



**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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(916) 263-3804

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

**DATE:** Thursday, December 3, 2020

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

**LOCATION:** <https://us02web.zoom.us/j/87365153641>

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/87365153641>. 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: +16699006833,,87365153641# or +13462487799,,87365153641# 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 +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799 Webinar ID: 873 6515 3641. International numbers available: <https://us02web.zoom.us/j/87365153641> . Members of the public are encouraged to participate in the meeting by submitting written comments by email to: [Nancy.Hogan@seta.net](mailto:Nancy.Hogan@seta.net). Any member of the public who wishes to speak directly to the board regarding any item on the agenda may contact Nancy Hogan at (916) 263-3827, or [Nancy.Hogan@seta.net](mailto:Nancy.Hogan@seta.net). Please include in your request which item you would like to participate on. Additionally, during the meeting any questions or comments may be submitted via the Q&A or chat features on Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the Governing Board and included in the record.

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

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- C. Deputy Directors
- D. Counsel
- E. Members of the Board
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#### **VI. Adjournment**

**DISTRIBUTION DATE: MONDAY, NOVEMBER 23, 2020**

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE OCTOBER 29, 2020  
SPECIAL AND NOVEMBER 5, 2020 REGULAR BOARD MEETINGS

BACKGROUND:

Attached are the minutes of the October 29 and November 5, 2020 meetings for your review.

RECOMMENDATION:

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

PRESENTER: Kathy Kossick

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

Minutes/Synopsis

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

Meeting Held Electronically

Thursday, October 29, 2020  
10:00 a.m.

**I. Call to Order**

Mr. Nottoli called the meeting to order at 10:00 a.m. The roll was called and a quorum was confirmed.

Members Present:

Sophia Scherman, Vice Chair, Public Representative  
Jay Schenirer, Councilmember, City of Sacramento  
Patrick Kennedy, Member, Board of Supervisors  
Don Nottoli, Chair; Member, Board of Supervisors  
Larry Carr, Councilmember, City of Sacramento (joined at 10:09 a.m.)

**II. Action Item**

**A. WORKFORCE DEVELOPMENT DEPARTMENT**

Community Services Block Grant

1. Approval of CARES Act CSBG Supplemental Funding Recommendations

Ms. Julie Davis-Jaffe reviewed the staff report. The amount of funding available for program services was estimated to be \$1,251,744, of which 50% was allocated to Safety-Net or short-term emergency services and 50% allocated to Family Self-Sufficiency services. The program timeframe is from November 2, 2020 through March 30, 2022.

The CAB reviewed and approved the funding recommendations at their October 26 special meeting. They did have a great deal of discussion regarding the communities served.

Ms. Scherman asked how the providers were selected for the additional funding. Ms. Davis-Jaffe reviewed the process. Staff sought approval from the state to ensure we can distribute both regular and discretionary funding to service providers.

Mr. Carr joined the meeting at 10:09 a.m.

Mr. Schenirer thanked staff for the quick turnaround; he appreciates the work of the service providers for their work during this difficult time.

Moved/Schenirer, second/Scherman, to approve funding recommendations for the CARES Act CSBG Supplemental Funding.

Roll call vote:

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

Nay: 0

Abstentions: 0

### **III. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Ms. Kossick reminded the board that after the November 5 regular meeting there will be a Helping Others meeting. She thanked board members for being able to schedule this special meeting. Ms. Kossick thanked staff that worked so hard to get the funding recommendations turned around so quickly.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: None.
- F. Public: No comments.

### **IV. Adjournment: The meeting was adjourned at 10:14 a.m.**

**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, November 5, 2020  
10:00 a.m.

**I. Call to Order**

Mr. Nottoli called the meeting to order at 10:00 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

**II. Consent Items**

- A. Approval of Minutes of the October 1, 2020 Regular Board Meeting
- B. Approval of Claims and Warrants

There were no questions or corrections.

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

- A. Approve the October 1 minutes.
- B. Approve the claims and warrants for the period 9/24/2020 – 10/28/2020.

Roll call vote:

Aye: (Carr, Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

- 1. Reappointment of the Public Representative Member to the SETA Governing Board

Ms. Kossick reviewed this item; this requests approval of reappointment of Ms. Scherman. Mr. Thatch stated that this recommendation will need to be approved by Board of Supervisors and Sacramento City Council.

Moved/Kennedy, second/Carr, to 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.

Roll call vote:

Aye: (Carr, Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

2. Election of Officers of the Sacramento Employment and Training Agency Governing Board

Ms. Kossick stated that the officer rotation means that Ms. Scherman would become Chair and Councilmember Schenirer would be Vice Chair.

Moved/Carr, second/Nottoli, to elect Sophia Scherman as Chair and Jay Schenirer as Vice Chair for a one-year term to begin on November 6, 2020.

Roll call vote:

Aye: (Carr, Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

Ms. Kossick extended thanks to Mr. Nottoli for his leadership during these turbulent times.

3. 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

Ms. D'et Saurbourne reviewed this item and introduced Mr. Ken Johnson. Mr. Johnson reviewed the insurance quotes from Liberty Mutual, Guide One, and Philadelphia. In the current year Philadelphia has provided excess liability coverage of \$20 million but will only offer \$10 million this year due to market conditions. AIG submitted their quote yesterday afternoon for an additional \$5 million in coverage. Mr. Johnson's opinion is that exposure is down and it would be a safe decision to lower the excess liability to \$15 million.



Mr. Johnson stated that the workers' compensation claims have dramatically gone down over the years.

Mr. Thatch stated that given the federal regulations and laws, we have no ability to pay a claim from any of our funding sources. It is his consistent advice to pay the insurance premium; if there is a claim and there is not adequate coverage, the organization would go bankrupt.

Mr. Carr stated that it seems like the need will be greater after the centers reopen. He is fine with a higher insurance premium. Mr. Thatch stated that there is no question there will be more exposure for claims once the centers reopen. Mr. Johnson stated that he is still seeking quotes; if we want to continue with the \$20 million excess liability coverage, the premium will double. Mr. Johnson is hoping to get James Rivers to come in for \$25 million coverage. Ms. D'et Saurbourne stated that while this increased premium will be impactful, it may be a wash due to the lowering of the workers' compensation premium.

Moved/Carr, second/Scherman, to delegate the authority to the Executive Director to purchase of Agency insurance 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. This motion includes the increase for umbrella liability premium to \$20 million coverage.

Roll call vote:

Aye: (Carr, Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

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

Mr. William Walker reviewed this item. In response to a question from Mr. Carr, Mr. Walker replied that the trainees receive stipends during the training period. We are currently developing a policy looking at a stipend of between \$600-\$1,100 based upon need. Mr. Carr stated that it is important to provide enough for people to live on during the training period. Mr. Walker replied that the training is six weeks and they will be connected with one of the unions. They will be provided with rental assistance/tools, and union dues.

Ms. Scherman asked if the \$680,000 to serve 100 individuals includes administrative costs? Mr. Kim stated that the administrative costs are around 10%. A financial report will be brought back to the board.

Mr. Kennedy asked how Multi Craft Core Curriculum (MC3) was selected? Mr. Walker replied that it was selected by the state because the RFP requires the building trades to be involved.

Mr. Carr wants to make sure the trainees will be provided support to ensure their success. Mr. Walker replied that the trainees are indentured to the union; once the training is completed, their salary generally begins at \$22 per hour. Mr. Walker continued that these are state funds so there is much more flexibility to use the funds.

Moved/Nottoli, second/Kennedy, to 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. This motion includes a stipulation to provide additional background information on the support provided to trainees in the program.

Roll call vote:

Aye: (Carr, Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

## 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

Mr. Roy Kim stated that SETA is the designated lead for the Capital Region (Golden Sierra, Yolo, North Counties Consortium and SETA). The state released the fourth round of planning grants and we are working with our partners. One requirement is to include the cost of a Regional Organizer, currently Valley Vision. There are a number of activities being discussed regarding different initiatives. The application is still under discussion; the limit of this application is \$500,000.

Moved/Kennedy, second/Scherman, to 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.

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

**C. CHILDREN AND FAMILY SERVICES** (Denise Lee)

1. Approval of Selected Proposer for Warehouse/Workshop/Office Space and Delegation of Authority to the Executive Director to Finalize and Execute the Lease Agreement

Ms. Lee offered to answer questions; there were none.

Moved/Scherman, second/Carr, to 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.

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

2. Approval to Submit Annual Refunding Application for Fiscal Year 2021-22 to the California Department of Education

Ms. Lee stated that this is our annual refunding application to the state.

Ms. Lee reported that the state has approved our ability to pay expenses back to July 1; staff is waiting on the written notification. We do have a reopening plan in place that is very similar to the one developed in June. It is based on the community wellness, input from the Department of Health, and whether we have enough sanitation supplies. We expect to reopen in mid-January with 2-3 sites per week to roll out. Remote learning will still be an option for families. We are 68% enrolled county-wide which would provide the families currently receiving services to be given classroom space.

Moved/Scherman, second/Carr, to 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.

Roll call vote:  
Aye: (Carr, Kennedy, Nottoli, Scherman)  
Nay: 0  
Abstentions: 0

Absent: 1 (Schenirer)

**IV. Information Items**

- A. Fiscal Monitoring Reports: No questions.
- B. Employer Success Stories and Activity Report: No questions.
- C. Dislocated Worker Update: Mr. Nottoli noted that McClatchy had 199 permanent layoffs in their print and publishing workforce? Mr. Walker replied that their "Q" Street facility will be closed. There will be five waves of layoffs and the operations will move to Modesto.
- D. Unemployment Update/Press Release from the Employment Development Department: No questions.
- E. Head Start Reports: Mr. Nottoli asked how the dental screenings were done and Ms. Lee replied that it was done with the children still in the car and the medical professional standing outside with PPE.

**V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Ms. Kossick wished Supervisor Kennedy a Happy Birthday. SETA has been notified that we will be federally monitored by Head Start; it will be done in the next 12 months; early to mid-spring. It will be a virtual monitoring. Ms. Lee stated that the State will monitor us in April. It will be done in a virtual setting.
- C. Deputy Directors: No reports.
- D. Counsel: No report.
- E. Members of the Board: None.
- F. Public: No comments.

- VI. Adjournment:** The meeting was adjourned at 11:07 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 10/28/2020 through 11/23/2020, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 10/28/2020 through 11/23/2020.

PRESENTER: Kathy Kossick

## ITEM II-C - CONSENT

### APPROVAL OF AN APPOINTMENT TO THE SACRAMENTO WORKS WORKFORCE DEVELOPMENT BOARD

#### BACKGROUND:

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

On March 3, 2016 the Governing Board appointed twenty-five members to the newly formed Sacramento Works Workforce Development Board. In March 2018 and March 2019 the Governing Board took action to extend the staggered terms of the board members. On May 27, 2020, the Sacramento Works Board increased the board size by two to 27. The current bylaws of the Sacramento Works, Inc. allow up to thirty board members.

Staff recently received a resignation from Mr. Jordan Powell, Workforce Development Manager, Associated General Contractors of California. Mr. Powell recommended Ms. Amanda Taylor to fill the vacated seat. The Sacramento Works Executive Committee met on November 16, reviewed the application, and recommends the appointment of Ms. Taylor.

The application is being provided under separate cover.

#### RECOMMENDATION

Review the application and appoint Ms. Amanda Taylor to fill the seat vacated by Mr. Jordan Powell from the Associated General Contractors of California.

PRESENTER: Kathy Kossick

ITEM III-A- 1 - ACTION

APPROVAL OF PROCUREMENT OF THE AGENCY'S  
WORKERS COMPENSATION INSURANCE

BACKGROUND:

The Agency's insurance policy for Workers Compensation expires December 31, 2020. SETA's broker, Arthur J. Gallagher, is in the process of obtaining quotations for the coverage and will present an oral report at the meeting.

If final quotes are not available at the December 3 meeting, the Board may delegate procurement authority to the Executive Director.

RECOMMENDATION:

Hear the oral report and recommendations and authorize the Executive Director procure Workers Compensation coverage for the calendar year 2021.

PRESENTER: D'et Saurbourne

ITEM III-A - 2 - ACTION

REVIEW AND APPROVAL OF THE AGENCY'S INDEPENDENT AUDITOR'S REPORT  
AND FINANCIAL STATEMENTS FOR FISCAL YEAR ENDED JUNE 30, 2020

BACKGROUND:

Eide Bailly recently completed the annual audit of the Sacramento Employment and Training Agency for the fiscal year ended June 30, 2020. Staff will be available to answer questions regarding the audit.

The auditor's report will be sent under separate cover.

RECOMMENDATION:

Review and approve the Annual Auditor's Report and Financial Statements of the Agency for the fiscal year ended June 30, 2020.

PRESENTER: D'et Saurbourne



ITEM III-A – 3 – ACTION

**TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF REVISION TO  
THE JOB SPECIFICATIONS AND SALARY SCHEDULES FOR PAYROLL  
SPECIALIST AND SENIOR PAYROLL SPECIALIST**

**BACKGROUND:**

From May 2010 until November 2019, the Sacramento County Department of Finance was responsible for processing SETA’s payroll. The responsibilities included issuance of payroll payments to SETA employees, submission of required labor reports including payroll tax filings, the administration of payroll garnishment withholding and payments, ACH bank transfers to fund payroll activities, ensuring payroll compliance with applicable regulations, ensuring SCERS compliance, and payroll system upgrades and required software maintenance.

Prior to December 2019, both the County and SETA utilized the payroll software called High Line. The current version of High Line was no longer supported and necessitated either an upgrade to the updated version, or a change in payroll software. The County chose not to upgrade High Line and moved their payroll processing functions into their accounting software, COMPASS. SETA was not able to move its payroll processing into COMPASS and chose to upgrade High Line to the newest version. Since the County and SETA no longer utilize the same payroll processing software, it was no longer feasible for the County to perform the payroll functions they previously performed on behalf of SETA.

Over the past year, SETA’s payroll department has fully taken over all payroll processing responsibilities from the County. Due to the increased duties and responsibilities of the Senior Payroll Specialist and the Payroll Specialist, the Agency has reviewed these job specifications to ensure they accurately reflect the work assigned, that current methodologies are in compliance with current federal and state regulations, and that the updates enable the Agency to hire the best candidates.

As a result of increased duties and responsibilities, the Agency proposes to increase the salary schedules of these job classifications as well. These increases still provide an annual cost savings.

Hourly Wage Scales	Step A	Step B	Step C	Step D	Step E	Step F	
Payroll Specialist	17.58	18.46	19.38	20.35	21.37	22.44	Current
	<b>20.33</b>	<b>21.35</b>	<b>22.41</b>	<b>23.53</b>	<b>24.71</b>	<b>25.95</b>	<b>Proposed</b>
Senior Payroll Specialist	22.17	23.27	24.44	25.66	26.94	28.29	Current
	<b>25.18</b>	<b>26.44</b>	<b>27.76</b>	<b>29.15</b>	<b>30.61</b>	<b>32.14</b>	<b>Proposed</b>

The prior County cost to SETA was \$3.30 per payroll warrant issued, which was approximately \$54,000 per year. The proposed salary increases would equate to

ITEM III-A – 3 - ACTION (continued)

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approximately \$19,000 (including fringe benefit costs) per year, still resulting in an overall savings for the Agency.

The Agency revised the job specifications and salary schedules with input and approval from management. Attached is a red-lined version and clean version of the job specifications.

The Head Start Policy Council is scheduled to approve these revisions on November 24, 2020.

RECOMMENDATION:

Open a Public Hearing, receive input, close the public hearing and approve the revised job specifications and salary schedules for Payroll Specialist and Senior Payroll Specialist.

PRESENTER: Allison Noren

## PAYROLL SPECIALIST

### **ORGANIZATIONAL RESPONSIBILITY**

The Payroll Specialist classification is responsible to the Fiscal Department Chief or designee.

### **DEFINITION**

Under close supervision, performs routine payroll and work, assists in the preparation of various payroll transaction forms; files forms and payroll documents, gives general payroll information to other employees and the public and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

Incumbents in this classification perform basic payroll functions. Incumbents may assist the Senior Payroll Specialist on more complex payroll functions. Incumbents may receive technical or functional direction and training from the Senior Payroll Specialist.

### **EXAMPLES OF ESSENTIAL DUTIES**

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

1. Assists in the preparation and validation of payroll documents;
2. Verifies correctness and accuracy of payroll warrants and distributes to employees;
3. Prepares and processes a variety of payroll information and data;
4. Updates employees' personal information and distributes staff changes to appropriate departments;
5. Maintains a variety of financial records and files;
6. Reviews, reconciles, and requests payment for third party vendors relating to payroll processing;
7. Accesses internet of benefit contractor to make necessary adjustments regarding the 457 and 401 deferred compensation benefit and the Retirement Health Savings plan;
8. Assists in the coordination between SCERS and the County Benefits office regarding payroll related inquiries;
9. Prepares and enters new hire entries into the payroll system;
10. Assists with the preparation of government payroll and tax reporting (DE34, DE9, 941, MWR);
11. Operates office equipment and computer systems;
12. Opens and distributes mail;
13. Files correspondence and other material.

### **MINIMUM QUALIFICATIONS**

Knowledge of:

- Current office methods, procedures;
- Basic math principles;
- Familiarity with computer software including: word processing e-mail and spreadsheet applications.

Ability to:

- Think logically, multitask, and apply laws, rules, regulations and bargaining contract provisions concerning payroll transactions;
- Maintain confidentiality;
- Independently interpret and use reference material;
- Give and follow directions;
- Gather data design and prepare tables, spreadsheets, and charts;
- Communicate effectively;
- Operate a computer keyboard/terminal;
- Deal with departments, campuses, and employees on technical matters and sensitive issues;
- Establish and maintain cooperative working relations with those contacted during the course of the work;
- Organize and prioritize work;
- Create/draft correspondence.

AND

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and ability is qualifying. A typical way to obtain this knowledge and ability would be high school graduation or its equivalence and:

- I. One year of responsible payroll or financial and statistical recordkeeping experience.

**PHYSICAL DEMANDS/QUALIFICATIONS**

<b><i>Required Activity</i></b>	<b><i>Description</i></b>
<i>Dexterity</i>	Frequently picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in handling.
<i>Talking</i>	Frequently expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
<i>Hearing</i>	Frequently perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
<i>Repetitive Motion</i>	Frequently making substantial movements (motions) of the wrists, hands, and/or fingers.
<i>Sedentary Work</i>	Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<i>Visual Acuity</i>	The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
<i>Environment</i>	The worker is not substantially exposed to adverse environmental conditions.
<i>Relational</i>	The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.

## PAYROLL SPECIALIST

### ORGANIZATIONAL RESPONSIBILITY

The Payroll Specialist classification is responsible to the ~~Administration~~ Fiscal Department Chief or designee.

### DEFINITION

Under close supervision, performs routine payroll and work, assists in the preparation of various payroll transaction forms; files forms and payroll documents, gives general payroll information to other employees and the public and performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

~~Incumbents in this classification perform basic payroll functions. Incumbents may assist the Senior Payroll Specialist on more complex payroll functions. Incumbents may receive technical or functional direction and training from the Senior Payroll Specialist.~~

~~The Payroll Specialist is the assistant level comparable to the former Payroll Clerk classification.~~

### EXAMPLES OF ESSENTIAL DUTIES

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

1. Assists ~~ss~~ in the preparation and validation of payroll documents;
- ~~2.~~ Verifies correctness and accuracy of payroll warrants and distributes to employees;
- ~~3-2.~~ ~~Verifies employment by informing authorized persons of employees' status, types information onto personnel and payroll documents from verbal or written instructions;~~
3. Prepares and processes a variety of payroll information and data;
4. Updates employees' personal information and discriminattributes staff changes to appropriate departments;
5. Maintains a variety of financial records and files;
- ~~5-6.~~ Reviews, reconciles, and requests payment for third party vendors relating to payroll processing;
7. Accesses internet of benefit contractor to make necessary adjustments regarding the 457 and 401 deferred compensation benefit and the Retirement Health Savings plan;
8. Assists in the coordination between SCERS and the County ~~b~~Benefits office regarding payroll related inquiries;
9. Prepares and enters new hire entries into the payroll system;
- ~~6-10.~~ Assists with the preparation of government payroll and tax reporting (DE34, DE9, 941, MWR);
- ~~7-11.~~ Operates office equipment and computer systems;
- ~~8-12.~~ Opens and distributes mail;
- ~~9-13.~~ Files correspondence and other material.

### MINIMUM QUALIFICATIONS

Knowledge of:

- Current office methods, procedures;
- Basic math principles;

- Familiarity with computer software including: word processing e-mail and spreadsheet applications.
- 

Ability to:

- Think logically, multitask, and apply laws, rules, regulations and bargaining contract provisions concerning payroll transactions;
- Maintain confidentiality;
- Independently interpret and use reference material;
- Give and follow directions;
- Gather data design and prepare tables, spreadsheets, and charts;
- Communicate effectively;
- Operate a computer keyboard/terminal;
- Deal with departments, campuses, and employees on technical matters and sensitive issues;
- Establish and maintain cooperative working relations with those contacted during the course of the work;
- Organize and prioritize work;
- Create/draft correspondence.
- 

AND

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledges and abilityies is qualifying. A typical way to obtain thisese knowledges and abilityies would be high school graduation or its equivalence and:

- I. One year of responsible payroll or financial and statistical recordkeeping experience.

**PHYSICAL DEMANDS/QUALIFICATIONS**

<u>Required Activity</u>	<u>Description</u>
<u>Dexterity</u>	<u>Frequently picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in handling.</u>
<u>Talking</u>	<u>Frequently expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</u>
<u>Hearing</u>	<u>Frequently perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</u>
<u>Repetitive Motion</u>	<u>Frequently making substantial movements (motions) of the wrists, hands, and/or fingers.</u>
<u>Sedentary Work</u>	<u>Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</u>
<u>Visual Acuity</u>	<u>The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.</u>

<u>Environment</u>	<u>The worker is not substantially exposed to adverse environmental conditions.</u>
<u>Relational</u>	<u>The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.</u>

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. ~~Sufficient Speech to:~~
  - ~~Engage in conversation both in person and on the phone.~~
2. ~~Sufficient Hearing to:~~
  - ~~Understand conversation in person or on the phone.~~
3. ~~Sufficient Vision to:~~
  - ~~Operate a personal computer.~~
4. ~~Sufficient Sensitivity of Touch to:~~
  - ~~Operate a personal computer.~~
5. ~~Sufficient Strength and Conditioning to:~~
  - ~~Sit for long periods of time throughout the day;~~
  - ~~Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain;~~
  - ~~Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;~~
  - ~~Move from one area in the workplace to another.~~

Non-essential Physical Attributes:

1. ~~Ability to Taste.~~
2. ~~Ability to Smell.~~

## SENIOR PAYROLL SPECIALIST

### **ORGANIZATIONAL RESPONSIBILITY**

The Senior Payroll Specialist classification is responsible to the Fiscal Department Chief or designee.

### **DEFINITION**

Under general supervision, performs technical duties in preparing, reviewing, and processing payroll records for the Agency; may serve as lead to Payroll Specialists and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

The Senior Payroll Specialist performs journey level payroll functions requiring advanced knowledge and is expected to exercise some independent judgment in carrying out duties and responsibilities.

### **EXAMPLES OF ESSENTIAL DUTIES**

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

1. Processes bi-weekly payroll, transmits the direct deposit file and positive paycheck files to the banking institution, and prepares bi-weekly payroll reports and payment authorizations for approval by the Fiscal Department Chief or designee;
2. Processes a variety of payroll information and data, enters changes to employees' personal information, and sends changes to appropriate departments;
3. Reviews time records submitted by all departments to ensure conformance with appropriate union contracts, administrative policies and regulations, and federal and state laws;
4. Identifies and resolves discrepancies in employees' pay by researching data, identifying errors, and correcting entries in the payroll system and general ledger;
5. Prepares agreements for employee repayment plans;
6. Maintains records of employee garnishments and National Medical Support Order notices including the preparation of statements for deductions, transmitting check payments to the garnishing agencies, and submitting online payments as necessary;
7. Prepares quarterly and annual federal tax reports;
8. Prepares payment authorizations for miscellaneous deductions such as union dues and fees, employee association fees, garnishments, and deferred compensation;
9. Computes and produces hand calculated paychecks for terminations, and corrections;
10. Prepares and submits SCERS reports and interface files, researching and assisting with SCERS requests for adjustments and service buybacks;
11. Monitors hours for temporary service and annuitants to ensure SCERS compliance;
12. Compiles and generates reports for Department heads, Chiefs, auditors and vendors;
13. Assists in the technical aspects of designing new reports and queries as needed;
14. Answers payroll related questions from Agency employees, SCERS and the County Benefits office;
15. Coordinates and performs testing of the payroll system and works with payroll technical support to resolve system issues and configure new setup;

Revised Senior Payroll Specialist job spec-clean

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16. Assists in the planning and implementation of new or upgraded payroll software;
17. Maintains correspondence and other sensitive material including employee payroll files and a variety of financial records;
18. Performs fiscal and calendar year-end processes and prepares appropriate reports.
19. Produces annual employee W2 forms and employer filing of wage report;
20. Assists in the maintenance of the salary schedules and performs mass system wage updates, as needed;
21. Trains and serves as a resource for Agency staff in payroll related matters.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Current office methods, procedures;
- Basic math principles;
- Laws, rules, regulations, and bargaining contract provisions affecting payroll or deduction programs;
- Procedures and policies of the processing of payroll transactions/documents;
- Familiarity with computer software including: word processing e-mail and spreadsheet applications.

### **Ability to:**

- Think logically, multitask, and apply laws, rules, regulations and bargaining contract provisions concerning payroll transactions;
- Maintain confidentiality;
- Provide technical assistance to staff, and; coordinate a variety of personnel/payroll transactions;
- Research critical transactions and recommend alternative solutions;
- Independently interpret and use reference material;
- Give and follow directions;
- Gather data design and prepare tables, spreadsheets, and charts;
- Communicate effectively;
- Operate a computer keyboard/terminal;
- Deal with departments, campuses, and employees on technical matters and sensitive issues;
- Establish and maintain cooperative working relations with those contacted during the course of the work;
- Organize and prioritize work;
- Create/draft correspondence.

AND

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and ability is qualifying. A typical way to obtain this ability and knowledge would be high school graduation or its equivalence and:

- I. Two years of experience preparing and processing payroll records and reports for an agency or organization.

**PHYSICAL DEMANDS/QUALIFICATIONS**

<b><i>Required Activity</i></b>	<b><i>Description</i></b>
<i>Dexterity</i>	Frequently picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in handling.
<i>Talking</i>	Frequently expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
<i>Hearing</i>	Frequently perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
<i>Repetitive Motion</i>	Frequently making substantial movements (motions) of the wrists, hands, and/or fingers.
<i>Sedentary Work</i>	Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<i>Visual Acuity</i>	The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
<i>Environment</i>	The worker is not substantially exposed to adverse environmental conditions.
<i>Relational</i>	The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.

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## SENIOR PAYROLL SPECIALIST

### ORGANIZATIONAL RESPONSIBILITY

The Senior Payroll Specialist classification is responsible to the ~~Administration~~-Fiscal Department Chief or designee.

### DEFINITION

Under general supervision, performs technical duties in preparing, reviewing, and processing payroll records for the Agency; may serve as lead to Payroll Specialists and performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

The Senior Payroll Specialist ~~is the~~performs journey level ~~comparable to Accountant II when (formerly) assigned payroll duties.~~payroll functions requiring advanced knowledge and are~~is~~expected to exercise some independent judgement in carrying out duties and responsibilities.

### EXAMPLES OF ESSENTIAL DUTIES

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

1. Processes bi-weekly payroll ~~and on-line checks~~, transmits the direct deposit file and positive pay-check files to the banking institution, and prepares bi-weekly payroll reports and payment authorizations for approval by the ~~Payroll Operations Supervisor~~Fiscal Department Chief or designee;
- 1-2. Processes a variety of payroll information and data, enters changes to employee staff's' personal information, and sends changes to appropriate departments;
- 2-3. Reviews time records submitted by all departments to ensure conformance with appropriate union contracts, administrative policies and regulations, and federal and state laws;
4. Identifies and resolves discrepancies in employees' pay by researching data, identifying errors, and correcting entries in the payroll system and general ledger;
5. Prepares agreements for employee repayment plans;
- 3-6. Maintains records of employee garnishments and National Medical Support Order notices including the preparation of statements for deductions, transmitting check payments to the garnishing agencies, and submitting online payments as necessary;
4. ~~Reconciles reports, bills, and invoices to payroll report, and makes any needed adjustments and journal entries~~;
- 5-7. Prepares quarterly and annual federal tax reports;
- 6-8. Prepares payment authorizations for miscellaneous deductions such as union dues and fees, employee association fees, garnishments, and deferred compensation;
- 7-9. Computes and produces hand calculated paychecks for terminations, and corrections;
10. Prepares and submits SCERS reports and interface files, including researching and assisting with SCERS requests for adjustments and service buybacks adjusting any discrepancies;
- 8-11. Monitors hours for temporary service and annuitants to ensure SCERS compliance;

12. Compiles and generates reports for Department heads, Chiefs, auditors and vendors;
- 9-13. Assists in the technical aspects of designing new reports and queries as needed;
- 10-14. Answers payroll related questions from Agency employees, SCERS and the County bBenefits office;
15. Coordinates and performs testing of the payroll system and works with payroll technical support to resolve system issues and configure new setup;
16. Assists in the planning and implementation of new or upgraded payroll software;
- 11-17. Maintains correspondence and other sensitive material including employee payroll files and a variety of financial records;
18. Performs fiscal and calendar year-end processes and prepares appropriate reports.
19. Produces annual employee W2 forms and employer filing of wage report;
20. Assists in the maintenance of the salary schedules and performs mass system wage updates, as needed;
- 12-21. Trains and serves as a resource for aAgency staff in payroll related matters.

## **MINIMUM QUALIFICATIONS**

### Knowledge of:

- Current office methods, procedures;
- Basic math principles;
- Laws, rules, regulations, and bargaining contract provisions affecting payroll or deduction programs;
- Procedures and policies of the processing of payroll transactions/documents;
- Familiarity with computer software including: word processing e-mail and spreadsheet applications.

### Ability to:

- Think logically, multitask, and apply laws, rules, regulations and bargaining contract provisions concerning payroll transactions;
- Maintain confidentiality;
- Provide technical assistance to staff, and; coordinate a variety of personnel/payroll transactions;
- Research critical transactions and recommend alternative solutions;
- Independently interpret and use reference material;
- Give and follow directions;
- Gather data design and prepare tables, spreadsheets, and charts;
- Communicate effectively;
- Operate a computer keyboard/terminal;
- Deal with departments, campuses, and employees on technical matters and sensitive issues;
- Establish and maintain cooperative working relations with those contacted during the course of the work;
- Organize and prioritize work;
- Create/draft correspondence.

AND

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these abilities and knowledges and abilities would be high school graduation or its equivalence and:

1. Two years of experience preparing and processing payroll records and reports for an agency or organization.

**PHYSICAL DEMANDS/QUALIFICATIONS**

<u>Required Activity</u>	<u>Description</u>
<u>Dexterity</u>	<u>Frequently picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in handling.</u>
<u>Talking</u>	<u>Frequently expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</u>
<u>Hearing</u>	<u>Frequently perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</u>
<u>Repetitive Motion</u>	<u>Frequently making substantial movements (motions) of the wrists, hands, and/or fingers.</u>
<u>Sedentary Work</u>	<u>Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</u>
<u>Visual Acuity</u>	<u>The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.</u>
<u>Environment</u>	<u>The worker is not substantially exposed to adverse environmental conditions.</u>
<u>Relational</u>	<u>The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.</u>

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Sufficient Speech to:
  - Engage in conversation both in person and on the phone.
2. Sufficient Hearing to:
  - Understand conversation in person or on the phone.
3. Sufficient Vision to:
  - Operate a personal computer.
4. Sufficient Sensitivity of Touch to:
  1. Operate a personal computer.
5. Sufficient Strength and Conditioning to:
  - Sit for long periods of time throughout the day;
  - Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain;

- ~~• Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;~~
- ~~• Move from one area in the workplace to another.~~

Non-essential Physical Attributes:

- ~~1. Ability to Taste.~~
- ~~2. Ability to Smell.~~

~~•~~

ITEM III-B - 1 - ACTION

APPROVAL OF COMMUNITY SERVICES BLOCK GRANT  
DELEGATE AGENCY FUNDING EXTENSION RECOMMENDATIONS FOR  
PROGRAM YEAR 2021

BACKGROUND:

SETA's delegate agreements with Community Services Block Grant (CSBG) funded program operators permit SETA to extend the agreements for an additional year, ending on December 31, 2021.

SETA's estimated planning allocation for Program Year (PY) 2021 is \$1,821,879. After setting aside funds for program staffing, direct customer supports and administrative costs, staff recommends allocating \$999,000 for CSBG direct services by contracted partners.

SETA's Community Services and Fiscal staff have conducted a thorough evaluation of CSBG program operator performance through September 30, 2020. Staff have determined that the majority of CSBG program operators are performing in a satisfactory manner, and some have exceeded outcome goals and/or service levels prescribed in their subcontracts. Due to the impact of COVID-19 on current year's performance, staff is recommending extending all service providers agreements for an additional year at the same funding levels.

The Community Action Board approved this recommendation at its November 9, 2020, special meeting.

RECOMMENDATION:

Approve the extension of CSBG delegate agreements, as noted on the attached table, for an additional year under the same terms, conditions, and funding amounts, with the following stipulation:

Staff recommendations are contingent upon continuing levels of program performance throughout the 4<sup>th</sup> quarter of PY2020.

## PY2021 EXTENSION AND FUNDING RECOMMENDATIONS

Agencies listed in the three (3) tables below are considered for having their 2020 CSBG contracts with SETA extended for an additional year with the same terms, funding levels, and conditions.

<b>Safety-Net Services</b>				
<b>Agency</b>	<b>Target Group</b>	<b>Target Area</b>	<b>2020 Award</b>	<b>Staff Recommendation</b>
International Rescue Committee	Low-Income Households, Refugees & Other Immigrants	Sacramento County, esp. Arden Arcade, Florin, N. Sacramento, Rancho Cordova, Carmichael, N. Highlands, Citrus Heights	\$31,000	Extend through PY2021
Folsom Cordova Community Partnership	Low-Income Households, Single Parent Families with Children 0-17	Rancho Cordova area zip codes & selected areas of Folsom	\$56,508	Extend through PY2021
River City Food Bank	Low-Income Households	Sacramento County	\$50,000	Extend through PY2021
My Sister's House	Survivors of Domestic Violence	Central & South Sacramento, Elk Grove	\$34,100	Extend through PY2021
The Salvation Army	Low-Income Households; 30% to Seniors	Sacramento County	\$75,000	Extend through PY2021
Volunteers of America	Homeless and Very Low-Income Veterans	Sacramento County	\$27,870	Extend through PY2021
South County Services	Low-Income Households	South Sacramento County & River Delta Areas	\$61,768	Extend through PY2021
Elk Grove Adult & Continuing Education	Single Parents, Homeless, Low-Income Households	Florin & Lemon Hill Areas	\$38,342	Extend through PY2021
Wind Youth Services	Low-Income Households, Homeless or Imminently Homeless	Arden-Arcade, Florin, La Riviera, N. Highlands, N. Sacramento, Parkway	\$29,000	Extend through PY2021
Elk Grove Food Bank Services	Low-Income Seniors, Veterans, Families, Homeless	Elk Grove, Laguna, Wilton, Franklin, South Sacramento	\$34,870	Extend through PY2021
Next Move	Low-Income Families, Homeless or Imminently Homeless	Arden-Arcade, Carmichael, Citrus Hts., Elk Grove, Florin, Lemon Hill, N. Sacramento, Parkway, Rancho Cordova, Promise Zone	\$45,542	Extend through PY2021



## Youth and Senior Support

Agency	Target Group	Target Area	2020 Award	Staff Recommendations
La Familia Counseling Center	In-School, Truant, Gang and Pre-Gang Youth	South Sacramento, Lemon Hill, Parkway, Florin, Galt	\$60,000	Extend through PY2021
Saint John's Program for Real Change	Youth	Lemon Hill, N. Sacramento, Parkway, N. Highlands, Florin, Arden-Arcade, Foothill Farms, Sacramento City, La Riviera, Galt, Carmichael	\$45,000	Extend through PY2021
Rose Family Creative Empowerment (Special project)	African American Youth ages 14-17	South Sacramento, specifically 95822, 95823 and 95832	\$40,000	Extend through PY2021
Waking the Village	Pregnant and Parenting Youth and their Children	Sacramento County	\$40,000	Extend through PY2021

## Family Self-Sufficiency

Agency	Target Group	Target Area	2020 Award	Staff Recommendations
Folsom Cordova Community Partnership	Single Parents with Children 0-5	Rancho Cordova, Mather, Rosemont, Carmichael, Citrus Hts., Sacramento County	\$64,563	Extend through PY2021
International Rescue Committee	Low-Income Households, Immigrants, Refugees, SIV Holders, Women with Children 0-5	Sacramento County, esp. Arden-Arcade, Florin, N. Sacramento, Rancho Cordova, Carmichael, N. Highlands, Citrus Hts.	\$65,001	Extend through PY2021
Lao Family Community Development	Low income, Single Parents, DV Survivors, Homeless, People with Disabilities	Lemon Hill, N. Sacramento, N. Highlands, Florin, Arden-Arcade, Foothill Farms, Citrus Hts., South Sacramento, Parkway	\$50,000	Extend through PY2021
Women's Empowerment	Homeless Women and their Children	City of Sacramento	\$40,000	Extend through PY2021
Wind Youth Services	Low-Income, Homeless or Imminently Homeless	N. Sacramento, Parkway, N. Highlands, Florin, Arden-Arcade, Foothill Farms, Sacramento City, La Riviera	\$40,000	Extend through PY2021
Elk Grove Adult and Continuing Education	Single Parents, Homeless	Florin and Lemon Hill (95828, 95823, 95824)	\$35,218	Extend through PY2021
Saint John's Program for Real Change	Single Parents with Children 0-5	Lemon Hill, N. Sacramento, Parkway, N. Highlands, Florin, Arden-Arcade, Foothill Farms, Sacramento City, La Riviera, Galt, Carmichael	\$35,218	Extend through PY2021

## ITEM III-B – 2 - ACTION

### APPROVAL TO RENEW THE MEMORANDUM OF UNDERSTANDING WITH THE CITY OF SACRAMENTO REGARDING THE LOCAL HIRE AND COMMUNITY WORKFORCE TRAINING PROGRAM

#### BACKGROUND:

On August 21, 2018, the City of Sacramento (City) established a Local Hire and Community Workforce Training Program and entered into a Community Workforce Training Agreement with the local trade unions to facilitate the employment of residents from the City, as well as the County of Sacramento and the surrounding nine others counties, on the City's Capital Improvement Projects, and to develop increased numbers of local skilled construction workers to meet the requirements of the region's construction economy.

Under the Program, General Contractors and Subcontractors are required to utilize workers, including Priority Apprentices, who are residents of the Local Area. The Program includes goals for numbers of hours worked by residents of the Local Area.

Since March 2019, SETA has provided eligibility determinations and documentation on behalf of the City, contractors and subcontractors, and union hiring halls, to determine whether workers are residents of the Local Area and/or are Priority Apprentices under the Program. The initial Memorandum of Understanding (MOU) provided compensation of up to \$100,000 per year for these eligibility determination services. This is a request to renew the current MOU for up to \$120,000. The MOU is attached under separate cover for review.

#### RECOMMENDATION:

Approve the renewed MOU with the City of Sacramento in the amount of up to \$120,000 for eligibility determination services connected with the Local Hire and Community Workforce Training Program.

### ITEM III-B – 3 - ACTION

#### APPROVAL TO SUBMIT AN APPLICATION TO THE CALIFORNIA EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD) FOR THE DISABILITY EMPLOYMENT ACCELERATOR (DEA) FUNDING OPPORTUNITY, PY 2020-21, AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT, SUBGRANT AGREEMENTS, MODIFICATIONS AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

#### BACKGROUND

The California Employment Development Department (EDD), in coordination with the California Workforce Development Board (CWDB) and the California Labor and Workforce Development Agency, has released a solicitation for applications (SFP) to its Disability Employment Accelerator (DEA) grant, program year (PY) 2020-21. EDD has announced the availability of up to \$2 million in Workforce Innovation and Opportunity Act (WIOA) discretionary funds for the design, development and implementation of projects that accelerate employment and re-employment strategies for people with disabilities (PWD).

DEA fund will be available to Local Workforce Development Areas and other applicants to seek innovative ways to strengthen business partnerships around in-demand jobs in high-growth industry sectors, and to expand, or create projects that incorporate co-enrollment strategies that build towards career pathways and lead to employment for PWD. In addition, applicants must address the challenges presented by COVID-19, particularly the limited access to education, training, and reemployment opportunities, by creating or expanding technology-enabled programs to increase a region's capacity to provide distance learning during and beyond the public health crisis. Finally, the solicitation encourages the use of "earn and learn" opportunities, such as On-the-Job Training (OJT), paid work experience (WEX), and apprenticeships, that can assist in ensuring that PWDs have the necessary work-based skills to obtain and retain competitive, integrated employment, which offers a career path to advancement.

DEA project objectives include:

- Conduct targeted outreach and increase access to workforce services for PWD, with a focus on individuals most impacted by COVID-19
- Provide equal access to distance learning and other technology-enabled modes of service provision to protect the health and safety of participants
- Implement specific measures to ensure equal access to education, training, including "earn and learn" opportunities
- Enhance collaboration with the Department of Rehabilitation and regional centers to provide Supportive Employment services to PWD
- Expand existing workforce development models that focus on enhancing regional partnerships, strategic co-enrollment, integrated and continued service delivery,

ITEM III-B – 3 – ACTION (continued)

Page 2

and placing participants into career pathway tracks, particularly in industries with projected growth during and beyond the pandemic that provide socially distanced and safe work environments in compliance with COVID-19 public health regulations

- Build on successful models, such as the High Road Training Partnership (H RTP) to advance careers in select industry sectors as reliable pathways to the middle class for disadvantaged Californians

In response to the release of the SFP, SETA is preparing and will submit a DEA grant application to EDD by the deadline of December 16, 2020, in the amount of \$350,000 to serve 80 PWDs. SETA's proposed project will address the education, training and employment challenges presented by COVID-19, will increase access to career pathways programs for PWDs, will expand employer engagement strategies, and will develop "earn and learn" opportunities. The performance period for this project will be up to 24 months.

In addition, SETA's proposed project seeks to continue and enhance partnerships with Sacramento City College's Disability Student Programs and Services (DSPS) Department, the Alta Regional Center, Goodwill Sacramento Valley & Northern Nevada, California Department of Rehabilitation (DOR), Crossroads Diversified, Inc., Resources for Independent Living, Inc., and the NorCal Center on Deafness.

Proposed subcontracts for this project include:

- Folsom Cordova Community Partnership, Inc. - \$130,000 (30 participants)
- California Workforce Association – \$20,000 (implementation/planning)

RECOMMENDATION:

Approve the submission of an application to EDD for the Disability Employment Accelerator (DEA) grant, PY 2020-21, funding opportunity in the amount of \$350,000, and authorize the SETA Executive Director to execute the agreement, subgrant agreements, modifications and any other documents required by the funding source.

PRESENTER: Michelle O'Camb

## ITEM III-B – 4 - ACTION

### APPROVAL TO AUGMENT FUNDS TO REFUGEE PROGRAM SERVICE PROVIDERS UNDER THE REFUGEE SUPPORT SERVICES (RSS) COVID-19 SUPPLEMENTAL GRANT FOR THE PROVISION OF HOUSING, UTILITY AND TECHNOLOGY ASSISTANCE, PROGRAM YEAR (PY) 2020-21

#### BACKGROUND

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

In August, 2020, the Board approved the 2020-21 Program Year (PY) funding recommendations for SETA's RSS formula grant providers for the provision of Vocational English-as-a-Second Language combined with Employment Services (VESL/ES) and Employment Services (Stand Alone), VESL On-the-Job Training (VESL/OJT), and English Language Learner (ELL) Workforce Navigator services. The 2020-21 PY commenced on October 1, 2020, and will end September 30, 2021. It is expected that the \$3,900,230 in RSS funds awarded this year will serve 1,450 refugees.

In early September, the California Department of Social Services, Refugee Programs Bureau (RPB) received over \$2,000,000 in RSS COVID-19 Supplemental grant funding from ORR to administer to refugee impacted counties in California currently receiving RSS funding. On October 28, 2020, SETA was awarded \$717,359 in Supplemental funding to provide additional supports to Sacramento County refugees experiencing financial hardships due to the pandemic.

After setting aside funds for administrative support to providers, \$609,000 is available for allocation to provide housing and utility assistance for refugees that have experienced income loss from job disruption or job loss related to the COVID-19. In addition, the Supplemental funding can be utilized to cover equipment or supplies that support virtual/remote learning efforts, virtual case management, and/or provide refugees access to technology and digital literacy. Also, to expedite the use of the Supplemental funding, RPB has authorized counties to augment existing RSS program providers to facilitate immediate relief to refugees enrolled in SETA's RSS program who have been affected by the pandemic.

As a result of the RSS Supplemental funding available for allocation, staff is recommending augmenting all RSS employment program providers based on the numbers of refugees they were awarded to serve under each RSS activity this PY

ITEM III-B – 4 – ACTION (continued)

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multiplied by the cost per participant of \$420. The recommended funding details can be found in the attached charts.

RECOMMENDATION:

Approve staff augmentation recommendations under the Refugee Social Services (RSS) COVID-19 Supplemental grant as reflected in the attached funding charts.

Additionally, approve the following stipulations:

1. All other available COVID-19 related emergency assistance must be exhausted prior to the use of the RSS Supplemental funding.
2. Funds can only be utilized to provide relief to RSS participants impacted by COVID-19.
3. Only one adult per household may receive housing and utility assistance on behalf of the entire household.
4. Housing assistance amount per household must be based on Sacramento County's fair market value.
5. Assistance can only be used for current participant needs and cannot be used to "pre-pay" future housing and/or utility expenses.
6. Assistance can be provided in full or partial payments based on need.
7. Assistance cannot exceed \$5,000 per household per program year.
8. Funds must be spent by September 30, 2021.

PRESENTER: Michelle O'Camb

**Refugee Support Services (RSS) COVID-19 Supplemental  
Funding Recommendations - PY 2020-21**

PROVIDER NAME	VESL/ES SUPPLEMENTAL FUNDING RECOMMENDATIONS, PY 2020-21		
	Cost per Participant	Number of Participants	Recommended Funding Amount
Asian Resources, Inc.	\$420	112	\$47,040
Bach Viet Association, Inc.	420	145	60,900
International Rescue Committee, Inc.	420	155	65,100
Lao Family Community Development, Inc.	420	150	63,000
Twin Rivers USD	420	247	103,740
<b>Totals</b>		<b>809</b>	<b>\$339,780</b>

PROVIDER NAME	ES SUPPLEMENTAL FUNDING RECOMMENDATIONS, PY 2020-21		
	Cost per Participant	Number of Participants	Recommended Funding Amount
Asian Resources, Inc.	\$420	66	\$27,720
Bach Viet Association, Inc.	420	75	31,500
Folsom Cordova Community Partnership	420	48	20,160
International Rescue Committee, Inc.	420	83	34,860
Lao Family Community Development, Inc.	420	76	31,920
Twin Rivers USD	420	103	43,260
<b>Totals</b>		<b>451</b>	<b>\$189,420</b>

**Refugee Support Services (RSS) Supplemental  
Funding Recommendations - PY 2020-21**

PROVIDER NAME	VESL/OJT SUPPLEMENTAL FUNDING RECOMMENDATIONS, PY 2020-21		
	Cost per Participant	Number of Participants	Recommended Funding Amount
Asian Resources, Inc.	\$420	12	\$5,040
Bach Viet Association, Inc.	420	40	16,800
Folsom Cordova Community Partnership	420	18	7,560
Lao Family Community Development, Inc.	420	22	9,240
<b>Totals</b>		<b>92</b>	<b>\$38,640</b>

PROVIDER NAME	ELL SUPPLEMENTAL FUNDING RECOMMENDATIONS, PY 2020-21		
	Cost per Participant	Number of Participants	Recommended Funding Amount
Elk Grove USD - Adult School	\$420	23	\$9,660
Folsom Cordova USD - Adult School	420	23	9,660
International Rescue Committee, Inc.	420	30	12,600
Sacramento City USD	420	22	9,240
<b>Totals</b>		<b>98</b>	<b>\$41,160</b>



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



**Program Operator: California Human Development Corporation**

**Findings and General Observations:**

- 1) We have reviewed the WIOA Adult, Dislocated Worker and Out of School Youth programs from January 1, 2020 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:**

- 1) There are no recommendations for corrective action for this review period.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ken McCulloch **DATE:** November 18, 2020  
**FROM:** David B. Clark, SETA Fiscal Monitor  
**RE:** Fiscal Desk Monitoring of City of Sacramento – Dept. of Parks and Recreation

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	In-School Youth	\$ 77,206	7/1/19 - 6/30/20	7/1/19 - 6/30/20

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

**Date of review:** August 24, 2020

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

**Program Operator:** City of Sacramento – Dept. of Parks and Recreation

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

None

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Karen Malkiewicz **DATE:** October 20, 2020  
**FROM:** Tracey Anderson, SETA Fiscal Monitor  
**RE:** Desk Fiscal Monitoring of EGUSD Adult & Community Education

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Adult	\$229,875	7/1/19-6/30/2020	4/1/2020-6/30/2020
WIOA	DW	\$76,625	7/1/19-6/30/2020	4/1/2020-6/30/2020
WIOA	OSY	\$257,446	7/1/19-6/30/2020	4/1/2020-6/30/2020

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

**Date of review:** October 2020

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

**Program Operator:** EGUSD Adult & Community Education

**Findings and General Observations:**

- 1) The total costs as reported to SETA from April 1, 2020 to June 30, 2020 for the WIOA programs have been traced to the delegate agency records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

- 1) None for this fiscal monitoring review.

cc: Kathy Kossick  
Governing Board

**TO: Ms. Yvonne Wright DATE: October 19, 2020**

**FROM: Tracey Anderson, SETA Fiscal Monitor**

**RE: Fiscal Monitoring desk review of Elk Grove Unified School District-Head Start**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & COLA	\$3,355,290	8/1/19-7/31/2020	8/1/19-7/31/2020
Head Start	T & TA	\$14,040	8/1/19-7/31/2020	8/1/19-7/31/2020
Head Start	Covid-19	\$386,675	8/1/19-7/31/2020	8/1/19-7/31/2020

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

**Date of review: October 2020**

	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	Indirect Cost Allocation		N/A		
9	Adherence to Budget		X		
10	In-Kind Contribution		X		
11	Equipment Records		N/A		



**Program Operator: Elk Grove Unified School District-Head Start**

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

None

cc: Kathy Kossick  
Governing Board

MEMORANDUM

**TO: Mr. Robert Sanger** **DATE: November 18, 2020**  
**FROM: David B. Clark, SETA Fiscal Monitor**  
**RE: Fiscal Desk Monitoring of Folsom Cordova Community Partnership**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Family Self Sufficiency	\$64,563	1/1/20 - 12/31/20	1/1/20 - 6/30/20
CSBG	Safety Net	\$56,508	1/1/20 - 12/31/20	1/1/20 - 6/30/20
WIOA	Adult	\$213,750	7/1/19 - 6/30/20	2/1/20 - 6/30/20
WIOA	Dislocated Worker	\$71,250	7/1/19 - 6/30/20	2/1/20 - 6/30/20
WIOA	Out-of-School Youth	\$164,947	7/1/19 - 6/30/20	2/1/20 - 6/30/20

Monitoring Purpose: Initial  Follow-up Special Final   
 Date of review: August 31, 2020  
 Follow Up: 9/23 & 9/28

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: Folsom Cordova Community Partnership**

**Findings and General Observations:**

- 1) The total costs as reported to SETA for the CSBG and WIOA programs 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:** Mr. Stephen Norris                      **DATE:** October 13, 2020

**FROM:** Tracey Anderson, SETA Fiscal Monitor

**RE:** Desk Fiscal Monitoring of JUMA Ventures, Inc.

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

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

**Date of review:** 9/1/2020, 9/17, 9/22, 9/28

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

**Program Operator: JUMA Ventures, Inc.**

**Findings and General Observations:**

- 1) We have reviewed the WIOA Out-of-School Youth program from January 1, 2020 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:** Ms. Rachel Rios **DATE:** November 18, 2020  
**FROM:** David B. Clark, SETA Fiscal Monitor  
**RE:** Fiscal Desk Monitoring of La Familia Counseling Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	OSY	\$ 181,981	7/1/19 - 6/30/20	7/1/19 – 6/30/20
WIOA	AD/BIC	\$ 206,910	7/1/19 - 6/30/20	7/1/19 – 6/30/20
WIOA	DW/BIC	\$ 51,727	7/1/19 - 6/30/20	7/1/19 – 6/30/20
CSBG	YSS	\$ 60,000	1/1/20 – 12/31/20	1/1/20 – 6/30/20
WIOA	P2E	\$ 62,819	11/1/19 – 5/1/21	11/1/19 – 6/30/20
CSBG	YSS	\$ 55,000	1/1/19 – 12/31/19	1/1/19 – 12/31/19

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

**Date of review:** August 28, 2020  
**Follow up:** 8/26, 9/9, 9/10, 9/22, 9/25, 9/28, 10/5, 10/6, 10/9

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

**Program Operator:** La Familia Counseling Center

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

None

cc: Kathy Kossick  
Governing Board

MEMORANDUM

**TO:** Ms. Kathy Rothberg                      **DATE:** October 15, 2020

**FROM:** Tracey Anderson, SETA Fiscal Monitor

**RE:** Desk Fiscal Monitoring of Lao Family Community Development

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Out-of-School Youth	\$112,242	7/1/19-6/30/20	10/1/19-6/30/2020

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

**Date of review:** 9/4/2020, 9/8, 9/15, 9/22, 10/15

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



**Program Operator: Lao Family Community Development**

**Findings and General Observations:**

- 1) We have reviewed the WIOA, OSY program from October 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. Rick Larkey                      **DATE:** October 15, 2020  
**FROM:** Tracey Anderson, SETA Fiscal Monitor  
**RE:** Desk Fiscal Monitoring of North State Building Industry Foundation

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
WIOA	OSY	\$136,954	7/1/19-6/30/20	1/1/2020-6/30/2020

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

**Date of review:** 9/3/2020, 9/14, 9/24, 10/12,

	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: North State Building Industry Foundation**

**Findings and General Observations:**

- 1) The total costs as reported to SETA for the review period of January 1, 2020 to June 30, 2020 for the WIOA Out-of-School Youth program have been traced to the delegate agency records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

- 1) None for this review.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Kathleen Willard **DATE:** November 20, 2020  
**FROM:** David B. Clark, SETA Fiscal Monitor  
**RE:** Fiscal Desk Monitoring of River Oak Center for Children

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
EHS	Basic	\$585,642	8/1/19 - 7/31/20	8/1/19 - 7/31/20
EHS	COVID	\$20,880	8/1/19 - 7/31/20	8/1/19 - 7/31/20

**Monitoring Purpose:** Initial                      Follow-up                      Special                      Final X  
**Date of review:** September 27, 2020  
**Follow up:** 10/14 & 10/19

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

**Program Operator:** River Oak Center for Children

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Mr. Henry Kloczkowski **DATE:** November 20, 2020  
**FROM:** David B. Clark, SETA Fiscal Monitor  
**RE:** Fiscal Desk Monitoring of Sacramento Chinese Community Service Center, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	In-School Youth	\$ 77,206	7/1/19 - 6/30/20	7/1/19 - 6/30/20

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

**Date of review:** 8/20/20  
**Follow Up Dates:** 9/9, 9/23, 10/7, 10/9, 10/13, 10/16, 10/21

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	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:** Sacramento Chinese Community Service Center, Inc.

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

None

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Jessica Johannesen **DATE:** November 20, 2020  
**FROM:** David B Clark, SETA Fiscal Monitor  
**RE:** Fiscal Desk Monitoring of Sacramento County Office of Education

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early Head Start	Basic	\$670,712	8/1/19 - 7/31/20	8/1/19 - 7/31/20
Early Head Start	COVID-19	\$ 67,668	8/1/19 - 7/31/20	8/1/19 - 7/31/20

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

**Dates of review:** 9/21/20  
**Follow up Dates:** 10/7, 10/14, 10/19, 10/20

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



**Program Operator:** Sacramento County Office of Education

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Vasseliki Vervilos **DATE:** November 20, 2020  
**FROM:** David B. Clark, SETA Fiscal Monitor  
**RE:** Fiscal Desk Monitoring of Twin Rivers Unified School District

<b><u>PROGRAM</u></b>	<b><u>ACTIVITY</u></b>	<b><u>FUNDING</u></b>	<b><u>CONTRACT PERIOD</u></b>	<b><u>PERIOD COVERED</u></b>
Head Start	Basic	\$ 1,401,825	8/1/19 - 7/31/20	1/1/20 - 7/31/20
Head Start	T & TA	\$ 11,700	8/1/19 - 7/31/20	1/1/20 - 7/31/20
Head Start	Duration	\$ 350,259	8/1/19 - 7/31/20	8/1/19 - 7/31/20
Head Start	Start-Up	\$ 1,000,670	8/1/19 - 7/31/20	8/1/19 - 7/31/20
Head Start	Covid	\$ 123,033	8/1/19 - 7/31/20	8/1/19 - 7/31/20
Early HS	Basic	\$ 673,335	8/1/19 - 7/31/20	1/1/20 - 7/31/20
Early HS	T & TA	\$ 5,852	8/1/19 - 7/31/20	1/1/20 - 7/31/20
Early HS	Covid	\$ 35,152	8/1/19 - 7/31/20	8/1/19 - 7/31/20
Early HS	Prog. Imp.	\$ 180,000	8/1/19 - 7/31/20	8/1/19 - 7/31/20

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

**Date of review:** October 14, 2020  
**Follow up:** Follow up: 11/6, 11/9, 11/10, 11/11

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

Fiscal Monitoring Findings

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

**Findings and General Observations:**

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

There are no findings.

**Recommendations for Corrective Action:**

None

cc: Kathy Kossick  
Governing Board  
Policy Council

**MEMORANDUM**

**TO:** Ms. Bridget Alexander      **DATE:** October 15, 2020  
**FROM:** Tracey Anderson, SETA Fiscal Monitor  
**RE:** Desk Fiscal Monitoring of Waking the Village

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	OSY	\$108,500	7/1/19-6/30/2020	2/1/2020-6/30/2020

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

**Date of review:** 9/15, 9/22, 10/13

	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: Waking the Village**

**Findings and General Observations:**

- 1) We have reviewed the WIOA Out-of-School Youth programs from February 1, 2020 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. Kerry Ham** **DATE: November 18, 2020**  
**FROM: David Benjamin Clark, SETA Fiscal Monitor**  
**RE: Fiscal Monitoring of World Relief Corporation - Sacramento**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RSS	VESL/ES	\$124,760	10/1/18 – 9/30/19	1/1/19 – 9/30/19
RSS	ES SA	\$ 75,000	10/1/18 – 9/30/19	1/1/19 – 9/30/19
RSS	VESL/ES	\$132,182	10/1/19 – 9/30/20	10/1/19 – 6/30/20
RSS	ES	\$ 82,500	10/1/19 – 9/30/20	10/1/19 – 6/30/20

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

**Date of review: December 4 - 6 and follow up:**  
 12/13, 1/9, 1/14, 1/15, 1/17, 2/3, 2/13, 2/19, 4/3, 4/10, 4/16,  
 8/17, 8/18, 8/19, 8/20, 8/21, 9/17

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

**Program Operator:** World Relief Corporation - Sacramento

**Findings and General Observations:**

The total costs as reported to SETA for the RSS grants from January 1, 2019 to June 30, 2020 have been traced to the subgrantee's fiscal records. The records were verified and appear to be in order with the exception noted below:

The general ledger detail provided to SETA during the final fiscal monitoring review period of January 1, 2019 to September 30, 2019 did not match monthly invoicing. World Relief was unable to provide adequate documentation for a total of \$4,943.28 of costs charged to the VESL grant. Program operators are paid on a reimbursement basis and thus need proper documentation showing actual costs.

While this is the second consecutive year that adequate documentation was not provided to support invoiced costs, it should be noted that World Relief has improved their documentation process during the 2019/2020 program year. All costs reviewed during the current year have been verified to be adequately documented. We are confident that the lack of documentation issue has been resolved but we would like to see internal controls and policy and procedures formalized to ensure that this does not become an issue in the future.

**Recommendations for Corrective Action:**

1. World Relief will reimburse SETA in the amount of \$4,943.28.
2. World Relief must submit a corrective action plan detailing what internal controls will be implemented to ensure that adequate records are maintained with supporting documentation for all invoiced costs.

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 November 23, 2020

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

# SETA- Employer Activity Report

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

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
City of Sacramento	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 November 23, 2020

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy; 3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
USCB, Inc.	9	Representative I, Customer Service	1
Utiliquest, LLC	9	Utility Line Locator	5
Villara Corporation	3	HVAC Installer - Tradesman Journeyman	20
	3	Plumbing Installer Tradesman	20
Walgreens DC	9	Warehouse Worker	70
Westcoast Car Audio	9	12 Volt Trainee	2
<b>Total</b>			<b>285</b>

ITEM IV-C- INFORMATION  
DISLOCATED WORKER UPDATE

BACKGROUND:

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

PRESENTER: William Walker

### Dislocated Worker Information PY 2020/2021

The following is an update of information as of Nov. 23, 2020

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKER	REGION/ LOCATION	Contacted	COVID-19 Related
<b>Triwest Healthcare Alliance</b> 2995 Prospect Park Drive, Suite 200 Rancho Cordova, CA 95670	Healthcare	7/1/2020	Permanent	52	Rancho Cordova, CA	Yes	Y
<b>King's Casino Management Corporation</b> 6508 Antelope Rd. Citrus Heights, CA 95621	Gambling	7/1/2020	Temporary	319	Citrus Heights, CA	Yes	Y
<b>Parkwest Casino Cordova</b> 2801 Prospect Park Dr. Rancho Cordova, CA 95670	Gambling	7/2/2020	Temporary	99	Rancho Cordova, CA	Yes	Y
<b>Parkwest Casino Lotus</b> 6100 Stockton Blvd. Sacramento, CA 95824	Gambling	7/2/2020	Temporary	167	Sacramento, CA	Yes	Y
<b>Axcess Financial</b> Sacramento, CA	Financial	7/1/2020	Permanent	7	Sacramento, CA	Yes	N
<b>Philz Coffee Inc.</b> 1725 R Street Sacramento, CA 95811	Restaurant	7/10/2020	Permanent	2	Sacramento, CA	Yes	Y
<b>LIFETIME</b> 110 Serpa Way Folsom, CA 95630	Health/Fitness	7/14/2020	Temporary	28	Folsom, CA	Yes	Y
<b>Paradies Shops, LLC</b> 6900 Airport Blvd. Sacramento, CA 95837	Retail	7/16/2020	Temporary	40	Sacramento, CA	Yes	Y
<b>Torrid</b> Sacramento County	Retail	7/20/2020	Temporary	13	Sacramento, CA	Yes	Y
<b>PT Gaming, LLC dba Capitol Casino</b> 411 N.16th St. Sacramento, CA 95811	Gambling	7/16/2020	Permanent	43	Sacramento, CA	Yes	Y
<b>Goodwill Industries of Sacramento Valley and Northern Nevada, Inc.</b> Sacramento County, CA	Retail	7/22/2020	Permanent	178	Sacramento, CA	Yes	Y
<b>Hawaiian Airlines</b> 6900 Airport Blvd. Sacramento, CA 95837	Transportation	7/29/2020	Temporary	2	Sacramento, CA	No	Y
<b>Adesa, Inc. dba Adesa Brasher's</b> 233 Blacktop Rd. Rio Linda, CA 95673	Retail	8/1/2020	Permanent	113	Sacramento, CA	Yes	Y
<b>Embassy Suites by Hilton</b> 100 Capitol Mall Sacramento, CA 95814	Hospitality	8/7/2020	Temporary	46	Sacramento, CA	Yes	Y
<b>Champs Store 14539</b> 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 Nov. 23, 2020

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKER	REGION/ LOCATION	Contacted	COVID-19 Related
<b>Knighted Ventures, LLC</b> 6010 Stockton Blvd. Sacramento, CA 95824	Gambling	8/15/2020	Temporary	57	Sacramento, CA	Yes	Y
<b>Aramark</b> Sacramento, CA	Uniform Services	8/13/2020	Permanent	91	Sacramento, CA	Yes	Y
<b>Hertz</b> 6327 Aviation Dr. Sacramento, CA 95837	Retail	8/17/2020	Permanent	63	Sacramento, CA	Yes	Y
<b>The Niello Company</b> All Dealer in Sacramento County Sacramento, CA	Retail	8/18/2020	Temporary	139	Sacramento, CA	Yes	Y
<b>Decore-ative Specialties, Inc</b> 10481 E. Stockton Blvd. Elk Grove, CA 95624	Retail	8/21/2020	Permanent	133	Elk Grove, CA	Yes	Y
<b>Food Source-Raley's</b> 430 Elkhorn Blvd. Rio Linda, CA 95673	Retail	8/25/2020	Permanent	53	Sacramento, CA	Yes	Y
<b>Food Source-Raley's</b> 3547 Bradshaw Rd. Sacramento, CA 95827	Retail	8/25/2020	Permanent	48	Sacramento, CA	Yes	Y
<b>Pier 1 Imports</b> 7440 Laguna Blvd Elk Grove, CA 95758	Retail	8/31/2020	Permanent	12	Elk Grove, CA	Yes	Y
<b>Pier 1 Imports</b> 2775 E. Bidwell Folsom, CA 95630	Retail	8/31/2020	Permanent	12	Folsom, CA	Yes	Y
<b>Pier 1 Imports</b> 1874 Arden Way Sacramento, CA 95815	Retail	8/31/2020	Permanent	12	Sacramento, CA	Yes	Y
<b>Coca Cola Company</b> 826 National Dr. Ste 200 Sacramento, CA 95834	Distribution	8/31/2020	Permanent	17	Sacramento, CA	Yes	Y
<b>Taste, Inc.</b> 6900 Airport Blvd. Sacramento, CA 95837	Restaurant	9/1/2020	Temporary	8	Sacramento, CA	Yes	Y
<b>Nordstrom</b> 1651 Arden Way Sacramento, CA	Retail	9/10/2020	Permanent	296	Sacramento, CA	Yes	Y
<b>Crescent Resorts &amp; Hotel, LLC</b> <b>dba Residence Inn</b> 112115th St. Sacramento, CA 95814	Hospitality	9/23/2020	Permanent	30	Sacramento, CA	Yes	Y
<b>SSP America</b> 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 Nov. 23, 2020

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKER	REGION/ LOCATION	Contacted	COVID-19 Related
<b>P.F. Chang's China Bistro</b> 1530 J St. Sacramento, CA 95814	Restaurant	9/17/2020	Permanent	75	Sacramento, CA	Yes	Y
<b>WASH Laundry Systems, LLC</b> 8130-40 37th Avenue Sacramento, CA 95824	Commercial Laundry	9/30/2020	Permanent	1	Sacramento, Ca	Yes	Y
<b>Phillips Image Guided Therapy Corporation</b> 2870 Kilgore Rd. Rancho Cordova, CA 95670	Medical	9/30/2020	Permanent	120	Rancho Cordova, CA	Yes	N
<b>Deja Vu Showgirls-Sacramento, LLC</b> 11252 Trade Center Dr. Rancho Cordova, CA 95742	Entertainment	9/30/2020	Permanent	90	Rancho Cordova, CA	Pending	Y
<b>Coit Cleaning and Restoration</b> 3499 Business Dr. Sacramento, CA 95820	Cleaning	10/6/2020	Temporary	6	Sacramento, CA	Yes	Y
<b>HMS Host</b> 6850 Airport Blvd Ste 28 Sacramento, CA 95837	Hospitality	10/15/2020	Permanent	78	Sacramento, CA	Pending	Y
<b>Hyatt Regency Hotel</b> 1209 L Street Sacramento, CA 95814	Hospitality	10/20/2020	Permanent	203	Sacramento, CA	Yes	Y
<b>Liquid-box Corporation</b> 5000 Warehouse Way Sacramento, CA 95826	Packaging	11/2/2020	Permanent	22	Sacramento, CA	Yes	N
<b>Spare Time Sports Club</b> 2450 Natomas Park Dr. Sacramento, CA 95833	Health/Fitness	11/5/2020	Permanent	89	Sacramento, CA	Pending	Y
<b>Kaiser Permanente</b> Sacramento, CA	Medical	11/30/2020	Permanent	7	Sacramento, CA	Pending	N
<b>McClatchy Company, LLC</b> 2100 Q St. Sacramento, CA 95816	Publishing	12/27/2020	Permanent	199	Sacramento, CA	Yes	N
<b>TOTAL</b>				<b>3,188</b>			

ITEM IV-D – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT  
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of October was 7.6%.

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)  
Government led the region in month-over job gains**

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 7.6 percent in October 2020, down from a revised 8.7 percent in September 2020, and above the year-ago estimate of 3.3 percent. This compares with an unadjusted unemployment rate of 9.0 percent for California and 6.6 percent for the nation during the same period. The unemployment rate was 6.4 percent in El Dorado County, 6.0 percent in Placer County, 8.4 percent in Sacramento County, and 6.2 percent in Yolo County.

**Between September 2020 and October 2020**, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 13,100 to total 965,800 jobs.

- Government (up 3,900 jobs) led the region in job growth from September to October. Local government (up 3,000 jobs) and state government (up 1,600 jobs) experienced gains in education as schools were back in session. These gains were partially offset by a loss in federal government, which was down 700 jobs.
- Leisure and hospitality reported an addition of 3,600 jobs. Accommodation and food services (up 3,300 jobs) accounted for 91.7 percent of the job additions.
- Employment in trade, transportation, and utilities expanded by 1,700 jobs in October. Retail trade (up 2,100 jobs) was responsible for the expansion.
- Between September and October, employment in the region declined in manufacturing (down 400 jobs) and farm (down 300 jobs).

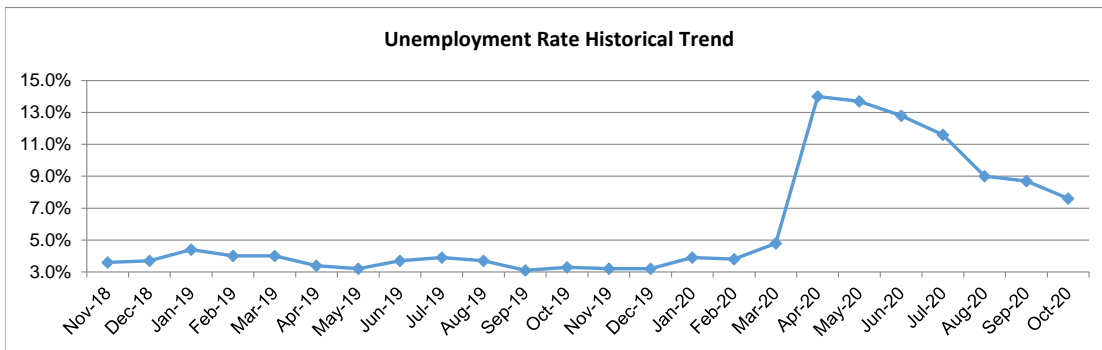
**Between October 2019 and October 2020**, total jobs in the region decreased by 68,700, or 6.6 percent.

- Leisure and hospitality led the year-over decline for the region, dropping 24,900 jobs. Accommodation and food services (down 17,800 jobs) was responsible for the majority of the job losses. Arts, entertainment, and recreation lost 7,100 jobs.
- Trade, transportation, and utilities fell by 12,500 jobs. Retail trade was down 6,300 jobs. Wholesale trade shed 3,500 jobs, and transportation, warehousing, and utilities cut back 2,700 jobs.
- Education and health services employment declined by 11,900 jobs since last October. Healthcare and social assistance fell 10,300 jobs. Educational services dipped by 1,600 jobs).
- On the upside, two major industries reported year-over job growth. Financial activities increased by 2,000 jobs. Professional and business services added 800 jobs.

#####

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

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 7.6 percent in October 2020, down from a revised 8.7 percent in September 2020, and above the year-ago estimate of 3.3 percent. This compares with an unadjusted unemployment rate of 9.0 percent for California and 6.6 percent for the nation during the same period. The unemployment rate was 6.4 percent in El Dorado County, 6.0 percent in Placer County, 8.4 percent in Sacramento County, and 6.2 percent in Yolo County.



Industry	Sep-2020	Oct-2020	Change		Oct-2019	Oct-2020	Change
	Revised	Prelim				Prelim	
Total, All Industries	952,700	965,800	13,100		1,034,500	965,800	(68,700)
Total Farm	9,000	8,700	(300)		9,500	8,700	(800)
Total Nonfarm	943,700	957,100	13,400		1,025,000	957,100	(67,900)
Mining, Logging, and Construction	66,200	67,700	1,500		70,000	67,700	(2,300)
Mining and Logging	500	500	0		500	500	0
Construction	65,700	67,200	1,500		69,500	67,200	(2,300)
Manufacturing	34,000	33,600	(400)		37,000	33,600	(3,400)
Trade, Transportation & Utilities	148,300	150,000	1,700		162,500	150,000	(12,500)
Information	10,400	10,400	0		11,600	10,400	(1,200)
Financial Activities	53,700	54,900	1,200		52,900	54,900	2,000
Professional & Business Services	136,400	137,300	900		136,500	137,300	800
Educational & Health Services	156,300	156,400	100		168,300	156,400	(11,900)
Leisure & Hospitality	78,200	81,800	3,600		106,700	81,800	(24,900)
Other Services	25,700	26,600	900		35,400	26,600	(8,800)
Government	234,500	238,400	3,900		244,100	238,400	(5,700)

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

Labor force data are revised month to month

November 20, 2020

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

**Sacramento--Roseville--Arden-Arcade MSA**  
**(El Dorado, Placer, Sacramento, and Yolo Counties)**

Industry Employment & Labor Force  
 March 2019 Benchmark

Data Not Seasonally Adjusted

	Oct 19	Aug 20	Sep 20 Revised	Oct 20 Prelim	Percent Change Month	Year
Civilian Labor Force (1)	1,104,800	1,072,100	1,074,600	1,112,400	3.5%	0.7%
Civilian Employment	1,068,600	975,500	980,900	1,028,000	4.8%	-3.8%
Civilian Unemployment	36,200	96,500	93,600	84,400	-9.8%	133.1%
Civilian Unemployment Rate (CA Unemployment Rate)	3.3%	9.0%	8.7%	7.6%		
(U.S. Unemployment Rate)	3.3%	8.5%	7.7%	6.6%		
<b>Total, All Industries (2)</b>	<b>1,034,500</b>	<b>945,900</b>	<b>952,700</b>	<b>965,800</b>	<b>1.4%</b>	<b>-6.6%</b>
Total Farm	9,500	9,300	9,000	8,700	-3.3%	-8.4%
Total Nonfarm	1,025,000	936,600	943,700	957,100	1.4%	-6.6%
Total Private	780,900	705,600	709,200	718,700	1.3%	-8.0%
Goods Producing	107,000	100,500	100,200	101,300	1.1%	-5.3%
Mining, Logging, and Construction	70,000	66,400	66,200	67,700	2.3%	-3.3%
Mining and Logging	500	500	500	500	0.0%	0.0%
Construction	69,500	65,900	65,700	67,200	2.3%	-3.3%
Construction of Buildings	15,200	16,700	16,200	16,900	4.3%	11.2%
Specialty Trade Contractors	47,300	42,600	43,000	43,400	0.9%	-8.2%
Building Foundation & Exterior Contractors	13,700	12,100	12,100	12,300	1.7%	-10.2%
Building Equipment Contractors	19,500	18,200	18,600	18,600	0.0%	-4.6%
Building Finishing Contractors	10,100	8,200	8,200	8,400	2.4%	-16.8%
Manufacturing	37,000	34,100	34,000	33,600	-1.2%	-9.2%
Durable Goods	24,000	21,600	21,500	21,400	-0.5%	-10.8%
Computer & Electronic Product Manufacturing	4,800	4,900	4,900	4,900	0.0%	2.1%
Nondurable Goods	13,000	12,500	12,500	12,200	-2.4%	-6.2%
Food Manufacturing	4,400	4,700	4,700	4,500	-4.3%	2.3%
Service Providing	918,000	836,100	843,500	855,800	1.5%	-6.8%
Private Service Providing	673,900	605,100	609,000	617,400	1.4%	-8.4%
Trade, Transportation & Utilities	162,500	147,600	148,300	150,000	1.1%	-7.7%
Wholesale Trade	28,100	25,200	24,600	24,600	0.0%	-12.5%
Merchant Wholesalers, Durable Goods	16,000	14,300	13,700	13,900	1.5%	-13.1%
Merchant Wholesalers, Nondurable Goods	10,500	9,500	9,500	9,300	-2.1%	-11.4%
Retail Trade	100,800	91,100	92,400	94,500	2.3%	-6.3%
Motor Vehicle & Parts Dealer	15,200	13,400	13,600	13,700	0.7%	-9.9%
Building Material & Garden Equipment Stores	8,300	8,000	8,000	7,900	-1.3%	-4.8%
Grocery Stores	19,400	19,700	19,700	19,700	0.0%	1.5%
Health & Personal Care Stores	5,700	5,400	5,500	5,500	0.0%	-3.5%
Clothing & Clothing Accessories Stores	7,900	4,700	5,000	5,900	18.0%	-25.3%
Sporting Goods, Hobby, Book & Music Stores	3,700	3,100	3,200	3,200	0.0%	-13.5%
General Merchandise Stores	18,900	18,900	18,800	19,200	2.1%	1.6%
Transportation, Warehousing & Utilities	33,600	31,300	31,300	30,900	-1.3%	-8.0%
Information	11,600	10,500	10,400	10,400	0.0%	-10.3%
Publishing Industries (except Internet)	2,300	2,200	2,200	2,200	0.0%	-4.3%
Telecommunications	3,100	3,000	3,000	2,900	-3.3%	-6.5%
Financial Activities	52,900	54,100	53,700	54,900	2.2%	3.8%
Finance & Insurance	35,300	36,300	36,100	36,900	2.2%	4.5%
Credit Intermediation & Related Activities	10,200	10,400	10,300	10,400	1.0%	2.0%
Depository Credit Intermediation	6,200	6,300	6,200	6,200	0.0%	0.0%
Nondepository Credit Intermediation	2,100	2,200	2,200	2,300	4.5%	9.5%
Insurance Carriers & Related	21,100	21,600	21,700	22,100	1.8%	4.7%
Real Estate & Rental & Leasing	17,600	17,800	17,600	18,000	2.3%	2.3%
Real Estate	13,600	13,800	13,600	14,000	2.9%	2.9%
Professional & Business Services	136,500	134,100	136,400	137,300	0.7%	0.6%
Professional, Scientific & Technical Services	59,600	61,400	62,800	64,000	1.9%	7.4%
Architectural, Engineering & Related Services	10,900	10,900	10,900	11,100	1.8%	1.8%
Management of Companies & Enterprises	13,400	14,000	13,800	13,800	0.0%	3.0%
Administrative & Support & Waste Services	63,500	58,700	59,800	59,500	-0.5%	-6.3%
Administrative & Support Services	60,600	56,300	57,400	57,100	-0.5%	-5.8%
Employment Services	21,600	18,100	18,800	19,500	3.7%	-9.7%

Data Not Seasonally Adjusted

	Oct 19	Aug 20	Sep 20 Revised	Oct 20 Prelim	Percent Change Month	Year
Services to Buildings & Dwellings	17,100	16,200	16,100	16,200	0.6%	-5.3%
Educational & Health Services	168,300	155,100	156,300	156,400	0.1%	-7.1%
Education Services	13,400	11,400	11,600	11,800	1.7%	-11.9%
Health Care & Social Assistance	154,900	143,700	144,700	144,600	-0.1%	-6.6%
Ambulatory Health Care Services	55,700	55,700	56,900	57,000	0.2%	2.3%
Hospitals	25,100	24,600	24,700	24,800	0.4%	-1.2%
Nursing & Residential Care Facilities	17,400	16,900	16,900	17,000	0.6%	-2.3%
Leisure & Hospitality	106,700	77,900	78,200	81,800	4.6%	-23.3%
Arts, Entertainment & Recreation	15,700	8,500	8,300	8,600	3.6%	-45.2%
Accommodation & Food Services	91,000	69,400	69,900	73,200	4.7%	-19.6%
Accommodation	9,900	3,900	4,000	4,000	0.0%	-59.6%
Food Services & Drinking Places	81,100	65,500	65,900	69,200	5.0%	-14.7%
Restaurants	76,800	61,000	61,500	64,900	5.5%	-15.5%
Full-Service Restaurants	34,800	23,700	24,500	26,800	9.4%	-23.0%
Limited-Service Eating Places	42,000	37,300	37,000	38,100	3.0%	-9.3%
Other Services	35,400	25,800	25,700	26,600	3.5%	-24.9%
Repair & Maintenance	10,600	7,700	7,700	7,700	0.0%	-27.4%
Government	244,100	231,000	234,500	238,400	1.7%	-2.3%
Federal Government	14,100	16,500	16,000	15,300	-4.4%	8.5%
Department of Defense	1,600	1,700	1,700	1,700	0.0%	6.3%
State & Local Government	230,000	214,500	218,500	223,100	2.1%	-3.0%
State Government	124,000	119,800	120,900	122,500	1.3%	-1.2%
State Government Education	32,000	25,000	25,800	27,000	4.7%	-15.6%
State Government Excluding Education	92,000	94,800	95,100	95,500	0.4%	3.8%
Local Government	106,000	94,700	97,600	100,600	3.1%	-5.1%
Local Government Education	58,500	49,200	52,000	55,200	6.2%	-5.6%
Local Government Excluding Education	47,500	45,500	45,600	45,400	-0.4%	-4.4%
County	19,400	19,300	19,700	19,600	-0.5%	1.0%
City	10,300	9,500	9,200	9,400	2.2%	-8.7%
Special Districts plus Indian Tribes	17,800	16,700	16,700	16,400	-1.8%	-7.9%

**Notes:**

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

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

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

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

#####

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

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	<b>19,341,600</b>	<b>17,605,300</b>	<b>1,736,300</b>	<b>9.0%</b>
ALAMEDA	36	830,900	765,400	65,500	7.9%
ALPINE	52	470	420	50	9.7%
AMADOR	32	14,610	13,490	1,130	7.7%
BUTTE	29	96,300	89,100	7,100	7.4%
CALAVERAS	17	20,740	19,370	1,370	6.6%
COLUSA	47	10,010	9,080	930	9.3%
CONTRA COSTA	36	552,600	508,900	43,700	7.9%
DEL NORTE	38	9,420	8,670	750	8.0%
EL DORADO	14	91,900	86,000	5,900	6.4%
FRESNO	47	450,400	408,700	41,700	9.3%
GLENN	11	13,200	12,370	830	6.3%
HUMBOLDT	17	61,500	57,400	4,100	6.6%
IMPERIAL	58	68,700	55,800	13,000	18.8%
INYO	16	8,490	7,950	550	6.5%
KERN	55	380,700	340,400	40,300	10.6%
KINGS	47	56,300	51,100	5,300	9.3%
LAKE	32	29,720	27,430	2,290	7.7%
LASSEN	1	10,100	9,580	530	5.2%
LOS ANGELES	57	5,089,800	4,476,400	613,400	12.1%
MADERA	41	61,800	56,600	5,200	8.5%
MARIN	2	137,800	130,300	7,400	5.4%
MARIPOSA	26	7,690	7,130	560	7.3%
MENDOCINO	26	37,350	34,600	2,740	7.3%
MERCED	47	116,500	105,700	10,900	9.3%
MODOC	4	3,210	3,020	190	5.9%
MONO	53	7,270	6,560	720	9.9%
MONTEREY	35	195,500	180,200	15,300	7.8%
NAPA	17	73,500	68,700	4,900	6.6%
NEVADA	14	47,220	44,210	3,010	6.4%
ORANGE	30	1,625,500	1,502,800	122,700	7.5%
PLACER	6	187,500	176,400	11,200	6.0%
PLUMAS	20	7,970	7,420	550	6.9%
RIVERSIDE	43	1,122,100	1,021,000	101,100	9.0%
SACRAMENTO	40	725,400	664,700	60,700	8.4%
SAN BENITO	30	31,600	29,200	2,400	7.5%
SAN BERNARDINO	44	988,200	898,700	89,500	9.1%
SAN DIEGO	32	1,610,900	1,486,400	124,500	7.7%
SAN FRANCISCO	20	581,100	541,100	40,100	6.9%
SAN JOAQUIN	54	330,200	297,300	32,900	10.0%
SAN LUIS OBISPO	6	136,000	127,900	8,100	6.0%
SAN MATEO	6	454,700	427,600	27,100	6.0%
SANTA BARBARA	11	218,200	204,400	13,800	6.3%
SANTA CLARA	4	1,064,600	1,001,700	62,900	5.9%
SANTA CRUZ	23	131,700	122,300	9,400	7.1%
SHASTA	20	75,400	70,200	5,200	6.9%
SIERRA	3	1,330	1,260	70	5.5%
SISKIYOU	26	16,480	15,280	1,210	7.3%
SOLANO	41	208,300	190,500	17,700	8.5%
SONOMA	9	258,100	242,000	16,100	6.2%
STANISLAUS	44	240,800	219,000	21,900	9.1%
SUTTER	44	41,800	38,000	3,800	9.1%
TEHAMA	25	25,420	23,600	1,820	7.2%
TRINITY	11	4,390	4,110	280	6.3%
TULARE	56	193,800	172,600	21,200	10.9%
TUOLUMNE	39	20,200	18,530	1,670	8.3%
VENTURA	23	420,000	390,100	30,000	7.1%
YOLO	9	107,600	101,000	6,600	6.2%
YUBA	51	28,700	26,100	2,700	9.4%

Notes

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

ITEM IV-E - INFORMATION

HEAD START REPORTS

BACKGROUND:

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

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

Staff will be available to answer questions.

PRESENTER: Denise Lee

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

**Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 10/30/20	(b) % Actual to Funded
Elk Grove USD	440	250	57
Sacramento City USD	736	312	42
SETA	1,736	1,271	73
San Juan USD	1,044	751	72
Twin Rivers USD	160	168	105
WCIC/Playmate	120	70	56
<b>Total</b>	<b>4,236</b>	<b>2,822</b>	<b>67</b>

**Early Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 10/30/20	(b) % Actual to Funded
SETA	573	553	97
San Juan USD	163	159	97
TRUSD	56	37	66
<b>Total</b>	<b>792</b>	<b>749</b>	<b>95</b>

**EHS-CC Partnership/Expansion**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 10/30/20	(b) % Actual to Funded
SETA	80	78	98
<b>Total</b>	<b>80</b>	<b>78</b>	<b>98</b>

- (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



# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**October 2020**

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

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

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
<b>SETA operated</b>	1756	182	<b>10%</b>	589	76	<b>13%</b>
<b>Twin Rivers USD</b>	140	33	<b>24%</b>	40	1	<b>3%</b>
<b>Elk Grove USD</b>	440	18	<b>4%</b>			
<b>Sac City USD</b>	736	36	<b>5%</b>			
<b>San Juan USD</b>	1052	73	<b>7%</b>	160	7	<b>4%</b>
<b>WCIC</b>	120	6	<b>5%</b>			
<b>EHS CCP</b>				80	14	<b>18%</b>
<b>COUNTY TOTAL</b>	<b>4244</b>	<b>348</b>	<b>8%</b>	<b>869</b>	<b>98</b>	<b>11%</b>

*AFE: Annual Funded Enrollment*

WHAT WE  
LEARNED  
DURING  
COVID-19

GOOGLE  
CLASSROOM

UNLOCK FULL  
POTENTIAL

EMPATHY

STRENGTH IN  
TIMES OF  
ADVERSITY

RESILIENCY

ADAPTING TO  
CHANGES

APPRECIATE  
TIME WITH  
FAMILY

WORKING AND  
TEACHING  
REMOTELY

GRATITUDE

EQUALITY

GIFT OF LIFE

SELF-CARE

LEARNING  
ZOOM

WEARING  
MASKS

# Monthly Program Information Report

OCTOBER 2020

## Update from the Office of Head Start

Administrative Simplification for Consolidating Head Start Grants, Including EHS-CCP  
*ACF-PI-HS-20-06*  
*Issued 10/28/2020*

Prior to fiscal year 2020, grantees requesting to consolidate multiple Head Start grants were limited to consolidating those that shared the same project code. Effective immediately, grantees may include multiple Head Start grants across all project codes in their consolidation requests. It is now possible for a grantee to have one grant for the operation of all of its programs, including Head Start, Early Head Start, and EHS-CC Partnerships. In these cases, the primary grant that assumes all approved funding, slot levels, service areas, and options will remain with the traditional Head Start grant or award number with project codes of CH, CI, or CM.

***What does this mean for SETA and its delegate agencies?*** SETA will highly likely elect to consolidate the HS, EHS and CCP grants during the annual refunding application for 2021-22.

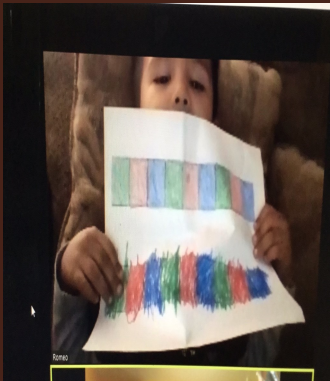
For more information, visit the ECKLC website at:  
<https://ecklc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-20-06>



## Federal Review Notification for Program Year 2020-21

On October 22<sup>nd</sup>, the Office of Head Start/Administration for Children and Families notified SETA that it will be scheduled for a **Focus Area I Federal Review** during program year 2020-21. This notification was a heads up letter, not the actual 45-day notice with a scheduled date. At this time, SETA has not received its formal 45-day notice letter which means it is highly unlikely that the review will take place prior to December 30, 2020. Deputy Director, Denise Lee, will keep the board posted on notification dates.

A Focus Area I Federal Review (FA1) usually takes place in the first year of a 5-year grant cycle. It is a virtual desk audit that will take approximately one week to complete. It includes grantee and delegate interviews, along with a thorough review of documents such as policies/procedures, goals/objectives, data results, and grant applications. PAC, PC and Governing Board members may be asked to participate in various levels of the review process. More information will be forthcoming.



## **Update on Re-Opening SETA Centers for In-Person Services**

Head Start management has developed a written **Re-opening Plan** that outlines the health and safety conditions that must be met under COVID-19 in order to re-open for in-person services. The plan also includes a checklist of activities/steps that must take place prior to re-opening early learning centers to ensure the utmost health and safety of children, families and staff.

Drafted in the plan is a target date for the re-opening process. SETA is targeting mid-January in a steady phase-in process which includes 2-3 centers re-opening per week. If all goes according to plan, all of the SETA operated early learning centers should be re-opened for in-person services by April 2021. A list of centers and proposed re-opening dates is being finalized at this time. Updated information will be shared at each board meeting.

Please note, re-opening plans will be largely dependent on the health and well-being of Sacramento County residents under COVID-19 conditions.

Please check delegate agency/local school district and partner websites for up-to-date information about re-opening dates for your child’s program.

***Children will be required to have up-to-date immunizations and physical exams prior to returning to in-person services. Families can speed up the returning process by scheduling a visit to their child’s pediatrician as soon as possible.***

Elk Grove Unified School District - [www.egusd.net](http://www.egusd.net)

Sacramento City USD – [www.scusd.edu](http://www.scusd.edu)

San Juan USD – [www.sanjuan.edu](http://www.sanjuan.edu)

Twin Rivers USD – [www.twinrivers.org](http://www.twinrivers.org)

Women’s Civic Improvement Club – [www.wcicinc.org](http://www.wcicinc.org)

Sacramento County Office of Education EHS Home-Base –

[www.sacramentocountyearlylearning.org](http://www.sacramentocountyearlylearning.org)

River Oak Center for Children EHS Home-Base – [www.riveroak.org](http://www.riveroak.org)

To All Who Have and Continue to Serve—  
Thank you



# Drive-Thru Dental Clinic

During the month of October, SETA, in partnership with the *Center for Oral Health, Early Smiles, First 5* and the *Women's Civic Improvement Club (WCIC)*, hosted eight (8) *FREE* drive-through, community-based dental clinics to offer oral health screenings for children and their families (following CDC guidelines during COVID-19). As a result:

**289** children/adults were screened

Of which, **176** were Head Start children

Of those children, **38** (22%) failed the oral screening

All who failed the screening were scheduled for a follow-up appointment

**259** children/adults received fluoride varnishes

Of which, **158** were Head Start children

**18** adults were assisted with accessing a dentist/making an appointment/changing dental plans

**6** adults were assisted with Medi-Cal/Denti-Cal registration

Each person in the car received a tooth-brushing kit and face masks, regardless if screened. Children received items for school, including notebooks and pencils.

*Thank you to our partners for their unwavering support and continued creativity and proactive approaches to meet the community's oral health needs. Because of you, our very important work continues without fail, even during a pandemic.*



## Fall Fire Safety Reminders

*Both home and child care centers must always maintain a working smoke and carbon monoxide detector. The end of daylight savings time can be the perfect opportunity to ensure that your batteries are working, and those safety devices are functioning properly. Testing the functionality of your smoke and carbon monoxide detectors is also a good time to do a fire drill with children in care so they know how to react in the event of an emergency.*



# Halloween Hub Stop



Children and staff sport their Halloween costumes during their HUB drive-through on October 29th and 30th.



## 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.