



**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, March 4, 2021

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

**LOCATION:** Zoom login:  
<https://us02web.zoom.us/j/87390805934?pwd=TmtCVnNIS2tRMEtXWXRuTFZkOHVvQT09>

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: <http://us02web.zoom.us/j/87390805934?pwd=TmtCVnNIS2tRMEtXWXRuTFZkOHVvQT09>. 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,,87390805934# US (San Jose) US (San Jose). Meeting ID: 873 9080 5934; Passcode: 617077. Find your local number: <https://us02web.zoom.us/j/87390805934?pwd=TmtCVnNIS2tRMEtXWXRuTFZkOHVvQT09>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: [Nancy.Hogan@seta.net](mailto:Nancy.Hogan@seta.net). Any member of the public who wishes to speak directly to the board regarding any item on the agenda may contact Nancy Hogan at (916) 263-3827, or [Nancy.Hogan@seta.net](mailto:Nancy.Hogan@seta.net). Please include in your request which item you would like to participate on. Additionally, during the meeting any questions or comments may be submitted via the Q&A or chat features on Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the Governing Board and included in the record.

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

**A G E N D A**

**Page Number**

- I. **Call to Order/Roll Call/Pledge of Allegiance**
- II. **CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**  
Pursuant to Government Code Section 54957.6  
Agency Negotiator: Dee Contreras  
Employee Organization: AFSCME Local 146
- III. **Consent Items**
  - A. Approval of Minutes of the February 4, 2021 Regular Board Meeting 1-5
  - B. Approval of Claims and Warrants 6

|            |  |       |
|------------|--|-------|
| C.         | Approval to Adjust Zones in the Broadband/Performance Management Policy (D'et Saurbourne)  | 7-8   |
| D.         | Receive, Adopt and File the Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2021 (D'et Saurbourne)  | 9     |
| E.         | Approval of the Submission of Workforce Accelerator Applications to the California Workforce Development Board and Authorize the Executive Director to Execute the Agreements and any Other Documents Required by the Funding Source (Terri Carpenter) | 10    |
| F.         | Approval of the Private Sector and Low-Income Sector Lists and the Appointment of Low-Income and Private Sector Organizations to Select Representatives and Alternates to Serve on SETA's Community Action Board (Julie Davis-Jaffe)                   | 11-21 |
| <b>IV.</b> | <b><u>Action Items</u></b>   |       |
| <b>A.</b>  | <b>GENERAL ADMINISTRATION/SETA</b>   |       |
| 1.         | Approval of Election of Vice-Chairperson to the SETA Governing Board (Kathy Kossick)   | 22    |
| 2.         | Approval of Reappointments to the Sacramento Works Workforce Development Board (Kathy Kossick)   | 23-26 |
| 3.         | Approval to Release a Request for Proposals for a Human Resources Information System (HRIS) (D'et Saurbourne)  | 27    |
| <b>B.</b>  | <b>WORKFORCE DEVELOPMENT DEPARTMENT</b><br><u>Community Services Block Grant</u> : No items.<br><u>Refugee Services</u> : No items.<br><br><u>One Stop Services</u>  |       |
| 1.         | Agree with the Sacramento Works Workforce Development Board to Approve the Selection of One-Stop Operator (Roy Kim)  | 28-29 |
| <b>C.</b>  | <b>CHILDREN AND FAMILY SERVICES:</b> None.   |       |
| <b>V.</b>  | <b><u>Information Items</u></b>  |       |
| <b>A.</b>  | Report on American Express Corporate Account Rewards Points Program as of December 31, 2020 (D'et Saurbourne)  | 30-31 |

|             |   |       |
|-------------|---|-------|
| B.          | Fiscal Monitoring Reports (D'et Saurbourne)   | 32-56 |
|             | <ul style="list-style-type: none"> <li>• Elk Grove Food Bank</li> <li>• Folsom Cordova Unified School District</li> <li>• Greater Sacramento Urban League</li> <li>• JUMA Ventures, Inc.</li> <li>• Pivot Sacramento</li> <li>• PRO Youth and Families</li> <li>• Rose Family Creative Empowerment</li> <li>• Sacramento City Unified School District (2 reports)</li> <li>• The Salvation Army</li> <li>• Twin Rivers Unified School District-RSS</li> <li>• World Relief Corporation</li> </ul> |       |
| C.          | Employer Success Stories and Activity Report (William Walker)   | 57-61 |
| D.          | Dislocated Worker Update (William Walker)   | 62-66 |
| E.          | Head Start Reports (Denise Lee)   | 67-70 |
| <b>VI.</b>  | <b><u>Reports to the Board</u></b>  | 71    |
| A.          | Chair   |       |
| B.          | Executive Director  |       |
| C.          | Deputy Directors  |       |
| D.          | Counsel   |       |
| E.          | Members of the Board  |       |
| F.          | Public  |       |
| <b>VII.</b> | <b><u>Adjournment</u></b>   |       |

**DISTRIBUTION DATE: WEDNESDAY, FEBRUARY 24, 2021**

ITEM III-A-CONSENT

APPROVAL OF MINUTES OF THE FEBRUARY 4, 2021  
REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the February 4, 2021 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, February 4, 2021  
10:00 a.m.

**I. Call to Order**

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

Members Present:

Patrick Kennedy, Member, Board of Supervisors  
Don Nottoli, Member, Board of Supervisors  
Eric Guerra, Councilmember, City of Sacramento  
Mai Vang, Councilmember, City of Sacramento  
Sophia Scherman, Chair, Public Representative

**II. Consent Items**

- A. Approval of Minutes of the December 3, 2020 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Extend SETA Retired Annuitant as a Temporary SETA Consultant Employee
- D. Approval of Request to the California Workforce Development Board for SETA to Continue to Provide Career Services Under the Workforce Innovation and Opportunity Act

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

- A. Approve the December 3, 2020 minutes
- B. Approve the claims and warrants for the period 11/24/2020 through 1/27/2021.
- C. 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.
- D. Approve the request to the CWDB for SETA to continue to provide career services under the WIOA.

Roll call vote:

Aye: 5 (Guerra, Kennedy, Nottoli, Vang, Scherman)

Nay: 0

Abstentions: 0

Ms. Scherman welcomed two new board members, Eric Guerra and Mai Vang, representing the City of Sacramento.

Ms. Scherman asked that item III-B – 1 – be moved to the March 4 agenda and requested a motion.

**B. WORKFORCE DEVELOPMENT DEPARTMENT**

1. Agree with the Sacramento Works Workforce Development Board to Approve the Selection of One-Stop Operator

Moved/Nottoli, second/Kennedy, to continue this item to the March 4 agenda.

Roll call vote:

Aye: 5 (Guerra, Kennedy, Nottoli, Vang, Scherman)

Nay: 0

Abstentions: 0

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

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

Ms. D'et Saurbourne noted that this is a continuation from the December agenda. Introduced Chris Ng from the firm of Eide Bailly. Ms. Saurbourne noted that the overall increase in the deficit is due to the pension liability; there were some changes in the actuarial deficit. The 42 million deficit is a liability for retirement. There were some increases in grants: the Children and Family Services reflected a COLA increase and the Refugee Program had a big increase. This is a clean audit with no findings. Mr. Nottoli thanked staff for their work.

Moved/Nottoli, second/Kennedy, approve the Annual Auditor's Report and Financial Statements of the Agency for the fiscal year ended June 30, 2020.

Roll call vote:

Aye: 5 (Guerra, Kennedy, Nottoli, Vang, Scherman)

Nay: 0

Abstentions: 0

2. 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

Mr. Kim offered to answer questions.

Moved/Guerra, second/Vang, to 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.

Roll call vote:

Aye: 5 (Guerra, Kennedy, Nottoli, Vang, Scherman)  
Nay: 0  
Abstentions: 0

**B. WORKFORCE DEVELOPMENT DEPARTMENT**

Community Services Block Grant: No items.

Refugee Services: No items.

**C. CHILDREN AND FAMILY SERVICES**

1. Approval of Budget Modification for Head Start/Early Head Start Program Year 2019-2020 and 2020-2021

Ms. Denise Lee reviewed this item and offered to answer questions.

Moved/Guerra, second/Nottoli, to 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).

Roll call vote:

Aye: 5 (Guerra, Kennedy, Nottoli, Vang, Scherman)

Nay: 0

Abstentions: 0

**IV. Information Items**

- A. Certification of SETA/Sacramento Works as a High Performing Board: Ms. Kossick was very pleased to report that the Sacramento Works Board was designated a high performing board. The Sacramento Works Board has met all compliance items to meet this standard. Staff is hoping that some Governor's discretionary money will be distributed due to this designation. This designation will be in effect for three years.
- B. Fiscal Monitoring Reports: No questions.
- C. Employer Success Stories and Activity Report: Mr. William Walker reviewed the report. There are not a lot of requests from the private sector for assistance.
- D. Dislocated Worker Update: Mr. Walker reported that SETA received a WARN notice from Sutter Healthy. They will be laying off 200 plus employees, mostly IT and technical staff; they are hoping to relocate these staff throughout the Sutter system. A notice from SEARS Holding was received and they are beginning the process of closing the store and laying off employees. Southwest Airlines has rescinded their layoff notice.

Mr. Kennedy asked why Southwest rescinded their WARN notice. Mr. Walker replied that they received the last round of CARES Act funds which gave them the ability to retain employees.

Mr. Guerra asked if it was a state or federal law requiring employers to notify us of upcoming layoffs. Mr. Walker stated that it is both a state and federal law.

- E. Unemployment Update/Press Release from the Employment Development Department: Mr. Kim offered to answer questions.
- F. Head Start Reports: Ms. Denise Lee reported that SETA is working to reopen its early learning centers; we anticipate that we can begin a gradual roll out of the 40 locations. Some of the centers are located on school districts campuses and may not open until the district reopens. Upon reopening, families will be given an option of going back to in-person services or continuing in remote learning/services. There's a cap of 16 people per classroom, including the teachers. The reopening will prioritize working families to accommodate parents continuing working. The program is about 70% enrolled and Ms. Lee asked board members to share recruitment information in their bulletins, website, social media, etc. Staff will send a flyer to board members to send to their contacts.

Mr. Guerra reported that he is working to identify child care 'deserts' in the area and work with service providers to ensure child care is made available.

Ms. Lee stated that the state has very specific criteria for reopening. Certain families that have been certified eligible for the state program must be offered in-person slots first. The program may use some of the part-day classrooms to provide full-day services. This will assist families with securing and maintaining employment.

**V. Reports to the Board**

- A. Chair: No report. Ms. Scherman asked the new members to reach out to Ms. Kossick if they have questions about the agenda packet.
- B. Executive Director: Ms. Kossick welcomed the new board members. The agenda packets are no longer in the usual binders because that particular item is not being produced. She is proposing to give the packet as they received, but if they would like to have it three-hole punched, let staff know.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Mr. Nottoli and Mr. Kennedy welcomed Ms. Vang and Mr. Guerra.
- F. Public: None.

**VI. Adjournment: The meeting was adjourned at 10:32 a.m.**



ITEM III-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 1/29/2021 through 2/24/2021, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 1/29/2021 through 2/24/2021.

PRESENTER: Kathy Kossick

ITEM III-C - CONSENT

APPROVAL TO ADJUST ZONES IN THE BROADBAND/PERFORMANCE  
MANAGEMENT POLICY

BACKGROUND:

On October 1, 1998 the SETA Governing Board approved a “Broadbanding Pay and Performance Management” program. The action taken by the Board was to approve the program as well as the adoption of the “Broadbanding Pay and Management Manual: Guidelines, Policies, and Procedures” in order to fully implement its structure and program. The index referenced as a means of adjusting the zones was the American Compensation Association Salary Survey of Compensation Trends. However, this index has changed and has not been available for a number of years. Therefore, for the past several years the Agency has utilized the Consumers Price Index – Urban Consumers (CPI\_U).

Each exempt management position is placed in one of two salary zones. The range movement utilizes the Consumer Price Index for Urban Consumers (CPI-U) for 2014-2020 as follows:

|      |      |      |      |      |      |      |
|------|------|------|------|------|------|------|
| 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 |
| 0.8  | 0.7  | 2.1  | 2.1  | 2.3  | 2.3  | 1.4  |

| ZONE 1  | ZONE 2  |
|---|---|
| Workforce Development Deputy Director<br>Children & Family Services Deputy Director<br>Administrative Services Deputy Director<br>Information Technology Department Chief<br>Fiscal Department Chief<br>Administration Department Chief<br>Personnel/Human Resources Department Chief | Workforce Development Manager<br>Head Start Manager<br>Human Resources Manager<br>Fiscal Manager<br>Public Information Officer<br>Network Engineer<br>Web Innovation Engineer |

The use of CPI-U will move Zone 1 and Zone 2 to the following ranges:

Zone 1

|                         |                         |                         |                         |                         |                         |                         |
|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| 2014                    | 2015                    | 2016                    | 2017                    | 2018                    | 2019                    | 2020                    |
| \$64,613 -<br>\$140,055 | \$65,065 -<br>\$141,035 | \$66,432 -<br>\$143,997 | \$67,827 -<br>\$147,021 | \$69,387 -<br>\$150,402 | \$70,982 -<br>\$153,861 | \$71,976 -<br>\$156,015 |

Zone 2

|                        |                        |                         |                         |                         |                         |                         |
|------------------------|------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| 2014                   | 2015                   | 2016                    | 2017                    | 2018                    | 2019                    | 2020                    |
| \$49,515 -<br>\$99,029 | \$49,862 -<br>\$99,722 | \$50,909 -<br>\$101,816 | \$51,978 -<br>\$103,954 | \$53,173 -<br>\$106,345 | \$54,396 -<br>\$108,791 | \$55,157 -<br>\$110,314 |

ITEM III-C – CONSENT (continued)  
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This action does not result in salary increases for management staff.

RECOMMENDATION:

Staff is recommending a modification to the salary ranges of Zone 1 to \$71,976 - \$156,015 and Zone 2 to \$55,157 - \$110,314.

PRESENTER: D'et Saurbourne

ITEM III-D - CONSENT

RECEIVE, ADOPT AND FILE THE SACRAMENTO COUNTY ANNUAL INVESTMENT  
POLICY OF THE POOLED INVESTMENT FUND – CALENDAR YEAR 2021

BACKGROUND:

The County Director of Finance publishes the Investment Policy for the Pooled Investment Fund every calendar year and has the Policy approved by the County Board of Supervisors. SETA's funds are included in this Pool. The Calendar Year 2021 Sacramento County Annual Investment Policy is being sent under separate cover. There are no major changes to the investment policy.

This is an annual event and the Investment Policy approved by the County Board of Supervisors then rules the investments of SETA money. The Joint Powers Agreement creating this Agency requires the County to be the fiscal agent for SETA. As such, the County Investment Policy is part of the fiscal agent's duty, and approval by the Sacramento County Board of Supervisors ratifies the propriety of the fiscal agent's investment strategy. Action by the SETA Governing Board to receive and file the policy constitutes consideration at a public meeting as recommended by Government Code section 53646(a) (2).

RECOMMENDATION:

Receive, adopt, and file the Sacramento County Annual Investment Policy of the Pooled Investment Fund for the Calendar Year 2021.

PRESENTER: D'et Saurbourne

## ITEM III-E - CONSENT

### APPROVAL OF THE SUBMISSION OF WORKFORCE ACCELERATOR APPLICATIONS TO THE CALIFORNIA WORKFORCE DEVELOPMENT BOARD AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENTS AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

#### BACKGROUND:

The California Workforce Development Board (CWDB) and the Employment Development Department (EDD) have announced the availability of up to \$7.4 million in Workforce Innovation and Opportunity Act (WIOA) funds to design, develop, and implement projects that accelerate employment and re-employment strategies for California job seekers.

The Workforce Accelerator Fund supports innovative solutions that accelerate quality employment outcomes for low-income and disadvantaged populations and that have potential for system-wide scale. The application deadline is March 8, 2021.

SETA is planning on submitting one or more grant applications for the Workforce Accelerator Fund 9.0 requesting funding for up to \$250,000 each to support: (1) the expansion of the Mental and Behavioral Career Pathway into a formalized apprenticeship program to address the occupational shortages in paraprofessional to licensed occupations; (2) the development of a Regional Action Plan to remedy worker displacement for businesses impacted by COVID-19. These applications are currently being developed. An oral report will be provided at the meeting with any updates.

#### RECOMMENDATION:

Approve the submission of one or more Workforce Accelerator Fund 9.0 grant applications requesting up to \$250,000 each to the California Workforce Development Board and authorize the Executive Director to execute the agreements and any other documents required by the funding source.

PRESENTER: Roy Kim

## ITEM III-F – CONSENT

### APPROVAL OF THE PRIVATE SECTOR AND LOW-INCOME SECTOR LISTS AND THE APPOINTMENT OF LOW-INCOME AND PRIVATE SECTOR ORGANIZATIONS TO SELECT REPRESENTATIVES AND ALTERNATES TO SERVE ON SETA'S COMMUNITY ACTION BOARD

#### BACKGROUND:

The SETA Community Action Board (CAB) is an advisory body to the SETA Governing Board on matters relating to the Community Services Block Grant program. The CAB is a tripartite board that is composed of twelve members with four members representing each of the three constituent groups:

1. Public Officials or their representatives
2. Private Sector
3. Low-Income Sector

The bylaws governing the operation of the SETA Community Action Board (CAB) describe the process by which sector members of this tripartite board shall be selected, as follows:

#### **Private Sector**

*“The SETA Governing Board, in February of every third year commencing in 2006, shall consider the names of private organization identified on the list mentioned in Section 1.4 as appropriate for designation. The SETA Governing Board shall ensure that in the selection process a broad spectrum of the above-identified private sector groups and interests will be represented, with special emphasis given to organizations that are well suited toward providing support and guidance to the Community Action Board in its effort to actualize Community Action Program goals. Private organizations shall be selected so as to ensure the Community Action Board will benefit from broad community involvement. The SETA Governing Board shall designate up to four (4) organizations each of which shall select a member or members. No private organization shall be designated to select more than two (2) members to serve on the Community Action Board. Within thirty (30) days of designation, each designated private sector organization shall select a member or members to serve on the Community Action Board. At the same time, each private organization shall also select an alternate to attend Community Action Board meetings when the representative is unable to attend.”* (Section 2.2, Representation of the Private Sector, CAB Bylaws (revised 1/3/2019))

To apply for membership on the CAB, Private Sector organizations must be from any of the following six categories:

1. Business/Industry
2. Labor
3. Religious groups
4. Private welfare/social service agencies
5. Private educational institutions

6. Other major groups or interests in the community as determined by the SETA Governing Board

### **Low-Income Sector**

*“The SETA Governing Board, in February of every third year commencing in 2006, shall consider the names of low-income organizations identified on a list mentioned in Section 1.5 as appropriate for designation. The SETA Governing Board shall ensure that in the selection process of the low-income residents, each of the low-income target areas identified in Section 1.2 are adequately represented.*

*At a public meeting and via the democratic process, the SETA Governing Board will appoint up to four (4) low-income organizations to select a member or members to serve on the Community Action Board. No low-income organization shall be designated to select more than two (2) members to serve on the Community Action Board. Upon designation, each low-income organization shall democratically elect an individual or individuals, who is/are a resident of the appropriate low-income target area, to serve on the Community Action Board as a representative of low-income persons who reside in the same target area.”* (Section 2.4, Representation of the Low-Income Sector, CAB By-Laws (revised 1/3/2019))

SETA staff have attached lists of recommended organizations based on the above bylaw requirements for both the Private Sector and Low-Income Sector.

In addition, staff is recommending the following appointments to the CAB:

### **Private Sector**

Child Action, Inc. – incumbent member

California Community Credit Union – incumbent member

Sacramento Food Bank & Family Services – incumbent member

Sacramento Self Help Housing – new member

### **Low-income Sector**

SETA Head Start Policy Council – incumbent with 2 members

Mutual Housing California – incumbent member

California Human Development – new member

### **RECOMMENDATION:**

Approve the Private Sector and Low-Income Sector lists and the appointment of Private Sector and Low-income Sector organizations to select representatives and alternates to serve on the Community Action Board.

**PRESENTER:** Julie Davis-Jaffe

**PRIVATE SECTOR ORGANIZATIONS LIST**  
**FOR SETA COMMUNITY ACTION BOARD MEMBERSHIP CONSIDERATION**  
*(Community-based organizations under CSBG contract with SETA are not included in this list)*

Private Sector Selection Criteria Summary

- A. The organization must be from any of the following six (6) categories:  
 ✓ Business Industry    ✓ Labor    ✓ Religious Groups    ✓ Private welfare/Social services agencies    ✓ Private educational institutions    ✓ Other major groups or interests in the community as determined by the SETA Governing Board
- B. Any member selected to represent a particular geographical area, must reside in that area.
- C. The SETA Governing Board may choose to reappoint private sector organizations, with an emphasis on replacing private organizations that have been represented on the Community Action Board for three (3) years or more, so that the opportunity to participate will be shared equitably among all interested, qualified private organizations.

| <b>PRIVATE SECTOR ORGANIZATIONS</b>   | <b>PRIVATE SECTOR CATEGORY</b>                                   | <b>Target Area</b>             |
|---|--|--------------------------------|
| <b>Child Action, Inc.</b><br><i>(Incumbent Member)</i><br>9800 Old Winery Place, Suite A<br>Sacramento, CA 95827-1700       | Private welfare/Social services agency                           | La Riviera - Sacramento County |
| <b>California Community Credit Union</b><br><i>(Incumbent Member)</i><br>8815 Folsom Blvd.<br>Sacramento, CA 95826          | Business Industry  | La Riviera -Sacramento County  |
| <b>Sacramento Food Bank &amp; Family Services</b><br><i>(Incumbent Member)</i><br>3333 Third Avenue<br>Sacramento, CA 95817 | Private welfare/Social services agency                           | Sacramento County              |
| <b>Sacramento Self-Help Housing, Inc.</b><br>P.O. Box 188445<br>Sacramento, CA 95818  | Serving homelessness and those in danger of losing their housing | Sacramento County              |
| <b>Sierra Health Foundation</b><br>1321 Garden Highway<br>Sacramento, CA 95833  | Private welfare/Social services agency                           | Sacramento County              |



| PRIVATE SECTOR ORGANIZATIONS  | PRIVATE SECTOR CATEGORY                                 | Target Area                      |
|---|---|----------------------------------|
| <b>Sacramento Area Congregations Together (ACT)</b><br>2409 15th Street.<br>Sacramento, CA 95818      | Religious Groups/Private welfare/social services agency | Sacramento County                |
| <b>Easter Seals</b><br>3205 Hurley Way<br>Sacramento, CA 95864  | Private welfare/Social services agency                  | Arden Arcade - Sacramento County |
| <b>Sacramento Bee</b><br>2100 Q Street<br>Sacramento, CA 95816  | Business Industry                                       | Sacramento County                |
| <b>Service Employees International Union</b><br>1130 K Street<br>Sacramento, CA 95814                 | Labor   | Sacramento County                |
| <b>Catholic Charities of Sacramento</b><br>2110 Broadway<br>Sacramento, CA 95818                      | Religious Groups/Private welfare/Social services agency | Sacramento County                |
| <b>University of the Pacific, McGeorge School of Law</b><br>3200 Fifth Avenue<br>Sacramento, CA 95817 | Private educational institution                         | Sacramento County                |
| <b>Lutheran Social Services</b><br>4390 47 <sup>th</sup> Avenue<br>Sacramento, CA 95817               | Private welfare/Social services agency                  | Sacramento County                |
| <b>American Red Cross</b><br>1565 Exposition Blvd., Suite 100<br>Sacramento, CA 95815                 | Private welfare/Social services agency                  | North Area - Sacramento County   |

| PRIVATE SECTOR ORGANIZATIONS   | PRIVATE SECTOR CATEGORY                                   | Target Area                      |
|--|---|----------------------------------|
| <b>Eskaton Senior Care &amp; Services</b><br>5105 Manzanita Avenue<br>Carmichael, CA 95608 | Business Industry   | Sacramento County                |
| <b>Aegis Living of Carmichael</b><br>4050 Walnut Avenue<br>Carmichael, CA 95608            | Business Industry   | Sacramento County                |
| <b>Stanford Youth Home</b><br>8912 Volunteer Lane<br>Sacramento, CA 95826                  | Private welfare/Social services agency                    | La Riviera - Sacramento County   |
| <b>Mercy Housing</b><br>2512 River Plaza Drive, Suite 200<br>Sacramento, CA 95833          | Business Industry/ Private welfare/Social services agency | Sacramento County                |
| <b>Youth Development Network</b><br>5320 Hemlock Street, Room 17<br>Sacramento, CA 95841   | Private welfare/Social services agency                    | Arden Arcade - Sacramento County |
| <b>Big Brothers Big Sisters</b><br>800 Howe Avenue, Suite 440<br>Sacramento, CA 95825      | Private welfare/Social services agency                    | Arden Arcade - Sacramento County |

**Community-based Organizations Listed by High-Poverty Target Areas  
Identified in the 2020-2021 SETA Community Action Plan**

*(Community-based organizations under CSBG contract with SETA are not included in this list)*

**SETA STAFF RECOMMENDATIONS**

| <b>COMMUNITY-BASED ORGANIZATION</b>   | <b>PROGRAMS</b>  | <b>TARGET AREAS</b>  |
|---|--|--|
| <p><b>California Human Development Corp. Field Office</b><br/>150 Camellia Way<br/>Galt, CA 95632</p>   | <p>Seasonal Farm Workers, affordable housing, treatment and recovery, disability services, community services including immigration and citizenship assistance, and workforce development.</p>                   | <p>Walnut Grove<br/>River Delta<br/>Galt</p>                         |
| <p><b>Mutual Housing California</b><br/>8001 Fruitridge Road, Suite A<br/>Sacramento, CA 95820</p>      | <p>Affordable housing complex which fosters strong communities through resident participation and leadership development</p>   | <p>Florin<br/>Foothill Farms<br/>Lemon Hill<br/>North Sacramento</p> |
| <p><b>SETA Head Start Policy Council</b><br/>925 Del Paso Blvd., Suite 100<br/>Sacramento, CA 95815</p> | <p>Head Start is a federally funded program for preschool children from low income families. In Sacramento County, SETA is the Head Start grantee, providing direction and support to the Head Start program</p> | <p>Sacramento County</p>   |
|   |  |  |
| <p><b>ADDITIONAL ORGANIZATIONS TO CONSIDER</b></p>  |  |  |

| <b>COMMUNITY-BASED ORGANIZATION</b>  | <b>PROGRAMS</b>   | <b>TARGET AREAS</b> |
|--|---|---------------------|
| <b>Advocates for Arden Arcade</b><br>3129 Pennland Dr.<br>Sacramento, CA 95825                     | Charitable and Educational Organization.  | Arden Arcade        |
| <b>ARI Community Services, Inc.</b><br>5100 El Paraiso Ave,<br>Sacramento, CA 95824                | Social and workforce services for the limited English-speaking community  | Lemon Hill          |
| <b>Assistance League of Sacramento</b><br>2751 Fulton Ave.<br>Sacramento, CA 95821                 | Provides school clothing to youth; clothes for careers; scholarships to youth with barriers; vision screening for preschoolers; senior friendship; apartment starter kits for aging youth in need | Arden Arcade        |
| <b>Birth &amp; Beyond N. Sacramento FRC</b><br>1217 Del Paso Blvd., Ste. B<br>Sacramento, CA 95815 | Offering a range of services, activities, and opportunities that respond comprehensively to the needs and hopes of local residents and families.  | North Sacramento    |
| <b>Bread of Life Center</b><br>1260 Fulton Avenue, Suite A<br>Sacramento, CA 95825                 | Training and Experiential Learning Services for Individuals, Families and Organizations   | Arden Arcade        |
| <b>California Indian Manpower Consortium</b><br>738 North Market Blvd.<br>Sacramento, CA 95834     | Training and employment activities primarily directed to member tribes; WIOA-funded   | North Sacramento    |
| <b>Center for Fathers and Families</b>   | Adult programs: parent support; drug testing<br>Youth services: after-school and at-risk youth programs   | North Sacramento    |

| <b>COMMUNITY-BASED ORGANIZATION</b>   | <b>PROGRAMS</b>   | <b>TARGET AREAS</b> |
|---|---|---------------------|
| <b>Connections for Youth, Inc.</b><br>2620 Hurley Way B<br>Sacramento, CA 95864                 | Day trip adventures; overnight camping; senior year activities; scholarships for qualified foster youth   | Arden Arcade        |
| <b>Dunlap House Birth and Beyond FRC</b><br>4322 4 <sup>th</sup> Avenue<br>Sacramento, CA 95817 | Nurturing Parenting Program - prenatal through school age (court approved)<br><br>Make Parenting a Pleasure<br><br>Dare to Be You - anti-bullying program | City of Sacramento  |
| <b>Evolve You Foundation</b><br>3407 Arden Way<br>Sacramento, CA 95825                          | Job training for foster youth   | Arden Arcade        |
| <b>Health and Life Organization</b><br>5524 Assembly Ct,<br>Sacramento, CA 95823                | Community Health Clinic   | Florin              |
| <b>Helping Hands Senior Network</b><br>3644 Elkhorn Blvd.<br>North Highlands, CA 95660          | Senior Centers and Services   | La Riviera          |
| <b>Inter-Tribal Council of California</b><br>3425 Arden Way<br>Sacramento, CA 95825             | Child Care Development Fund Program; Services For Victims of Domestic Violence  | Arden Arcade        |
| <b>Jewish Federation</b><br>2351 Wyda Way<br>Sacramento, CA 95825                               | Community social worker, kosher food pantry, support groups, senior programs, transportation  | Arden Arcade        |

| COMMUNITY-BASED ORGANIZATION  | PROGRAMS   | TARGET AREAS                      |
|---|--|-----------------------------------|
| <b>KAVANAH</b><br>4704 Roseville Road, Ste. 105<br>North Highlands, CA 95660  | Public Housing Facilities  | North Highlands                   |
| <b>Liberty Towers Church<br/>Black Child Legacy Campaign</b><br>5132 Elkhorn Blvd.<br>Sacramento, CA 95842                | Black Child Legacy Campaign  | Foothill Farms                    |
| <b>Loaves and Fishes</b><br>1321 North C Street<br>Sacramento, CA 95811   | Homeless Services  | City of Sacramento                |
| <b>Love Action Int.</b><br>5848 Santa Fe Way<br>North Highlands, CA 95660   | Youth camp and choir   | Foothill Farms<br>North Highlands |
| <b>Meadowview Family Resource Center and Birth &amp; Beyond FRC</b><br>2251 Florin Road, Ste. 158<br>Sacramento, CA 95822 | Intervention services, court-approved parenting education, home visitation, engagement services, and school readiness          | City of Sacramento                |
| <b>NAMI</b><br>1851 Heritage Ln.<br>Sacramento, CA 95825  | For mental health issues: raise awareness and provide support and education that was not previously available to those in need | Arden Arcade                      |

| <b>COMMUNITY-BASED ORGANIZATION</b>  | <b>PROGRAMS</b>  | <b>TARGET AREAS</b>      |
|--|--|--------------------------|
| <p><b>Panacea</b><br/>5437 Palm Ave,<br/>Sacramento, CA 95841</p>                                | <p>Offers evidence based substance abuse prevention, education &amp; treatment, co-occurring services, anger management, family education and support, gang prevention and other counseling services.</p>  | <p>Foothill Farms</p>    |
| <p><b>River Oak Center for Children</b><br/>5445 Laurel Hills Drive<br/>Sacramento, CA 95841</p> | <p>Mental health services for youth, family resource center, and early Head Start</p>  | <p>North Highlands</p>   |
| <p><b>Roberts Family Development Center</b><br/>770 Darina Ave.<br/>Sacramento, CA 95815</p>     | <p>Parent Empowerment Program</p>  | <p>North Sacramento</p>  |
| <p><b>Sacramento ACT</b><br/>9249 Folsom Blvd,<br/>Sacramento, CA 95826</p>                      | <p>Vision to build a community that prioritizes racial and economic equity in all decision making and allocation of resources. Services for youth services, jobs and quality education for youth and adults, including community members returning after incarceration, immigrants, and refugees, health and mental health care, addiction treatment, re-entry services, and environmental health.</p> | <p>La Riviera</p>        |
| <p><b>Sacramento Self-Help Housing, Inc.</b><br/>P.O. Box 188445<br/>Sacramento, CA 95818</p>    | <p>Serving homelessness and those in danger of losing their housing</p>  | <p>Sacramento County</p> |
| <p><b>Sierra Health Foundation</b><br/>1321 Garden Highway<br/>Sacramento, CA 95833</p>          | <p>Private welfare/Social services agency</p>  | <p>Sacramento County</p> |
| <p><b>Stanford Youth Solutions</b><br/>8912 Volunteer Lane<br/>Sacramento, CA 95826</p>          | <p>Workforce and counseling programs for at-risk and foster youth</p>  | <p>Foothill Farms</p>    |

| <b>COMMUNITY-BASED ORGANIZATION</b>   | <b>PROGRAMS</b>   | <b>TARGET AREAS</b> |
|---|---|---------------------|
| <b>Valley Hi Birth &amp; Beyond FRC</b><br>7000 Franklin Blvd., Ste.<br>820 Sacramento, CA<br>95823 | Intervention services, court-approved parenting education, home visitation, engagement services, and school readiness | City of Sacramento  |
| <b>Youth Development Network</b><br>5320 Hemlock St room 17,<br>Sacramento, CA 95841                | Programs to nurture strong youth leaders and teams  | Foothill Farms      |



ITEM IV-A – 1 – ACTION

APPROVAL OF ELECTION OF VICE-CHAIRPERSON TO THE SETA  
GOVERNING BOARD

BACKGROUND:

Under the Joint Powers Agreement that formed the Sacramento Employment and Training Agency, the SETA Governing Board includes two members of the Sacramento City Council, two members of the Sacramento County Board of Supervisors, and one member representing the public. As stipulated in the Joint Powers Agreement “the Governing Board shall select a chairperson and vice-chairperson from among its members for one-year terms or until a successor is elected. The vice-chairperson shall fulfill all of the duties of the chairperson in the absence of the chairperson.”

On November 5, 2020 the Governing Board took action for annual election of officers for the SETA Governing Board. Action was taken to elect Ms. Sophia Scherman, the Public Representative, as Chair and Councilmember Jay Schenirer as the Vice-Chair for a one-year term beginning November 6, 2020. The practice has been to alternate the chair among the City, County, and Public Representatives but is not required in the Joint Powers Agreement.

On January 12, 2021 the Sacramento City Council took action to approve the Mayor’s appointments to various boards and commissions, which included the Sacramento Employment and Training Agency. Councilmembers Eric Guerra and Mai Vang have been appointed to the SETA Governing Board.

It is now necessary for the SETA Governing Board to elect a Vice-Chair to replace Councilmember Schenirer.

RECOMMENDATION:

Take action to elect a Vice-Chairperson to the SETA Governing Board.

## ITEM IV-A – 2 - ACTION

### APPROVAL OF REAPPOINTMENTS TO THE SACRAMENTO WORKS WORKFORCE DEVELOPMENT BOARD

#### BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) was passed in 2014 to replace the 1998 Workforce Investment Act (WIA) and to provide state and local areas the flexibility to collaborate across systems in an effort to better address the employment and skills needs of current employees, job seekers, and employers. WIOA prescribes a stronger alignment of the workforce, education, and economic development systems.

In January, 2016 the SETA Governing Board approved the application process for appointing members to the Workforce Development Board, identifying five separate categories for Workforce Development Board membership including: Business; Labor/Workforce; Education/Training; Government and Economic/Community Development; and Others deemed by the Governing Board to be appropriate.

In order to implement the WIOA, Sacramento Works, Inc., the local Workforce Development Board, approved a series of amendments to Article III of its bylaws at its January 27, 2016 meeting. The SETA Governing Board approved these bylaws changes at its February 4, 2016 meeting. The changes included the size of the board with a range of 15 to 30 members, staggered terms as required under WIOA, and the process to set up staggered terms.

As part of its action on February 4, 2016 the 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 to this catch-all category. On May 27, 2020 the Sacramento Works Board took action to increase the board size to 27 based on a request from the City of Sacramento to add an additional Economic Development seat, which in turn required an additional business seat to keep the Business sector a majority of the seats. On August 6, 2020 the Governing Board appointed two individuals to fill the two additional seats. Attached to this item is a table showing the approved allocation of positions.

Based on the Governing Board's February 4, 2016 approval of staggered terms, on March 3, 2016 the Governing Board appointed 8 members whose initial term was two years, 8 members whose initial term was three years, and 9 members whose initial term

ITEM IV-A – 2 - ACTION (continued)

Page 2

was four years. The Board appointed members to staggered terms of two, three, or four years by lot, with the term to begin April 1, 2016.

The term of eight of the members (or their replacements) who were initially appointed for a two-year term (and subsequently extended for three years) will expire on March 31, 2021. Each of the eight members has been polled to determine their desire to continue to serve on the board. Seven members affirmed their commitment to continue service. Staff will provide an oral report.

RECOMMENDATION

Review the attached summary and approve the reappointment of the eight members to the Sacramento Works Workforce Development Board for a three-year term beginning April 1, 2021.

| <b>Private Business</b>                       |   |
|---|---|
| <b>Name &amp; Position</b>                    | <b>COMPANY</b>                            |
| Staci Anderson, President & CEO               | PRO Youth and Families                    |
| Gary King, Chief Workforce Officer            | Sacramento Metropolitan Utility District  |
| <b>Labor/Workforce</b>                        |   |
| Matt Legé, Government Relations Advocate      | SEIU – United Healthcare Workers          |
| Fabrizio Sasso, Executive Director            | Sacramento Central Labor Council          |
| <b>Economic Development</b>                   |   |
| Troy Givans, Director of Economic Development | Sacramento County                         |
| <b>Vocational Rehabilitation</b>              |   |
| Sharon O’Sullivan, Team Manager               | California Department of Rehabilitation   |
| <b>Other</b>                                  |   |
| Kathy Kossick, Executive Director             | Sacramento Employment and Training Agency |

| <b>WIOA Board Membership</b>   |           |
|--|-----------|
| <b><u>Private Business*</u></b><br>(must include two small businesses) | 14        |
| <b><u>Labor/Workforce**</u></b>  |           |
| Labor  | 3         |
| Joint Apprenticeship   | 1         |
| Community Based Organizations  | 1         |
|  | > ***     |
| <b><u>Education/Training</u></b>                                       |           |
| Adult Ed   | 1         |
| Higher Ed  | 1         |
| <b><u>Government and Economic/Community Development</u></b>            |           |
| Economic Development   | 2         |
| Wagner-Peyser (EDD)  | 1         |
| Vocational Rehabilitation  | 1         |
| Other  | 2         |
| <b>Total</b>   | <b>27</b> |
|  |           |

\*Must be >50%  
 \*\*Must be 20%  
 \*\*\*Must be 15%

## ITEM IV-A – 3 - ACTION

### APPROVAL TO RELEASE A REQUEST FOR PROPOSALS FOR A HUMAN RESOURCES INFORMATION SYSTEM (HRIS)

#### BACKGROUND:

On April 26, 2012 the SETA Governing Board approved the release of a Request for Proposals (RFP) for a payroll software system. On June 7, 2012 the Governing Board approved a service contract with High Line Corporation, which has been extended each year since that procurement. The current payroll services contract expires on June 30, 2021.

Staff is recommending the release of a new RFP to solicit proposals from vendors who can meet the current needs of the Agency. A few factors necessitate this procurement at this time. Since the 2012 procurement:

- High Line Corporation was bought out by NeoGov. While the current software is functional, the support has decreased due to many agencies phasing out of the High Line payroll software.
- Effective January 1, 2019, SETA has taken over all of the SETA payroll processing from the County of Sacramento, necessitating a more robust payroll tracking and reporting software.
- Continued issues with the current High Line software have yet to be resolved and High Line has not provided the customer service level required of an agency this size.

Staff is intending to procure an integrated Human Resources Information System (HRIS) solution which would better serve SETA staff and streamline Human Resource and Payroll processes, creating greater efficiencies for the Agency. The scope of functionality for the proposed HRIS solution is to include: HR, Benefits, Payroll, Time and Attendance, Talent Acquisition (e.g. Recruiting, Onboarding), Talent Management (e.g. Performance, Training), and other functionality included within the requirements section of this RFP.

A copy of the RFP will be sent under separate cover for your review.

#### RECOMMENDATION:

Approve the release of a Request for Proposals (RFP) for a Human Resources Information System (HRIS).

PRESENTER: D'et Saurbourne

## ITEM IV-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 Sacramento Works, Inc., 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 WDB 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 WDB 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 Executive Committee meeting, Goodwill withdrew its quote. The remaining quote was reviewed by the Executive Committee, which made a recommendation to the WDB. At its January 27, 2021 Board meeting, the full WDB selected SETA as the One Stop Operator and, at a special February 18, 2021 meeting, the WDB made the following sole source finding to support non-competitive procurement:

The Board finds that, after solicitation of a number of sources and public advertising of the opportunity to submit proposals, competition has been deemed inadequate after issuance of the RFQ. While two organizations expressed interest in submitting proposals to serve as the One Stop Operator, SETA was the only organization that submitted a proposal.

ITEM IV-B – 1 – ACTION (continued)  
Page 2

Consistent with Federal WIOA Regulations and the OMB Uniform Guidance (2 CFR 200.320), non-competitive procurement is appropriate under these circumstances.

RECOMMENDATION:

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

PRESENTER: Roy Kim



ITEM V-A - INFORMATION

REPORT ON AMERICAN EXPRESS CORPORATE ACCOUNT  
REWARDS POINTS PROGRAM AS OF DECEMBER 31, 2020

BACKGROUND:

Since 2003, SETA has maintained an American Express (AMEX) Corporate Account used for travel, online payments, and miscellaneous purchases. The AMEX account has allowed staff to more timely pay invoices and reduced the volume of transactions that flow through the County Department of Finance.

In January, 2010 SETA added the Membership Rewards program to its AMEX account, which allows SETA to accrue one point for every dollar charged on its AMEX account. In January, 2011 the SETA Governing Board approved the implementation of the American Express Corporate Account Policy and Procedure, including the use of the AMEX points to defray Agency travel and other costs, provide supportive services and incentives to enrolled customers, and provide employee recognition, board recognition and employee health and wellness activities.

Attached for your information is the American Express Corporate Account Rewards Points Program for the period ending December 31, 2020.

Staff will be available to answer questions.

PRESENTER: D'et Saurbourne

**SACRAMENTO EMPLOYMENT AND TRAINING AGENCY**

**REPORT ON AMERICAN EXPRESS CORPORATE ACCOUNT  
REWARDS POINTS PROGRAM  
AS OF DECEMBER 31, 2020**

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|   |                         |
|---|-------------------------|
| Total REWARDS points as of December 31, 2019 (last reported to Board) | 4,855,820               |
| REWARDS points accumulated from January 1, 2020 to December 31, 2020  | 489,992                 |
| REWARDS points used for:  |                         |
| Supplies, travel and miscellaneous expenses                           | (68,186)                |
| Customer supports and incentives                                      | -                       |
| Employee/Board recognition/wellness activities                        | (686,450)               |
| Total REWARDS points used since the last reporting period             | <u>(754,636)</u>        |
| Total REWARDS points available/remaining                              | <u><u>4,591,176</u></u> |

ITEM V-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. Marie Jachino **DATE:** February 11, 2021

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

**RE:** Fiscal Monitoring Desk Review of Elk Grove Food Bank

| <u>PROGRAM</u> | <u>ACTIVITY</u>         | <u>FUNDING</u> | <u>CONTRACT PERIOD</u> | <u>PERIOD COVERED</u> |
|----------------|-------------------------|----------------|------------------------|-----------------------|
| CSBG           | Safety Net              | \$20,000       | 1/1/2020-12/31/2020    | 1/1/2020-12/31/2020   |
| CSBG           | Safety Net-Augmentation | \$14,870       | 1/1/2020-12/31/2020    | 1/1/2020-12/31/2020   |

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

**Date of review:** desk review of February 2021

|    | <b>AREAS EXAMINED</b>       | <b>COMMENTS</b>     |                        |            |           |
|----|-----------------------------|---------------------|------------------------|------------|-----------|
|    |                             | <b>SATISFACTORY</b> | <b>RECOMMENDATIONS</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                 |                        |            |           |

***“Preparing People for Success: in School, in Work, in Life”***

**Program Operator: Elk Grove Food Bank**

**Findings and General Observations:**

- 1) We have reviewed the CSBG Safety Net and Safety Net Augmentation programs from January 1, 2020 to December 31, 2020. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

None

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO: Ms. Balmain**

**DATE: February 22, 2021**

**FROM: David B. Clark, SETA Fiscal Monitor**

**RE: Fiscal Desk Monitoring of Folsom Cordova Unified School District – Adult Education**

| <u>PROGRAM</u> | <u>ACTIVITY</u> | <u>FUNDING</u> | <u>CONTRACT PERIOD</u> | <u>PERIOD COVERED</u> |
|----------------|-----------------|----------------|------------------------|-----------------------|
| RSS            | ELL             | \$87,500       | 10/1/19 - 9/30/20      | 10/1/19 - 9/30/20     |

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

**Date of review: February 1, 2021**

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

Memorandum  
Fiscal Monitoring Findings  
Page 2

**Program Operator:** Folsom Cordova Unified School District – Adult Education

**Findings and General Observations:**

The total costs as reported to SETA 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. Cassandra Jennings **DATE:** February 2, 2021  
**FROM:** David B. Clark, SETA Fiscal Monitor  
**RE:** Fiscal Desk Monitoring of Greater Sacramento Urban League

| <u>PROGRAM</u> | <u>ACTIVITY</u> | <u>FUNDING</u> | <u>CONTRACT PERIOD</u> | <u>PERIOD COVERED</u> |
|----------------|-----------------|----------------|------------------------|-----------------------|
| WIOA           | Adult           | \$ 224,400     | 7/1/19 - 6/30/20       | 1/1/20 - 6/30/20      |
| WIOA           | DW              | \$ 55,600      | 7/1/19 - 6/30/20       | 1/1/20 - 6/30/20      |
| WIOA           | OS              | \$ 132,116     | 7/1/19 - 6/30/20       | 1/1/20 - 6/30/20      |
| CWDB           | P2E             | \$ 62,819      | 11/1/19 - 5/1/21       | 11/1/19 - 6/30/20     |

**Monitoring Purpose:** Initial X Follow-Up \_\_\_ Special \_\_\_ Final X  
**Date of review:** 8/21/2020  
**Follow up:** 9/9, 9/14, 9/23, 10/1, 10/13, 10/26, 10/28  
10/30, 11/6, 11/18, 11/24, 12/1, 12/9

|    | <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  |                     | N/A       |                                  |           |
| 9  | Indirect Cost Allocation     | X                   |           |                                  |           |
| 10 | Adherence to Contract/Budget | X                   |           |                                  |           |
| 11 | In-Kind Contribution         |                     | N/A       |                                  |           |
| 12 | Equipment Records            |                     | N/A       |                                  |           |



**Program Operator:** Greater Sacramento Urban League

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

None.

cc: Kathy Kossick  
Governing Board

MEMORANDUM

**TO:** Mr. Stephen Norris                      **DATE:** February 3, 2021  
**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      | 7/1/2020-6/30/2021     | 7/1/2020-12/31/2020   |

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

**Date of review:** January 2021

| <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         |                     | 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 July 1, 2020 to December 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



**Program Operator:** Pivot Sacramento

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

None.

cc: Kathy Kossick  
Governing Board



**Program Operator:** PRO Youth & Families

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

None.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Jacqueline Rose                      **DATE:** February 3, 2021  
**FROM:** Tracey Anderson, SETA Fiscal Monitor  
**RE:** Desk Fiscal Monitoring of Rose Family Creative Empowerment

| <u>PROGRAM</u> | <u>ACTIVITY</u> | <u>FUNDING</u> | <u>CONTRACT PERIOD</u> | <u>PERIOD COVERED</u> |
|----------------|-----------------|----------------|------------------------|-----------------------|
| CSBG           | YSS             | \$40,000       | 1/1/2020-12/31/2020    | 1/1/2020-9/30/2020    |

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

**Date of review:** December 2020

|    | <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         |                     | 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: Rose Family Creative Empowerment Center, Inc.**

**Findings and General Observations:**

- 1) We have reviewed the CSBG, YSS program from January 1, 2020 to September 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



**Program Operator:** Sacramento City Unified School District

**Findings and General Observations:**

The total costs as reported to SETA 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. Jacquie Bonini **DATE:** February 2, 2021  
**FROM:** David B. Clark, SETA Fiscal Monitor  
**RE:** Fiscal Desk Monitoring of Sacramento City Unified School District

| <u>PROGRAM</u> | <u>ACTIVITY</u> | <u>FUNDING</u> | <u>CONTRACT PERIOD</u> | <u>PERIOD COVERED</u> |
|----------------|-----------------|----------------|------------------------|-----------------------|
| Head Start     | Basic           | \$ 5,840,686   | 8/1/19 – 7/31/20       | 2/1/20 – 7/31/20      |
| Head Start     | T & TA          | \$ 31,200      | 8/1/19 – 7/31/20       | 2/1/20 – 7/31/20      |
| Head Start     | Covid-19        | \$ 646,802     | 8/1/19 – 7/31/20       | 2/1/20 – 7/31/20      |

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

**Date of review:** October 12, 2020  
**Follow Up:** 10/28, 11/1, 11/4, 11/6, 11/9, 11/20, 11/23

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

**Program Operator:** Sacramento City Unified School District

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

None

cc: Kathy Kossick  
Governing Board  
Policy Council

**MEMORANDUM**

**TO:** Lt. Larry Carmichael **DATE:** February 3, 2021  
**FROM:** Tracey Anderson, SETA Fiscal Monitor  
**RE:** Desk Fiscal Monitoring of The Salvation Army

| <u>PROGRAM</u> | <u>ACTIVITY</u>              | <u>FUNDING</u> | <u>CONTRACT PERIOD</u> | <u>PERIOD COVERED</u> |
|----------------|------------------------------|----------------|------------------------|-----------------------|
| CSBG           | Safety Net/<br>Augementation | \$75,000       | 1/1/2020-12/31/2020    | 1/1/2020-12/31/2020   |

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

**Date of review:** January 2021

|    | <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         |                     | 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: The Salvation Army**

**Findings and General Observations:**

- 1) We have reviewed the CSBG, Safety Net program from January 1, 2020 to December 31, 2020. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

None

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Kate Ingersoll **DATE:** February 22, 2021  
**FROM:** David B. Clark, SETA Fiscal Monitor  
**RE:** Fiscal Desk Monitoring of Twin Rivers Unified School District

| <u>PROGRAM</u> | <u>ACTIVITY</u> | <u>FUNDING</u> | <u>CONTRACT</u><br><u>PERIOD</u> | <u>PERIOD</u><br><u>COVERED</u> |
|----------------|-----------------|----------------|----------------------------------|---------------------------------|
| RSS            | ES/SA           | \$ 131,737     | 10/1/19 - 9/30/20                | 1/1/20 – 9/30/20                |
| RSS            | VESL/ES         | \$ 341,107     | 10/1/19 - 9/30/20                | 1/1/20 – 9/30/20                |

**Monitoring Purpose:** Initial \_\_\_ Interim \_\_ Special \_\_\_ Final X  
**Date of review:** January 5, 2021  
**Follow Up:** January 21, 2021

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



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

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

None.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO: Mr. Kerry Ham** **DATE: February 22, 2021**

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

**RE: Fiscal Desk Monitoring of World Relief Corporation - Sacramento**

| <u>PROGRAM</u> | <u>ACTIVITY</u> | <u>FUNDING</u> | <u>CONTRACT PERIOD</u> | <u>PERIOD COVERED</u> |
|----------------|-----------------|----------------|------------------------|-----------------------|
| RSS            | ES              | \$ 82,500      | 10/1/19 - 9/30/20      | 7/1/20 - 9/30/20      |
| RSS            | VESL/ES         | \$ 132,182     | 10/1/19 - 9/30/20      | 7/1/20 - 9/30/20      |

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

**Date of review:** 1/25/21

**Follow up:** 2/1 & 2/11

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

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

**Findings and General Observations:**

The total costs as reported to SETA for the RSS grants from July 1, 2020 to September 30, 2020 have been traced to the subgrantee's fiscal records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

None

cc: Kathy Kossick  
Governing Board

ITEM V-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 February 22, 2021

| 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> |                   |                                       |                |
| 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                                     |                |

# SETA- Employer Activity Report

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

| 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   | 1                | Plant Operator                           | 1              |
|  | 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  |                |
| Clerprem USA Corporation   | 9                | Cutting Machine Operator                 | 2              |
|  | 9                | Foaming Machine Operator                 | 2              |
|  | 9                | Mechanical Assembler                     | 2              |
|  | 9                | Sewing Machine Operator                  | 2              |
|  | 9                | Upholstering Operator                    | 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              |

# SETA- Employer Activity Report

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

| 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> |                  |   |                |
| 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              |
| 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              |

# SETA- Employer Activity Report

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

| 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> |                  |   |                |
| 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             |
| USCB, Inc.   | 9                | Representative I, Customer Service        | 1              |
| Utiliquet, 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              |
| Western Range Association  | 9                | Range Sheepherder                         | 1              |
| <b>Total</b>   |                  |   | <b>342</b>     |



ITEM V-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 February 22, 2021

| EMPLOYER   | SECTOR/INDUSTRY  | DATE OF LAYOFF | STATUS    | NO. OF AFFECTED WORKERS | REGION/ LOCATION   | Contacted | COVID-19 Related |
|--|------------------|----------------|-----------|-------------------------|--------------------|-----------|------------------|
| <b>King's Casino Management Corporation</b><br>6508 Antelope Rd.<br>Citrus Heights, CA 95621       | Gambling         | 7/1/2020       | Temporary | 319                     | Citrus Heights, CA | Yes       | Y                |
| <b>Philz Coffee Inc.</b><br>1725 R Street<br>Sacramento, CA 95811                                  | Restaurant       | 7/10/2020      | Permanent | 2                       | Sacramento, CA     | Yes       | Y                |
| <b>Paradies Shops, LLC</b><br>6900 Airport Blvd.<br>Sacramento, CA 95837                           | Retail           | 7/16/2020      | Temporary | 40                      | Sacramento, CA     | Yes       | Y                |
| <b>Torrid</b><br>Sacramento County   | Retail           | 7/20/2020      | Temporary | 13                      | Sacramento, CA     | Yes       | Y                |
| <b>Goodwill Industries of Sacramento Valley and Northern Nevada, Inc.</b><br>Sacramento County, CA | Retail           | 7/22/2020      | Permanent | 178                     | Sacramento, CA     | Yes       | Y                |
| <b>Hawaiian Airlines</b><br>6900 Airport Blvd.<br>Sacramento, CA 95837                             | Transportation   | 7/29/2020      | Temporary | 2                       | Sacramento, CA     | No        | Y                |
| <b>Adesa, Inc. dba Adesa Brasher's</b><br>233 Blacktop Rd.<br>Rio Linda, CA 95673                  | Retail           | 8/1/2020       | Permanent | 113                     | Sacramento, CA     | Yes       | Y                |
| <b>Embassy Suites by Hilton</b><br>100 Capitol Mall<br>Sacramento, CA 95814                        | Hospitality      | 8/7/2020       | Temporary | 46                      | Sacramento, CA     | Yes       | Y                |
| <b>Champs Store 14539</b><br>1689 Arden Way<br>Sacramento, CA 95815                                | Retail           | 8/7/2020       | Temporary | 47                      | Sacramento, CA     | Yes       | Y                |
| <b>Aramark</b><br>Sacramento, CA   | Uniform Services | 8/13/2020      | Permanent | 91                      | Sacramento, CA     | Yes       | Y                |
| <b>Hertz</b><br>6327 Aviation Dr.<br>Sacramento, CA 95837  | Retail           | 8/17/2020      | Permanent | 63                      | Sacramento, CA     | Yes       | Y                |
| <b>The Niello Company</b><br>All Dealer in Sacramento County<br>Sacramento, CA                     | Retail           | 8/18/2020      | Temporary | 139                     | Sacramento, CA     | Yes       | Y                |
| <b>Decore-ative Specialties, Inc</b><br>10481 E. Stockton Blvd.<br>Elk Grove, CA 95624             | Retail           | 8/21/2020      | Permanent | 133                     | Elk Grove, CA      | Yes       | Y                |
| <b>Food Source-Raley's</b><br>430 Elkhorn Blvd.<br>Rio Linda, CA 95673                             | Retail           | 8/25/2020      | Permanent | 53                      | Sacramento, CA     | Yes       | Y                |
| <b>Food Source-Raley's</b><br>3547 Bradshaw Rd.<br>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 February 22, 2021

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

### Dislocated Worker Information PY 2020/2021

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| EMPLOYER   | SECTOR/INDUSTRY | DATE OF LAYOFF | STATUS    | NO. OF AFFECTED WORKERS | REGION/ LOCATION | Contacted | COVID-19 Related |
|--|-----------------|----------------|-----------|-------------------------|------------------|-----------|------------------|
| <b>HMS Host</b><br>6850 Airport Blvd Ste 28<br>Sacramento, CA 95837                                      | Hospitality     | 10/15/2020     | Permanent | 78                      | Sacramento, CA   | Yes       | Y                |
| <b>Liquid-box Corporation</b><br>5000 Warehouse Way<br>Sacramento, CA 95826                              | Packaging       | 11/2/2020      | Permanent | 22                      | Sacramento, CA   | Yes       | N                |
| <b>Spare Time Sports Club</b><br>2450 Natomas Park Dr.<br>Sacramento, CA 95833                           | Health/Fitness  | 11/5/2020      | Permanent | 89                      | Sacramento, CA   | Yes       | Y                |
| <b>Kaiser Permanente</b><br>Sacramento, CA   | Medical         | 11/30/2020     | Permanent | 7                       | Sacramento, CA   | Yes       | N                |
| <b>PT Gaming, LLC dba Capitol Casino</b><br>411 N.16th St.<br>Sacramento, CA 95811                       | Gambling        | 12/10/2020     | Permanent | 30                      | Sacramento, CA   | Yes       | Y                |
| <b>Pavilion Car Wash, Quick Lube &amp; Detail Center</b><br>2334 Fair Oaks Blvd.<br>Sacramento, CA 95825 | Retail          | 12/11/2020     | Temporary | 68                      | Sacramento, CA   | Yes       | N                |
| <b>LIFETIME</b><br>Sacramento County   | Health/Fitness  | 12/12/2020     | Temporary | 17                      | Sacramento, CA   | Yes       | Y                |
| <b>Knighted Ventures, LLC</b><br>6010 Stockton Blvd.<br>Sacramento, CA 95824                             | Gambling        | 12/21/2020     | Temporary | 108                     | Sacramento, CA   | Yes       | Y                |
| <b>McClatchy Company, LLC</b><br>2100 Q St.<br>Sacramento, CA 95816                                      | Publishing      | 12/27/2020     | Permanent | 199                     | Sacramento, CA   | Yes       | N                |
| <b>Public House Downtown LLC</b><br>1132 16th Street<br>Sacramento, CA 95814                             | Restaurant      | 12/31/2020     | Temporary | 45                      | Sacramento, CA   | Yes       | Y                |
| <b>Sun G. Wong Enterprises, Inc. dba Iron Horse Tavern</b><br>1800 15th Street<br>Sacramento, CA 95811   | Restaurant      | 12/31/2020     | Temporary | 101                     | Sacramento, CA   | Yes       | Y                |
| <b>Tavern on the Hill, LLC, dba Iron Horse Tavern</b><br>460 Palladio Parkway<br>Folsom, CA 95630        | Restaurant      | 12/31/2020     | Temporary | 69                      | Sacramento, CA   | Yes       | Y                |
| <b>Tres Hermanas Y Amigo 3, LLC</b><br>Sacramento, County  | Restaurant      | 12/31/2020     | Temporary | 179                     | Sacramento, CA   | Yes       | Y                |
| <b>Wok in the Park, LLC</b><br>1116 15th Street<br>Sacramento, CA 95814                                  | Restaurant      | 12/31/2020     | Temporary | 69                      | Sacramento, CA   | Yes       | Y                |
| <b>Godiva Chocolatier, Inc.</b><br>1689 Arden Way<br>Sacramento, CA 95815                                | Retail          | 3/26/2021      | Permanent | 7                       | Sacramento, CA   | Yes       | Y                |

### Dislocated Worker Information PY 2020/2021

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

| EMPLOYER  | SECTOR/INDUSTRY | DATE OF LAYOFF | STATUS    | NO. OF AFFECTED WORKERS | REGION/ LOCATION | Contacted | COVID-19 Related |
|---|-----------------|----------------|-----------|-------------------------|------------------|-----------|------------------|
| <b>Hyatt Regency Hotel</b><br>1209 L Street<br>Sacramento, CA 95814     | Hospitality     | 1/22/2021      | Temporary | 15                      | Sacramento, CA   | No        | Y                |
| <b>GroceryWorks.com</b><br>Sacramento County                            | Transportation  | 2/27/2021      | Permanent | 76                      | Sacramento, CA   | Yes       | Y                |
| <b>Southwest Airlines</b><br>6733 Lindbergh Dr.<br>Sacramento, CA 95837 | Transportation  | 3/15/2021      | Temporary | 107                     | Sacramento, CA   | Yes       | Y                |
| <b>First Transit</b><br>5621 Alan Boyd Dr.<br>Sacramento, CA 95837      | Transportation  | 3/31/2021      | Permanent | 105                     | Sacramento, CA   | Yes       | N                |
| <b>Sutter Health</b><br>3707 Schriever Ave.<br>Mather, CA 95655         | Health          | 4/2/2021       | Permanent | 277                     | Sacramento, CA   | Yes       | Y                |
| <b>Transform SR LLC</b><br>1601 Arden Way<br>Sacramento, CA 95842       | Retail          | 4/18/2021      | Permanent | 110                     | Sacramento, CA   | Yes       | N                |
| <b>TOTAL</b>  |                 |                |           | <b>3,876</b>            |                  |           |                  |

ITEM V-E - INFORMATION

HEAD START REPORTS

BACKGROUND:

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

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

Staff will be available to answer questions.

PRESENTER: Denise Lee

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**January 2021**

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        | 197        | <b>11%</b> | 589        | 92          | <b>16%</b> |
| <b>Twin Rivers USD</b> | 140         | 42         | <b>30%</b> | 40         | 2           | <b>5%</b>  |
| <b>Elk Grove USD</b>   | 440         | 33         | <b>8%</b>  |            |             |            |
| <b>Sac City USD</b>    | 736         | 38         | <b>5%</b>  |            |             |            |
| <b>San Juan USD</b>    | 1052        | 81         | <b>8%</b>  | 160        | 9           | <b>6%</b>  |
| <b>WCIC</b>            | 120         | 6          | <b>5%</b>  |            |             |            |
| <b>EHS CCP</b>         |             |            |            | 80         | 21          | <b>26%</b> |
| <b>COUNTY TOTAL</b>    | <b>4244</b> | <b>397</b> | <b>9%</b>  | <b>869</b> | <b>124</b>  | <b>14%</b> |

*AFE: Annual Funded Enrollment*

**Sacramento County Head Start/Early Head Start  
Monthly Enrollment Report  
January 2021**

**Head Start**

| Agency              | Funded Enrollment | (a)<br>Last Day of Month Enrollment<br>1/29/21 | (b)<br>% Actual to Funded |
|---------------------|-------------------|--|---------------------------|
| Elk Grove USD       | 440               | 273  | 62                        |
| Sacramento City USD | 736               | 343  | 47                        |
| SETA                | 1,736             | 1,356  | 78                        |
| San Juan USD        | 1,044             | 843  | 81                        |
| Twin Rivers USD     | 160               | 169  | 106                       |
| WCIC/Playmate       | 120               | 75   | 63                        |
| <b>Total</b>        | <b>4,236</b>      | <b>3,059</b>                                   | <b>72</b>                 |

**Early Head Start**

| Agency       | Funded Enrollment | (a)<br>Last Day of Month Enrollment<br>1/29/21 | (b)<br>% Actual to Funded |
|--------------|-------------------|--|---------------------------|
| SETA         | 573               | 532  | 93                        |
| San Juan USD | 163               | 159  | 97                        |
| TRUSD        | 56                | 45   | 80                        |
| <b>Total</b> | <b>792</b>        | <b>736</b>                                     | <b>93</b>                 |

**EHS-CC Partnership/Expansion**

| Agency       | Funded Enrollment | (a)<br>Last Day of Month Enrollment<br>1/29/21 | (b)<br>% Actual to Funded |
|--------------|-------------------|--|---------------------------|
| SETA         | 80                | 75   | 94                        |
| <b>Total</b> | <b>80</b>         | <b>75</b>                                      | <b>94</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, 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.

## ITEM VI - 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.