CSBG SUPPLEMENTAL FUND REQUEST FOR PROPOSALS

BACKGROUND:

As the designated Community Action Agency for Sacramento County, the Sacramento Employment and Training Agency (SETA) administers CSBG funds to meet locally determined needs. Local needs are determined semi-annually through a Community Action Plan (CAP) process designated by the State of California, Department of Community Services and Development (CSD), that relies on research into current community conditions, and public testimony and community surveys about unmet community needs. Due to the COVID-19 pandemic, an additional, streamlined local plan process was established by CSD for supplemental funding. This supplemental funding was awarded nationally to CSBG through the CARES Act, for the period of March 27, 2020 through May 31, 2022.

SETA's total allocation of the CARES Act CSBG supplemental funding is \$2,470,821. In the contract budget which SETA submitted to CSD on August 13, 2020, \$413,427 (16.7%) of the total allocation was set aside for administrative personnel and operating costs and \$505,650 (20.5%) was set aside for program personnel and operating costs. At \$1,251,744, the largest segment of funds is allocated for subcontracts with service providers to deliver services. An additional \$300,000 was allocated for direct emergency and support services provided through the Sacramento Works America's Job Centers.

On August 6, 2020, the SETA Governing Board approved the CARES Act CSBG Supplemental Funding (CARES Act CSBG) Local Plan. The CARES Act CSBG Request for Proposals (RFP) solicits proposals from qualified agencies to address the needs, services and recommendations identified in the CARES Act CSBG Local Plan.

Up to \$1,251,744 is projected for release, on a competitive basis, to public and private non-profit entities with the capacity and experience to meet unmet needs identified in the CARES Act CSBG Local Plan. The RFP will fund projects with terms of up to 17 months, from November 9, 2020 to March 31, 2022. The estimated available funding by category for the CARES Act CSBG RFP is as follows:

1. Fifty percent (50%), or \$625,872, for Family Self-Sufficiency (FSS) case-managed services, intended to stabilize in-crisis and vulnerable households struggling with economic and social problems created and magnified by the COVID-19 pandemic. Proposers have the option of presenting an employment-based or a social/behaviorally-based program, as follows:
 - a. **Employment/training-based services**, working in conjunction with a Sacramento Works America's Job Center;

- b. **Services, for youth or adults, that support behavioral health** and help prevent the stressors/traumas that can become overwhelming during this period of extended crisis. The focus for such programs may include the prevention of risky behaviors, mental health support, increased understanding and ability in the role of parenting during COVID-19, demonstrated improvement in physical health and well-being, and provision of educational support.
 - c. **Child care providers of school-age youth**, who experience the need to provide more educational guidance due to remote school activities, who are able to demonstrate improved positive approaches to learning or improved attention among their charges. Alternatively, **child care providers for pre-school children**, who can demonstrate improved school readiness or emergent literacy skills through directed learning programs.
 - d. **Services to assist senior and disabled senior households** in maintaining their health and housing of choice in the face of shelter-in-place and in the absence of traditional social support systems, including practical assistance as well as the social/emotional support for living in greater isolation.
 - e. **Services which promote the attainment and maintenance of housing** for at-risk families, including guidance in finding long-term temporary or permanent housing as well as financial and social support in maintaining permanent housing.
 - f. **Services which promote the safety and well-being of health care workers and their families**, particularly those at the entry level of health care work, which demonstrate improved long-term physical or behavioral health and well-being.
2. Fifty percent (50%), or \$625,872, for Safety-Net (SN) services, one-time or limited services to households experiencing an economic shortfall as a result of the COVID-19 pandemic.

As identified in the 2020 CSBG Community Action Plan, SETA will target the most vulnerable populations in Sacramento County. The groups that were prioritized for services in that Plan included low-income families, single parents with children 0-5, at-risk foster and adjudicated youth, homebound seniors and disabled seniors, and homeless individuals and families, including homeless youth. These groups will continue to be prioritized for services under the CARES Act funding. Additional groups included in the CARES Act Local Plan and prioritized for services are childcare workers, and health care workers and their families.

ITEM III-B – 1 - ACTION (continued)

Page 3

The process and criteria for selecting delegate agencies to implement services and activities identified in SETA's CSBG Local Plan is outlined in the draft CSBG CARES Act RFP that has been sent under separate cover.

The Community Action Board approved the CSBG CARES Act RFP at their regularly scheduled meeting on August 12, 2020.

RECOMMENDATION:

Approve the CARES Act CSBG Supplemental Fund Request for Proposals.

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. Jason Buckingham **DATE:** August 3, 2020
FROM: David B. Clark, SETA Fiscal Monitor
RE: Desk Monitoring of Golden Sierra JTA

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	TET-DWG/Dislocated Worker	\$187,500	2/1/19 – 9/30/2020	2/1/19 – 4/30/2020

Monitoring Purpose: Initial X Follow-up Special Final

Date of review: June 22, 2020
Follow Up: 7/28/2020 and 7/29/2020

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

Program Operator: Golden Sierra JTA

Findings and General Observations:

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

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Cassandra Jennings **DATE:** August 10, 2020
FROM: David B. Clark, SETA Fiscal Monitor
RE: Desk Monitoring of Greater Sacramento Urban League

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Adult	\$ 224,400	7/1/19 - 6/30/20	7/1/19 - 12/31/19
WIOA	DW	\$ 55,600	7/1/19 - 6/30/20	7/1/19 - 12/31/19
WIOA	OS	\$ 132,116	7/1/19 - 6/30/20	7/1/19 - 12/31/19

Monitoring Purpose: Initial X Follow-Up ___ Special ___ Final ___
Date of review: April 20, 2020
Follow up: July 22, 2020

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

Program Operator: Greater Sacramento Urban League

Findings and General Observations:

The total costs as reported to SETA have been traced to the subgrantee'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

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 August 21, 2020

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy; 3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
CITY OF ELK GROVE	7	Communications Bureau Manager	1
City of Sacramento	9	Animal Control Officer II	1
	9	Aquatics Specialist	1
	9	Assistant Pool Manager	1
	9	Camp Caretaker	1
	9	Camp Program Director	1
	9	Contracts and Compliance Specialist	1
	9	Crew Leader, Landscape and Learning	1
	9	Cultural and Creative Economy Manager	1
	9	Dispatcher II	1
	9	Environment Health & Safety Officer	1
	6	Nurse -Adaptive Recreation	1
	9	Payroll Technician	1
	9	Police Recruit	1
	9	Recreation Aide	1
	9	Senior Accounting Technician	1
	4	Senior Applications Developer	1
9	Senior Lifeguard	1	
9	Utility Worker	1	
Cosumnes Community Svc Dist	9	Fire Chief	1
Health Advocates	9	Coordinator / Sacramento	1
HealthNow Administrative Services	6	Customer Service Representative 1	4
Leadstart Security Inc.	9	Customer Facing Armed Security	1
	9	Mobile Patrol Officer	1
	9	Unarmed Security Guard	1

SETA- Employer Activity Report

The following is an update of information as of August 21, 2020

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy; 3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
Los Rios Community College District	7	Certified Nursing Assistant (CNA) Adjunct Professor	1
	4	History Assistant Professor	
	6	Medical-Surgical Nursing Assistant Professor	
	7	Vice President, Instruction	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
Utiliquet, LLC	9	Utility Line Locater	5
Walgreens DC	9	Warehouse Worker	70
Total			110

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 August 25, 2020

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKER	REGION/ LOCATION	Contacted	COVID-19 Related
P.F. Chang's China Bistro 1530 J St. Sacramento, CA 95814	Restaurant	6/10/2020	Permanent	55	Sacramento, CA	Yes	Y
Hyatt Regency Hotel 1209 L Street Sacramento, CA 95814	Hospitality	6/18/2020	Permanent	203	Sacramento, CA	Yes	Y
Triwest Healthcare Alliance 2995 Prospect Park Drive, Suite 200 Rancho Cordova, CA 95670	Healthcare	6/20/2020	Permanent	194	Rancho Cordova, CA	Yes	Y
Macy's Sacramento, CA	Retail	6/30/2020	Permanent	150	Sacramento, CA	Yes	Y
King's Casino Management Corporation 6508 Antelope Rd. Citrus Heights, CA 95621	Gambling	7/1/2020	Temporary	319	Citrus Heights, CA	Yes	Y
Parkwest Casino Cordova 2801 Prospect Park Dr. Rancho Cordova, CA 95670	Gambling	7/2/2020	Temporary	99	Rancho Cordova, CA	Yes	Y
Parkwest Casino Lotus 6100 Stockton Blvd. Sacramento, CA 95824	Gambling	7/2/2020	Temporary	167	Sacramento, CA	Yes	Y
San Joaquin Valley College, Inc. Sacramento, CA	Education	7/3/2020	Permanent	22	Sacramento, CA	Yes	Y
Philz Coffee Inc. 1725 R Street Sacramento, CA 95811	Restaurant	7/10/2020	Permanent	2	Sacramento, CA	Yes	Y
LIFETIME 110 Serpa Way Folsom, CA 95630	Health/Fitness	7/14/2020	Temporary	28	Folsom, CA	Yes	Y
Paradies Shops, LLC 6900 Airport Blvd. Sacramento, CA 95837	Retail	7/16/2020	Temporary	40	Sacramento, CA	Yes	Y
Torrid Sacramento County	Retail	7/20/2020	Temporary	13	Sacramento, CA	Yes	Y
PT Gaming, LLC dba Capitol Casino 411 N.16th St. Sacramento, CA 95811	Gambling	7/16/2020	Permanent	43	Sacramento, CA	Yes	Y
Goodwill Industries of Sacramento Valley and Northern Nevada, Inc. Sacramento County, CA	Retail	7/22/2020	Permanent	178	Sacramento, CA	Yes	Y
Hawaiian Airlines 6900 Airport Blvd. Sacramento, CA 95837	Transportation	7/29/2020	Temporary	2	Sacramento, CA	No	Y

Dislocated Worker Information PY 2020/2021

The following is an update of information as of August 25, 2020

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKER	REGION/ LOCATION	Contacted	COVID-19 Related
Adesa, Inc. dba Adesa Brasher's 233 Blacktop Rd. Rio Linda, CA 95673	Retail	8/1/2020	Permanent	113	Sacramento, CA	Yes	Y
Embassy Suites by Hilton 100 Capitol Mall Sacramento, CA 95814	Hospitality	8/7/2020	Temporary	46	Sacramento, CA	Yes	Y
Champs Store 14539 1689 Arden Way Sacramento, CA 95815	Retail	8/7/2020	Temporary	47	Sacramento, CA	Yes	Y
Knighthed Ventures, LLC 6010 Stockton Blvd. Sacramento, CA 95824	Gambling	8/13/2020	Temporary	57	Sacramento, CA	Yes	Y
Aramark Sacramento, CA	Uniform Services	8/13/2020	Permanent	91	Sacramento, CA	Yes	Y
Hertz 6327 Aviation Dr. Sacramento, CA 95837	Retail	8/17/2020	Permanent	63	Sacramento, CA	Yes	Y
The Niello Company All Dealer in Sacramento County Sacramento, CA	Retail	8/18/2020	Temporary	139	Sacramento, CA	Yes	Y
Decore-ative Specialties, Inc 10481 E. Stockton Blvd. Elk Grove, CA 95624	Retail	8/21/2020	Permanent	133	Elk Grove, CA	Yes	Y
Food Source-Raley's 430 Elkhorn Blvd. Rio Linda, CA 95673	Retail	8/25/2020	Permanent	53	Sacramento, CA	Yes	Y
Food Source-Raley's 3547 Bradshaw Rd. Sacramento, CA 95827	Retail	8/25/2020	Permanent	48	Sacramento, CA	Yes	Y
Pier 1 Imports 7440 Laguna Blvd Elk Grove, CA 95758	Retail	8/31/2020	Permanent	12	Elk Grove, CA	Yes	Y
Pier 1 Imports 2775 E. Bidwell Folsom, CA 95630	Retail	8/31/2020	Permanent	12	Folsom, CA	Yes	Y
Pier 1 Imports 1874 Arden Sacramento, CA 95815	Retail	8/31/2020	Permanent	12	Sacramento, CA	Yes	Y
Coca Cola Company 826 National Dr. Ste 200 Sacramento, CA 95834	Distribution	8/31/2020	Permanent	17	Sacramento, CA	Yes	Y
Crescent Resorts & Hotel, LLC dba Residence Inn 112115th St. Sacramento, CA 95814	Hospitality	9/23/2020	Permanent	30	Sacramento, CA	Yes	Y

Dislocated Worker Information PY 2020/2021

The following is an update of information as of August 25, 2020

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKER	REGION/ LOCATION	Contacted	COVID-19 Related
SSP America 6900 Airport Blvd. Sacramento, CA 95837	Restaurant	9/27/2020	Temporary	171	Sacramento, CA	Yes	N
Phillips Image Guided Therapy Corporation 2870 Kilgore Rd. Rancho Cordova, CA 95670	Medical	9/30/2020	Permanent	120	Rancho Cordova, CA	Pending	N
TOTAL				2,679			

ITEM IV-D – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of July was 11.5%.

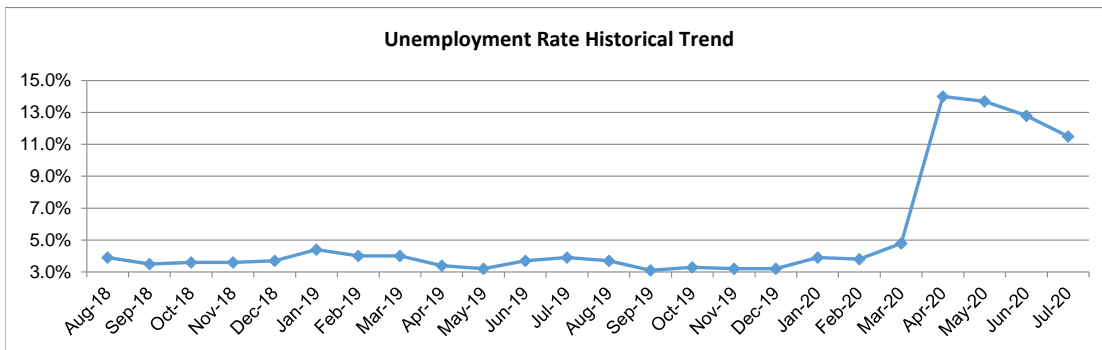
Attached is a copy of a press release from the Employment Development Department breaking down the job losses and job creations for the regional area.

Staff will be available to answer questions.

PRESENTER: Roy Kim

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 11.5 percent in July 2020, down from a revised 12.8 percent in June 2020, and above the year-ago estimate of 3.9 percent. This compares with an unadjusted unemployment rate of 13.7 percent for California and 10.5 percent for the nation during the same period. The unemployment rate was 10.3 percent in El Dorado County, 9.8 percent in Placer County, 12.5 percent in Sacramento County, and 9.5 percent in Yolo County.



Industry	Jun-2020	Jul-2020	Change		Jul-2019	Jul-2020	Change
	Revised	Prelim				Prelim	
Total, All Industries	935,600	934,400	(1,200)		1,026,600	934,400	(92,200)
Total Farm	8,500	8,900	400		10,600	8,900	(1,700)
Total Nonfarm	927,100	925,500	(1,600)		1,016,000	925,500	(90,500)
Mining, Logging, and Construction	66,700	65,700	(1,000)		72,600	65,700	(6,900)
Mining and Logging	500	500	0		600	500	(100)
Construction	66,200	65,200	(1,000)		72,000	65,200	(6,800)
Manufacturing	33,200	33,100	(100)		35,900	33,100	(2,800)
Trade, Transportation & Utilities	144,900	147,900	3,000		161,200	147,900	(13,300)
Information	10,500	10,500	0		12,000	10,500	(1,500)
Financial Activities	54,800	54,000	(800)		52,700	54,000	1,300
Professional & Business Services	131,800	132,000	200		135,300	132,000	(3,300)
Educational & Health Services	151,800	154,000	2,200		165,400	154,000	(11,400)
Leisure & Hospitality	78,000	79,200	1,200		112,000	79,200	(32,800)
Other Services	25,400	26,800	1,400		35,600	26,800	(8,800)
Government	230,000	222,300	(7,700)		233,300	222,300	(11,000)

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

Labor force data are revised month to month

Data Not Seasonally Adjusted

	Jul 19	May 20	Jun 20 Revised	Jul 20 Prelim	Percent Change Month	Percent Change Year
Civilian Labor Force (1)	1,105,800	1,068,300	1,087,800	1,086,300	-0.1%	-1.8%
Civilian Employment	1,062,300	921,900	948,600	960,900	1.3%	-9.5%
Civilian Unemployment	43,500	146,400	139,200	125,400	-9.9%	188.3%
Civilian Unemployment Rate (CA Unemployment Rate)	3.9%	13.7%	12.8%	11.5%		
(U.S. Unemployment Rate)	4.4%	16.0%	15.1%	13.7%		
	4.0%	13.0%	11.2%	10.5%		
Total, All Industries (2)	1,026,600	907,000	935,600	934,400	-0.1%	-9.0%
Total Farm	10,600	8,300	8,500	8,900	4.7%	-16.0%
Total Nonfarm	1,016,000	898,700	927,100	925,500	-0.2%	-8.9%
Total Private	782,700	665,100	697,100	703,200	0.9%	-10.2%
Goods Producing	108,500	98,700	99,900	98,800	-1.1%	-8.9%
Mining, Logging, and Construction	72,600	65,600	66,700	65,700	-1.5%	-9.5%
Mining and Logging	600	500	500	500	0.0%	-16.7%
Construction	72,000	65,100	66,200	65,200	-1.5%	-9.4%
Construction of Buildings	15,500	16,200	16,500	16,700	1.2%	7.7%
Specialty Trade Contractors	49,200	41,500	42,900	42,000	-2.1%	-14.6%
Building Foundation & Exterior Contractors	14,000	11,900	12,200	11,900	-2.5%	-15.0%
Building Equipment Contractors	19,700	17,700	18,300	18,100	-1.1%	-8.1%
Building Finishing Contractors	10,400	7,800	8,100	8,000	-1.2%	-23.1%
Manufacturing	35,900	33,100	33,200	33,100	-0.3%	-7.8%
Durable Goods	23,300	21,600	21,400	21,300	-0.5%	-8.6%
Computer & Electronic Product Manufacturing	4,600	4,800	4,900	5,000	2.0%	8.7%
Nondurable Goods	12,600	11,500	11,800	11,800	0.0%	-6.3%
Food Manufacturing	4,200	3,700	3,800	3,800	0.0%	-9.5%
Service Providing	907,500	800,000	827,200	826,700	-0.1%	-8.9%
Private Service Providing	674,200	566,400	597,200	604,400	1.2%	-10.4%
Trade, Transportation & Utilities	161,200	138,500	144,900	147,900	2.1%	-8.3%
Wholesale Trade	28,800	25,600	26,100	26,000	-0.4%	-9.7%
Merchant Wholesalers, Durable Goods	16,600	14,300	14,600	14,500	-0.7%	-12.7%
Merchant Wholesalers, Nondurable Goods	10,600	9,600	9,800	9,900	1.0%	-6.6%
Retail Trade	99,800	84,400	89,000	90,400	1.6%	-9.4%
Motor Vehicle & Parts Dealer	15,400	11,900	13,000	13,200	1.5%	-14.3%
Building Material & Garden Equipment Stores	8,600	8,500	8,600	8,400	-2.3%	-2.3%
Grocery Stores	19,400	19,900	19,800	19,900	0.5%	2.6%
Health & Personal Care Stores	5,700	5,300	5,400	5,400	0.0%	-5.3%
Clothing & Clothing Accessories Stores	7,900	3,300	4,200	4,900	16.7%	-38.0%
Sporting Goods, Hobby, Book & Music Stores	3,600	2,800	2,900	3,000	3.4%	-16.7%
General Merchandise Stores	18,200	18,100	18,500	18,400	-0.5%	1.1%
Transportation, Warehousing & Utilities	32,600	28,500	29,800	31,500	5.7%	-3.4%
Information	12,000	10,400	10,500	10,500	0.0%	-12.5%
Publishing Industries (except Internet)	2,300	2,200	2,300	2,300	0.0%	0.0%
Telecommunications	3,100	3,000	3,000	3,000	0.0%	-3.2%
Financial Activities	52,700	53,600	54,800	54,000	-1.5%	2.5%
Finance & Insurance	34,900	36,500	36,400	36,100	-0.8%	3.4%
Credit Intermediation & Related Activities	10,100	10,600	10,500	10,400	-1.0%	3.0%
Depository Credit Intermediation	6,200	6,400	6,400	6,200	-3.1%	0.0%
Nondepository Credit Intermediation	2,000	2,100	2,100	2,200	4.8%	10.0%
Insurance Carriers & Related	20,900	21,600	21,500	21,500	0.0%	2.9%
Real Estate & Rental & Leasing	17,800	17,100	18,400	17,900	-2.7%	0.6%
Real Estate	13,600	13,100	14,600	13,900	-4.8%	2.2%
Professional & Business Services	135,300	128,600	131,800	132,000	0.2%	-2.4%
Professional, Scientific & Technical Services	59,900	59,200	60,300	60,900	1.0%	1.7%
Architectural, Engineering & Related Services	10,800	10,700	10,800	10,900	0.9%	0.9%
Management of Companies & Enterprises	13,300	13,200	13,500	13,700	1.5%	3.0%
Administrative & Support & Waste Services	62,100	56,200	58,000	57,400	-1.0%	-7.6%
Administrative & Support Services	59,100	53,900	55,700	55,100	-1.1%	-6.8%
Employment Services	20,700	16,900	17,100	17,500	2.3%	-15.5%

Data Not Seasonally Adjusted

	Jul 19	May 20	Jun 20 Revised	Jul 20 Prelim	Percent Change	
					Month	Year
Services to Buildings & Dwellings	17,200	15,700	16,200	16,300	0.6%	-5.2%
Educational & Health Services	165,400	147,800	151,800	154,000	1.4%	-6.9%
Education Services	12,200	12,100	11,600	11,300	-2.6%	-7.4%
Health Care & Social Assistance	153,200	135,700	140,200	142,700	1.8%	-6.9%
Ambulatory Health Care Services	55,100	50,200	52,800	54,600	3.4%	-0.9%
Hospitals	25,000	24,600	24,700	24,600	-0.4%	-1.6%
Nursing & Residential Care Facilities	17,400	17,000	17,000	17,000	0.0%	-2.3%
Leisure & Hospitality	112,000	63,900	78,000	79,200	1.5%	-29.3%
Arts, Entertainment & Recreation	18,500	7,900	9,200	8,900	-3.3%	-51.9%
Accommodation & Food Services	93,500	56,000	68,800	70,300	2.2%	-24.8%
Accommodation	10,500	2,700	3,400	3,800	11.8%	-63.8%
Food Services & Drinking Places	83,000	53,300	65,400	66,500	1.7%	-19.9%
Restaurants	78,500	48,900	60,700	61,700	1.6%	-21.4%
Full-Service Restaurants	36,500	17,100	24,500	24,500	0.0%	-32.9%
Limited-Service Eating Places	42,000	31,800	36,200	37,200	2.8%	-11.4%
Other Services	35,600	23,600	25,400	26,800	5.5%	-24.7%
Repair & Maintenance	10,700	7,300	7,600	7,900	3.9%	-26.2%
Government	233,300	233,600	230,000	222,300	-3.3%	-4.7%
Federal Government	14,400	14,300	14,500	14,600	0.7%	1.4%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	218,900	219,300	215,500	207,700	-3.6%	-5.1%
State Government	120,200	122,600	120,400	119,600	-0.7%	-0.5%
State Government Education	28,600	29,300	26,500	25,200	-4.9%	-11.9%
State Government Excluding Education	91,600	93,300	93,900	94,400	0.5%	3.1%
Local Government	98,700	96,700	95,100	88,100	-7.4%	-10.7%
Local Government Education	49,900	51,600	49,900	42,100	-15.6%	-15.6%
Local Government Excluding Education	48,800	45,100	45,200	46,000	1.8%	-5.7%
County	19,400	19,200	19,200	19,400	1.0%	0.0%
City	11,100	9,300	9,300	9,600	3.2%	-13.5%
Special Districts plus Indian Tribes	18,300	16,600	16,700	17,500	4.8%	-4.4%

Notes:

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

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

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

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

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

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,885,200	16,294,200	2,591,000	13.7%
ALAMEDA	34	820,600	722,500	98,100	12.0%
ALPINE	50	480	410	70	14.1%
AMADOR	32	14,230	12,540	1,690	11.9%
BUTTE	25	93,200	82,900	10,400	11.1%
CALAVERAS	10	20,600	18,610	1,980	9.6%
COLUSA	53	9,950	8,430	1,520	15.3%
CONTRA COSTA	34	545,600	480,100	65,500	12.0%
DEL NORTE	28	9,290	8,240	1,050	11.3%
EL DORADO	16	89,500	80,300	9,200	10.3%
FRESNO	45	447,400	387,000	60,400	13.5%
GLENN	20	11,930	10,640	1,290	10.8%
HUMBOLDT	15	58,900	52,800	6,000	10.2%
IMPERIAL	58	71,500	52,300	19,200	26.8%
INYO	8	8,250	7,480	770	9.4%
KERN	55	370,000	308,800	61,200	16.5%
KINGS	43	56,500	49,100	7,400	13.1%
LAKE	31	26,920	23,790	3,130	11.6%
LASSEN	1	8,870	8,110	760	8.6%
LOS ANGELES	57	4,940,000	4,042,500	897,500	18.2%
MADERA	42	60,800	52,900	7,900	13.0%
MARIN	3	133,700	122,000	11,700	8.8%
MARIPOSA	20	7,970	7,110	860	10.8%
MENDOCINO	22	36,820	32,790	4,030	10.9%
MERCED	51	112,300	96,000	16,300	14.5%
MODOC	3	3,020	2,750	270	8.8%
MONO	56	6,900	5,750	1,150	16.6%
MONTEREY	36	198,400	174,400	24,000	12.1%
NAPA	17	72,700	65,100	7,600	10.4%
NEVADA	19	43,840	39,190	4,650	10.6%
ORANGE	37	1,578,600	1,384,200	194,400	12.3%
PLACER	11	182,600	164,800	17,800	9.8%
PLUMAS	30	7,330	6,490	840	11.4%
RIVERSIDE	49	1,098,200	947,900	150,300	13.7%
SACRAMENTO	40	709,600	621,200	88,400	12.5%
SAN BENITO	32	31,100	27,400	3,700	11.9%
SAN BERNARDINO	43	958,300	833,200	125,100	13.1%
SAN DIEGO	37	1,576,700	1,382,700	194,000	12.3%
SAN FRANCISCO	22	573,900	511,200	62,700	10.9%
SAN JOAQUIN	52	322,400	274,700	47,700	14.8%
SAN LUIS OBISPO	13	131,200	118,200	13,000	9.9%
SAN MATEO	5	445,000	403,800	41,100	9.2%
SANTA BARBARA	14	215,200	193,700	21,400	10.0%
SANTA CLARA	6	1,036,600	940,100	96,500	9.3%
SANTA CRUZ	26	130,000	115,500	14,600	11.2%
SHASTA	18	71,700	64,100	7,500	10.5%
SIERRA	6	1,210	1,100	110	9.3%
SISKIYOU	26	16,210	14,390	1,820	11.2%
SOLANO	39	203,200	178,100	25,100	12.4%
SONOMA	11	253,000	228,300	24,700	9.8%
STANISLAUS	48	236,000	203,800	32,200	13.6%
SUTTER	45	42,400	36,600	5,700	13.5%
TEHAMA	24	24,050	21,400	2,650	11.0%
TRINITY	1	4,450	4,070	380	8.6%
TULARE	54	191,100	160,200	30,900	16.2%
TUOLUMNE	41	19,780	17,290	2,480	12.6%
VENTURA	28	412,200	365,800	46,400	11.3%
YOLO	9	104,600	94,700	9,900	9.5%
YUBA	45	28,300	24,500	3,800	13.5%

Notes

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

ITEM IV-E - INFORMATION

HEAD START REPORTS

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to review the most current Head Start fiscal report sent under separate cover and a variety of Head Start monthly reports.

Staff will provide an update on the process of re-opening Head Start centers and will be available to answer questions.

PRESENTER: Denise Lee

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

July 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
SETA operated	1756	189	11%	589	114	19%
Twin Rivers USD	140	30	21%	40	3	8%
Elk Grove USD	440	59	13%			
Sac City USD	736	87	12%			
San Juan USD	1052	157	15%	160	12	8%
WCIC	120	12	10%			
EHS CCP				80	13	16%
COUNTY TOTAL	4244	534	13%	869	142	16%

AFE: Annual Funded Enrollment



SETA Head Start Food Service Operations Monthly Report *July 2020

Meetings and Trainings

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
5,490	5,490	5,720	0

Total Amount of Meals and Snacks Prepared 16,700

Purchases:

Food \$19,383.98

Non - Food \$18,896.07

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$1,649.13

Vehicle Gas / Fuel: \$525.57

Normal Delivery Days 21

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.