



**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

GOVERNING BOARD

ERIC GUERRA
Councilmember
City of Sacramento

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

SOPHIA SCHERMAN
Public Representative

MAI VANG
Councilmember
City of Sacramento

KATHY KOSSICK
Executive Director

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

DATE: Thursday, February 4, 2021

TIME: 10:00 a.m.

LOCATION: Zoom login:
<https://us02web.zoom.us/j/86348097413?pwd=bFJpQVNGc2h3OVJheFIHYkc3aHRqZz09>

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/86348097413?pwd=bFJpQVNGc2h3OVJheFIHYkc3aHRqZz09>. 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 One tap mobile +16699006833,,86348097413# US (San Jose). Meeting ID: 863 4809 7413; Passcode: 111097. Find your local number: <https://us02web.zoom.us/u/kcdlRaEF3v>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: Nancy.Hogan@seta.net. Any member of the public who wishes to speak directly to the board regarding any item on the agenda may contact Nancy Hogan at (916) 263-3827, or Nancy.Hogan@seta.net. Please include in your request which item you would like to participate on. Additionally, during the meeting any questions or comments may be submitted via the Q&A or chat features on Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the Governing Board and included in the record.

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

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DISTRIBUTION DATE: WEDNESDAY, JANUARY 27, 2021

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE DECEMBER 3, 2020
REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the December 3, 2020 meeting for your review.

RECOMMENDATION:

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

PRESENTER: Kathy Kossick

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

Minutes/Synopsis

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

Meeting Held Electronically

Thursday, December 3, 2020
10:00 a.m.

I. Call to Order

Ms. Scherman called the meeting to order at 10:05 a.m. The roll was called and a quorum was confirmed.

Members Present:

Sophia Scherman, Chair, Public Representative

Patrick Kennedy, Member, Board of Supervisors

Don Nottoli, Member, Board of Supervisors

Larry Carr, Councilmember, City of Sacramento (joined the meeting at 10:12 a.m.)

Member Absent:

Jay Schenirer, Vice Chair; Councilmember, City of Sacramento

II. Consent Items

- A. Approval of Minutes of the October 29, 2020 Special Meeting and November 5, 2020 Regular Board Meetings
- B. Approval of Claims and Warrants
- C. Approval of an Appointment to the Sacramento Works Workforce Development Board

The items were reviewed; no questions.

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

A. Approve the October 29, 2020 and November 5, 2020 minutes.

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

C. Appoint Ms. Amanda Taylor to fill the seat vacated by Mr. Jordan Powell from the Associated General Contractors of California.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr & Schenirer)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Procurement of the Agency's Workers Compensation Insurance

Ms. D'et Saurbourne introduced Mr. Ken Johnson from Arthur J. Gallagher. Mr. Johnson reported that the Workers Compensation marketplace overall has experienced an increase of 2.5%; this has nothing to do with what SETA is doing. Over the last few years, there was a dramatic increase of the premium. This year's premium from Guide One is for \$585,000 which is a reduction of 29% over last year. Mr. Johnson reviewed the quote with the various options available to SETA.

Mr. Carr joined the meeting at 10:12 a.m.

Mr. Johnson stated that Guide One is working to establish a relationship with SETA. The team at SETA has done a great job at reducing the workers' compensation claims.

Mr. Nottoli appreciates the work done by staff and Mr. Johnson. In light of the explanation, the resulting premium is a result of the staff working closely with the insurance carriers.

Moved/Nottoli, second/Carr, to authorize the Executive Director to procure Workers Compensation coverage for the calendar year 2021.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

2. Review and Approval of the Agency's Independent Auditor's Report and Financial Statements for Fiscal Year Ended June 30, 2020

Ms. D'et Saurbourne stated that this year the auditors had to do everything remotely and that took much longer than normal. Everyone has extended their audit deadlines; CDE requires audits submitted by the end of November. The final report was sent last night along with the management letter.

Ms. Scherman asked the board what their thoughts are regarding approving the audit. Mr. Nottoli stated that he has not had a chance to review the audit and would prefer continuing this item to a later date. Mr. Carr and Mr. Kennedy agreed as well.

Ms. Kossick said that she is not sure if we will have a January meeting but there is no rush if we take it up in February.

Moved/Carr, second/Kennedy, to continue this item to the next meeting.

Roll call vote:

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

3. **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

Ms. Scherman opened up a public hearing.

Ms. Allison Noren reviewed this item and the reasoning behind the proposed revisions. The Head Start Policy Council reviewed and approved this item at their November 24 meeting.

Moved/Carr, second/Kennedy, to close the public hearing and approve the revised job specifications and salary schedules for Payroll Specialist and Senior Payroll Specialist.

Roll call vote:

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

B. **WORKFORCE DEVELOPMENT DEPARTMENT**

Community Services Block Grant

1. Approval of Community Services Block Grant Delegate Agency Funding Extension Recommendations for Program Year 2021

No questions or comments.

Moved/Nottoli, second/Carr to 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 4th quarter of PY2020.

Roll call vote:

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

One Stop Services

2. Approval to Renew the Memorandum of Understanding with the City of Sacramento Regarding the Local Hire and Community Workforce Training Program

William Walker reviewed this item and offered to answer questions.

Mr. Carr stated that the City of Sacramento is embarking on several programs to serve underserved populations; it is imperative that those opportunities happen where they are supposed to happen.

Moved/Carr, second/Nottoli, to 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.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

3. 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

Ms. Michelle O’Camb reviewed the staff report. Mr. Carr asked if any matching funds were required and Ms. O’Camb replied that yes, a 40% match is required.

Moved/Carr, second/Nottoli, to 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.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

Refugee Services

4. 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

Ms. O’Camb read an amendment into the record which expands the eligibility for RSS COVID Supplemental services to refugees who have been unable to secure a job or earn a sufficient income due to the pandemic.

Mr. Nottoli inquired how the \$420 per participant was decided. Ms. O’Camb replied that she took the total amount available and divided by the total number of refugees to be served (1,450). Not all refugees will receive \$420 in support services and there always has to be a justification for the services. There is a cap of \$5,000 per family per year.

Moved/Nottoli, second/Kennedy, to 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.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

C. CHILDREN AND FAMILY SERVICES: None.

IV. Information Items

- A. Fiscal Monitoring Reports: No questions.
- B. Employer Success Stories and Activity Report: No questions.
- C. Dislocated Worker Update: Mr. Walker received a WARN from Southwest Airlines but only three engineers have been impacted.
- D. Unemployment Update/Press Release from the Employment Development Department: No questions.
- E. Head Start Reports: Ms. Lee reported that Head Start is still in remote services; enrollment is currently at 70% enrolled so there is still space for families. The Early Head Start program is 98% enrolled. Staff is still in the planning process of when to reopen centers. Staff did a survey of parents to determine their

satisfaction of services; Ms. Lee reviewed the parent satisfaction survey. This gives staff great information to move forward and work to ensure children/parents are being served while in distance learning. Ms. Lee stated that providing remote services means more interaction with the parents which has been a whole new way of providing services.

Ms. Scherman expressed that at the end of COVID, the children's eyesight will have suffered a bit. Ms. Lee replied that in general, screen time is limited to no more than 30 minutes per day and children are provided school supplies and activities to lessen the amount of screen time.

V. Reports to the Board

- A. Chair: Ms. Scherman thanked members for wishes and prayers for her recent good news.
- B. Executive Director: Ms. Kossick is pretty sure that there will not be a January meeting; she will let the board members know.

Ms. Kossick called on Mr. Johnson and asked Mr. Johnson to report back on the excess liability insurance with \$20 million coverage. Mr. Johnson reported that the \$20 million in liability insurance coverage, the primary was through Philadelphia and second with AIG. The marketplace is difficult with something associated with a municipality or children. The premium is at \$100,000 with Markel.

Mr. Nottoli stated that the money we are saving on workers' compensation premiums we are spending on liability premiums.

Ms. Kossick wished happy birthday to Mr. Nottoli and Mr. Schenirer. She thanked Mr. Carr for serving on our board for the last four years and for his outstanding service.

Mr. Carr stated that he has been very impressed with SETA; it is the best run organization in this county along with the SMUD and Regional Sanitation. SETA is a good example of a well-run organization.

Mr. Nottoli wished Mr. Carr the best and noted that he has been a real asset on this board.

Mr. Kennedy congratulated Mr. Carr on his retirement.

Mr. Scherman thanked Mr. Carr and stated that he is a true gentleman.

- C. Deputy Directors: None.
- D. Counsel: Mr. Thatch stated that he has been around for 42 years and has seen a lot of board members come and go; he appreciates the rational thinking from Mr. Carr. He will be missed.
- E. Members of the Board: None.
- F. Public: None.

VI. Adjournment: The meeting was adjourned at 10:55 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 11/24/2020 through 1/27/2021, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 11/24/2020 through 1/27/2021.

PRESENTER: Kathy Kossick

ITEM II – C - CONSENT

APPROVAL TO EXTEND SETA RETIRED ANNUITANT AS A TEMPORARY SETA CONSULTANT EMPLOYEE

BACKGROUND:

The SETA Children and Family Services Department (CFS) host several proprietary databases that help track vital program information that assist staff in generating complex and multi-faceted reports for program oversight, management, and compliance. Data systems include food services, staff qualifications/licensing documentation, parent surveys, and in-kind tracking. The developer of these databases retired in January 2018.

On August 2, 2018, the Governing Board approved to hire Donald Schmidt as a retired annuitant to temporarily consult and provide technology support for the Children and Family Services Department (CFS). The approval was for up to 780 hours, which will be fully exhausted.

During the COVID-19 pandemic, these data systems have required several modifications and adaptations during remote services. To ensure the department has available resources, staff is seeking approval to extend Mr. Schmidt for future on-call support. This would include adaptations under COVID-19; unforeseen issues that are not easily remedied by non-technical staff; and to provide training for new staff on new updates.

Mr. Schmidt's extended assignment would not exceed an additional 780 hours.

RECOMMENDATION:

Approve to extend Donald Schmidt, a retired annuitant, as a temporary SETA Consultant employee at an hourly rate of \$35 not to exceed an additional 780 hours.

ITEM II – D - CONSENT

APPROVAL OF REQUEST TO THE CALIFORNIA WORKFORCE DEVELOPMENT BOARD FOR SETA TO CONTINUE TO PROVIDE CAREER SERVICES UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT

BACKGROUND:

Under the Workforce Innovation and Opportunity Act (WIOA), a local board or administrative entity may be designated as an Adult and Dislocated Worker Career Services Provider only with the approval of the Chief Local Elected Official (CLEO) and the Governor. In order to be considered by the Governor for designation as a Career Services Provider, the CLEO must submit a Request for Approval to the California Workforce Development Board (CWDB).

SETA provides Career Services throughout the network of America's Job Centers of California (AJCC), primarily at the two AJCCs hosted by SETA and the two AJCCs hosted by governmental entities (State Employment Development Department and County Department of Human Assistance). To continue to provide Career Services under WIOA, staff is seeking approval to submit the attached request to the CWDB.

RECOMMENDATION:

Approve the request to the CWDB for SETA to continue to provide career services under the WIOA.

PRESENTER: Roy Kim

Request for Approval

America's Job Center of CaliforniaSM Adult and Dislocated Worker Career Services Provider

Local Workforce Development Board

Sacramento Works, Inc.

Local Workforce Development Area

Sacramento

The *Workforce Innovation and Opportunity Act* (WIOA) allows Local Workforce Development Boards (Local Board) to be an Adult and Dislocated Worker Career Services Provider with the agreement of the Chief Elected Official (CEO) and the Governor.

This application will serve as the Local Board's or administrative entity's request for Governor Approval to be an Adult and Dislocated Worker Career Services Provider within a Local Workforce Development Area (Local Area) under WIOA. The application must be submitted to the California Workforce Development Board (CWDB) by March 1, 2021, through one of the following methods:

Mail California Workforce Development Board
P.O. Box 826880
Sacramento, CA 94280-0001

Overnight Mail California Workforce Development Board
Hand Deliver 800 Capitol Mall, Suite 1022
Sacramento, CA 95814

If the CWDB determines the request is incomplete, it will either be returned or held until the necessary documentation is submitted. Please contact your [Regional Advisor](#) for technical assistance or questions related to completing and submitting this request.

Sacramento Works, Inc.

Name of Local Board

925 Del Paso Blvd.

Mailing Address

Sacramento, CA

95815

City, State

Zip

Kathy Kossick

Contact Person

(916)263-3810

Contact Person's Phone Number

March 1, 2021

Date of Submission

Request for Approval Adult and Dislocated Worker Career Services Provider

Local Chief Elected Official Statement

A Local Board or administrative entity that seeks approval to be an Adult and Dislocated Worker Career Services Provider within an America's Job Center of California must provide a statement from the local CEO indicating his/her request as well as responses to the following questions.

Please provide responses to the following items on a separate document:

1. What factors guided the Local Board's or administrative entity's decision to submit this application to be an Adult and Dislocated Worker Career Services Provider within the Local Area? *See response below.*
2. How would participants be better served by the Local Board or administrative entity acting in this role rather than through the awarding of contracts? *See response below.*
3. Describe the Basic and Individualized Career Services the Local Board or administrative entity will provide as well as their past experience providing these services. *See response below.*
4. Provide the Local Area's performance outcomes for each of the last two Program Years (PY 19-20 and 20-21) and evidence that the Local Board or administrative entity is qualified to provide Adult and Dislocated Worker Career Services, including testimonials that speak to the effectiveness and efficiency with which the Local Board or administrative entity has provided or can provide those services. *Please see attached performance outcome comparison, testimonials, and response below.*

The SETA Governing Board is the Chief Local Elected Official for the Sacramento Workforce Development Area, and SETA is the designated grant recipient and administrator for WIOA Title I funds. In addition, SETA operates the Head Start, Community Services Block Grant, and Refugee Social Services Programs. These programs are supplemented with a variety of federal and state discretionary grant programs.

Since 1978, SETA has been the Sacramento area's lead agency in workforce development programs and planning. Since 1995, prior to the Workforce Investment Act's inception, SETA has successfully coordinated the Sacramento area's One-Stop Center System. In 2000, SETA was officially designated as the One-Stop Operator, coordinating a high-performing system comprised of 13 Centers, and continues to perform in that capacity today. SETA is the host agency for two Centers, subcontracts with educational and non-profit partners for the

operation of ten Centers, and operates two Centers in partnership with governmental entities (State Employment Development Department and County Department of Human Assistance).

SETA is widely recognized for its expertise, innovation and collaboration in its workforce development programs, which have been recognized as model programs by the U.S. Departments of Labor and Health and Human Services and the State Workforce Development Board.

SETA is widely recognized throughout the region as the lead agency on workforce development services. As indicated above, SETA has successfully coordinated services among all one-stop partner programs and service providers for over two decades, including the service network of over 40 different partner programs that deliver services within America's Job Centers of California. SETA has established robust, system-wide partnerships with the County Department of Human Assistance's TANF/CalWORKs program, the Capital Adult Education Regional Consortium's (CAERC) WIOA Title II, Adult Education and Literacy programs, the State Employment Development Department's WIOA Title III, Wagner-Peyser, Unemployment Insurance, Trade Adjustment Assistance and Veterans' programs and the State Department of Rehabilitation's WIOA Title IV Vocational Rehabilitation program.

SETA has established effective partnerships with all other required one-stop partners and maintains a directory reflecting all of the required one-stop partners career services and service locations across the Sacramento area. In addition, SETA provides services through its WIOA Mobile Services Initiative where One-Stop Center staff equipped with mobile technology can enroll and serve customers at partners' locations throughout the Sacramento area. This strategy allows One-Stop Center staff to travel to those areas that have large numbers of customers and neighborhoods that have the highest need for workforce development services.

5. Attach documentation (signed and dated letter) that the members of the Local Board and other relevant parties (e.g., Board of Supervisors) reviewed the information provided in the application and approved the request in a public meeting. *Please see attached.*
6. Attach documentation of internal controls, conflict of interest, and firewall policies. *Please see attached Conflict of Interest Policy and response below.*

SETA has historically provided the role of One-Stop Operator (coordinating the service delivery of required one-stop partners and service providers), as well as the role of career services provider, as part of its overall responsibility as the grant recipient and administrator of Title I funds. In its role of career services provider, SETA provides all of the Basic and Individualized Career Services in partnership with one-stop partners and service providers.

Due to WIOA's required separation of the role of career services provider from the role of oversight and monitoring of services and the Local Board, SETA has established the following firewalls within its organizational structure to ensure adequate internal controls exist and prevent conflicts of interest:

- *SETA's Executive Director will retain authority over all grant administration and related matters for the WIOA programs. In addition, SETA's Fiscal Department Chief reports directly to the County of Sacramento, Department of Finance Director, and all financial transactions require the approval of the Fiscal Department Chief, thus ensuring a system of checks and balances on all fiscal-related matters. In addition, the Fiscal Chief oversees all fiscal monitoring activities.*
- *SETA's Workforce Development Deputy Director and program staff will continue to staff the Sacramento Works, Inc. Board and continue to oversee and report on all WIOA planning, procurement, policy, program oversight and monitoring, and related matters.*
- *SETA has different Workforce Development Managers assigned to oversee the oversight and monitoring of services and the provision of career services. Both Managers report to SETA's Workforce Development Deputy Director.*

Signature Page

By signing below, the local CEO and Local Board chair request approval from the Governor to be an Adult and Dislocated Worker Career Services Provider. Each party certifies that this application submission was reviewed and demonstrates that the Local Board or administrative entity will meet all the requirements as an Adult and Dislocated Worker Career Services Provider under WIOA law and regulations.

Instructions

The Local Board chair and local CEO must sign and date this form. Include the original signatures with the request.

Local Workforce Development Board Chair

Signature

Rick Wylie

Name

Chair, Sacramento Works, Inc.

Title

Date

Local Chief Elected Official

Signature

Sophia Scherman

Name

Chair, SETA Governing Board

Title

Date

CHAPTER 10

CONFLICT OF INTEREST

1. **Introduction.**

Any attempt to realize personal gain through public employment is inconsistent with the responsible discharge of that public employment, and is a breach of a public trust.

2. **Conflict of Interest.**

It shall be a breach of ethical standards for any SETA employee to participate directly or indirectly in any bid proceeding; request for proposals; micro and small purchase; noncompetitive proposal procurement; request for ruling or other determination; claim; or other particular matter pertaining to any award of a contract or subcontract or proposal therefor, in which to such SETA employee's knowledge:

- a. The SETA employee or any member of the SETA employee's immediate family has a financial interest. The term "immediate family" includes: wife, husband, daughter, son, mother, father, sister, brother, sister-in-law, brother-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, grandmother, grandfather, granddaughter, grandson, aunt, uncle, niece, nephew, step-parent, step-child, step-sister, and step-brother.
- b. A business or organization (whether profit or nonprofit) in which the SETA employee or any member of such employee's immediate family has a financial interest as an officer, director, trustee, partner, member, shareholder or employee; or
- c. Any other person, business or organization with whom the SETA employee or any member of such employee's immediate family is negotiating or has an arrangement concerning prospective employment is a party.

Direct or indirect participation by a SETA employee shall include, but not be limited to, involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing or in any other advisory capacity. SETA employees shall not use their positions for a purpose that could result in private gain, or gives the appearance of being motivated for private gain for themselves or others, particularly those with whom they have family, business or other ties.

3. **Disclosure Requirements For SETA Employees With A Financial Interest.**

Any SETA employee who would benefit from a SETA contract with a person or business in which the employee has a financial interest shall report such interest to the Chief of the Fiscal Department. If the SETA employee knows or should have known of such benefit and fails to report it, such employee is in breach of the ethical standards set forth herein.

4. **Gratuities and Kickbacks.**

a. **Gratuities.**

It is a breach of ethical standards for any person to offer, give, or agree to give any SETA employee or former SETA employee, or for any SETA employee or former SETA employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment, in connection with any decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling or other determination, claim, controversy, or other particular matter, pertaining to any contract or subcontract and any solicitation or proposal therefor.

b. **Kickbacks.**

No officer, agent or employee of SETA shall solicit or accept any payment, favor, gratuity, offer of employment or any item of material financial value from any supplier, vendor or potential supplier or vendor of goods or services to SETA in exchange for an award, extension, continuation, renewal, amendment or modification of a contract or order to such supplier or vendor.

It is a breach of ethical standards for any payment, favor, gratuity, offer of employment or offer of any item of material financial value to be made on behalf of any subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, including a SETA employee, as an inducement for the award, continuation, extension, renewal, amendment or modification of a subcontract or order to such subcontractor.

c. **Contingent Fees.**

It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a SETA contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for the retention of bona fide employees or bona fide established commercial selling agencies maintained by the contractor for the purpose of securing business.

5. **Restrictions on Employment of Present and Former SETA Employees.**

a. **Contemporaneous Employment Prohibited.**

It shall be a breach of ethical standards for any SETA employee who is involved in purchasing to become or be, while an employee of SETA, the employee of any party contracting with or attempting to contract with SETA.

b. Restrictions On Former SETA Employees.

To avoid conflicts of interest:

1. It shall be a breach of ethical standards for any former SETA employee to knowingly act as a principal or as an agent for anyone other than SETA in connection with any judicial or other proceeding, application, request for a ruling or other determination, bid protest, contract claim, charge or controversy in which such former SETA employee participated personally and substantially through decision, approval, disapproval, recommendation, rendering of advice, investigation, or otherwise while a SETA employee, where SETA is a party or has a direct and substantial interest.

2. It shall be a breach of ethical standards for any former SETA employee, within one (1) year after such employment has ceased, to knowingly act as a principal or as an agent for anyone other than SETA in connection with any judicial or other proceeding, application, request for a hearing or other determination, contract, claim, charge or controversy that was under the former SETA employee's official responsibility within one (1) year prior to the termination of such responsibility, where SETA is a party or has a direct and substantial interest.

3. A breach of these conflict of interest provisions shall be grounds for debarment of the former SETA employee's current employer or company from consideration in further SETA procurement activities.

c. Disqualification of Partners of SETA Employees.

It shall be a breach of ethical standards for a person who is a partner of a SETA employee or former SETA employee to act as principal or as agent for anyone other than SETA in connection with any judicial or other proceeding, application, request for ruling or other determination, contract, claim, charge or controversy in which the SETA employee or former SETA employee participates or participated personally and substantially through decision, approval, disapproval, recommendation, the rendering of advice, investigation or otherwise, or which is the subject of such SETA employee's official responsibilities, where SETA is a party or has a direct and substantial interest.

d. Use of Confidential Information.

It shall be a breach of ethical standards for any SETA employee or former employee to knowingly use confidential information for such SETA employee's actual or anticipated personal gain, or the actual or anticipated personal gain of any other person. "Confidential information" shall mean information that is available only because of such SETA employee's status as a SETA employee.

e. Remedies Against SETA Employees Who Breach Ethical Standards.

In addition to existing legal remedies for breach of the ethical standards set forth in this article, SETA may impose one of the following measures on a SETA employee who breaches ethical standards:

1. Oral or written warnings or reprimands;
2. Suspension with or without pay for specified periods of time;
3. Demotion; or
4. Termination of employment.

All disciplinary procedures taken against a SETA employee under this Section shall be in accord with SETA's Personnel Policies and Collective Bargaining Agreements, as applicable.

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

ADULT	EMPLOYMENT RATE Q2			EMPLOYMENT RATE Q4			MEDIAN EARNINGS			CREDENTIAL RATE			MEASURABLE SKILL GAINS		
	Actual Perf.	Perf. Goal	Success Rate	Actual Perf.	Perf. Goal	Success Rate	Actual Perf.	Perf. Goal	Success Rate	Actual Perf.	Perf. Goal	Success Rate	Actual Perf.	Perf. Goal	Success Rate
PROGRAM YEAR															
2019/20	64.8%	66.0%	98.2%	65.1%	62.5%	104.2%	\$ 6,265	\$ 5,600	111.9%	63.8%	54.0%	118.1%		Baseline	
2020/21	N/A	65.0%		N/A	65.0%		N/A	\$ 6,000		N/A	60.0%		N/A	50.0%	

DW	EMPLOYMENT RATE Q2			EMPLOYMENT RATE Q4			MEDIAN EARNINGS			CREDENTIAL RATE			MEASURABLE SKILL GAINS		
	Actual Perf.	Perf. Goal	Success Rate	Actual Perf.	Perf. Goal	Success Rate	Actual Perf.	Perf. Goal	Success Rate	Actual Perf.	Perf. Goal	Success Rate	Actual Perf.	Perf. Goal	Success Rate
PROGRAM YEAR															
2019/20	75.9%	69.5%	109.2%	75.1%	65.0%	115.5%	\$ 8,196	\$ 7,600	107.8%	69.3%	58.0%	119.5%		Baseline	
2020/21	N/A	71.0%		N/A	72.0%		N/A	\$ 7,600		N/A	61.0%		N/A	40.0%	

Youth	EMPLOYMENT RATE Q2			EMPLOYMENT RATE Q4			MEDIAN EARNINGS			CREDENTIAL RATE			MEASURABLE SKILL GAINS		
	Actual Perf.	Perf. Goal	Success Rate	Actual Perf.	Perf. Goal	Success Rate	Actual Perf.	Perf. Goal	Success Rate	Actual Perf.	Perf. Goal	Success Rate	Actual Perf.	Perf. Goal	Success Rate
PROGRAM YEAR															
2019/20	72.7%	66.9%	108.7%	70.2%	64.0%	109.7%		Baseline		56.3%	54.0%	104.3%		Baseline	
2020/21	N/A	69.0%		N/A	68.0%		N/A	\$3,400		N/A	58.0%		N/A	50.0%	

ITEM III-A - 1 - 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 electronically 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 – 2 – ACTION

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

BACKGROUND

In June, 2020 SETA was included in an application submitted by the California Workforce Association (CWA) to the Anthem Foundation to provide an On-the-Job Training (OJT) program for adults who are homeless or living in transitional housing, are long-term unemployed, and have multiple barriers to employment and self-sufficiency.

In December, 2020 the SETA was notified that the grant was awarded to CWA. Under the project, SETA will receive \$70,000 to serve 15 participants from Mather Community Campus and Women's Empowerment with case management, work readiness, OJT, supportive and related services. The project will be integrated with the Mather Job Center and leverage resources set aside for Community Services Block Grant Program services. The project term is anticipated to be 12 months with a projected start date in February, 2021.

RECOMMENDATION:

Approve the acceptance of \$70,000 of funds from the Anthem Foundation, and authorize the Executive Director to execute the agreement and any other documents required by the funding source.

PRESENTER: Roy Kim

ITEM III-B - 1 – ACTION

AGREE WITH THE SACRAMENTO WORKS WORKFORCE DEVELOPMENT BOARD TO APPROVE THE SELECTION OF ONE-STOP OPERATOR

BACKGROUND:

The Workforce Innovation and Opportunity Act (WIOA) and the regulations implementing the Act require the Workforce Development Board (WDB), in agreement with the Governing Board, to select a One-Stop Operator to operate the “America’s Job Center of California” system as the mechanism for delivering WIOA services within the Sacramento Workforce Development Area.

The regulations require this selection process be performed by a competitive procurement process. The One-Stop Operator ultimately selected by the WDB must, at a minimum, “coordinate the service delivery required of One-Stop Partners and Service Providers.”

A One-Stop Operator may consist of a single entity (public, private, for profit or not for profit) and may include One-Stop Partners (provided they form a consortium of not less than three One Stop Partners). A One-Stop Operator may also include a local Workforce Development Board, with the consent of the Governor and the local Chief Elected Official and subject to reasonable firewalls and conflict of interest provisions.

At their November 2020 Board meeting, the Sacramento Works Board authorized the Executive Committee to release a request for quotation for a local one-stop operator under the Federal simplified acquisition threshold procurement procedures. In addition, the Executive Committee was delegated with the responsibility of serving as the procurement evaluator.

The Executive Committee received two quotes. The quotes were received from SETA and Goodwill Industries. Prior to the Sacramento Works Executive Committee meeting, Goodwill withdrew its quote. The remaining quote was reviewed by the Executive Committee who made a recommendation. The full Sacramento Works Board is scheduled to take action at its January 27 board meeting.

RECOMMENDATION:

Agree with the Sacramento Works Workforce Development Board regarding selection of a One-Stop Operator.

ITEM III-C - 1 – ACTION

APPROVAL OF BUDGET MODIFICATION FOR
HEAD START/EARLY HEAD START PROGRAM YEAR 2019-2020 AND 2020-2021

BACKGROUND:

This agenda item provides the opportunity for the Governing Board to approve a budget modification for the SETA Operated Program Head Start and Early Head Start program in the amount of \$1,300,000.

Due to the agency's shift from in-person services to distance learning/services during the COVID-19 pandemic and various unfilled vacancies throughout the 2020-2021 program year, SETA projects to be under-spent in the Personnel, Fringe Benefits, Equipment, Supplies and Other cost categories for the Head Start and Early Head Start program. SETA seeks approval to use under-spent funds in the amount of \$1,300,000, to renovate, repair and update the Northview Early Learning Center, a SETA owned facility. Funds will be reprogrammed from two grant sources:

1. FY' 2019-2020 CARES Act/COVID-19 funds under a No-Cost Extension
Grant # 09CH010182
2. FY' 2020-2021 Head Start/Early Head Start Basic
Grant #09CH011763

A detailed budget and budget justification will be sent under separate cover.

As part of the budget modification request, SETA will also be submitting a 1303 Facilities Renovation and Repair Application, as required by the Office of Head Start (OHS).

The Head Start Policy Council met and took action on this item. SETA staff will be available to answer questions.

RECOMMENDATION:

Approve a Head Start/Early Head Start budget modification in the amount of \$1,300,000 from Personnel, Fringe Benefits, Equipment, Supplies and Other to Construction from the 2019-2020 No-Cost Extension funding and the 2020-2021 Basic funding and submit the associated Preliminary 1303 Facilities Application to the Administration for Children and Families (ACF).

PRESENTER: Denise Lee

ITEM IV-A - INFORMATION

CERTIFICATION OF SETA/SACRAMENTO WORKS AS A HIGH
PERFORMING BOARD

BACKGROUND:

Attached please find a letter received from the California Workforce Development Board certifying that SETA/Sacramento Works has met all of the eligibility requirement to be designated as a High Performing Board. This designation allows local areas to be eligible to participate in receiving WIOA 15 percent Discretionary funds if they become available.

12/01/2020

Kathy Kossick
SETA-Sacramento Works
925 Del Paso Blvd, Suite 100
Sacramento, CA 95815

SUBJECT: Application for Certification of High Performing Board

Dear Director Kossick,

The California Workforce Development Board has received and carefully assessed your application for certification as a High Performing Board under the California Unemployment Insurance Code Section 14200.

This letter is to inform you that SETA-Sacramento Works met the eligibility requirements outlined in [Workforce Services Directive WSD19-12](#). Therefore, your application requesting designation as a High Performing Board for the period of July 1, 2020, through June 30, 2023 has been approved.

If you have any questions, please contact your Employment Development Department Regional Advisor.



TIM RAINEY, Executive Director
California Workforce Development Board

cc: Gabriel Garcia, Regional Advisor

ITEM IV-B- INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: D'et Saurbourne

MEMORANDUM

TO: Ms. Stephanie Nguyen **DATE:** January 8, 2021
FROM: Tracey Anderson, SETA Fiscal Monitor
RE: Desk Fiscal Monitoring of Asian Resources, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RSS	VESL	\$333,842	10/1/19-9/30/2020	10/1/19-9/30/2020
RSS	ES/Std AI	\$112,639	10/1/19-9/30/2020	10/1/19-9/30/2020
RSS	OJT	\$176,000	10/1/19-9/30/2020	10/1/19-9/30/2020

Monitoring Purpose: Initial Follow-up Special Final X

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

Program Operator: Asian Resources, Inc.

Findings and General Observations:

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

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Erika Trujillo **DATE:** November 24, 2020
FROM: Tracey Anderson, SETA Fiscal Monitor
RE: Desk Fiscal Monitoring of Crossroads Diversified Services, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	OSY	\$133,847	7/1/19-6/30/20	1/1/2020-6/30/2020

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: 9/18/2020, 9/25, 10/5, 10/14, 10/28, 11/5, 11/23

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

Program Operator: Crossroads Diversified Services, Inc.

Findings and General Observations:

- 1) We have reviewed the WIOA program of Out of School Youth from 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. Kathy Rothberg **DATE:** January 14, 2021
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>
RESS	VESL	\$387,500	10/1/19-9/30/2020	10/1/19-9/30/2020
RESS	ES Stand Alone	\$118,500	10/1/19-9/30/2020	10/1/19-9/30/2020
RESS	OJT	\$176,000	10/1/19-9/30/2020	10/1/19-9/30/2020

Monitoring Purpose: Initial Follow-up Special Final

Date of review: December 2020

AREAS EXAMINED	SATISFACTORY		COMMENTS/ 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	X			
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) The total costs as reported to SETA from October 1, 2019 to September 30, 2020 RESS 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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Lisa Teal **DATE:** November 18, 2020

FROM: Tracey Anderson, SETA Fiscal Monitor

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

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
Head Start	Basic & COLA	\$7,741,947	8/1/19-7/31/2020	4/1/2020-7/31/2020
Head Start	COVID	\$924,506	8/1/19-7/31/2020	8/1/19-7/31/2020
Head Start	T & TA	\$33,400	8/1/19-7/31/2020	4/1/2020-7/31/2020
Early HS	Basic & COLA	\$1,837,036	8/1/19-7/31/2020	4/1/2020-7/31/2020
Early HS	T & TA	\$30,912	8/1/19-7/31/2020	4/1/2020-7/31/2020
Duration		\$731,620	8/1/19-7/31/2020	4/1/2020-7/31/2020

Monitoring Purpose: Initial Follow Up Special Final X

Date of Review: October 2020, 11/4, 11/12, 11/13

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

Program Operator: San Juan Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from April 1, 2020 to July 31, 2020 for the Head Start and Early Head Start programs have been traced to the delegate agency's records. The records were verified and appeared to be in order with the following exception;
- 2) SJUSD expensed \$2,070, along with indirect costs, in a construction project that at a later date was returned to the program. This was refunded to SETA by another funding source. According to 2CFR section §200.309 – Period of Performance,
 - a. “A non-Federal entity may charge to the Federal award only allowable costs incurred during the period of performance (except as described in §200.461 Publication and printing costs) and any costs incurred before the Federal awarding agency or pass-through entity made the Federal award that were authorized by the Federal awarding agency or pass-through entity.”

Recommendations for Corrective Action:

- 1) We recommend the sub-grantee carefully review expenses to ensure they are charged to the proper program year and do not have to be refunded.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Edenausegboye Davis **DATE:** November 2, 2020

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Fiscal Monitoring Desk Review of Women’s Civic Improvement Club

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & Cola	\$1,182,485	8/1/19-7/31/2020	4/1/2020-7/31/2020
Head Start	T & TA	\$11,700	8/1/19-7/31/2020	4/1/2020-7/31/2020
Head Start	Duration	\$163,146	8/1/19-7/31/2020	4/1/2020-7/31/2020
Head Start	COVID	\$105,457	8/1/19-7/31/2020	8/1/2019-7/31/2020

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: 10/19/2020, 10/22, 10/26, 10/29

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

Program Operator: Women's Civic Improvement Club

Findings and General Observations:

- 1) We have reviewed the Head Start, T & T/A, Duration and Expansion (Start-up) programs from April 1, 2020 to July 31, 2020. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board

ITEM IV-C – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

PRESENTER: William Walker

SETA- Employer Activity Report

The following is an update of information as of January 15, 2021

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
All West Coachlines, Inc.	9	Motorcoach Operator Driver	1
Children's Receiving Home of Sacramento	6	Behavioral Health Specialist	1
	6	Clinical Program Manager	1
City of Elk Grove	7	Communications Bureau Manager	1
	9	Dispatcher	2
	9	Police Officer - Entry Level	1
City of Sacramento	9	Administrative Assistant	1
	9	Administrative Technician	1
	9	Animal Control Officer II	1
	9	Aquatics Specialist	1
	9	Assistant Pool Manager	1
	9	Building Monitor	1
	9	Camp Caretaker	1
	9	Camp Program Director	1
	9	Community Service Officer I	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
	9	Equipment Mechanic III	1
	9	Fleet Service Coordinator	1
	4	Information Technology Supervisor	1
	9	Labor Relations Officer	1
	6	Nurse -Adaptive Recreation	1
	9	Park Maintenance Worker II	1
	9	Payroll Technician	1
	9	Permit Services Supervisor	1
	9	Personnel Transaction Coordinator	1
9	Pick-Up Driver	1	
9	Planning Director	1	
1	Plant Operator	1	

SETA- Employer Activity Report

The following is an update of information as of January 15, 2021

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
City of Sacramento	9	Police Recruit	2
	9	Principal Budget Analyst	1
	9	Program Specialist	1
	9	Program Specialist -Financial Specialist	1
	9	Recreation Aide	2
	9	Senior Accounting Technician	1
	9	Senior Animal Care Technician	1
	4	Senior Applications Developer	1
	9	Senior Engineer	2
	9	Senior Lifeguard	1
	9	Senior Recreation Aide	1
	9	Senior Staff Assistant	1
	3	Structural Maintenance Supervisor	1
	9	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
Good Times Motorsports	9	Motorcycle Mechanic	1
	9	Parts Counter Sales Person	1
Habitat for Humanity of Greater Sacramento	9	Homeowner Services Manager	1
Health Advocates	9	Coordinator- Sacramento	1
HealthNow Administrative Services	6	Customer Service Representative 1	4
KinderCare Education LLC	4	Teacher	8
Leadstart Security Inc.	9	Customer Facing Armed Security	1
	9	Mobile Patrol Officer	1
	9	Unarmed Security Guard	1

SETA- Employer Activity Report

The following is an update of information as of January 15, 2021

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
Los Rios Community College District	4	Administrative Assistant I	1
	4	Associate Vice Chancellor of Human Resources	1
	4	Certified Nursing Assistant Adjunct Professor	1
	4	Clerk III	1
	4	Counseling Clerk I	1
	4	Faculty Diversity Internship Program	1
	4	History Assistant Professor	1
	7	Information Technology Technical Services	1
	4	Medical-Surgical Nursing Assistant Professor	1
	4	Senior Information Technical Business/Technical	1
	4	Special Projects Beacon Supplemental Instructions	1
	4	Tutorial Services Assistant	1
	4	Vice President, Instruction	1
Mark Seeding Services & Erosion Control Tech	3	Erosion Control Applicator	2
McLane Company, Inc	9	Reset Specialist	1
Panera Bread	5	Catering Coordinator	1
	5	Shift Supervisor	1
Options In Supported Living, LLC	9	Personal Support Staff	5
Remetronix	9	Customer Service Engineer	1
	9	Warehouse Technician	1
Rx HealthCare Services	6	In-Home Caregiver	10
Sacramento LGBT Community Center	6	Assistant Director of Health Services	1
	9	Housing Navigator	1
Tesco Controls, Inc.	9	Engineering Manager	1
	9	Field Service Technician	1
	9	General Application	1
	9	Industrial Maintenance Technician	1
The Panther Group	9	Bilingual Customer Service Representative	50

SETA- Employer Activity Report

The following is an update of information as of January 15, 2021

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy; 3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
USCB, Inc.	9	Representative I, Customer Service	1
Utiliquest, LLC	9	Utility Line Locater	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
Total			331

ITEM IV-D- INFORMATION

DISLOCATED WORKER UPDATE

BACKGROUND:

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

PRESENTER: William Walker

Dislocated Worker Information PY 2020/2021

The following is an update of information as of January 22, 2021

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Contacted	COVID-19 Related
King's Casino Management Corporation 6508 Antelope Rd. Citrus Heights, CA 95621	Gambling	7/1/2020	Temporary	319	Citrus Heights, CA	Yes	Y
Philz Coffee Inc. 1725 R Street Sacramento, CA 95811	Restaurant	7/10/2020	Permanent	2	Sacramento, CA	Yes	Y
Paradies Shops, LLC 6900 Airport Blvd. Sacramento, CA 95837	Retail	7/16/2020	Temporary	40	Sacramento, CA	Yes	Y
Torrid Sacramento County	Retail	7/20/2020	Temporary	13	Sacramento, CA	Yes	Y
Goodwill Industries of Sacramento Valley and Northern Nevada, Inc. Sacramento County, CA	Retail	7/22/2020	Permanent	178	Sacramento, CA	Yes	Y
Hawaiian Airlines 6900 Airport Blvd. Sacramento, CA 95837	Transportation	7/29/2020	Temporary	2	Sacramento, CA	No	Y
Adesa, Inc. dba Adesa Brasher's 233 Blacktop Rd. Rio Linda, CA 95673	Retail	8/1/2020	Permanent	113	Sacramento, CA	Yes	Y
Embassy Suites by Hilton 100 Capitol Mall Sacramento, CA 95814	Hospitality	8/7/2020	Temporary	46	Sacramento, CA	Yes	Y
Champs Store 14539 1689 Arden Way Sacramento, CA 95815	Retail	8/7/2020	Temporary	47	Sacramento, CA	Yes	Y
Aramark Sacramento, CA	Uniform Services	8/13/2020	Permanent	91	Sacramento, CA	Yes	Y
Hertz 6327 Aviation Dr. Sacramento, CA 95837	Retail	8/17/2020	Permanent	63	Sacramento, CA	Yes	Y
The Niello Company All Dealer in Sacramento County Sacramento, CA	Retail	8/18/2020	Temporary	139	Sacramento, CA	Yes	Y
Decore-ative Specialties, Inc 10481 E. Stockton Blvd. Elk Grove, CA 95624	Retail	8/21/2020	Permanent	133	Elk Grove, CA	Yes	Y
Food Source-Raley's 430 Elkhorn Blvd. Rio Linda, CA 95673	Retail	8/25/2020	Permanent	53	Sacramento, CA	Yes	Y
Food Source-Raley's 3547 Bradshaw Rd. Sacramento, CA 95827	Retail	8/25/2020	Permanent	48	Sacramento, CA	Yes	Y

Dislocated Worker Information PY 2020/2021

The following is an update of information as of January 22, 2021

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Contacted	COVID-19 Related
Pier 1 Imports 7440 Laguna Blvd Elk Grove, CA 95758	Retail	8/31/2020	Permanent	12	Elk Grove, CA	Yes	Y
Pier 1 Imports 2775 E. Bidwell Folsom, CA 95630	Retail	8/31/2020	Permanent	12	Folsom, CA	Yes	Y
Pier 1 Imports 1874 Arden Way Sacramento, CA 95815	Retail	8/31/2020	Permanent	12	Sacramento, CA	Yes	Y
Coca Cola Company 826 National Dr. Ste 200 Sacramento, CA 95834	Distribution	8/31/2020	Permanent	17	Sacramento, CA	Yes	Y
Taste, Inc. 6900 Airport Blvd. Sacramento, CA 95837	Restaurant	9/1/2020	Temporary	8	Sacramento, CA	Yes	Y
Nordstrom 1651 Arden Way Sacramento, CA	Retail	9/10/2020	Permanent	296	Sacramento, CA	Yes	Y
Crescent Resorts & Hotel, LLC dba Residence Inn 112115th St. Sacramento, CA 95814	Hospitality	9/23/2020	Permanent	30	Sacramento, CA	Yes	Y
Parkwest Casino Cordova 2801 Prospect Park Dr. Rancho Cordova, CA 95670	Gambling	9/23/2020	Temporary	6	Rancho Cordova, CA	Yes	Y
Parkwest Casino Lotus 6100 Stockton Blvd. Sacramento, CA 95824	Gambling	9/23/2020	Temporary	30	Sacramento, CA	Yes	Y
SSP America 6900 Airport Blvd. Sacramento, CA 95837	Restaurant	9/27/2020	Temporary	171	Sacramento, CA	Yes	N
WASH Laundry Systems, LLC 8130-40 37th Avenue Sacramento, CA 95824	Commercial Laundry	9/30/2020	Permanent	1	Sacramento, Ca	Yes	Y
Phillips Image Guided Therapy Corporation 2870 Kilgore Rd. Rancho Cordova, CA 95670	Medical	9/30/2020	Permanent	120	Rancho Cordova, CA	Yes	N
Deja Vu Showgirls-Sacramento, LLC 11252 Trade Center Dr. Rancho Cordova, CA 95742	Entertainment	9/30/2020	Permanent	90	Rancho Cordova, CA	Yes	Y
Coit Cleaning and Restoration 3499 Business Dr. Sacramento, CA 95820	Cleaning	10/6/2020	Temporary	6	Sacramento, CA	Yes	Y

Dislocated Worker Information PY 2020/2021

The following is an update of information as of January 22, 2021

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Contacted	COVID-19 Related
HMS Host 6850 Airport Blvd Ste 28 Sacramento, CA 95837	Hospitality	10/15/2020	Permanent	78	Sacramento, CA	Yes	Y
Liquid-box Corporation 5000 Warehouse Way Sacramento, CA 95826	Packaging	11/2/2020	Permanent	22	Sacramento, CA	Yes	N
Spare Time Sports Club 2450 Natomas Park Dr. Sacramento, CA 95833	Health/Fitness	11/5/2020	Permanent	89	Sacramento, CA	Yes	Y
Kaiser Permanente Sacramento, CA	Medical	11/30/2020	Permanent	7	Sacramento, CA	Yes	N
PT Gaming, LLC dba Capitol Casino 411 N.16th St. Sacramento, CA 95811	Gambling	12/10/2020	Permanent	30	Sacramento, CA	Yes	Y
Pavilion Car Wash, Quick Lube & Detail Center 2334 Fair Oaks Blvd. Sacramento, CA 95825	Retail	12/11/2020	Temporary	68	Sacramento, CA	Yes	N
LIFETIME Sacramento County	Health/Fitness	12/12/2020	Temporary	17	Sacramento, CA	Yes	Y
Knighted Ventures, LLC 6010 Stockton Blvd. Sacramento, CA 95824	Gambling	12/21/2020	Temporary	108	Sacramento, CA	Yes	Y
McClatchy Company, LLC 2100 Q St. Sacramento, CA 95816	Publishing	12/27/2020	Permanent	199	Sacramento, CA	Yes	N
Public House Downtown LLC 1132 16th Street Sacramento, CA 95814	Restaurant	12/31/2020	Temporary	45	Sacramento, CA	Yes	Y
Sun G. Wong Enterprises, Inc. dba Iron Horse Tavern 1800 15th Street Sacramento, CA 95811	Restaurant	12/31/2020	Temporary	101	Sacramento, CA	Yes	Y
Tavern on the Hill, LLC, dba Iron Horse Tavern 460 Palladio Parkway Folsom, CA 95630	Restaurant	12/31/2020	Temporary	69	Sacramento, CA	Yes	Y
Tres Hermanas Y Amigo 3, LLC Sacramento, County	Restaurant	12/31/2020	Temporary	179	Sacramento, CA	Yes	Y
Wok in the Park, LLC 1116 15th Street Sacramento, CA 95814	Restaurant	12/31/2020	Temporary	69	Sacramento, CA	Yes	Y
Godiva Chocolatier, Inc. 1689 Arden Way Sacramento, CA 95815	Retail	1/19/2021	Permanent	7	Sacramento, CA	Yes	Y

Dislocated Worker Information PY 2020/2021

The following is an update of information as of January 22, 2021

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Contacted	COVID-19 Related
Hyatt Regency Hotel 1209 L Street Sacramento, CA 95814	Hospitality	1/22/2021	Temporary	12	Sacramento, CA	No	Y
GroceryWorks.com Sacramento County	Transportation	2/27/2021	Permanent	76	Sacramento, CA	Yes	Y
Southwest Airlines 6733 Lindbergh Dr. Sacramento, CA 95837	Transportation	3/15/2021	Temporary	107	Sacramento, CA	Yes	Y
TOTAL				3,381			

ITEM IV-E – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of December was 7.9%.

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

Staff will be available to answer questions.

PRESENTER: Roy Kim

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

Contact: Cara Welch
 (916) 227-0298

**SACRAMENTO—ROSEVILLE—ARDEN-ARCADE METROPOLITAN STATISTICAL AREA
 (MSA)
 (EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)
Leisure and hospitality led month-over and year-over job decline**

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 7.9 percent in December 2020, up from a revised 6.7 percent in November 2020, and above the year-ago estimate of 3.2 percent. This compares with an unadjusted unemployment rate of 8.8 percent for California and 6.5 percent for the nation during the same period. The unemployment rate was 7.0 percent in El Dorado County, 6.2 percent in Placer County, 8.5 percent in Sacramento County, and 7.0 percent in Yolo County.

Between November 2020 and December 2020, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo, decreased by 2,500 to total 969,000 jobs.

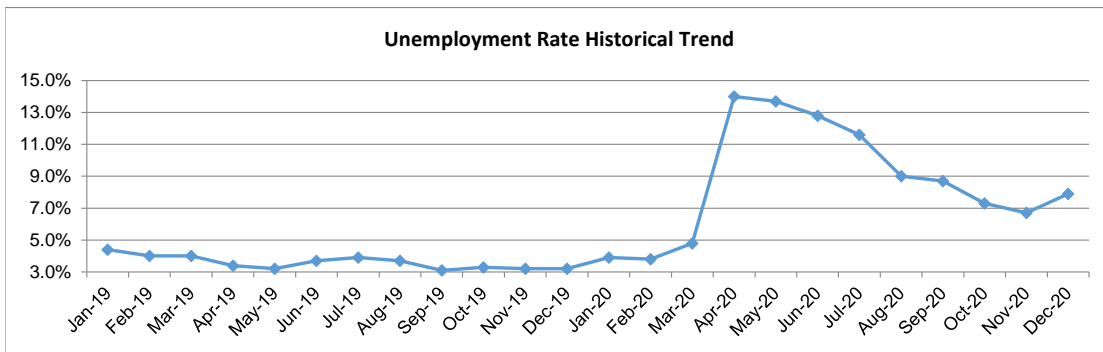
- Leisure and hospitality (down 2,900 jobs) led the region in job losses from November to December. Accommodation and food services (down 3,600 jobs) was responsible for the decline. Meanwhile, arts, entertainment, and recreation gained 700 jobs.
- Education and health services reported a month-over decrease of 2,400 jobs. Health care and social assistance fell 2,200 jobs, which accounted for 92 percent of the decline.
- On the upside, trade, transportation, and utilities led the region in job gains, adding 2,800 jobs. Retail trade (up 1,600 jobs) and transportation, warehousing, and utilities (up 1,300 jobs) were responsible for the expansion.
- Construction employment increased by 1,900 jobs, in contrast to its typical decline during this time. Specialty trade contractors accounted for 68 percent of the gains by adding 1,300 jobs.

Between December 2019 and December 2020, total jobs in the region decreased by 71,500 or 6.9 percent.

- Leisure and hospitality declined by 28,400 jobs with 80 percent of the decrease in accommodation and food services (down 22,700 jobs). Employment also fell in arts, entertainment, and recreation, which reduced by 5,700 jobs.
- Education and health services shed 15,700 jobs since last December. Health care and social assistance lost 14,000 jobs, while educational services cut back 1,700 jobs.
- Other services reported a year-over drop of 10,400 jobs.
- Meanwhile, three major industries reported year-over gains, led by construction (up 1,200 jobs), financial activities (up 800 jobs), and professional and business services (up 700 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 7.9 percent in December 2020, up from a revised 6.7 percent in November 2020, and above the year-ago estimate of 3.2 percent. This compares with an unadjusted unemployment rate of 8.8 percent for California and 6.5 percent for the nation during the same period. The unemployment rate was 7.0 percent in El Dorado County, 6.2 percent in Placer County, 8.5 percent in Sacramento County, and 7.0 percent in Yolo County.



Industry	Nov-2020	Dec-2020	Change		Dec-2019	Dec-2020	Change
	Revised	Prelim				Prelim	
Total, All Industries	971,500	969,000	(2,500)		1,040,500	969,000	(71,500)
Total Farm	7,900	7,800	(100)		7,800	7,800	0
Total Nonfarm	963,600	961,200	(2,400)		1,032,700	961,200	(71,500)
Mining, Logging, and Construction	66,600	68,500	1,900		67,300	68,500	1,200
Mining and Logging	500	500	0		500	500	0
Construction	66,100	68,000	1,900		66,800	68,000	1,200
Manufacturing	32,800	33,000	200		37,100	33,000	(4,100)
Trade, Transportation & Utilities	157,500	160,300	2,800		169,000	160,300	(8,700)
Information	10,500	10,500	0		11,700	10,500	(1,200)
Financial Activities	54,800	54,500	(300)		53,700	54,500	800
Professional & Business Services	137,100	138,200	1,100		137,500	138,200	700
Educational & Health Services	156,300	153,900	(2,400)		169,600	153,900	(15,700)
Leisure & Hospitality	83,500	80,600	(2,900)		109,000	80,600	(28,400)
Other Services	26,100	24,500	(1,600)		34,900	24,500	(10,400)
Government	238,400	237,200	(1,200)		242,900	237,200	(5,700)

Notes: Data not adjusted for seasonality. Data may not add due to rounding
 Labor force data are revised month to month

January 22, 2021

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

	Dec 19	Oct 20	Nov 20 Revised	Dec 20 Prelim	Percent Change Month	Year
Civilian Labor Force (1)	1,104,600	1,110,700	1,088,700	1,096,900	0.8%	-0.7%
Civilian Employment	1,069,600	1,029,400	1,015,900	1,010,500	-0.5%	-5.5%
Civilian Unemployment	35,000	81,400	72,800	86,400	18.7%	146.9%
Civilian Unemployment Rate (CA Unemployment Rate)	3.2%	7.3%	6.7%	7.9%		
(U.S. Unemployment Rate)	3.4%	6.6%	6.4%	6.5%		
Total, All Industries (2)	1,040,500	968,100	971,500	969,000	-0.3%	-6.9%
Total Farm	7,800	8,700	7,900	7,800	-1.3%	0.0%
Total Nonfarm	1,032,700	959,400	963,600	961,200	-0.2%	-6.9%
Total Private	789,800	720,800	725,200	724,000	-0.2%	-8.3%
Goods Producing	104,400	101,200	99,400	101,500	2.1%	-2.8%
Mining, Logging, and Construction	67,300	67,700	66,600	68,500	2.9%	1.8%
Mining and Logging	500	500	500	500	0.0%	0.0%
Construction	66,800	67,200	66,100	68,000	2.9%	1.8%
Construction of Buildings	14,900	16,800	16,200	16,400	1.2%	10.1%
Specialty Trade Contractors	45,600	43,400	43,000	44,300	3.0%	-2.9%
Building Foundation & Exterior Contractors	13,100	12,300	12,000	12,900	7.5%	-1.5%
Building Equipment Contractors	18,900	18,600	18,600	18,600	0.0%	-1.6%
Building Finishing Contractors	9,700	8,400	8,400	8,400	0.0%	-13.4%
Manufacturing	37,100	33,500	32,800	33,000	0.6%	-11.1%
Durable Goods	24,300	21,300	21,400	21,500	0.5%	-11.5%
Computer & Electronic Product Manufacturing	4,900	4,900	4,900	4,900	0.0%	0.0%
Nondurable Goods	12,800	12,200	11,400	11,500	0.9%	-10.2%
Food Manufacturing	4,100	4,500	3,600	3,600	0.0%	-12.2%
Service Providing	928,300	858,200	864,200	859,700	-0.5%	-7.4%
Private Service Providing	685,400	619,600	625,800	622,500	-0.5%	-9.2%
Trade, Transportation & Utilities	169,000	150,600	157,500	160,300	1.8%	-5.1%
Wholesale Trade	28,200	24,300	24,400	24,300	-0.4%	-13.8%
Merchant Wholesalers, Durable Goods	16,200	13,500	13,700	13,600	-0.7%	-16.0%
Merchant Wholesalers, Nondurable Goods	10,400	9,400	9,300	9,300	0.0%	-10.6%
Retail Trade	105,200	94,400	98,300	99,900	1.6%	-5.0%
Motor Vehicle & Parts Dealer	15,200	13,800	13,800	13,900	0.7%	-8.6%
Building Material & Garden Equipment Stores	7,900	8,000	8,000	7,900	-1.3%	0.0%
Grocery Stores	19,300	19,700	19,800	19,800	0.0%	2.6%
Health & Personal Care Stores	5,800	5,500	5,600	5,600	0.0%	-3.4%
Clothing & Clothing Accessories Stores	9,200	5,900	6,500	6,900	6.2%	-25.0%
Sporting Goods, Hobby, Book & Music Stores	4,100	3,200	3,400	3,400	0.0%	-17.1%
General Merchandise Stores	21,000	19,200	20,800	21,800	4.8%	3.8%
Transportation, Warehousing & Utilities	35,600	31,900	34,800	36,100	3.7%	1.4%
Information	11,700	10,400	10,500	10,500	0.0%	-10.3%
Publishing Industries (except Internet)	2,300	2,200	2,200	2,200	0.0%	-4.3%
Telecommunications	3,100	2,900	3,000	2,900	-3.3%	-6.5%
Financial Activities	53,700	54,900	54,800	54,500	-0.5%	1.5%
Finance & Insurance	36,000	36,800	36,900	36,800	-0.3%	2.2%
Credit Intermediation & Related Activities	10,400	10,400	10,600	10,700	0.9%	2.9%
Depository Credit Intermediation	6,200	6,200	6,100	6,100	0.0%	-1.6%
Nondepository Credit Intermediation	2,200	2,300	2,500	2,500	0.0%	13.6%
Insurance Carriers & Related	21,200	22,100	22,000	21,800	-0.9%	2.8%
Real Estate & Rental & Leasing	17,700	18,100	17,900	17,700	-1.1%	0.0%
Real Estate	13,700	14,100	14,000	13,800	-1.4%	0.7%
Professional & Business Services	137,500	137,000	137,100	138,200	0.8%	0.5%
Professional, Scientific & Technical Services	59,900	63,800	62,200	63,500	2.1%	6.0%
Architectural, Engineering & Related Services	10,900	11,100	11,000	11,300	2.7%	3.7%
Management of Companies & Enterprises	13,400	13,600	13,400	13,400	0.0%	0.0%
Administrative & Support & Waste Services	64,200	59,600	61,500	61,300	-0.3%	-4.5%
Administrative & Support Services	61,300	57,200	59,100	58,900	-0.3%	-3.9%
Employment Services	22,200	19,700	19,600	19,700	0.5%	-11.3%

Data Not Seasonally Adjusted

	Dec 19	Oct 20	Nov 20 Revised	Dec 20 Prelim	Percent Change Month	Percent Change Year
Services to Buildings & Dwellings	17,000	16,200	16,500	16,300	-1.2%	-4.1%
Educational & Health Services	169,600	157,100	156,300	153,900	-1.5%	-9.3%
Education Services	13,400	11,800	11,900	11,700	-1.7%	-12.7%
Health Care & Social Assistance	156,200	145,300	144,400	142,200	-1.5%	-9.0%
Ambulatory Health Care Services	56,600	57,300	56,900	56,100	-1.4%	-0.9%
Hospitals	25,400	24,800	24,800	24,900	0.4%	-2.0%
Nursing & Residential Care Facilities	17,500	17,000	16,900	17,000	0.6%	-2.9%
Leisure & Hospitality	109,000	83,000	83,500	80,600	-3.5%	-26.1%
Arts, Entertainment & Recreation	17,200	9,800	10,800	11,500	6.5%	-33.1%
Accommodation & Food Services	91,800	73,200	72,700	69,100	-5.0%	-24.7%
Accommodation	10,400	4,000	4,500	4,800	6.7%	-53.8%
Food Services & Drinking Places	81,400	69,200	68,200	64,300	-5.7%	-21.0%
Restaurants	77,100	64,800	64,100	60,300	-5.9%	-21.8%
Full-Service Restaurants	35,000	26,700	26,700	23,500	-12.0%	-32.9%
Limited-Service Eating Places	42,100	38,100	37,400	36,800	-1.6%	-12.6%
Other Services	34,900	26,600	26,100	24,500	-6.1%	-29.8%
Repair & Maintenance	10,500	7,700	7,600	7,600	0.0%	-27.6%
Government	242,900	238,600	238,400	237,200	-0.5%	-2.3%
Federal Government	14,100	15,300	14,700	14,600	-0.7%	3.5%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	228,800	223,300	223,700	222,600	-0.5%	-2.7%
State Government	124,000	122,700	122,600	122,300	-0.2%	-1.4%
State Government Education	32,600	27,200	27,200	27,600	1.5%	-15.3%
State Government Excluding Education	91,400	95,500	95,400	94,700	-0.7%	3.6%
Local Government	104,800	100,600	101,100	100,300	-0.8%	-4.3%
Local Government Education	57,400	55,200	56,200	55,500	-1.2%	-3.3%
Local Government Excluding Education	47,400	45,400	44,900	44,800	-0.2%	-5.5%
County	19,400	19,600	19,100	19,100	0.0%	-1.5%
City	10,300	9,400	9,400	9,300	-1.1%	-9.7%
Special Districts plus Indian Tribes	17,700	16,400	16,400	16,400	0.0%	-7.3%

Notes:

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

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

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

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

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

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,916,400	17,246,800	1,669,600	8.8%
ALAMEDA	20	819,800	757,100	62,700	7.6%
ALPINE	14	630	580	50	7.3%
AMADOR	28	14,290	13,090	1,200	8.4%
BUTTE	27	93,800	86,100	7,700	8.2%
CALAVERAS	14	20,410	18,920	1,490	7.3%
COLUSA	57	9,660	8,160	1,500	15.5%
CONTRA COSTA	23	545,800	502,800	43,000	7.9%
DEL NORTE	39	9,230	8,390	850	9.2%
EL DORADO	10	90,800	84,400	6,300	7.0%
FRESNO	45	445,500	399,300	46,200	10.4%
GLENN	22	12,610	11,640	970	7.7%
HUMBOLDT	18	60,700	56,200	4,500	7.5%
IMPERIAL	58	67,100	55,300	11,900	17.7%
INYO	9	8,230	7,660	570	6.9%
KERN	53	377,500	334,900	42,600	11.3%
KINGS	52	56,000	49,900	6,200	11.0%
LAKE	37	28,610	26,050	2,560	9.0%
LASSEN	13	9,290	8,630	660	7.1%
LOS ANGELES	48	4,896,200	4,374,500	521,600	10.7%
MADERA	42	61,500	55,400	6,100	9.9%
MARIN	1	134,100	126,800	7,400	5.5%
MARIPOSA	44	7,160	6,420	740	10.3%
MENDOCINO	26	36,300	33,370	2,920	8.1%
MERCED	55	113,600	100,500	13,100	11.5%
MODOC	35	3,060	2,780	270	8.9%
MONO	35	8,300	7,570	740	8.9%
MONTEREY	54	188,700	167,200	21,500	11.4%
NAPA	14	71,100	65,900	5,200	7.3%
NEVADA	8	47,420	44,180	3,230	6.8%
ORANGE	17	1,598,700	1,479,700	119,100	7.4%
PLACER	4	184,900	173,400	11,500	6.2%
PLUMAS	48	7,310	6,530	780	10.7%
RIVERSIDE	38	1,108,600	1,008,300	100,400	9.1%
SACRAMENTO	30	714,700	653,600	61,100	8.5%
SAN BENITO	32	30,800	28,100	2,700	8.7%
SAN BERNARDINO	39	977,800	887,700	90,000	9.2%
SAN DIEGO	24	1,593,900	1,466,500	127,400	8.0%
SAN FRANCISCO	5	566,200	529,900	36,300	6.4%
SAN JOAQUIN	47	325,500	290,800	34,700	10.6%
SAN LUIS OBISPO	7	131,700	122,800	8,900	6.7%
SAN MATEO	2	444,300	418,600	25,700	5.8%
SANTA BARBARA	20	211,500	195,500	16,100	7.6%
SANTA CLARA	3	1,040,900	979,000	61,900	5.9%
SANTA CRUZ	30	127,600	116,700	10,800	8.5%
SHASTA	24	73,400	67,500	5,900	8.0%
SIERRA	10	1,290	1,200	90	7.0%
SISKIYOU	48	15,160	13,540	1,620	10.7%
SOLANO	34	206,100	187,900	18,200	8.8%
SONOMA	6	250,600	234,400	16,200	6.5%
STANISLAUS	42	235,100	211,700	23,400	9.9%
SUTTER	51	41,700	37,200	4,500	10.9%
TEHAMA	32	24,040	21,960	2,090	8.7%
TRINITY	28	4,250	3,900	360	8.4%
TULARE	56	194,100	171,200	22,900	11.8%
TUOLUMNE	41	19,680	17,810	1,870	9.5%
VENTURA	18	413,800	382,700	31,100	7.5%
YOLO	10	106,500	99,100	7,500	7.0%
YUBA	45	28,800	25,800	3,000	10.4%

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-F - INFORMATION

HEAD START REPORTS

BACKGROUND:

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

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

Staff will be available to answer questions.

PRESENTER: Denise Lee

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

November 2020

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

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

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	1756	186	11%	589	82	14%
Twin Rivers USD	140	33	24%	40	1	3%
Elk Grove USD	440	24	5%			
Sac City USD	736	38	5%			
San Juan USD	1052	77	7%	160	7	4%
WCIC	120	6	5%			
EHS CCP				80	15	19%
COUNTY TOTAL	4244	364	9%	869	105	12%

AFE: Annual Funded Enrollment

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

December 2020

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

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	1756	188	11%	589	87	15%
Twin Rivers USD	140	40	29%	40	2	5%
Elk Grove USD	440	24	5%			
Sac City USD	736	38	5%			
San Juan USD	1052	81	8%	160	7	4%
WCIC	120	6	5%			
EHS CCP				80	17	21%
COUNTY TOTAL	4244	377	9%	869	113	13%

AFE: Annual Funded Enrollment

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 11/30/20	(b) % Actual to Funded
Elk Grove USD	440	257	58
Sacramento City USD	736	327	44
SETA	1,736	1,302	75
San Juan USD	1,044	815	78
Twin Rivers USD	160	162	101
WCIC/Playmate	120	70	58
Total	4,236	2,934	69

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 11/30/20	(b) % Actual to Funded
SETA	573	538	94
San Juan USD	163	168	103
TRUSD	56	40	71
Total	792	746	94

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 11/30/20	(b) % Actual to Funded
SETA	80	75	94
Total	80	75	94

- (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:

- 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:

- Several families dropped in October.
- 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.

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 12/22/20	(b) % Actual to Funded
Elk Grove USD	440	255	58
Sacramento City USD	736	332	45
SETA	1,736	1,325	76
San Juan USD	1,044	834	80
Twin Rivers USD	160	163	102
WCIC/Playmate	120	71	59
Total	4,236	2,980	70

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 12/22/20	(b) % Actual to Funded
SETA	573	534	93
San Juan USD	163	158	96
TRUSD	56	41	73
Total	792	733	93

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 12/22/20	(b) % Actual to Funded
SETA	80	76	95
Total	80	76	95

- (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, Early Head Start and EHS-CCP

All under-enrolled programs, SETA and delegate agencies:

- 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 storefronts has been challenging.
- Highly promoting enhanced Distance Learning program to attract new enrollment.

Monthly Program Information Report

JANUARY 2021



Update on Re-opening SETA-Operated Centers

SETA recognizes the importance of reopening in-person services for children and families. We also know that COVID-19 has exponentially spread across our community once again, extending the Shelter-in-Place order. While the decision to remain in distance learning verses return to in-person services is not an easy one, the SETA management team and its AFSCME union leadership recognizes that many families need daily care to return to work and/or maintain current employment. As a result, SETA anticipates reopening centers in the coming months starting with one or two locations. From there, the program will slowly roll out additional centers with a couple of weeks in between each reopening. The weeks in between will allow staff to adjust to any unexpected cases, possible setbacks, and/or changes in the community status.

What will happen next is:

- A SETA Family Services Worker will reach out to each enrolled family to determine their desire to return to in-person services or remain in distance learning.
- Classes will be limited to a maximum of 13 preschoolers or 6 toddlers per classroom.
- Since space is limited, priority will be given to currently enrolled families in the SETA Head Start/Early Head Start program, focusing on the needs of working families. New enrollees will be added as space is available.
- Staff will notify families in advance of their center reopening date.
- Up-to-date physical exams and immunizations will be required to return to school. It is highly recommended to secure a medical appointment in advance for physical exams and/or immunizations that may have lapsed during the pandemic.

More information will be forthcoming and available through your Family Services Worker, your child's teacher and/or the Site Supervisor.

REMINDERS

SETA will receive a State monitoring review during the week of April 19, 2021.

SETA is awaiting notification for its Federal monitoring review which will take place prior to September 30, 2021.

Head Start/Early Head Start Refunding Grant Applications for 2021-2022 are due May 1, 2021.

Weekly grant planning meetings for 2021-2022 will begin in mid-February. Exact dates to be determined.

Updates from the Office of Head Start

Interim Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies

ACF-PI-HS-20-07

On December 4, 2020, the Office of Head Start (OHS) announced an interim final rule that adds a new section to the Head Start Program Performance Standards. This new section, 45 CFR §1304.17, establishes parameters by which OHS may make designation renewal determinations when certain federally declared disasters or emergencies prevent collection of all data normally required for making such determinations.

The Head Start Act requires OHS to implement a Designation Renewal System (DRS) to determine which grants may be renewed noncompetitively and which grants will be subject to an open competition for the next five-year period. The Act stipulates the types of data OHS must consider as part of these designation renewal determinations, including the use of a valid and reliable research-based observational tool that examines the quality of teacher-child interactions.

Due to the ongoing federally declared public health emergency associated with the COVID-19, OHS has not been able to send observers on-site to conduct CLASS® reviews of Head Start grants since March 2020. OHS has also determined it cannot conduct CLASS® reviews during the 2020–2021 program year. To ensure the continuity of Head Start services, OHS must establish a process for making DRS determinations in the absence of required data due to a federally declared disaster or emergency.

Although this interim change is effective immediately, OHS is taking public comment in writing.

For more information, visit the website at:

<https://eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-20-07>

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.