



**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, November 5, 2020

TIME: 10:00 a.m.

LOCATION: <https://us02web.zoom.us/j/85279417409>

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/85279417409>. 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,,85279417409# or +13462487799,,85279417409#Or Telephone: Dial(for higher quality, dial a number based on your current location): US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592 Webinar ID: 852 7941 7409. International numbers are available: <https://us02web.zoom.us/j/85279417409>. 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.

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4. Approval to Accept Senate Bill One (SB1) Funds from Golden Sierra Job Training Agency and Authorize the Executive Director to Execute the Funding Agreement, Modifications, or Other Documents Required by the Funding Source (Roy Kim) 10

B. **WORKFORCE DEVELOPMENT DEPARTMENT**

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services:

1. Approval to Submit an Application to the California Workforce Development Board for Workforce Innovation and Opportunity Act (WIOA), Regional Plan Implementation/ Slingshot 4.0 Funds, and Authorize the Executive Director to Execute the Funding Agreement, Modifications, and any Other Documents Required by the Funding Source (Roy Kim) 11-12

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VI.	<u>Adjournment</u>	

DISTRIBUTION DATE: WEDNESDAY, OCTOBER 28, 2020

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE OCTOBER 1, 2020
REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the October 1, 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, October 1, 2020

10:00 a.m.

I. Call to Order

Mr. Nottoli called the meeting to order at 10:03 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

Member Absent:

Jay Schenirer, Councilmember, City of Sacramento

IV. Information Items

- A. Fiscal Monitoring Reports: No questions.
- B. Employer Success Stories and Activity Report: No questions.
- C. Dislocated Worker Update: Mr. Nottoli stated that the airlines may be laying a lot of people off. Mr. William Walker stated that he had conversations with Delta and they were expecting a huge layoff. The impact will be mostly in the Bay Area and Los Angeles with a ripple effect in Sacramento. Mr. Thatch stated that American and United Airlines are furloughing people today.
- D. Unemployment Update/Press Release from the Employment Development Department: No report.
- E. Head Start Reports: Ms. Denise Lee reported that staff received guidance from the California Department of Education that if programs want to be reimbursed for remote teaching, certain documentation must be provided. SETA submitted the documents and received verbal indication that we are in good standing; we are hoping to receive reimbursement from July 1. That changed our approach for dealing with furloughs. We received an e-mail from the Office of Head Start extending benefits and salary to September 30; staff that do not have identified work, i.e., cook/drivers, would begin their furloughs October 1; when we return, those staff will be brought back.

Staff recently had a kickoff event; it was a drive-through pickup with supplies for home, measure-me kits, and surprise-me kits provided. There is instruction on how to use the measurement supplies. Families are getting an opportunity to learn about child development. New supplies and materials are provided each week.

Families are also provided meals. We are doing meal boxes for five days a week with breakfast, lunch and a snack; this is replenished each week when parents pick up their supply boxes. Staff is encouraging parents to come to us now knowing that they will be guaranteed a place in Head Start when in-class services resume.

Ms. Scherman asked if there were families having issues with picking up their food boxes? Ms. Lee replied that staff is not really sure but staff will be sending out a survey to see if the deployment is working. Families also have an option to have in-home delivery to certain families. We are currently doing the distribution at Hub locations.

II. Consent Items

- A. Approval of Minutes of the September 3, 2020 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Retiree Medical Insurance Subsidy for Calendar Year 2021
- D. Approval of Youth Committee Appointments
- E. Approval of the SETA Head Start and Early Head Start Health/Safety and Governance/Leadership/Oversight Screener Summary Reports

The items were reviewed. Mr. Thatch stated that regarding Item II-D, this is an agreement with the Sacramento Works Board; this is basically a concurrence item.

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

- A. Approve the September 3, 2020 minutes.
- B. Approve the claims and warrants for the period 8/26/2020 through 9/23/2020.
- C. Approve Option A for Retiree Medical Insurance Subsidy for the next calendar year effective January 1, 2021.
- D. Approve the appointment of Mr. Gary King and Mr. Michael Laharty to the Sacramento Works Youth Committee.
- E. Approve the submission of the Head Start/Early Head Start Health and Safety Screener and the Governance, Leadership and Oversight Screener results and certifications.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

III. Action Items

A. GENERAL ADMINISTRATION/SETA: None

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services

1. Approval to Transfer Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Funds to Adult Funds, Program Year (PY) 2020-21, and Authorize Staff to Submit a Request to the State of California, Employment Development Department

Ms. O’Camb reviewed this house-keeping item. We traditionally transfer dislocated worker funds to adult funds. This item requests transferring up to 80% to the adult funds in the amount of \$2.3 million. Transferring affords greater flexibility.

Moved/Scherman, second/Carr, to approve the transfer of up to 80 percent (\$2,346,181) in WIOA Dislocated Worker formula funds to the WIOA Adult formula funding stream for PY 2020-21, and authorize staff to submit a request to the State of California, EDD.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

C. CHILDREN AND FAMILY SERVICES

1. Approval to Submit a Request to Carry Over Funds from Program Year 2019-2020 to Program Year 2020-2021 for the Early Head Start-Child Care Partnership Program

Ms. Lee offered to answer questions; this request is to use underspent funds in a variety of ways.

Moved/Scherman, second/Kennedy, to approve the submission of a carryover request for Program Year 2019-2020, from the Early Head Start–Child Care Partnership program Basic, Training and Technical Assistance and CARES Act/COVID19 funds in the amount of **\$169,790**.

Roll call vote:

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

Nay: 0
Abstentions: 0
Absent: 1 (Schenirer)

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick reminded the board of the special meeting scheduled for October 29 to approve the CSBG CARES Act funding. The Community Action Board will take action on October 26, and programs are scheduled to begin November 2.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No comments.

VI. Adjournment: The meeting was adjourned at 10:27 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 9/24/2020 through 10/28/2020, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 9/24/2020 through 10/28/2020.

PRESENTER: Kathy Kossick

ITEM III-A - 1 – ACTION

REAPPOINTMENT OF THE PUBLIC REPRESENTATIVE MEMBER
TO THE SETA GOVERNING BOARD

BACKGROUND:

Under the provisions of the Joint Exercise of Powers Agreement forming SETA, the Sacramento City Council and the Board of Supervisors jointly appoint the public representative of the Governing Board in November of even-numbered years. In the past, an individual has been selected by the members of the SETA Governing Board who have then sought confirmation of the appointment from the City Council and Board of Supervisors.

Ms. Sophia Scherman was selected through this process in January, 1999 to serve the two-year term that expired in November, 2000. Her term was extended to November, 2002, and has been extended every two years to this year. Ms. Scherman has indicated a willingness and desire to continue serving on the SETA Governing Board. A letter to the City Council and Board of Supervisors recommending this reappointment will be forwarded under separate cover.

RECOMMENDATION:

Approve the reappointment of Ms. Sophia Scherman as a public representative to the SETA Governing Board for the current term ending in November, 2022 and forward this nomination for approval to the City Council and Board of Supervisors.

PRESENTER: Kathy Kossick

ITEM III-A - 2 – ACTION

ELECTION OF OFFICERS OF THE SACRAMENTO EMPLOYMENT
AND TRAINING AGENCY GOVERNING BOARD

BACKGROUND:

As stipulated by the Joint Powers Agreement, "the Governing Board shall select a chairperson and vice-chairperson from among its members for one-year terms." The chair alternates among the City, County and Public Representative.

RECOMMENDATION:

That the Board nominate and elect officers for a one-year term to begin on November 6, 2020.

PRESENTER: Kathy Kossick

ITEM III-A – 3 - ACTION

APPROVAL TO PURCHASE AGENCY INSURANCE FOR GENERAL LIABILITY, VEHICLE LIABILITY, UMBRELLA LIABILITY, PROPERTY, CRIME, INLAND MARINE, PROFESSIONAL LIABILITY, EMPLOYEE BENEFITS, SEXUAL/PHYSICAL ABUSE, DIRECTORS AND OFFICER'S LIABILITY, EMPLOYMENT PRACTICES LIABILITY, PARTICIPANT ACCIDENT, FLOOD, AND CYBER

BACKGROUND:

The Agency's insurance policies for general liability, vehicle liability, umbrella liability, property, crime, inland marine, professional liability, employee benefits, sexual/physical abuse, directors and officer's liability, employment practices liability, participant accident, flood, and cyber expire December 1, 2020.

SETA's broker, Arthur J. Gallagher & Co., is currently exploring various markets to secure the necessary coverage and will present an oral report at the meeting.

If final quotes are not available at the November 5, 2020 meeting, the Board may delegate procurement authority to the Executive Director.

RECOMMENDATION:

Hear the oral report and take appropriate action.

PRESENTER: D'et Saurbourne

ITEM III-A – 4 - ACTION

APPROVAL TO ACCEPT SENATE BILL ONE (SB1) FUNDS FROM GOLDEN SIERRA JOB TRAINING AGENCY AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE FUNDING AGREEMENT, MODIFICATIONS, OR OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND:

Under the Road Repair and Accountability Act of 2017 (Senate Bill 1), the California Workforce Development Board (CWDB) received \$25 million in State General Funds to establish a pre-apprenticeship training program. In November 2019, the CWDB released up to \$14 million of these funds through a Request for Applications for regional pre-apprenticeship training partnerships that systemically connect disadvantaged workers and communities to long-term careers through state-approved apprenticeships.

In March 2020, the Golden Sierra Job Training Agency submitted a regional application to the California Workforce Development Board (CWDB) on behalf of the Capital Region. The Region was awarded \$1.5 million to support the National Building Trades' Multi Craft Course Curriculum (MC3) Pre-Apprenticeship Training for the Construction Industry.

SETA in partnership with the Sacramento Sierra Building and Construction Trades Council (SSBCTC) has been awarded \$680,500 to serve 100 individuals seeking employment in the Construction Industry as Apprentices.

The objective is to prepare women, racial/ethnic minorities, justice involved, disadvantaged youth and adults, veterans and other underrepresented subgroups for high quality career opportunities.

By participating in the Multi Craft Course Curriculum (MC3) Pre-Apprenticeship Training, individuals will earn an industry-valued credential which will lead to acceptance into a state-approved Apprenticeship program or direct employment in the clean energy/building trades industries.

RECOMMENDATION:

Approve the acceptance of \$680,500 in SB1 funds, and authorize the Executive Director to execute the funding agreement, any modifications, or other documents required by the funding source.

PRESENTER: Roy Kim

ITEM III-B – 1 - ACTION

APPROVAL TO SUBMIT AN APPLICATION TO THE CALIFORNIA WORKFORCE DEVELOPMENT BOARD FOR WORKFORCE INNOVATION AND OPPORTUNITY ACT(WIOA), REGIONAL PLAN IMPLEMENTATION/SLINGSHOT 4.0 FUNDS, AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE FUNDING AGREEMENT, MODIFICATIONS, AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND:

In August 2017, the California Workforce Development Board (CWDB) approved the Capital Region's WIOA Plan, designating SETA as the lead workforce development area for the Capital Region. In December 2017, the CWDB awarded Regional Plan Implementation funds to implement activities that supported the following three regional plan priority goals for the Capital Region:

- 1) Alignment of partners (WIOA, Strong Workforce, Align Capital Region, Adult Education) to ensure alignment of resources and building on the strengths of the partners to build a regional workforce system.
- 2) Ensure business leadership in priority sector initiatives (healthcare, construction, agriculture, etc.) by focusing on employer engagement and leadership.
- 3) Identifying and implementing administrative efficiencies and system alignment.

In April 2019 and April 2020, the CWDB awarded additional rounds of Regional Plan Implementation funds to continue to implement new activities that support the regional plan priority goals.

In October 2020, the CWDB released a Request for Applications for a fourth round of Regional Plan Implementation funds for regional initiatives that build upon, scale, or expand previous regional initiatives. In addition, applicants must include the costs of a Regional Organizer in their application.

In response, staff of the Capital Region's local workforce boards (SETA/Sacramento Works, Golden Sierra, North Central Counties, and Yolo) are preparing an application requesting up to \$500,000 over a 18-month project duration that may include the following:

1. Regional Organizer to act as the liaison between local workforce boards, the CWDB, and regional partners. This includes coordinating regional initiatives with labor, industry, education, economic development, community and other leaders that encourage regional alignment and enhance regional communication.
2. Development of plans to implement the goals established in the four-year regional plan.
3. Systems change initiatives focusing on race, equity, high road economy and COVID-19 response.

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4. Other regional initiatives that foster demand-driven skill attainment, enable upward mobility for populations with barriers to employment, and/or align, coordinate, and integrate programs and services.

Applications are due to the State by December 4, 2020. Staff will be available to answer questions.

RECOMMENDATION:

Approve the submission of an application up to \$500,000 to the CWDB for WIOA Regional Plan Implementation Slingshot 4.0 funds; and authorize the Executive Director to execute the funding agreement, modifications, and any other documents required by the funding source.

PRESENTER: Roy Kim

ITEM III-C – 1 – ACTION

APPROVAL OF SELECTED PROPOSER FOR WAREHOUSE/WORKSHOP/OFFICE SPACE AND DELEGATION OF AUTHORITY TO THE EXECUTIVE DIRECTOR TO FINALIZE AND EXECUTE THE LEASE AGREEMENT

BACKGROUND:

On August 6, 2020, this board approved the release of a Request for Proposals (RFP) for Warehouse/Workshop and Office space in the general area bound by Main Avenue and Del Paso Road on the north; North B and Route 160 on the south; Interstate 5 on the west; and Raley Boulevard/Business 80 on the east. The RFP was released on August 6, 2020. SETA received three (3) proposals by the due date of August 21, 2020.

Company	Location	Square Footage
R&M Diodati Family Limited Partnership	201 Harris Avenue, Suite 1-9	21,265
SES Investments	3810 Rosin Court	21,374
Pell Street Properties. LP, a CA limited partnership	4350 Pell Drive	21,674

Staff, legal counsel, and SETA's broker of record, Cornish & Carey Commercial dba Newmark Cornish & Carey, have reviewed the proposals and negotiated with two preferred proposers, SES Investments and Pell Street Properties. Both proposers agreed to a counter proposal from SETA with the same terms and conditions. With price, terms and conditions being equal, staff decided to continue broker negotiations with SES Investments for the following reasons: it is a complete build out of new space since it is currently an empty warehouse; proximity to the SETA's main office; proximity to freeway access; congruent/alike businesses located in the business park; proximity to other amenities and a gas station.

Staff is seeking approval to execute a new lease agreement with SES Investments for 3810 Rosin Court for an initial term of ten (10) years with two options to renew for up to five (5) additional years each. Monthly rent will begin at \$.85 per square foot. Each August 1st following the initial twelve months of the term, the rent shall increase annually by a percentage cost-of-living adjustment which SETA receives from the federal government as a provider of Head Start services.

RECOMMENDATION:

Approve the selection of SES Investments as the preferred proposer for the Warehouse/Workshop and Office space and delegate to the Executive Director authority to finalize and execute a lease consistent with this item, subject to review and approval of SETA's legal counsel.

ITEM III-C - 2 – ACTION

APPROVAL TO SUBMIT ANNUAL REFUNDING APPLICATION FOR
FOR FISCAL YEAR 2021-22 TO THE CALIFORNIA DEPARTMENT OF EDUCATION

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the submission of the annual refunding application to the California Department of Education (CDE)/Early Learning and Care Division with a maximum reimbursement amount of approximately \$7.3 million for fiscal year 2021-2022. These funds will provide services to 271 infants/toddlers and 500 preschoolers in full-day and part-day, full-year child development programs at the centers listed below. There are no proposed changes from program year 2020-21.

Center Name (# of children)		
<i>CCTR – General Child Care – Infants/Toddlers</i>		
16 th Avenue (26)	Elkhorn (16)	Mather (15)
Alder Grove IT (16)	Freedom Park (16)	Norma Johnson (8)
American Legion (16)	Hillsdale (8)	Northview (8)
Bret Harte (8)	Hiram Johnson (24)	Phoenix Park (8)
Capital City (16)	Hopkins Park (6)	Sharon Neese (24)
CP Huntington (8)	Job Corps (24)	
Crossroad Gardens (16)	Marina Vista (8)	
<i>CSPP – State Preschool – Preschoolers</i>		
16 th Avenue (40)	Freeport (20)	North Avenue (20)
Bret Harte (20)	Hillsdale (40)	Northview (20)
Capital City (20)	Job Corps (20)	Phoenix Park (20)
CP Huntington (20)	LaVerne Stewart (20)	Sharon Neese (40)
Crossroad Gardens (40)	Marina Vista (60)	
Elkhorn (20)	Mather (20)	
Freedom Park (40)	Norma Johnson (20)	

Deputy Director Denise Lee will be available to answer questions.

RECOMMENDATION:

Approve the submission of the application for continued funding for fiscal year 2021-2022 to the California Department of Education/ELCD with a maximum reimbursement amount of approximately \$7.3 million.

ITEM IV-A- INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: D'et Saurbourne

MEMORANDUM

TO: Ms. Stephanie Nguyen **DATE:** October 5, 2020
FROM: Tracey Anderson, SETA Fiscal Monitor
RE: Desk Fiscal Monitoring of Asian Resources, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Adult	\$222,400	7/1/19-6/30/20	10/1/19-6/30/2020
WIOA	DW	\$55,600	7/1/19-6/30/20	10/1/19-6/30/2020
WIOA	OSY	\$161,946	7/1/19-6/30/20	10/1/19-6/30/2020

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: 9/18, 9/22, 9/25, 9/30, 10/2

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

Program Operator: Asian Resources, Inc.

Findings and General Observations:

- 1) We have reviewed the WIOA program from October 1, 2019 to June 30, 2020. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Rachel Wickland **DATE:** September 17, 2020

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Goodwill Industries of Sacramento Valley
& Northern Nevada, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	OSY	\$146,039	7/1/19-6/30/2020	7/1/19-6/30/2020

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: 9/4/2020, 9/7, 9/10, 9/14, 9/17

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

Program Operator: Goodwill Industries of Sacramento Valley & Northern Nevada, Inc.

Findings and General Observations:

- 1) We have reviewed the WIOA Out-of-School Youth program from July 1, 2019 to June 30, 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. Jim Walters **DATE:** September 1, 2020

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Fiscal Monitoring Desk Review of San Juan U. S. D.

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
Head Start	Basic & COLA	\$5,422,802	8/1/19-7/31/2020	8/1/19-3/31/2020
Head Start	T & TA	\$33,400	8/1/19-7/31/2020	8/1/19-3/31/2020
Early HS	Basic & COLA	\$1,837,036	8/1/19-7/31/2020	8/1/19-3/31/2020
Early HS	T & TA	\$30,912	8/1/19-7/31/2020	8/1/19-3/31/2020
Duration		\$731,620	8/1/19-7/31/2020	8/1/19-3/31/2020

Monitoring Purpose: Initial X Follow Up Special Final

Date of Review: 6/24, 7/6, 7/15, 7/24, 8/4, 8/11, 8/20, 8/24

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
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	Program Improvement		N/A		
9	Indirect Cost Allocation	X			
10	Adherence to Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records		N/A		

Program Operator: San Juan Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2019 to March 31, 2020 for the Head Start and Early Head Start programs have been traced to the delegate agency's records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board
Policy Council

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 October 23, 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
	10	Dispatcher	2
	10	Police Officer - Entry Level	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
	10	Fleet Service Coordinator	1
	4	Information Technology Supervisor	1
	10	Labor Relations Officer	1
	6	Nurse -Adaptive Recreation	1
	9	Park Maintenance Worker II	1
	9	Payroll Technician	1
	10	Personnel Transaction Coordinator	1
	9	Planning Director	1
	1	Plant Operator	1
	9	Police Recruit	2
	10	Program Specialist -Financial Specialist	1
	9	Recreation Aide	2
	9	Senior Accounting Technician	1
	10	Senior Animal Care Technician	1
	4	Senior Applications Developer	1
	9	Senior Engineer	2
9	Senior Lifeguard	1	
9	Senior Recreation Aide	1	
10	Senior Staff Assistant	1	

SETA- Employer Activity Report

The following is an update of information as of October 23, 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			
	3	Structural Maintenance Supervisor	1

SETA- Employer Activity Report

The following is an update of information as of October 23, 2020

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy; 3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
City of Sacramento	10	Student Trainee-Police Department	1
	9	Utility Worker	2
Comfort Keepers	6	Caregiver	10
	6	CNA	10
	6	Home Care Aide	10
	6	Home Health Aide	10
	6	Personal Care Aide	10
Cosumnes Community Service District	9	Fire Chief	1
Habitat for Humanity of Greater Sacramento	10	Homeowner Services Manager	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
Los Rios Community College District	7	Certified Nursing Assistant Adjunct Professor	1
	4	History Assistant Professor	1
	7	Information Technology Technical Services	1
	6	Medical-Surgical Nursing Assistant Professor	1
	4	Special Projects Beacon Supplemental Instructions Leader	1
	7	Vice President, Instruction	1
Mark Seeding Services & Erosion Control Tech	3	Erosion Control Applicator	2
Options In Supported Living, LLC	10	Personal Support Staff	5
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
The Panther Group	9	Bilingual Customer Service Representative	50

SETA- Employer Activity Report

The following is an update of information as of October 23, 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			
USCB, Inc.	9	Representative I, Customer Service	1
Utiliquest, LLC	9	Utility Line Locator	5
Walgreens DC	9	Warehouse Worker	70
Westcoast Car Audio	9	12 Volt Trainee	2
	9	Window Tinting Trainee	2
Total			247

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 October 23, 2020

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKER	REGION/ LOCATION	Contacted	COVID-19 Related
Triwest Healthcare Alliance 2995 Prospect Park Drive, Suite 200 Rancho Cordova, CA 95670	Healthcare	7/1/2020	Permanent	52	Rancho Cordova, 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
Axcess Financial Sacramento, CA	Financial	7/1/2020	Permanent	7	Sacramento, CA	Yes	N
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
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

Dislocated Worker Information PY 2020/2021

The following is an update of information as of October 23, 2020

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKER	REGION/ LOCATION	Contacted	COVID-19 Related
Knighted Ventures, LLC 6010 Stockton Blvd. Sacramento, CA 95824	Gambling	8/15/2020	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 Way 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
Taste, Inc. 6900 Airport Blvd. Sacramento, CA 95837	Restaurant	9/1/2020	Temporary	8	Sacramento, CA	Yes	Y
Nordstrom 1651 Arden Way Sacramento, CA	Retail	9/10/2020	Permanent	296	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
SSP America 6900 Airport Blvd. Sacramento, CA 95837	Restaurant	9/27/2020	Temporary	171	Sacramento, CA	Yes	N

Dislocated Worker Information PY 2020/2021

The following is an update of information as of October 23, 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	9/17/2020	Permanent	75	Sacramento, CA	Yes	Y
WASH Laundry Systems, LLC 8130-40 37th Avenue Sacramento, CA 95824	Commercial Laundry	9/30/2020	Permanent	1	Sacramento, Ca	Yes	Y
Phillips Image Guided Therapy Corporation 2870 Kilgore Rd. Rancho Cordova, CA 95670	Medical	9/30/2020	Permanent	120	Rancho Cordova, CA	Yes	N
Deja Vu Showgirls-Sacramento, LLC 11252 Trade Center Dr. Rancho Cordova, CA 95742	Entertainment	9/30/2020	Permanent	90	Rancho Cordova, CA	Pending	Y
Coit Cleaning and Restoration 3499 Business Dr. Sacramento, CA 95820	Cleaning	10/6/2020	Temporary	6	Sacramento, CA	Yes	Y
HMS Host 6850 Airport Blvd Ste 28 Sacramento, CA 95837	Hospitality	10/15/2020	Permanent	78	Sacramento, CA	Pending	Y
Hyatt Regency Hotel 1209 L Street Sacramento, CA 95814	Hospitality	10/20/2020	Permanent	203	Sacramento, CA	Yes	Y
Liquid-box Corporation 5000 Warehouse Way Sacramento, CA 95826	Packaging	11/2/2020	Permanent	22	Sacramento, CA	Yes	N
Spare Time Sports Club 2450 Natomas Park Dr. Sacramento, CA 95833	Health/Fitness	11/5/2020	Permanent	89	Sacramento, CA	Pending	Y
Kaiser Permanente Sacramento, CA	Medical	11/30/2020	Permanent	7	Sacramento, CA	Pending	N
McClatchy Company, LLC 2100 Q St. Sacramento, CA 95816	Publishing	12/27/2020	Permanent	199	Sacramento, CA	Yes	N
TOTAL				3,188			

ITEM IV-D – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of September was 8.9%.

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 4,600 jobs over the month; down 79,300 over the year**

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 8.9 percent in September 2020, down from a revised 9.0 percent in August 2020, and above the year-ago estimate of 3.1 percent. This compares with an unadjusted unemployment rate of 10.8 percent for California and 7.7 percent for the nation during the same period. The unemployment rate was 7.5 percent in El Dorado County, 7.1 percent in Placer County, 9.8 percent in Sacramento County, and 7.1 percent in Yolo County.

Between August 2020 and September 2020, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 4,600 to total 950,500 jobs.

- Government recorded the largest month-over employment growth with an increase of 3,600 jobs. Gains in local government (up 2,400 jobs), and state government (up 1,700 jobs) offset a loss of 500 jobs in federal government.
- Education and health services reported an addition of 1,600 jobs. Healthcare and social assistance (up 1,400 jobs) accounted for 87.5 percent of the job additions.
- Trade, transportation, and utilities expanded by 900 jobs from August to September. Retail trade (up 1,000 jobs) and transportation, warehousing, and utilities (up 200 jobs) were responsible for the expansion.
- Between August and September, employment in the region declined in farm (down 700 jobs), financial activities (down 500 jobs), other services (down 400 jobs), information (down 100 jobs), and construction (down 100 jobs).

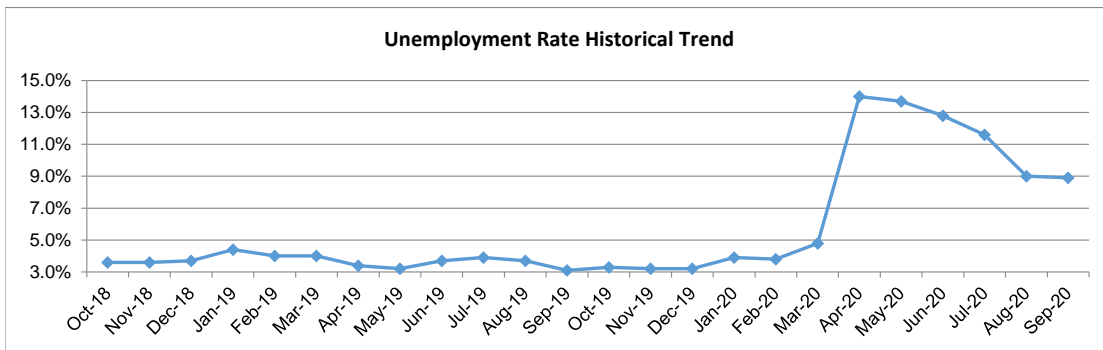
Between September 2019 and September 2020, total jobs in the region decreased by 79,300, or 7.7 percent.

- Leisure and hospitality led the year-over decline for the region, dropping 30,600 jobs. Accommodation and food services (down 22,700 jobs) was responsible for the majority of the job losses. Arts, entertainment, and recreation lost 7,900 jobs.
- Trade, transportation, and utilities fell by 12,700 jobs. Retail trade was down 7,700 jobs. Wholesale trade shed 3,500 jobs, and transportation, warehousing, and utilities cut back 1,500 jobs.
- Other services employment declined by 10,300 jobs since last September.
- Financial activities (up 1,200 jobs) was the only major industry to report year-over job growth. Finance and insurance gained 1,000 jobs. Real estate and rental and leasing picked up 200 jobs.

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

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 8.9 percent in September 2020, down from a revised 9.0 percent in August 2020, and above the year-ago estimate of 3.1 percent. This compares with an unadjusted unemployment rate of 10.8 percent for California and 7.7 percent for the nation during the same period. The unemployment rate was 7.5 percent in El Dorado County, 7.1 percent in Placer County, 9.8 percent in Sacramento County, and 7.1 percent in Yolo County.



Industry	Aug-2020	Sep-2020	Change		Sep-2019	Sep-2020	Change
	Revised	Prelim				Prelim	
Total, All Industries	945,900	950,500	4,600		1,029,800	950,500	(79,300)
Total Farm	9,300	8,600	(700)		9,900	8,600	(1,300)
Total Nonfarm	936,600	941,900	5,300		1,019,900	941,900	(78,000)
Mining, Logging, and Construction	66,400	66,300	(100)		72,600	66,300	(6,300)
Mining and Logging	500	500	0		500	500	0
Construction	65,900	65,800	(100)		72,100	65,800	(6,300)
Manufacturing	34,100	34,200	100		37,300	34,200	(3,100)
Trade, Transportation & Utilities	147,600	148,500	900		161,200	148,500	(12,700)
Information	10,500	10,400	(100)		11,600	10,400	(1,200)
Financial Activities	54,100	53,600	(500)		52,400	53,600	1,200
Professional & Business Services	134,100	134,300	200		135,700	134,300	(1,400)
Educational & Health Services	155,100	156,700	1,600		166,800	156,700	(10,100)
Leisure & Hospitality	77,900	77,900	0		108,500	77,900	(30,600)
Other Services	25,800	25,400	(400)		35,700	25,400	(10,300)
Government	231,000	234,600	3,600		238,100	234,600	(3,500)

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

	Sep 19	Jul 20	Aug 20 Revised	Sep 20 Prelim	Percent Change Month	Year
Civilian Labor Force (1)	1,104,400	1,085,200	1,072,100	1,077,600	0.5%	-2.4%
Civilian Employment	1,069,800	959,400	975,500	981,800	0.6%	-8.2%
Civilian Unemployment	34,600	125,900	96,500	95,800	-0.7%	176.9%
Civilian Unemployment Rate (CA Unemployment Rate)	3.1%	11.6%	9.0%	8.9%		
(U.S. Unemployment Rate)	3.3%	10.5%	8.5%	7.7%		
Total, All Industries (2)	1,029,800	932,000	945,900	950,500	0.5%	-7.7%
Total Farm	9,900	9,000	9,300	8,600	-7.5%	-13.1%
Total Nonfarm	1,019,900	923,000	936,600	941,900	0.6%	-7.6%
Total Private	781,800	701,400	705,600	707,300	0.2%	-9.5%
Goods Producing	109,900	98,700	100,500	100,500	0.0%	-8.6%
Mining, Logging, and Construction	72,600	65,700	66,400	66,300	-0.2%	-8.7%
Mining and Logging	500	500	500	500	0.0%	0.0%
Construction	72,100	65,200	65,900	65,800	-0.2%	-8.7%
Construction of Buildings	15,200	16,400	16,700	16,400	-1.8%	7.9%
Specialty Trade Contractors	49,500	42,100	42,600	43,000	0.9%	-13.1%
Building Foundation & Exterior Contractors	14,100	11,900	12,100	12,100	0.0%	-14.2%
Building Equipment Contractors	19,700	18,100	18,200	18,600	2.2%	-5.6%
Building Finishing Contractors	10,400	8,000	8,200	8,200	0.0%	-21.2%
Manufacturing	37,300	33,000	34,100	34,200	0.3%	-8.3%
Durable Goods	23,600	21,300	21,600	21,600	0.0%	-8.5%
Computer & Electronic Product Manufacturing	4,700	4,900	4,900	4,900	0.0%	4.3%
Nondurable Goods	13,700	11,700	12,500	12,600	0.8%	-8.0%
Food Manufacturing	5,100	3,800	4,700	4,700	0.0%	-7.8%
Service Providing	910,000	824,300	836,100	841,400	0.6%	-7.5%
Private Service Providing	671,900	602,700	605,100	606,800	0.3%	-9.7%
Trade, Transportation & Utilities	161,200	147,700	147,600	148,500	0.6%	-7.9%
Wholesale Trade	28,400	25,800	25,200	24,900	-1.2%	-12.3%
Merchant Wholesalers, Durable Goods	16,400	14,300	14,300	13,700	-4.2%	-16.5%
Merchant Wholesalers, Nondurable Goods	10,400	9,800	9,500	9,500	0.0%	-8.7%
Retail Trade	99,800	90,500	91,100	92,100	1.1%	-7.7%
Motor Vehicle & Parts Dealer	15,200	13,200	13,400	13,600	1.5%	-10.5%
Building Material & Garden Equipment Stores	8,200	8,400	8,000	8,000	0.0%	-2.4%
Grocery Stores	19,200	19,800	19,700	19,700	0.0%	2.6%
Health & Personal Care Stores	5,700	5,400	5,400	5,500	1.9%	-3.5%
Clothing & Clothing Accessories Stores	7,700	4,800	4,700	5,000	6.4%	-35.1%
Sporting Goods, Hobby, Book & Music Stores	3,800	3,000	3,100	3,200	3.2%	-15.8%
General Merchandise Stores	18,500	18,500	18,900	18,800	-0.5%	1.6%
Transportation, Warehousing & Utilities	33,000	31,400	31,300	31,500	0.6%	-4.5%
Information	11,600	10,500	10,500	10,400	-1.0%	-10.3%
Publishing Industries (except Internet)	2,300	2,300	2,200	2,200	0.0%	-4.3%
Telecommunications	3,000	3,000	3,000	3,000	0.0%	0.0%
Financial Activities	52,400	54,200	54,100	53,600	-0.9%	2.3%
Finance & Insurance	35,000	36,300	36,300	36,000	-0.8%	2.9%
Credit Intermediation & Related Activities	10,200	10,400	10,400	10,300	-1.0%	1.0%
Depository Credit Intermediation	6,200	6,200	6,300	6,200	-1.6%	0.0%
Nondepository Credit Intermediation	2,100	2,200	2,200	2,200	0.0%	4.8%
Insurance Carriers & Related	20,900	21,700	21,600	21,700	0.5%	3.8%
Real Estate & Rental & Leasing	17,400	17,900	17,800	17,600	-1.1%	1.1%
Real Estate	13,400	13,900	13,800	13,700	-0.7%	2.2%
Professional & Business Services	135,700	132,000	134,100	134,300	0.1%	-1.0%
Professional, Scientific & Technical Services	59,600	60,800	61,400	61,500	0.2%	3.2%
Architectural, Engineering & Related Services	10,800	10,900	10,900	11,200	2.8%	3.7%
Management of Companies & Enterprises	13,300	13,700	14,000	13,800	-1.4%	3.8%
Administrative & Support & Waste Services	62,800	57,500	58,700	59,000	0.5%	-6.1%
Administrative & Support Services	59,900	55,200	56,300	56,700	0.7%	-5.3%
Employment Services	21,400	17,500	18,100	18,800	3.9%	-12.1%

Data Not Seasonally Adjusted

	Sep 19	Jul 20	Aug 20 Revised	Sep 20 Prelim	Percent Change Month	Year
Services to Buildings & Dwellings	17,100	16,200	16,200	16,100	-0.6%	-5.8%
Educational & Health Services	166,800	153,600	155,100	156,700	1.0%	-6.1%
Education Services	12,800	11,200	11,400	11,600	1.8%	-9.4%
Health Care & Social Assistance	154,000	142,400	143,700	145,100	1.0%	-5.8%
Ambulatory Health Care Services	55,400	54,600	55,700	57,000	2.3%	2.9%
Hospitals	25,000	24,700	24,600	24,700	0.4%	-1.2%
Nursing & Residential Care Facilities	17,300	17,000	16,900	16,900	0.0%	-2.3%
Leisure & Hospitality	108,500	78,800	77,900	77,900	0.0%	-28.2%
Arts, Entertainment & Recreation	16,300	9,200	8,500	8,400	-1.2%	-48.5%
Accommodation & Food Services	92,200	69,600	69,400	69,500	0.1%	-24.6%
Accommodation	10,100	3,800	3,900	3,900	0.0%	-61.4%
Food Services & Drinking Places	82,100	65,800	65,500	65,600	0.2%	-20.1%
Restaurants	77,500	61,100	61,000	61,200	0.3%	-21.0%
Full-Service Restaurants	35,700	24,200	23,700	24,400	3.0%	-31.7%
Limited-Service Eating Places	41,800	36,900	37,300	36,800	-1.3%	-12.0%
Other Services	35,700	25,900	25,800	25,400	-1.6%	-28.9%
Repair & Maintenance	10,700	7,700	7,700	7,700	0.0%	-28.0%
Government	238,100	221,600	231,000	234,600	1.6%	-1.5%
Federal Government	14,200	14,600	16,500	16,000	-3.0%	12.7%
Department of Defense	1,600	1,700	1,700	1,700	0.0%	6.3%
State & Local Government	223,900	207,000	214,500	218,600	1.9%	-2.4%
State Government	121,000	119,900	119,800	121,500	1.4%	0.4%
State Government Education	29,300	25,500	25,000	26,400	5.6%	-9.9%
State Government Excluding Education	91,700	94,400	94,800	95,100	0.3%	3.7%
Local Government	102,900	87,100	94,700	97,100	2.5%	-5.6%
Local Government Education	55,200	41,100	49,200	52,000	5.7%	-5.8%
Local Government Excluding Education	47,700	46,000	45,500	45,100	-0.9%	-5.5%
County	19,400	19,400	19,300	19,300	0.0%	-0.5%
City	10,400	9,600	9,500	9,200	-3.2%	-11.5%
Special Districts plus Indian Tribes	17,900	17,000	16,700	16,600	-0.6%	-7.3%

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
September 2020 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,761,200	16,744,000	2,017,200	10.8%
ALAMEDA	37	806,200	731,400	74,900	9.3%
ALPINE	52	460	410	50	10.7%
AMADOR	31	14,150	12,920	1,230	8.7%
BUTTE	28	93,900	85,900	8,000	8.5%
CALAVERAS	14	20,320	18,810	1,510	7.4%
COLUSA	49	9,850	8,810	1,040	10.6%
CONTRA COSTA	37	536,000	486,200	49,800	9.3%
DEL NORTE	33	9,130	8,320	810	8.8%
EL DORADO	17	88,800	82,200	6,600	7.5%
FRESNO	47	442,500	396,500	45,900	10.4%
GLENN	12	12,650	11,730	920	7.3%
HUMBOLDT	18	59,600	55,000	4,500	7.6%
IMPERIAL	58	67,800	53,300	14,600	21.5%
INYO	12	8,130	7,540	590	7.3%
KERN	56	369,100	323,500	45,700	12.4%
KINGS	43	55,200	49,500	5,700	10.3%
LAKE	30	28,680	26,200	2,480	8.6%
LASSEN	1	9,150	8,580	570	6.3%
LOS ANGELES	57	4,942,400	4,196,300	746,100	15.1%
MADERA	39	61,600	55,800	5,800	9.4%
MARIN	2	133,400	124,700	8,600	6.5%
MARIPOSA	25	7,660	7,010	650	8.4%
MENDOCINO	24	36,670	33,620	3,050	8.3%
MERCED	49	114,600	102,500	12,100	10.6%
MODOC	2	3,030	2,830	200	6.5%
MONO	53	6,610	5,870	740	11.2%
MONTEREY	33	194,200	177,200	17,100	8.8%
NAPA	18	71,500	66,000	5,400	7.6%
NEVADA	14	45,780	42,380	3,390	7.4%
ORANGE	35	1,571,600	1,429,300	142,200	9.0%
PLACER	7	181,300	168,400	12,800	7.1%
PLUMAS	20	7,540	6,950	590	7.8%
RIVERSIDE	48	1,084,100	969,900	114,200	10.5%
SACRAMENTO	42	703,700	634,800	68,900	9.8%
SAN BENITO	31	30,400	27,700	2,700	8.7%
SAN BERNARDINO	43	951,900	853,800	98,200	10.3%
SAN DIEGO	35	1,560,000	1,419,100	140,900	9.0%
SAN FRANCISCO	25	564,600	517,100	47,500	8.4%
SAN JOAQUIN	54	323,000	286,200	36,800	11.4%
SAN LUIS OBISPO	10	130,100	120,800	9,400	7.2%
SAN MATEO	7	439,900	408,600	31,300	7.1%
SANTA BARBARA	14	211,700	196,100	15,600	7.4%
SANTA CLARA	6	1,023,900	951,700	72,100	7.0%
SANTA CRUZ	22	128,700	118,300	10,400	8.1%
SHASTA	20	72,600	66,900	5,700	7.8%
SIERRA	4	1,250	1,170	80	6.7%
SISKIYOU	28	15,920	14,570	1,350	8.5%
SOLANO	41	202,600	182,900	19,700	9.7%
SONOMA	10	250,900	232,800	18,100	7.2%
STANISLAUS	43	237,100	212,800	24,300	10.3%
SUTTER	43	41,200	36,900	4,200	10.3%
TEHAMA	23	24,630	22,620	2,010	8.2%
TRINITY	4	4,340	4,050	290	6.7%
TULARE	55	190,600	167,300	23,300	12.2%
TUOLUMNE	40	19,400	17,540	1,860	9.6%
VENTURA	25	407,300	373,100	34,100	8.4%
YOLO	7	103,800	96,400	7,400	7.1%
YUBA	49	28,100	25,100	3,000	10.6%

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.

Staff will be available to answer questions.

PRESENTER: Denise Lee

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

September 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	164	9%	589	71	12%
Twin Rivers USD	140	29	21%	40	1	3%
Elk Grove USD	440	15	3%			
Sac City USD	736	34	5%			
San Juan USD	1052	68	6%	160	7	4%
WCIC	120	6	5%			
EHS CCP				80	13	16%
COUNTY TOTAL	4244	316	7%	869	92	11%

AFE: Annual Funded Enrollment

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
September 2020**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 9/30/20	(b) % Actual to Funded
Elk Grove USD	440	237	54
Sacramento City USD	736	303	41
SETA	1,736	1,196	69
San Juan USD	1,044	670	64
Twin Rivers USD	160	162	101
WCIC/Playmate	120	64	53
Total	4,236	2,632	62

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 9/30/20	(b) % Actual to Funded
SETA	573	562	98
San Juan USD	163	143	88
TRUSD	56	33	59
Total	792	738	93

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 9/30/20	(b) % Actual to Funded
SETA	80	74	93
Total	80	74	93

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

Head Start

All under-enrolled programs, SETA and delegate agencies:

- Approximately 75% of enrolled children transitioned to Kindergarten in mid-to-late August.
- Difficulty recruiting families for Distance Learning. Most are seeking in-person services. Some are taking distance learning until centers can re-open. Some asked to be called back when the program re-opens.
- Recruitment efforts have been strengthened, but promoting the program under SIP orders and limited access to community agencies and store fronts.
- Highly promoting enhanced Distance Learning program to attract new enrollment.

Early Head Start

All under-enrolled programs, SETA and delegate agencies Many children aged out during the Covid-19 closure. Transitioned to preschool.

- Difficulty recruiting families for Distance Learning.
- Recruitment efforts have been strengthened.
- Highly promoting enhanced Distance Learning program to attract new enrollment.

Early Head Start-CCP

SETA:

- Difficulty recruiting families for Distance Learning.
- Recruitment efforts have been strengthened.
- Highly promoting enhanced Distance Learning program to attract new enrollment.

Program Start Dates:

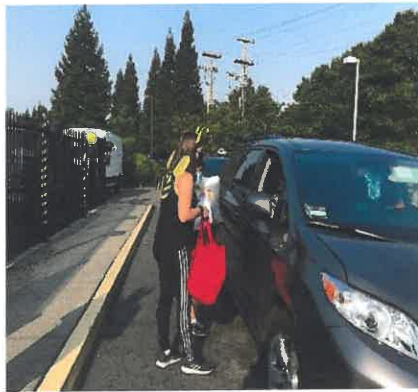
SETA 8/3/20
EGUSD- 8/13/20
TRUSD- 8/18/20
SJUSD – HS 8/24/20, EHS 8/17/20
WCIC- 9/14/20

MONTHLY PROGRAM INFORMATION REPORT

October 2020

SETA Kicks off New School Year with Distance Learning To-Go Lessons

On September 2nd – 4th, the SETA Head Start/Early Head Start program kicked off its new school year with fun and engaging in-home lessons, supplies/materials, and Measure ME kits. Families picked up their weekly activity kits via a drive through distribution Hub. Staff were excited to welcome families and children back to school. Each week, families will exchange in-home lesson kits and participate with their child in daily zoom activities with their teacher.



Back to School

Head Start and Early Head Start are open and serving in distance learning.

Elk Grove USD Head Start – August 13th

Sacramento City USD Head Start – September 8th

San Juan USD Head Start and Early Head Start – August 24th and 17th respectively

Twin Rivers USD Head Start and Early Head Start – August 18th

Women's Civic Improvement Club – September 14th



YOUR VOTE COUNTS

Now Enrolling

Word of mouth is the best way to share all of the great services Head Start and Early Head Start have to offer. Spread the word, Head Start has open enrollment. For more information, please contact:

SETA Gaylon Ndiaye 916-764-2061 Gaylon.Ndiaye@seta.net
Jaime Elder 916-764-2288 Jaime.Elder@seta.net

EGUSD Sherri Pimentel 916-686-7595

SCUSD 916-395-5500 www.scusd.edu/preschoolapplication
(Families can leave a message and/or complete online application.)

SJUSD Kimberly Waldrep www.ECERegistrationDesk@sanjuan.edu
Apply online at: www.sanjuan.edu/preschool

TRUSD Karla De Leon – Admin. Clerk 916-566-3485 ext. 22773
Brandie McConahie – Office Mgr. 916-566-3485 ext. 22776

WCIC Zong Vue yzkv365@yahoo.com
Brenda Tamayo blp0586@yahoo.com
Moua Moua moua300z@yahoo.com
Clarisa Jones jonesclarisa@yahoo.com

River Oak Center for Children

Jennifer Chamberlain 916-226-2721 jchamberlain@rivveroak.org

SCOE Jessica Johannesen 916-228-2506 jjohannesen@scoe.net

From Cynthia Yao, Regional Program Manager
Administration for Children & Families – Region 9

Sharing Best Practices! - Click on this link from PACT – Parents and Children Together – home visiting program video
<https://www.youtube.com/watch?v=eSMiJOIEHss&feature=youtu.be>

The home visitor set up her own YouTube Channel to support families on her caseload by providing pre-recorded video sample of the in home activities by doing them with her own grandchildren! This is a great example of how programs can also integrate home activities that can engage families and multi-age children in the home. Thank you PACT for sharing this video with all of us!

Update from Office of Head Start

Final Rule on Designation Renewal System (DRS) Changes ACF-PI-HS-20-05

The Office of Head Start (OHS) announced in the Federal Register a final rule updating the Designation Renewal System (DRS). In the Improving Head Start for School Readiness Act of 2007, Congress required the U.S. Department of Health and Human Services (HHS) to both establish a DRS and to periodically review the system. HHS first established the DRS through a final rule in 2011, and has been regularly analyzing data on the implementation of the system and on the grantees required to compete. OHS is confident the DRS has driven increases in the quality of Head Start and Early Head Start services, but believes improvements can be made to the system.

This final rule includes revisions to three of the seven conditions of the DRS: the deficiency condition, the condition related to the Classroom Assessment Scoring System (CLASS[®]), and the fiscal condition related to audit findings. These changes will ensure OHS identifies those grantees where competition is the most warranted and more effectively holds grantees accountable, while also making the DRS more transparent.

- Under this final rule, the DRS no longer requires competition for grantees with a single deficiency during their project period. While all deficiencies are serious and substantial or systemic, changing the condition to require competition if a grantee receives two deficiencies during the project period better reflects significant quality failures of an agency.
- For the CLASS[®] condition, the final rule facilitates the use of CLASS[®] as a quality improvement tool and promotes greater transparency for grantees. To achieve this, the final rule removes the lowest 10% criterion, while simultaneously establishing quality thresholds and raising the competitive thresholds (formerly minimum thresholds) for each domain of the CLASS[®].
- For the fiscal condition, the final rule retains the requirement to compete if a going concern is identified in an audit report. It also adds a second criterion that requires competition if a grantee has a total of two or more audit findings of material weakness or questioned costs related to their Head Start funds in audit reports for a financial period within the current project period. This change results in a fiscal condition that better detects risks to fiscal management and oversight.

The new DRS conditions will be effective on October 27, 2020.

For more information, visit the Early Childhood Learning and Knowledge Center at:
<https://eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-20-05>

Fiscal Year 2021 Monitoring Process for Head Start and Early Head Start Grantees ACF-IM-HS-20-05

Sec. 641A of the *Improving Head Start for School Readiness Act of 2007* requires the Office of Head Start (OHS) to implement ongoing monitoring of all programs receiving federal funds. As a result of the coronavirus

disease 2019 (COVID-19) pandemic and public health emergency, all monitoring reviews for the 2020–2021 school year will be conducted virtually. This decision was based on two principles that have driven OHS's decisions and guidance to programs throughout this period: (1) taking decisive actions to support each program's success and (2) keeping the safety of children and staff paramount.

OHS will begin virtual monitoring of grantees in November 2020. Grantees who will receive a monitoring review in FY 2021 will receive a notification letter at least 45 days prior to the start of their review event. Grantees can expect a planning call with their assigned review lead to discuss the virtual schedule.

During the Focus Area 1 (FA1) and Focus Area 2 (FA2) review processes, grantees will be asked questions about the use of Coronavirus Aid, Relief, and Economic Security (CARES) Act funding. They will also be asked about any adjustments made to program service delivery in response to the COVID-19 pandemic. OHS will request information regarding grantee service delivery model (e.g., in-person services, virtual services, or a hybrid of both) with the understanding that these operations may change throughout the program year.

***NOTE:** SETA will highly likely receive a virtual FA1 federal review during the PY 2020-21. Information will be shared when notified.*

Questions and Answers on Wages and Benefits Guidance sent from OHS on September 29, 2020



As programs began to close centers in the face of COVID-19 in spring of 2020, OHS encouraged continued payment of wages and benefits for staff unable to report to work due to center closures. Continued payment of wages and benefits assured the availability of staff needed to deliver services remotely and supported the grantee's ability to recall staff for on-site work when centers reopened. The flexibility for continued payment of wages and benefits was extended through Sept. 30, 2020, in large part to allow grantees time to assess program operations, budgeting, and staffing needs for the upcoming program year. A formal Program Instruction or Information Memorandum may be forthcoming.





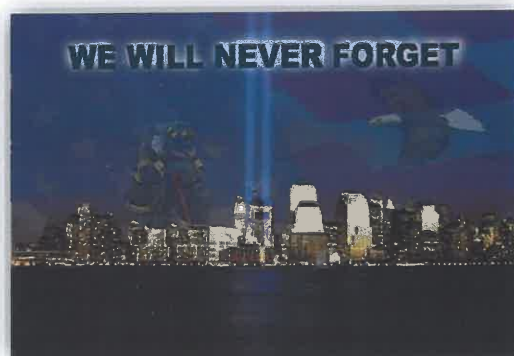
From Mather Early Learning Center

U. S. CENSUS 2020

The Census deadline has once again been changed- so if you're confused, you're not alone! From April 1 to October 31st then September 30th and October 5th, and now we have an uncertain date sometime in October. I held off sending updates due to the uncertainty and to reduce more confusing emails. But we know one thing for sure- **we want all 0-5 kids to be counted!**

We are proud to say that Sacramento County currently has a self-response rate of 74.5%, above the national and state average, but there are still some households that haven't been counted. **So please keep pushing the message to Respond As Soon As Possible!**

If you are wondering why the changes, you can check out this article about an ongoing court case <https://www.bloomberg.com/news/articles/2020-09-29/census-judge-weighs-holding-u-s-in-contempt-for-defying-order> that has impacted the deadline.





Update from the California Department of Education

***Requirement for Distance Learning Plans, Program Quality and Distance Learning Services for Direct Service Contactors
Management Bulletin 20-17
September 11, 2020***

The purpose of this Management Bulletin (MB) is to provide guidance to state-subsidized, direct service contractors who provide early learning and care services regarding the requirements for the distance learning plan, program quality, and the delivery of distance learning services for children and families who are not receiving in-person services.

Direct service contractors who are closed, or who are unable to provide in-person services for all currently enrolled children due to a public health order, or when families choose to shelter in place due to the COVID-19 pandemic, must submit a distance learning plan and offer children and families distance learning, outreach, and communication services.

- Distance learning services may be offered through various methods to maintain the developmental progress of currently enrolled children that are not receiving in-person services.
- Distance learning services and outreach efforts may include, but are not limited to, home activity packages, lending libraries, phone calls, text messages, emails, online learning platforms and/or video.
- Contractors must provide staff with professional development, or access to professional development through distance learning opportunities for priority topics including, but not limited to, health and safety and child development.
- Contractors may, but are not required to, provide meals and/or snacks for children who are being provided distance learning services.
- All contractors must follow healthy and safe practices and adhere to local and state public health orders in all Early Learning and Care (ELC) settings.



For more information, visit the California Department of Education website at: <https://www.cde.ca.gov/sp/cd/ci/mb2017.asp>



FREE DENTAL SCREENING



Flyers attached for additional information.

Due to rapidly changing information during COVID-19, some Monthly Program Information Reports will be provided verbally during the board meetings.

Find an event near you!

FREE DENTAL SCREENINGS

Is your child kinder bound? If so, get the Oral Assessment form completed.



FREE COMMUNITY EVENT

Drive-through dental screening for anyone under 20 years of age.

Dental Screenings will follow all CDC & CDPH Guidelines. All participants will stay in their cars throughout the entire screening process. Quick Process.

Participants will receive FREE fluoride varnish treatment, FREE dental screening & FREE goodie bag. Assistance for connecting to a dental provider available.

<p>SEPTEMBER 25, 2020 11 A.M. - 3:30 P.M. MATHER SETA HEAD START 10546 Peter A. McCuen Blvd. Mather, CA 95655</p>	<p>OCTOBER 1, 2020 11 A.M. - 3:30 P.M. SHARON NEESE SETA HEAD START 925 Del Paso Blvd., Suite 300 Sacramento, CA 95815</p>
<p>OCTOBER 2, 2020 11 A.M. - 3:30 P.M. CAPITAL CITY SETA HEAD START 7222 24th Street Sacramento, CA 95822</p>	<p>OCTOBER 8, 2020 11 A.M. - 3:30 P.M. CROSSROAD GARDENS SETA HEAD START 7322 Florin Wood Drive Sacramento, CA 95823</p>
<p>OCTOBER 9, 2020 11 A.M. - 3:30 P.M. GALT SETA HEAD START 615 2nd Street Galt, CA 95632</p>	<p>OCTOBER 14, 2020 11 A.M. - 3:30 P.M. WALNUT GROVE ELEMENTARY 14181 Grove Street Walnut Grove, CA 95690</p>
<p>OCTOBER 15, 2020 11 A.M. - 3:30 P.M. WOMEN'S CIVIC IMPROVEMENT CLUB OF SACRAMENTO, INC. 3555 3rd Avenue Sacramento, CA 95817</p>	<p>OCTOBER 16, 2020 11 A.M. - 3:30 P.M. FREEDOM PARK SETA HEAD START 6015 Watt Avenue, Suite 5 Sacramento, CA 95632</p>

Screenings provided by Early Smiles Sacramento Program and Hosted by SETA Head Start, Women's Civic Improvement Club of Sacramento, Inc. and River Delta Program/Project funded by First 5 Sacramento

If you have any questions about the screenings,
please contact earlysmiles@tc4oh.org or (916) 720-9262



¡Encuentra un evento cerca de ti!

EXÁMENES DENTALES GRATUITOS

¿Su hijo(a) ira a la primaria pronto? Si es así, obtenga el formulario de evaluación dental aquí



EVENTO COMUNITARIO GRATUITO

Examen dental para personas menores de 20 años.

Los exámenes dentales que ofrecemos seguirán todos los requisitos del CDC y de CDPH. Todos los participantes permanecerán en sus autos durante todo el proceso del examen dental. Sera un proceso rápido. Los participantes recibirán GRATUITAMENTE un tratamiento de barniz con fluoruro, una evaluación dental, y una bolsa con regalos. También tendremos asistencia para ayudarle a conectarse con un proveedor dental disponible.

<p>25 DE SEPTIEMBRE DEL 2020 11 A.M. - 3:30 P.M. MATHER SETA HEAD START 10546 Peter A. McCuen Blvd. Mather, CA 95655</p>	<p>1 DE OCTUBRE DEL 2020 11 A.M. - 3:30 P.M. SHARON NEESE SETA HEAD START 925 Del Paso Blvd., Suite 300 Sacramento, CA 95815</p>
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Los exámenes serán proporcionados por el programa Early Smiles Sacramento y patrocinado por SETA Head Start, Women's Civic Improvement Club of Sacramento, Inc. y River Delta Program/Project a caul financiado por First 5 Sacramento

Si tiene alguna pregunta sobre el examen dental,
favor de contactar a earlysmiles@tc4oh.org o al (916) 720-9262

Center
for Oral
Health



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.