



**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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**DATE:** Thursday, June 3, 2021

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

**LOCATION:** Zoom login:  
<https://us02web.zoom.us/j/81181985908?pwd=VWRIVjVOQStTTW16NHVKcXAxMmdFQT09dFQT09>

In response to the Governor's Executive Order N-29-20 relating to the COVID-19 Pandemic, the Sacramento Employment and Training Agency Governing Board is conducting this meeting on Zoom at <https://us02web.zoom.us/j/81181985908?pwd=VWRIVjVOQStTTW16NHVKcXAxMmdFQT09>. 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 +16699006833,81181985908# US (San Jose). Meeting ID: 811 8198 5908. Passcode: 070637. Find your local number: <https://us02web.zoom.us/u/kxxloVrkg>. 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**

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- II. Consent Items**
  - A. Approval of Minutes of the April 29, 2021 Special Board Meeting 1-7
  - B. Approval of Claims and Warrants 8
  - C. Approval to Adjust Zones in the Broadband/Performance Management Policy (D’et Saurbourne) 9-10

- D. Approval to Extend the Agreement with Community Link Capital Region for the 2-1-1 Sacramento Human Services Database (Julie Davis-Jaffe) 11-12

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

1. Approval of Sacramento Employment and Training Agency Recommended Budget for Fiscal Year 2021-2022 (D'et Saurbourne) 13-15

**B. WORKFORCE DEVELOPMENT DEPARTMENT**

Refugee Services: No items.

One Stop Services

1. Approval of the Workforce Innovation and Opportunity Act (WIOA), Sacramento Works, Inc., Resource Allocation Plan for 2021-2022 (Roy Kim) 16-17
2. Approval of Funding Extension Recommendations for the Workforce Innovation and Opportunity Act (WIOA), Title I, Youth Program for Program Year 2021-2022 (Terri Carpenter) 18-23
3. Approval of Funding Extension Recommendations for the Workforce Innovation and Opportunity Act (WIOA), Title I, Adult and Dislocated Worker Programs, Program Year (PY) 2021-2022 (Roy Kim) 24-28
4. Approval of the Capital Region's Workforce Development Plan and the Sacramento Area's Workforce Development Plan for Program Years 2021-2024, and Authorize SETA's Executive Director to Make Revisions Required by the State (Roy Kim) 29-30

Community Services Block Grant (Julie Davis-Jaffe):

5. Approval of the 2022-2023 Community Services Block Grant Community Action Plan 31-33

**C. CHILDREN AND FAMILY SERVICES: None.**

**IV. Information Items**

- A. Fiscal Monitoring Reports (D'et Saurbourne) 34-36
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B.	Employer Success Stories and Activity Report (William Walker)	37-43
C.	Dislocated Worker Update (William Walker)	44-49
D.	Unemployment Update/Press Release from the Employment Development Department (Roy Kim)	50-55
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A.	Chair	
B.	Executive Director	
C.	Deputy Directors	
D.	Counsel	
E.	Members of the Board	
F.	Public	

**VI. Adjournment**

**DISTRIBUTION DATE: WEDNESDAY, MAY 26, 2021**

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE APRIL 29, 2021  
SPECIAL BOARD MEETING

BACKGROUND:

Attached are the minutes of the April 29, 2021 meeting for your review.

RECOMMENDATION:

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

PRESENTER: Kathy Kossick

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

Minutes/Synopsis

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

Meeting Held Electronically

Thursday, April 29, 2021  
10:00 a.m.

**I. Call to Order**

Ms. Scherman called the meeting to order at 10:01 a.m. The roll was called and a quorum was confirmed.

Members Present:

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

**II. Consent Items**

- A. Approval of Minutes of the April 1, 2021 Regular Board Meeting
- B. Approval to Extend Janitorial Service Agreements and Authorize the Executive Director to Sign Each Agreement
- C. Approval of Claims and Warrants
- D. Approval of the Summer Training and Employment Program for Students (STEPS) Contract Extension with Foundation for California Community Colleges in Partnership with the Department of Rehabilitation and Authorize the Executive Director to Execute the Agreement, Modifications and Future Extensions, and Any Other Documents Required by the Funding Source
- E. Approval of Modifications to the Reimbursement Policies and Procedures of the SETA-Operated Head Start/Early Head Start Policy Council and Parent Advisory Committee

The consent items were reviewed; no questions.

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

Roll call vote:

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

Nay: 0

Abstentions: 0

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

1. Adoption of Addendum #1 to the 2018-2021 Labor Agreements Covering the Head Start Unit, the Clerical, Technical and Analytical Unit, and the Supervisory Unit (Allison Noren)

Ms. Noren shared that SETA Management has been in negotiations with the AFSCME Union. In March, 2021, there were three sessions regarding the application of the Federal COLA that Head Start/Early Head Start had received, and apply the same benefit to the rest of SETA staff, which has been done historically.

On March 22, a tentative agreement was reached to increase health insurance contributions made by SETA: \$75 per month for single coverage and \$125 per month for family coverage. The ratification vote took place on April 15, 2021 and was passed.

A tentative agreement was reached to extend the MOU on all three bargaining units through and including June 30, 2022. The contract would have expired on June 30, 2021. There is a re-open clause for AFSCME to request to negotiate any increases the Agency may receive via increased or additional funding. This request is being made to the Governing Board to approve Addendum #1 that extends the labor agreements to June 30, 2022 and the negotiated health insurance contributions, which would begin August 1, 2021.

Moved/Guerra, second/Nottoli, to approve Amendment #1 extending the current labor agreements through to and including June 30, 2022 and the negotiated health insurance contribution increase effective August 1, 2021.

Roll call vote:

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

Nay: 0

Abstentions: 0

**B. WORKFORCE DEVELOPMENT DEPARTMENT**

Community Services Block Grant: No items.

Refugee Services: No items.

One Stop Services: No items.

**C. CHILDREN AND FAMILY SERVICES**

1. Approval of Annual Self-Assessment for 2020-2021 and Resulting Program Improvement Plan for the SETA-Operated Program
2. Approval of Program Year 2021-22 Head Start, Early Head Start, and Early Head Start Child Care Partnership Refunding Applications

3. Approval of the SETA Head Start, Early Head Start, and Early Head Start Child Care Partnership Budgets for Program Year 2021-22
4. Approval of the 2021-22 Head Start, Early Head Start, and Early Head Start Child Care Partnership Program Options and Center Locations for Sacramento County
5. Approval of 2021-22 Training/Technical Assistance Plan for the SETA Head Start/Early Head Start, and Child Care Partnership/Expansion Program, as Aligned with Established Five-Year Goals and Objectives

Ms. Lee reviewed Items C1 through C5 under one presentation. The vote will be taken after Ms. Lee's presentation.

This is the annual refunding application for the Head Start/Early Head Start and Early Head Start Child Care Partnership Program Year 2021-2022. The refunding application covers August 1, 2021 through July 31, 2022.

Staff begin looking at the annual self-assessment prior to starting the grant application process. This has been a very unusual year with COVID-19 since the program was not able to offer in-person service for the children since March 2020. Hence, the self-assessment was based on remote/distance learning services provided to children and families.

Some strengths included: innovative and engaging remote teaching/learning and family engagement activities; strong coaching programs available for the teaching staff; a virtual platform called the Calming Collective Room for parents and staff to engage with some mental health resources; virtual Individual Education Plans (IEP) and Individual Family Services Plan (IFSP) meetings for children with special needs.

The program is funded just over \$60M for Countywide Head Start, Early Head Start and EHS-CCP programs. Most program design will remain constant across the county. A few program changes include: Northview will have a delayed opening due to construction. Families will receive alternate locations until the re-opening. There will be a new Home Base curriculum (*Parents as Teachers*). The Dudley Early Learning Center (SETA Operated Program) was supposed to be a new center for us last year but we were not able to open due to COVID-19. Dudley will open on August 9, 2021.

Distance learning will no longer be an option after the program ends on July 31st. Ms. Lee shared a chart outlining program options for the countywide HS/EHS programs.

Parent Services and Trainings are still available under Training and Technical Assistance, as well as staff training and development.

Moved/Vang, second/Nottoli, to approve agenda Items C-1 through C-5 as follows:

1. Approve Program Year 2020-2021 Self-Assessment and resulting Program Improvement Plan for the Head Start/Early Head Start/EHS-Child Care Partnership programs.
2. Approve the Program Year 2021-2022 Head Start, Early Head Start, and Early Head Start Child Care/Partnership Refunding Applications.
3. Approve the Program Year 2021-2022 Head Start, Early Head Start, and Early Head Start Child Care Partnership Budgets for Basic, Training, and Technical Assistance (TTA), and the Cost-of-Living Adjustment (COLA) in the amount of \$63,936,857.
4. Approve the Head Start, Early Head Start, and Early Head Start Child Care Partnership countywide program options and center locations for the 2021-2022 program year.
5. Approve the Program Year 2021-2022 SETA Head Start, Early Head Start and Early Head Start Child Care Partnership Training/Technical Plan as aligned with established five-year goals and objectives.

Roll call vote:

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

Nay: 0

Abstentions: 0

Ms. Scherman complimented Ms. Lee on how well prepared she is and the information she provides in the packet makes it very easy to go through the process with very few, if any, questions. Ms. Scherman also complimented Ms. Lee on the fantastic job she and Children and Family Services staff are doing.

#### **IV. Information Items**

- A. Fiscal Monitoring Reports: No questions.
- B. Employer Success Stories and Activity Report: No questions.
- C. Dislocated Worker Update: No questions.
- D. Unemployment Update/Press Release from the Employment Development Department: No questions.
- E. Head Start Reports:

Ms. Lee shared that the department has received notification of the Federal Review, which will take place June 14-18, 2021. This review is a benchmark review and will be done virtually. The team leader will likely schedule a Governing Board interview. Ms. Lee will notify Governing Board members in the next couple of weeks to make sure their schedules are available. SETA Head



Start/Early Head Start just finished the State review last week. Staff did a great job and received high remarks on program services during COVID-19 including distance learning, meal services and family engagement practices. We are excited to be going back to in-person services and all sites will be fully opened by June 7, which includes part-day. Classes are still in reduced capacity. The Office of Head Start will be putting out guidance regarding distance learning no longer being an option. Teaching is going well and everyone is looking forward to streamlining back into the regular schedules.

Mr. Guerra asked what protocols are taking place for children and parents to provide health assurance as we near June. Ms. Lee responded that one change is the way children are checked in when they arrive. The children are checked in outside and once the child has been signed in, the child is taken to their classroom. Disinfecting/sanitizing is on a more enhanced schedule. There are designated staff who disinfect surfaces/toys that are shared. Supplies and materials are divided out to individual servings to reduce cross-contamination and staff encourage children to play in their designated spaces. Outside time has been increased and soft/porous goods in the classrooms have been reduced. Staff and children wear masks but each classroom has a safe place where a child can go to take off their mask safely and not be around other children.

#### **V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Ms. Kossick notified the Governing Board that SETA is in the process of re-opening the Del Paso building in June. Ms. Kossick will let the board know at the June 3 meeting the status of reopening.
- C. Deputy Directors: Mr. Kim-no report; Ms. Lee-no further report.
- D. Counsel: No report.
- E. Members of the Board: Mr. Kennedy asked if any telecommunicating opportunities for current jobs are being explored with the plans for re-opening the Del Paso building. He thought it would be a shame to have not learned something from this ordeal. Ms. Kossick replied there was a telecommuting policy put into place last year. A staff member can speak with their supervisor and department head about a request to telecommute.

Mr. Guerra said in moving forward with the execution of the Aggie Square Project, one of the outcomes was to create a One Stop Job Center. Mr. Guerra asked if there could be a report-out on the progress of the one stop job center. He thinks SETA plays a unique leadership role in bringing together all of the partners and all of the different workforce providers at America's Job Centers. Mr. Guerra said we could see this commitment to the community executed. He asked to have a report-out at one of the upcoming meetings. Ms. Kossick responded a report-out could be given at the June 3 Governing Board Meeting. Ms. Kossick said after the City Council has acted on this item, SETA will come back to the Governing Board with a board item to be approved regarding an

agreement between the City of Sacramento and SETA with the type of services and roles and responsibilities for SETA.

Ms. Scherman shared that we have two new board members. In hearing about the re-opening of the Del Paso office, she thought a field trip with the board members would be a good way to connect together and with staff.

Ms. Scherman suggested a date sometime in June or July. Mr. Gregory Thatch said it could certainly take place as a meeting.

Ms. Vang thought it would be a great idea. She has been to the Del Paso office prior but would like to revisit. Mr. Nottoli thought it was a good idea. Mr. Kennedy agreed.

Ms. Sherman mentioned that if the two new board members had any questions regarding what is involved with the Federal Review to contact either Ms. Lee or Ms. Kossick.

There is no meeting in May. The next meeting will take place on June 3, 2021.

F. Public: No report.

**VII. Adjournment:** The meeting was adjourned at 10:35 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 4/20/2021 through 5/26/2021, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 4/20/2021 through 5/26/2021.

PRESENTER: Kathy Kossick

ITEM II-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 for West Region. However, this index has changed and has not been available for a number of years. For the past several years the Agency has utilized the Consumers Price Index – Urban Consumers (CPI\_U), but not for the West Region since 2006. Therefore, the Broadband adjustments over the years was not accurate. This had no direct impact on compensation for classifications in the Broadband Zones.

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	Total
CPI-U (Actual %)	2.5	4.1	0.1	2.7	1.5	3	1.7	1.5	0.8	0.7	2.1	2.1	2.3	2.3	1.4	28.8
CPI-U West Region (Actual %)	2.7	4.1	0	2.2	1.3	2.7	1.7	1.8	1.3	1.8	2.5	3.1	3.1	2.8	1.5	32.6
Difference	0.2	0	-0.1	-0.5	-0.2	-0.3	0	0.3	0.5	1.1	0.4	1	0.8	0.5	0.1	3.8

GB Approval Date	Oct '06	Sept '08	*	Sept '10	*	*	Oct '13	*	*	*	*	*	Sept '19	Apr '20	Mar '21	
% SETA increased	2.7	4.1	0	3.4	0	0	2.1	0	0	0	0	0	9.9	2.3	1.4	25.9

% Difference between CPI-U West Region & SETA increases	6.7
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\*No GB approval this year

**Zone 1**

2020
\$76,798 - \$166,468

**Zone 2**

2020
\$58,852 - \$117,705

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

RECOMMENDATION:

Approve the adjustment to the salary ranges of Zone 1 to \$76,798 - \$166,468 and Zone 2 to \$58,852 - \$117,705.

PRESENTER: D'et Saurbourne

## ITEM II-D – CONSENT

### APPROVAL TO EXTEND THE AGREEMENT WITH COMMUNITY LINK CAPITAL REGION FOR THE 2-1-1 SACRAMENTO HUMAN SERVICES DATABASE

#### BACKGROUND:

SETA partners with the County of Sacramento Departments of Human Assistance and Health Services to fund the 2-1-1 Sacramento Human Services Database, the central resources database administered by the Community Link Capital Region. Each department or agency pays a portion of the Community Link cost for the database through a master contract held by the County of Sacramento. SETA has shared the cost of maintaining the database with the County for over 20 years.

The 2-1-1 Sacramento Human Services Database is an important information resource for Sacramento County service providers and residents. Community Link maintains a searchable, comprehensive, human services database of more than 2,400 non-profit and public health and human services organizations. It is the information resource used extensively by SETA for developing the required plans for the Community Service assessment data for grant applications. The information also helps to:

- Connect residents with community resources
- Highlight gaps in services
- Plan emergency services
- Assist with outreach efforts
- Develop neighborhood profiles

Under the master agreement, the amount of \$150,601 is shared among the three benefiting agencies or departments at an allocation of 25% from SETA, 25% from the County Department of Health Services, and 50% from the County Department of Human Assistance. SETA's share will be \$37,650 for fiscal year 2021-2022.

Approval is requested to provide Community Link \$37,650, through the County of Sacramento Master Contract, as SETA's share of the cost of maintaining the 2-1-1 Sacramento Human Services Database for the 2021-2022 fiscal year.

Federal regulations and SETA's procurement policies permit non-competitive procurement when services are available from only a single source. The 2-1-1 Sacramento Human Services Database is only available through the County of Sacramento's central resources database administered under a County Master Agreement by the Community Link Capital Region and this vital service is used extensively by SETA to develop community service assessment data for various plans, policies and grant applications. Therefore, staff is requesting that the Governing Board finds that these services, provided under the County's Master Agreement, are only available from a single source and justifies SETA's 25% contribution for its share of costs to administer the Master Agreement.

ITEM II-D – CONSENT (continued)

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RECOMMENDATION:

1. Find that 2-1-1 services, provided under the County's Master Agreement, are only available from a single source and justifies SETA's 25% contribution for its share of costs to administer the Master Agreement.
2. Approve \$37,650 for Community Link to update and maintain the 2-1-1 Sacramento Human Services Database for fiscal year 2021-2022.

PRESENTER: Julie Davis-Jaffe

## ITEM III-A – 1 - ACTION

### APPROVAL OF SACRAMENTO EMPLOYMENT AND TRAINING AGENCY RECOMMENDED BUDGET FOR FISCAL YEAR 2021-2022

#### BACKGROUND:

Under applicable procedures set forth in the California Government Code, the SETA Governing Board is required to approve a Recommended Budget prior to June 30th of each year, with the adoption of the Final Agency Budget occurring no later than October 2<sup>nd</sup> of each Fiscal Year. The Recommended Budget, as approved by the Governing Board, provides authority to operate in the new fiscal year until adoption of a Final Budget for that fiscal year.

As funding becomes more definite in several programs, the Final Budget presented at the August Governing Board meeting will reflect actual available funding. A public hearing on the Final Budget should commence on August 5, 2021 at 10:00 a.m. or as soon thereafter as is practicable in the Governing Board meeting room at 925 Del Paso Boulevard, Sacramento, California (or via an electronic Board meeting, if necessary) and staff should cause to be posted and published notice of that meeting. The final budget will be submitted to the County and City after SETA Governing Board approval.

A copy of the Recommended Budget will be sent under separate cover.

#### RECOMMENDATION:

Approve the Recommended Budget and direct staff to print the Recommended Budget and make it available to the public. Schedule a Public Hearing on the Final Budget and direct staff to post and publish notice of that Public Hearing on the Final Budget to commence on August 5, 2021 at 10:00 a.m. or as soon thereafter as is practicable in the Governing Board meeting room at 925 Del Paso Boulevard, Sacramento, California, or via an electronic Board meeting, if necessary

PRESENTER: D'et Saurbourne



**Resolution #: 2021-02**

**BUDGET ADOPTION RESOLUTION**  
**BEFORE THE GOVERNING BOARD OF**

Sacramento Employment & Training Agency  
Joint Powers Agency of the City & County of Sacramento  
State of California

**RESOLUTION ADOPTING RECOMMENDED BUDGET**

WHEREAS, hearings have been terminated during which time all additions and deletions to the recommended budget for 2021-22 were made, and

THEREFORE, IT IS HEREBY RESOLVED in accordance with Chapter 1 of Division 3, Title 2 of the Government Code (Section 29000, et. seq.), the recommended budget for the Fiscal Year 2021-22 be and is hereby adopted in accordance with the following:

(1) Salaries and employees benefits	\$47,659,010
(2) Services and Supplies	13,718,513
(3) Other charges	47,060,709
(4) Fixed Assets	
(A) Land	0
(B) Structures and improvements	1,300,000
(C) Equipment	0
(5) Expenditure transfers	0
(6) Contingencies	0
(7) Provision for reserve increases	0
TOTAL BUDGET REQUIREMENTS	<u>\$ 109,738,232</u>

BE IT FURTHER RESOLVED that means of financing the expenditures program will be by monies derived from Current Financing and Fund Balance.

BE IT FURTHER RESOLVED that the recommended budget be and is hereby adopted in accordance with the listed attachments which show in detail the approved appropriations, revenues and methods of financing, appropriations limit, total annual appropriations subject to limitations attached hereto and by reference made a part hereof.

BE IT FURTHER RESOLVED AND ORDERED, that the Auditor-Controller be hereby authorized and directed to transfer funds and adjust the reserve accounts in the amounts as shown in the recommended budget adopted herewith.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing resolution is passed and adopted by the Sacramento Employment and Training Agency Governing Board, this third day of June, 2021 by the following vote, to wit:

Ayes:

Noes:

Absent:

Abstain:

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Chair of the SETA Governing Board

**ATTACHMENTS:**

Schedule of Changes – FY20-21 to FY21-22

Schedule of Appropriations

Schedule A – WIOA Grants

Schedule of Out-of-State Travel

Schedule of Fixed Assets

Schedule of Personnel

Schedule of Appropriations by Line Item

Financing Requirements Summary Schedule

ITEM III-B – 1 - ACTION

APPROVAL OF THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA), SACRAMENTO WORKS, INC., RESOURCE ALLOCATION PLAN FOR 2021-2022

BACKGROUND:

The Resource Allocation Plan (RAP) establishes how funds, allocated to Sacramento County through the Workforce Innovation and Opportunity Act (WIOA), Adult and Dislocated Worker programs, will support services, activities and functions within the Sacramento Works Job Center System (SWJC). Funds that are allocated provide activities and services that assist unemployed and underemployed individuals gain the skills necessary to enter high demand careers in the region and offer employers the services they need to hire qualified candidates. On an annual basis, Sacramento Works, Inc. (SWI) reviews the RAP and approves the percentage of funds that will be allocated to each activity for the next fiscal year.

The allocations for Program Year (PY) 2021-2022 for the WIOA Adult and Dislocated Worker programs are \$37,483 (.6%) less than the PY 2020-2021 allocation of \$6,346,880.

For 2021-22, staff is recommending maintaining the current RAP categories and percentages as follows:

61.4%	Career Services
24.8%	Training Services
6.7%	Job Center Support
5.6%	Administration
<u>1.5%</u>	<u>Board Initiatives</u>
<b>100%</b>	<b>Total</b>

The proposed RAP chart and definitions are attached for your review.

RECOMMENDATION:

Review and approve the Resource Allocation Plan for 2021-22.

PRESENTER: Roy Kim

<b>Job Center Services Activities and Functions</b>	<b>Allocation % for Fiscal Year 2020-2021</b>	<b>Allocation % for Fiscal Year 2021-2022</b>	<b>WIOA Adult and Dislocated Worker Funding 2021-2022</b>	<b>WIOA Adult and Dislocated Worker Funding 2021-2022</b>	<b>Increase/Decrease from last year</b>
<b>Career Services:</b> Costs associated with outreach, intake, orientation, registration, eligibility determination, skill review, initial/vocational assessments, career planning/coaching, short-term pre-vocational services, workforce preparation activities, financial literacy, English language acquisition, referral/coordination, information workshops, labor market information, and technology resources. This activity also includes ongoing comprehensive casemanagement services, business services, and facilities/operational costs.	61.4%	61.4%	\$ 3,896,985	\$ 3,873,970	\$ (23,015)
<b>Training Services:</b> Costs associated with customers in training activities, including Scholarships/Individual Training Accounts for occupational skills training, On-the-Job Training, pre-apprenticeship and apprenticeship, customized training, incumbent worker training, entrepreneurial training, job readiness training, and ongoing comprehensive casemanagement services for customers in training activities.	24.8%	24.8%	\$ 1,574,026	\$ 1,564,730	\$ (9,296)
<b>Job Center Support:</b> Program Monitoring and Quality Control; SacWorks support, Client tracking, reporting and follow-up; capacity building.	6.7%	6.7%	\$ 425,241	\$ 422,730	\$ (2,511)
<b>Administration:</b> General Administration, HR, Payroll, Information Systems, Fiscal and Contracts.	5.6%	5.6%	\$ 355,425	\$ 353,326	\$ (2,099)
<b>Board Initiatives:</b> Sacramento Works, Inc., Board initiatives, including employer outreach, research, and participation in workforce initiatives.	1.5%	1.5%	\$ 95,203	\$ 94,641	\$ (562)
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	<b>\$ 6,346,880</b>	<b>\$ 6,309,397</b>	<b>\$ (37,483)</b>

## ITEM III-B - 2 - ACTION

### APPROVAL OF FUNDING EXTENSION RECOMMENDATIONS FOR THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA), TITLE I, YOUTH PROGRAM, PROGRAM YEAR 2021-2022

#### BACKGROUND:

In 2019, SETA procured WIOA Program Operators to provide In-School Youth and Out-of-School Youth services, which allowed one-year extensions for three additional years. All subgrants were extended for a twelve-month period beginning July 1, 2020 and ending on June 30, 2021. SETA/Sacramento Works has the option to extend any subgrant awarded for up to two additional terms.

The Sacramento WIOA youth funds are allocated in two categories: Individualized Services for In-School Youth and Individualized Services for Out-of-School Youth.

#### Individualized Services:

The Workforce Innovation and Opportunity Act identified specific program elements to be incorporated into the delivery of youth services.

1. Secondary School Completion Services
2. Alternative Secondary School Services
3. Paid or unpaid work experience that have academic and occupation education as a component of the work experience
4. Occupational Skills Training that lead to recognized post-secondary credentials that align with in-demand industry occupations
5. Education offered concurrently with and in the same context as workforce activities and training for a specific occupation
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive and civic behaviors
7. Supportive Services
8. Adult Mentoring
9. Comprehensive Guidance and Counseling
10. Follow-up Services for not less than 12 months after program completion
11. Financial literacy education
12. Entrepreneurial skills training
13. Career awareness, career counseling and career exploration services about in-demand industry sectors/occupations
14. Activities that help youth prepare for and transition to post-secondary education and training.

The WIOA Youth Program requires that these elements be part of a comprehensive and community-focused program design providing an age continuum of services to the

target population. Program services will address the barriers of the targeted youth and prepare them to obtain employment in a high wage/high growth industry or in an occupation with future career advancement opportunity, enter an education or training program, attain a degree/certificate, achieve measureable skill gains or return to/remain in secondary/alternative secondary school.

### **Funding Recommendations**

SETA is recommending the extension of subgrant awards for an additional year beginning July 1, 2021 and ending June 30, 2022. The funding recommendations are based on program enrollment numbers achieved. See the attached WIOA Youth Program Enrollment Summary PY 20-21 for enrollment goals and actual enrollments achieved by each provider. Those providers who achieved 100% of their enrollment goals were funded for the number enrolled plus one additional slot. The providers who exceeded their enrollment goals were funded for the number enrolled in PY 20-21. Those providers who substantially met enrollments based on the allowable plan deviation of 15% achieving 85% of their enrollment goals, were funded for the number of slots they enrolled in this program year.

The providers that achieved less than 85% of their enrollment goals are not being recommended for funding:

- Crossroads Diversified Services at 42.11% with 8 out of 19 youth enrolled for PY 20-21.
- Sacramento Chinese Service Center at 50% with 7 out of 14 youth enrolled for PY 20-21.

The funding recommendations are contingent upon satisfactory year-end program performance on numbers achieved in employment and education placement, attainment of the 20% WEX expenditure requirement, percentage of participants who achieved measurable skills gain and the percentage of participants who obtain a credential or diploma.

### **Program Enrollment Numbers**

*Defined as the number of participants to be served in the program year including enrollment of target groups.*

### **Placement in Employment or Education**

*Defined as employment, military service, enrolled in post-secondary education and/or advanced training or occupational skills training.*

**Attainment of 20% WEX Expenditures for Paid or Unpaid Work Experience**

*Defined as employment opportunities such as work experiences during the summer and throughout the school year; pre-apprenticeship programs; internships and job shadowing; and on the job training.*

**Measurable Skills Gain**

*Defined as the percentage of participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skills gains, defined as documented academic, technical, occupational, or other forms of progress, towards a credential or employment.*

**Credential Rate**

*Defined as the percentage enrolled in education or training program who attain a recognized postsecondary credential or secondary school diploma within 1 year after program exit.*

**FUNDING ALLOCATIONS**

SETA has received the Program Year (PY) 2021-2022 Youth funding allocation, which reflects a decrease of \$254,214 from the prior year. The total youth funding extension recommendation for PY 21-22 is \$2,019,093. Additionally, the funding recommendation includes Work Experience funding to support the minimum wage increase in January, 2022 of \$15.00 per hour.

Out-of-School Youth Funding	\$ 1,890,453
In-School Youth Funding	\$ 83,640
2022 WEX Wage Increase	\$ 45,000
<b>Total WIOA Youth Funding Recommendations</b>	<b><u>\$ 2,019,093</u></b>

See the attached funding recommendation chart for details.

The Sacramento Works Board will take action at its May 26 meeting.

**RECOMMENDATION:**

Approve the staff funding extension recommendations for the WIOA Title I, Youth Program, PY 2021-2022. Approve with the stipulation that all funding recommendations are contingent upon satisfactory year-end program performance reviews

**PRESENTER:** Terri Carpenter

## WIOA YOUTH PROGRAM ENROLLMENT SUMMARY PY 2020-2021

Provider	Goal	Enrollments	Percent Enrolled
North State Building Industry Foundation OSY	19	24	126.32%
Elk Grove Unified School District OSY	47	42	89.36%
SCUSD - Skills Center OSY	28	25	89.28%
Asian Resources Inc, - Alhambra OSY	19	17	89.47%
Goodwill Industries OSY	19	18	94.74%
Folsom Cordova Community Partnership OSY	28	24	85.71%
Waking the Village OSY	19	21	110.53%
California Human Development OSY	19	19	100%
La Familia Counseling Center OSY	23	23	100%
Greater Sacramento Urban League OSY	19	16	84.21%
Lao Family Community Development OSY	19	20	105.26%
International Rescue Committee OSY	19	19	100%
Crossroads Diversified Services - CH OSY	19	8	42.11%
Juma Ventures OSY	19	17	89.47%
City of Sacramento ISY	14	14	100%
Sac Chinese Community Serv Franklin ISY	14	7	50%



Out of School Youth Provider	2020-2021 Funding	# of Youth PY 20-21	2021-2022 Funding	# of Youth PY 21-22	Cost Per Participant	Area/Location
Lao Family Community Development	\$112,242	19	\$120,680	20	\$6,034	North Sacramento, Foothill Farms, Del Paso Heights, Arden-Arcade, Oak Park, South Sacramento, Meadowview, Florin/Hillsdale, EGACE, SCUSD, Galt, Mark Sanders and Franklin AJCCs
Waking the Village	108,500	19	122,493	21	5,833	Foothill Farms, Rio Linda, Del Paso Heights, Arden-Arcade, North Sacramento, Oak Park, Florin, Meadowview/South Sacramento, Downtown/Franklin and Asian Resources AJCCs
Elk Grove Unified School District	257,446	47	232,512	42	5,536	South Sacramento, Elk Grove/Franklin and Galt AJCCs
Sacramento City USD	185,200	28	165,950	25	6,638	South Sacramento, Meadowview, Fruitridge, Florin, Florin-Perkins, North Sacramento, Rancho Cordova, Arden Arcade, Del Paso Heights/SCUSD AJCC
California Human Development	111,600	19	120,000	20	6,000	Galt/Franklin and Galt AJCCs
Folsom Cordova Community Partnership	164,947	28	141,888	24	5,912	Rancho Cordova, Rosemont, Folsom/Folsom Cordova Community Partnership and Mather AJCCs
JUMA Ventures	110,321	19	100,827	17	5,931	Oak Park, Meadowview, Del Paso Heights, Mather Field/Hillsdale and Asian Resources AJCCs
International Rescue Committee	108,343	19	116,500	20	5,825	Arden-Arcade/Hillsdale AJCC
Goodwill Industries	146,039	19	141,336	18	7,852	Downtown, Midtown/ Mark Sanders AJCC
La Familia Counseling Center	181,981	23	189,888	24	7,912	Downtown, Midtown, South Sacramento/Franklin and La Familia AJCCs
Asian Resources, Inc.	161,946	19	148,019	17	8,707	Downtown, Midtown, South Sacramento, Rancho Cordova, North Highlands, Arden-Arcade, South Natomas, Del Paso Heights/Asian Resources, Franklin and Mark Sanders AJCCs
North State Building Industry Foundation	136,954	19	176,712	24	7,363	Foothill Farms, North Highlands, Rancho Cordova, Arden Arcade, Meadowview, South Sacramento, Rosemont, Antelope/Hillsdale, Mather, Crossroads and Greater Sacramento Urban League AJCCs
Greater Sacramento Urban League	132,116	19	113,648	16	7,103	Del Paso Heights, Oak Park/Greater Sacramento Urban League and Hillsdale AJCCs
Crossroads Diversified, Inc.	133,847	19	0	0	0	Citrus Heights, Carmichael, Fair Oaks, Orangevale, Arden-Arcade, Foothill Farms, Antelope, Elverta, Rancho Cordova, Mather, Folsom/Crossroads AJCC
	<b>\$2,051,480</b>	<b>316</b>	<b>\$ 1,890,453</b>	<b>288</b>	<b>\$6,564</b>	

In School Youth Provider	2020-2021 Funding	# of Youth PY 20-21	2021-2022 Funding	# of Youth PY 21-22	Cost Per Participant	Area/Location
City of Sacramento Dept of Parks and Rec	\$77,206	14	83,640	15	5,576	South Natomas, North Sacramento, Del Paso Heights, Midtown, South Sacramento/SCUSD AJCC
Sacramento Chinese Community Service Center	77,206	14	0	0	0	South Sacramento, Del Paso Heights, North Highlands, Foothill Farms, McClellan/Franklin and Hillsdale AJCCs
	<b>\$154,412</b>	<b>28</b>	<b>\$83,640</b>	<b>15</b>	<b>\$5,576</b>	

ITEM III-B – 3 – ACTION

APPROVAL OF FUNDING EXTENSION RECOMMENDATIONS FOR THE  
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA), TITLE I, ADULT AND  
DISLOCATED WORKER PROGRAMS, PROGRAM YEAR (PY) 2021-2022

BACKGROUND:

On an annual basis, SETA receives Workforce Innovation and Opportunity Act, Title I, Adult and Dislocated Worker (DW) funding from the California Employment Development Department (EDD). These funds are utilized as established in a Resource Allocation Plan (RAP) approved annually by the Sacramento Works, Inc. (SWI) Board, Sacramento's Local Workforce Development Board (LWDB), and the SETA Governing Board. A portion of the WIOA Adult and DW funds are reserved by SETA to fund SETA-hosted Sacramento Works America's Job Centers of California (Job Centers) and administrative and support staff, and a portion of the funds are allocated through a Request for Proposals (RFP) process to organizations to host Job Centers. The WIOA, Title I, RFP process is required to be conducted at least once every four years.

On June 4, 2020, the SETA Governing Board approved funding ten organizations to host Job Centers that responded to the Sacramento Works America's Job Centers System Services RFP released on March 6, 2020. The Job Centers are strategically located throughout Sacramento County and provide job seekers with universal access to a variety of tools and services intended to result in entry into career pathways in high demand occupations. Services include in-depth assessments, career coaching, computer and financial literacy, labor market information and career exploration, job search assistance, adult education and literacy, vocational and entrepreneurial training, and apprenticeship opportunities.

Contracts were negotiated and executed with the funded Job Centers for a one-year time frame, which began July 1, 2020. All contracts contain language that provides SETA the sole discretion to extend contracts for up to three additional one-year terms based on program performance and funding availability.

As established in the Resource Allocation Plan approved by the Sacramento Works, Inc. (SWI) Board, the allocation for WIOA Adult and Dislocated Worker programs is \$6,309,397, a decrease of \$37,483 from 2020-21 funding levels. After setting aside the allocations for SWI Board Initiatives (\$94,641), Administration (\$353,326) and Job Center Support (\$422,730), the funds available for direct services to customers are as follows:

Career Services:     \$3,873,970  
Training Services:   \$1,564,730

Of the amounts allocated for direct services to customers, staff is recommending setting aside a total of \$3,003,102 (55%) to provide the following direct services to customers via:

ITEM III-B – 3 – ACTION (continued)

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SETA/Partner-hosted Job Center Services:	\$2,893,102
Individual Training Accounts/Support Services:	\$ 110,000

The remaining amounts allocated for direct services to customers, \$2,435,598 (45%), are covered in this funding recommendation.

The purpose of this item is to request the Board's approval to extend contracts for the subcontracted Job Centers to cover PY 2021-22 services beginning July 1, 2021, as indicated in the attached funding charts. Recommended allocations are based on current program performance and final 2021-2022 funding allocations for the WIOA Adult and Dislocated Worker programs, which decreased by \$37,483 (.6%) from 2020-2021 funding levels. If approved, the staff funding extension recommendations would reduce Job Center contracts by \$173,521 and increase scholarships for training and supportive services by \$150,000, resulting in a net reduction of \$23,521. The remaining \$13,962 in reduced funding allocations would be absorbed by reductions in SETA-hosted Job Center services, and program and administrative supports.

Through May 14, 2021, the Job Centers have provided Basic Career Services to approximately 15,000 customers and Individualized Career Services to approximately 1,650 customers. The subcontracted Job Centers account for approximately 68 percent of the Basic Career Services provided, and 64 percent of the Individualized Career Services provided system-wide.

SETA met or exceeded all WIOA core performance measure and actual outcomes were as follows:

	<u>Adult</u>	<u>Dislocated Worker</u>
Employment Rate (Q2):	64.78%	76.17%
Employment Rate (Q4):	65.06%	75.27%
Median Earnings (3 Mo.):	\$6,265	\$8,196

System-wide, the Job Centers have successfully continued to serve customers despite the COVID pandemic, albeit at reduced levels when compared to the prior year of approximately 70% for Basic customers and 85% for Individualized customers. In the new year, staff anticipate that Job Centers will return to pre-pandemic service levels.

The system continues to struggle to meet the State-added requirement that local areas expend at least 20 percent of all WIOA funds on training services. Therefore, staff is recommending that all Job Center contracts continue to include the provision requiring that a minimum of 20 percent of the funds be expended on training services. In addition, staff is recommending an increase in Scholarship allocations for all recommended Job Centers.

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SETA staff have monitored and evaluated Job Centers on overall past program performance and their ability to meet planned performance levels. Evaluation criteria reviewed for performance include:

- Achievement of planned performance goals
- Ability to enroll and serve target populations
- Achievement of WIOA Adult and Dislocated Worker Performance Outcomes
- Documentation of services and client progress towards goal attainment in the CalJOBS case management system
- Ability to provide required WIOA program elements and adhere to policies and program guidelines

A summary of Job Center program performance is attached. Staff have ranked the Job Centers based on overall performance. Job Centers in Rank 1 are recommended for a 5% increase in their Career Services allocations, Job Centers in Rank 2 are recommended for level funding in their Career Services allocations, and the Job Center in Rank 3 is not being recommended for a funding extension.

Based primarily on program performance, staff is not recommending extending the agreement with Pro Youth and Families/Pivot Sacramento, which is a joint venture, to host the “Fruitridge” Job Center located at 4625 44<sup>th</sup> Street. In addition, SETA received a memo from Pro Youth and Families requesting SETA’s approval to transfer its responsibility under the agreement to Pivot Sacramento effective July 1, 2021. Nevertheless, staff is not recommending extending the agreement due to poor performance. Staff will work closely with Pro Youth & Families/Pivot Sacramento to ensure that current customers are transitioned to services available through nearby Job Centers.

RECOMMENDATION:

Approve staff funding extension recommendations for the WIOA Title I, Adult/Dislocated Worker Programs as listed on the attached chart, and approve the stipulation that all Job Center contracts will include the requirement that a minimum of 20 percent of the funds be expended on training services.

PRESENTER: Roy Kim

Performance Ranking	Applicant Agency	CURRENT WIOA FUNDING 2020-21		WIOA FUNDING EXTENSION RECOMMENDATIONS 2021-22			
		Total Funding (Includes \$10,000 in Scholarships)	Numbers to be Served (Basic)	Funding Amounts (Basic and Individualized Career Services)	Scholarship Funding*	Cost Per Customer	Number to be Served** (Basic Career Services)
<b>Subcontracted Sacramento Works America's Job Center System Services</b>							
1	Elk Grove USD	\$310,000	1,130	\$315,000	\$30,000	\$265	1,186
1	California Human Development Corporation	188,945	750	187,892	20,000	239	786
1	Asian Resources, Inc.	263,400	1,400	266,070	30,000	181	1,470
1	Sacramento City USD	210,000	1,111	210,000	30,000	180	1,167
1	Greater Sacramento Urban League	256,125	1,375	258,431	30,000	179	1,444
2	La Familia Counseling Center, Inc.	260,000	1,168	250,000	30,000	214	1,168
2	Crossroads Diversified Services, Inc.	158,205	1,120	148,205	20,000	132	1,120
2	Folsom Cordova Community Partnership	310,000	1,402	300,000	30,000	214	1,402
2	Lao Family Community Development	260,000	1,250	250,000	30,000	200	1,250
3	Pro Youth/Pivot Sac	242,444	1,200	0	0	N/A	N/A
<b>Total Subcontracted</b>		<b>\$2,459,119</b>	<b>11,906</b>	<b>\$2,185,598</b>	<b>\$250,000</b>	<b>\$199</b>	<b>10,993</b>

\* *Scholarship allocations are based on size of SWJC; includes vendor and supportive services*

\*\**A minimum of 10% of Total Customers must be served under Individualized Career Services.*

**Total Performance**

<b>Agency</b>	<b>"Basic Service" Score (10)</b>	<b>"Enrollment" Score (15)</b>	<b>"Placed at Exit" Score (15)</b>	<b>"Median Wage" Score (10)</b>	<b>Total Performance Score (50)</b>
Elk Grove	6.1	15.0	7.3	7.8	36.19
Galt (CHD)	4.6	8.1	15.0	7.5	35.25
Asian Resources	10.0	9.3	6.5	8.6	34.48
Sac City	4.8	12.0	6.0	7.6	30.40
GSUL	5.3	10.5	4.4	10.0	30.29
La Familia	7.7	11.9	1.8	7.5	29.00
Crossroads	7.0	8.5	6.2	7.0	28.64
Folsom Cordova	4.0	8.3	8.2	7.5	27.99
Lao Family	7.4	11.3	1.3	7.5	27.37
Fruitridge	0.7	2.5	0.0	0.0	3.20
<b>Average</b>	<b>5.8</b>	<b>9.7</b>	<b>5.7</b>	<b>7.1</b>	<b>28.3</b>

## ITEM III-B – 4 - ACTION

### APPROVAL OF THE CAPITAL REGION'S WORKFORCE DEVELOPMENT PLAN AND THE SACRAMENTO AREA'S WORKFORCE DEVELOPMENT PLAN FOR PROGRAM YEARS 2021-2024, AND AUTHORIZE SETA'S EXECUTIVE DIRECTOR TO MAKE REVISIONS REQUIRED BY THE STATE

#### BACKGROUND

In July 2014, Congress passed the Workforce Innovation and Opportunity Act (WIOA). The WIOA requires local workforce areas and regional planning units (RPUs) to submit comprehensive regional and local workforce development plans to State workforce boards. The Capital Region's RPU consists of four workforce development areas - Golden Sierra Job Training Agency (GSJTA), North Central Counties Consortium (NCCC), Sacramento Employment and Training Agency (SETA), and Yolo County, representing nine counties - Alpine, Colusa, El Dorado, Glenn, Placer, Sacramento, Sutter, Yolo and Yuba.

The initial regional and local plans for Program Years (PY) 2017-2021 were approved by the California Workforce Development Board (CWDB) in August 2017. Regional and local plan biennial updates were approved by the CWDB in April 2019 and July 2019, respectively.

In January 2021, the CWDB issued policy guidance regarding new regional and local plans for PY 2021-2024. The policy guidance applies to Local Workforce Development Boards (LWDBs) and RPUs and ensures that plans remain current and account for changes in labor market and economic conditions, or other factors affecting the implementation of the plans. The policy guidance recognized the effects of the COVID-19 pandemic, the ensuing economic uncertainty and unprecedented volatility in the labor market, and the need to make changes or adjustments to goals, strategies and objectives as more information becomes available.

The state's Unified Plan serves as the overarching policy document that provides a conceptual outline for LWDBs and their partners as they develop regional and local plans. The State Plan policy objectives drive towards the shared vision of creating a comprehensive system that impacts poverty, promotes income mobility, and embeds equity as a cornerstone of service-delivery.

The Capital Region's LWDBs facilitated two joint planning/public input meetings to solicit input from local workforce development stakeholders (education, labor, business, economic development and community-based organizations) on the development of the regional and local plans. Due to COVID, the public input meetings were facilitated via Zoom. The overarching input indicated a need for increased and ongoing communication among service partners and improved alignment of services to meet the needs of all customers. Recurring issues expressed by attendees included



ITEM III-B – 4 – ACTION (continued)

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transportation, the need for more wrap-around supports, mitigating lengthy/cumbersome processes and paperwork to access services, and increasing access to job readiness and career pathway programs for vulnerable populations.

Drafts of the regional plan and the local plan, including the attachments, can be found online at [www.seta.net](http://www.seta.net) under the Public Notices & RFPs tab. The documents have been prepared in compliance with the state's policy guidance. The draft regional and local plans were posted on the SETA website on March 26, 2021. Links to both the regional and local plan updates were made available to all of the required stakeholders, as well as to over 400 partners, stakeholders and other interested parties for comment. Special care was taken to ensure that organizations representing historically disadvantaged populations, such as the Sacramento County Department of Human Assistance, the California Human Development, California Department of Rehabilitation, Crossroads Diversified Services, Inc., the local American Association of Retired Persons, Vietnam Veterans of California, the California Indian Manpower Consortium, Alta Regional, NorCal Center on Deafness, to name a few, received notifications. Additionally, public notices were published in the Sacramento Bee, and other local and regional publications throughout the region. SETA and the other Capital Region Boards received no additional public comment prior to the April 26, 2021 deadline.

Unsigned drafts of the regional and local plans were submitted to the State by the April 30, 2021 deadline. Staff is seeking the Board's approval of the plans in order to meet the final submission deadline of June 30, 2021. Once submitted, the State will work with the SETA and the RPU to address plan deficiencies, if any. Therefore, staff is further seeking approval to allow SETA's Executive Director to make revisions to the regional and/or local plans that may be required by the State.

RECOMMENDATION:

Approve the Capital Region's Workforce Development Plan and the Sacramento Area's Workforce Development Plan for Program Years 2021-2024, and authorize SETA's Executive Director to make revisions required by the State.

PRESENTER: Roy Kim

## ITEM III-B - 5 – ACTION

### APPROVAL OF THE 2022-2023 COMMUNITY SERVICES BLOCK GRANT COMMUNITY ACTION PLAN

#### BACKGROUND:

A locally-determined plan for the use of CSBG funding is required by the State Department of Community Services and Development (CSD) prior to the release of funds. The draft 2022-2023 Community Action Plan has been made available for public comment on the SETA website at [www.seta.net](http://www.seta.net), and staff is seeking the Governing Board's approval. This two-year draft Community Action Plan presents the Community Services Block Grant service priorities for the period of January 1, 2022 through December 31, 2023; however, SETA's contract with CSD is executed on an annual basis. The current annual funding level is \$1,821,879 for calendar year 2021, but the funding level for 2022 is unknown at this time.

The draft Community Action Plan was developed through an extensive needs assessment process utilizing multiple information and data sources including public testimony, a community-wide survey on needs from current and past clients as well as community members, an analysis of the latest available demographic Census data and studies, a review of publications on trends and issues in Sacramento County, an evaluation of the most recently available Homeless Point-In-Time Count for Sacramento County, and other sources of information depicting the most recent conditions affecting low-income households in Sacramento County.

Based on key findings emerging during the development of the 2022-2023 Community Action Plan, SETA recommends a continued or expanded effort to stabilize in-crisis, vulnerable and homeless families for employment services they may not have been able to access on their own, to continue support services that keep homebound and disabled seniors in their housing of choice, to continue support for youth services that modify gang/pre-gang and risky/unlawful behaviors, including efforts to mitigate African American juvenile arrest rates, and maintenance of a safety net program providing vital household and family resources for working poor households facing immediate economic shortfalls and households unable to benefit from family self-sufficiency services.

A summary of the findings is attached. The Community Action Board reviewed and approved this document at their May 25 special meeting.

#### RECOMMENDATION:

Review and approve the 2022-2023 Community Services Block Grant Community Action Plan.

PRESENTER: Julie Davis-Jaffe

## COMMUNITY SERVICES BLOCK GRANT

### 2022-2023 DRAFT COMMUNITY ACTION PLAN (CAP) KEY FINDINGS

The Sacramento County Needs Assessment describes the problems and causes of poverty in the SETA Community Action Area based on public testimony, community surveys, and verifiable data and information. Most of the statistical data found in the 2022-2023 CAP was drawn from the 2019 American Community Survey, a product of the U.S. Census Bureau. The economic fallout created by the COVID-19 pandemic is not reflected in the available Census data, which would likely yield increased levels of poverty among many segments of the population listed below. The profile below describes levels of poverty by demographic groups in Sacramento County.

#### **Poverty Rate**

The most recent data available on the American Community Survey shows a 2019 Sacramento County poverty rate of 14.7%, representing 246,203 people living in poverty. The poverty rate has dropped from 16.7% in 2017, bringing 25,490 people out of poverty since that time.

#### **Single Parents**

The poverty rate among single parent households was 22.4% in 2019, down from 32% in 2017; for single parent families headed by a female, the poverty rate fell from 37% to 32.2%. This is good news, and reflects the increasing prosperity among many subpopulations in the County; however, the rate of poverty for families headed by a single mother remains 3.5 times as high as that for two-parent families. Furthermore, it does not reflect the economic challenges imposed by the pandemic.

#### **Seniors**

Poverty among seniors declined slightly, to 10% in 2019, while poverty among the general population declined by 2% from 2017. The poverty rate for African American, Asian, Hispanic/Latino, and Other Races remained higher than that of White seniors.

#### **Youth**

At 23.8% of the population, Sacramento County's youth aged 0-17 have a poverty rate of 19.8%; this is 5.1% higher than the general population. Youth aged 0-5 have the highest poverty rate, which at 20.9% is 6.2% higher than the general population. At 37.7%, children in single female parent households have a particularly high rate of poverty.

The felony arrest rate for African Americans continues to be disproportionately high for that population. However, the inclusion of all youth aged 0-17 in the juvenile arrest rate, rather than limiting it to youth aged 10-17, makes the comparison less stark. The felony arrest rates remain high: for African American males, it is 377% higher than for all juvenile males; for African American females, it is 460% higher than for all juvenile females.

### **Labor Force and Unemployment Data**

In February, 2020, the Sacramento County unemployment rate was at 3.7%; in April, 2020, the impact of pandemic-related job losses was reflected in the unemployment rate of 14.9%. Certain sections of the County experienced particularly high levels during that time, most notably Arden Arcade, Florin, and Foothill Farms. While the unemployment rate has decreased in all areas of the County, it has remained double what it was in February, 2020.

### **Homelessness**

The report on Sacramento's 2019 Homeless Point-In-Time Count documented 5,570 people lacking a fixed, regular and adequate residence over which they had some control; this is a 57% increase in only two years. The 90% increase in unsheltered homeless, and a 60% % increase in chronically homeless adults, in the two years between 2017 and 2019 followed significant increases in these populations between 2015 and 2017.

### **Hunger**

While current data is not available on food insecurity as a result of the pandemic, the Feeding America website projected a food insecurity rate of 16.9% for all ages, and a child food insecurity rate of 25.7%. This is consistent with the reports received from SETA's CSBG partners, who reported an explosion of need following the onset of the pandemic. Food insecurity is defined as a lack of consistent, reliable source of nutritious food.

### **CAP Target Populations**

Based upon the needs assessment, CSBG services will be prioritized for the following populations:

- Single parent households, especially single parent female households with children aged 0-5, who are seeking self-sufficiency;
- At-risk youth needing mentoring and support in attaining healthy behaviors and stability, and educational support for returning to a pre-pandemic academic environment;
- Sacramento County people experiencing homelessness;
- Low-income seniors, particularly people of color;
- Young African American juveniles, to counter the disproportionately high arrest rate;
- Low-income people needing financial assistance with rent, utilities, food and other supports to maintain self-sufficiency;
- People with disabilities.

ITEM IV-A- INFORMATION  
FISCAL MONITORING REPORT

BACKGROUND:

Attached for your information is a copy of the latest fiscal monitoring report.

Staff will be available to answer questions.

PRESENTER: D'et Saurbourne

**MEMORANDUM**

**TO:** Ms. Robynne Rose-Haymer **DATE:** May 10, 2021

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

**RE:** Desk Fiscal Monitoring at Goodwill Industries of WIND Youth Services, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	FSS	\$55,000	1/1/19-12/31/19	7/1/19-12/31/19
CSBG	Safety Net	\$20,000	1/1/19-12/31/19	7/1/19-12/31/19
CSBG	YSS	\$43,500	1/1/19-12/31/19	7/1/19-12/31/19

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

**Date of review:** August 2020-March 2021 (COVID)

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

**Program Operator: WIND Youth Services, Inc.**

**Findings and General Observations:**

- 1) We have reviewed the CSBG programs of Family Self-Sufficiency, Safety Net and Youth & Senior Support from July 1, 2019 to December 31, 2019. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

None

cc: Kathy Kossick  
Governing Board

ITEM IV-B – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

PRESENTER: William Walker



# SETA- Employer Activity Report

The following is an update of information as of May 17, 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
AlSCO,inc	9	Counter Sorter	1
	9	Route Sales Representative	1
	9	Wash Aisle Operator	1
Amazon.com Services, LLC.	9	Warehouse Team Member	1
Carson Landscape Industries	9	Irrigation Technician	2
Children's Receiving Home of Sacramento	6	Behavioral Health Specialist	1
	6	Clinical Program Manager	1
City of Elk Grove	9	Animal Services Officer	1
	7	Communications Bureau Manager	1
	9	Community Service Officer	1
	9	Dispatcher	2
	9	Human Resources Director	1
	9	Police Officer - Entry Level	1
City of Sacramento	9	Administrative Assistant	1
	9	Administrative Technician	1
	9	Animal Care Technician	1
	9	Animal Control Officer II	1
	9	Aquatics Recreation Supervisor	1
	9	Aquatics Specialist	1
	9	Aquatics Specialist	1
	9	Assistant Pool Manager	1
	3	Associate Electrical Engineer	1
	9	Building Monitor	1
	9	Building Monitor (Summer Programs)	1
	9	Camp Aide	2
	9	Camp Caretaker	1
	9	Camp Program Director	1
	9	Claims Collector	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	Development Project Manager	1

# SETA- Employer Activity Report

The following is an update of information as of May 17, 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	9	Dispatcher II	1
	3	Engineering Manager	1
	9	Environment Health & Safety Officer	1
	9	Equipment Mechanic III	1
	9	Fleet Service Coordinator	1
	4	Information Technology Supervisor	1
	9	Integrated Waste Equipment Operator	1
	9	Labor Relations Officer	1
	9	Lifeguard	1
	6	Nurse -Adaptive Recreation	1
	9	Park Maintenance Worker II	1
	9	Payroll Technician	1
	9	Permit Services Supervisor	1
	9	Personnel Transaction Coordinator	1
	9	Pick-Up Driver	1
	9	Planning Director	1
	1	Plant Operator	1
	9	Police Office	2
	9	Police Officer Recruit	1
	9	Police Recruit	2
	9	Pool Manager	1
	9	Principal Budget Analyst	1
	9	Principal Planner (Principal Development Project Manager)	1
	4	Principal Systems Engineer	1
	9	Program Manager	1
	9	Program Specialist	2
	9	Program Specialist -Financial Specialist	1
	9	Recreation Aide	3
	9	Recreation General Supervisor	1
	9	Senior Accounting Technician	1
9	Senior Animal Care Technician	1	
4	Senior Applications Developer	1	

# SETA- Employer Activity Report

The following is an update of information as of May 17, 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	9	Senior Development Project Manager	1
	9	Senior Engineer	3
	9	Senior Lifeguard	1
	9	Senior Recreation Aide	1
	9	Senior Staff Assistant	1
	9	Senior Tree Maintenance Worker	1
	3	Structural Maintenance Supervisor	1
	9	Student Trainee-Police Department	1
	9	Traffic Control And Lighting Supervisor	1
	3	Utility Construction Coordinator	1
	9	Utility Worker	2
	9	Worker's Compensation Claims Assistant I	1
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
Cornerstone Staffing Solutions	9	Warehouse/General Labor	20
Ertec Environmental Systems LLC	1	Manufacturing Assembler	6
	1	Sewer	6
EVO Emergency Vehicle Outfitters	6	Automotive Technician	5
Cosumnes Community Service District	9	Fire Chief	1
Good Times Motorsports	9	Motorcycle Mechanic	1
	9	Parts Counter Sales Person	1
Habitat for Humanity of Greater Sacramento	9	Homeowner Services Manager	1
Health Advocates	9	Coordinator- Sacramento	1

# SETA- Employer Activity Report

The following is an update of information as of May 17, 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>			
HealthNow Administrative Services	6	Customer Service Representative 1	4
HR TO GO	9	Shelter Worker	5
	6	Specimen Accessioner	1
KinderCare Education LLC	4	Teacher	8
Law office of William R Orr	9	Receptionist Secretary	1
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	Agriculture Mechanized Agriculture Technology Adjunct Assistant Professor	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	Dean, Behavioral & Social Science	1
	4	Dean, Outreach, First Year Experience (FYE) and	1
	4	Director I, Enterprise Services	1
	4	Director (VII) Refugee Career Pathways	1
	4	Faculty Diversity Internship Program	1
	4	Grant Coordination Clerk	1
	4	History Assistant Professor	1
	7	Information Technology Technical Services	1
	4	McClellan/Sacramento Regional Public Safety	1
	4	Medical-Surgical Nursing Assistant Professor	1
	4	Nursing Assistant Professor	3
	4	Nursing (Registered Nurse-RN) Assistant	1
	4	Police Officer	1
	4	Senior Information Technical Business/Technical	1
	4	Special Projects Beacon Supplemental Instructions	1
	4	Special Projects - Education Coach II	1
	4	Student Personnel Assistant - Counseling	1
	4	Student Personnel Assistant - Student Services	5
	4	Tutorial Services Assistant	1
	4	Vice President, Administrative Services	1
4	Vice President, Instruction	1	

# SETA- Employer Activity Report

The following is an update of information as of May 17, 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>			
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	
Sacramento LGBT Community Center	6	Assistant Director of Health Services	1
SunStone Home Services	9	Appointment Setter	5
	9	Sales Consultant	5
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
UC Davis Health System	6	Academic HR Personnel Analyst	1
	6	Administrative Analyst	1
	6	Clinical Applications Professional 4	1
	6	Clinical Pharmacist-Per Diem-Ambulatory Care	1
	6	Decision Support Specialist 3	1
	6	Dietitian 2	1
	6	Senior Clinical Research Coordinator	1
Utiliquet, LLC	9	Utility Line Locater	5

# SETA- Employer Activity Report

The following is an update of information as of May 17, 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>			
Villara Corporation	9	Administrative Assistant	1
	9	A/P Specialist	1
	1	Base Fabricator	1
	3	Certified Electrician-Commercial	1
	9	Custodial	1
	9	Customer Service Representative	1
	9	Delivery Driver	1
	3	HVAC Dust Blaster	1
	3	HVAC Installer - Tradesman Journeyman	20
	1	Manufacturing Supervisor	1
	9	Material Handler	1
	9	Payroll Administrator	1
	3	Plumbing Base Fabricator	1
	3	Plumbing Installer Tradesman	20
	3	Plumbing Installer/Tradesman	1
	3	Solar Installer	1
	3	Title 24 Specialist	1
9	Warehouse Worker	1	
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>465</b>

ITEM IV-C- INFORMATION  
DISLOCATED WORKER UPDATE

BACKGROUND:

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

PRESENTER: William Walker

## Dislocated Worker Information PY 2020/2021

The following is an update of information as of May 17, 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> 6508 Antelope Rd. Citrus Heights, CA 95621	Gambling	7/1/2020	Temporary	319	Citrus Heights, CA	Yes	Y
<b>Philz Coffee Inc.</b> 1725 R Street Sacramento, CA 95811	Restaurant	7/10/2020	Permanent	2	Sacramento, CA	Yes	Y
<b>Paradies Shops, LLC</b> 6900 Airport Blvd. Sacramento, CA 95837	Retail	7/16/2020	Temporary	40	Sacramento, CA	Yes	Y
<b>Torrid</b> Sacramento County	Retail	7/20/2020	Temporary	13	Sacramento, CA	Yes	Y
<b>Goodwill Industries of Sacramento Valley and Northern Nevada, Inc.</b> Sacramento County, CA	Retail	7/22/2020	Permanent	178	Sacramento, CA	Yes	Y
<b>Hawaiian Airlines</b> 6900 Airport Blvd. Sacramento, CA 95837	Transportation	7/29/2020	Temporary	2	Sacramento, CA	No	Y
<b>Adesa, Inc. dba Adesa Brasher's</b> 233 Blacktop Rd. Rio Linda, CA 95673	Retail	8/1/2020	Permanent	113	Sacramento, CA	Yes	Y
<b>Embassy Suites by Hilton</b> 100 Capitol Mall Sacramento, CA 95814	Hospitality	8/7/2020	Temporary	46	Sacramento, CA	Yes	Y
<b>Champs Store 14539</b> 1689 Arden Way Sacramento, CA 95815	Retail	8/7/2020	Temporary	47	Sacramento, CA	Yes	Y
<b>Aramark</b> Sacramento, CA	Uniform Services	8/13/2020	Permanent	91	Sacramento, CA	Yes	Y
<b>Hertz</b> 6327 Aviation Dr. Sacramento, CA 95837	Retail	8/17/2020	Permanent	63	Sacramento, CA	Yes	Y
<b>The Niello Company</b> All Dealer in Sacramento County Sacramento, CA	Retail	8/18/2020	Temporary	139	Sacramento, CA	Yes	Y
<b>Decore-ative Specialties, Inc</b> 10481 E. Stockton Blvd. Elk Grove, CA 95624	Retail	8/21/2020	Permanent	133	Elk Grove, CA	Yes	Y
<b>Food Source-Raley's</b> 430 Elkhorn Blvd. Rio Linda, CA 95673	Retail	8/25/2020	Permanent	53	Sacramento, CA	Yes	Y



## Dislocated Worker Information PY 2020/2021

The following is an update of information as of May 17, 2021

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Contacted	COVID-19 Related
<b>Food Source-Raley's</b> 3547 Bradshaw Rd. Sacramento, CA 95827	Retail	8/25/2020	Permanent	48	Sacramento, CA	Yes	Y
<b>Pier 1 Imports</b> 7440 Laguna Blvd Elk Grove, CA 95758	Retail	8/31/2020	Permanent	12	Elk Grove, CA	Yes	Y
<b>Pier 1 Imports</b> 2775 E. Bidwell Folsom, CA 95630	Retail	8/31/2020	Permanent	12	Folsom, CA	Yes	Y
<b>Pier 1 Imports</b> 1874 Arden Way Sacramento, CA 95815	Retail	8/31/2020	Permanent	12	Sacramento, CA	Yes	Y
<b>Coca Cola Company</b> 826 National Dr. Ste 200 Sacramento, CA 95834	Distribution	8/31/2020	Permanent	17	Sacramento, CA	Yes	Y
<b>Taste, Inc.</b> 6900 Airport Blvd. Sacramento, CA 95837	Restaurant	9/1/2020	Temporary	8	Sacramento, CA	Yes	Y
<b>Nordstrom</b> 1651 Arden Way Sacramento, CA 95815	Retail	9/10/2020	Permanent	296	Sacramento, CA	Yes	Y
<b>Crescent Resorts &amp; Hotel, LLC dba Residence Inn</b> 112115th St. Sacramento, CA 95814	Hospitality	9/23/2020	Permanent	30	Sacramento, CA	Yes	Y
<b>Parkwest Casino Cordova</b> 2801 Prospect Park Dr. Rancho Cordova, CA 95670	Gambling	9/23/2020	Temporary	6	Rancho Cordova, CA	Yes	Y
<b>Parkwest Casino Lotus</b> 6100 Stockton Blvd. Sacramento, CA 95824	Gambling	9/23/2020	Temporary	30	Sacramento, CA	Yes	Y
<b>SSP America</b> 6900 Airport Blvd. Sacramento, CA 95837	Restaurant	9/27/2020	Temporary	171	Sacramento, CA	Yes	N
<b>WASH Laundry Systems, LLC</b> 8130-40 37th Avenue Sacramento, CA 95824	Commercial Laundry	9/30/2020	Permanent	1	Sacramento, Ca	Yes	Y
<b>Phillips Image Guided Therapy Corporation</b> 2870 Kilgore Rd. Rancho Cordova, CA 95670	Medical	9/30/2020	Permanent	120	Rancho Cordova, CA	Yes	N

## Dislocated Worker Information PY 2020/2021

The following is an update of information as of May 17, 2021

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Contacted	COVID-19 Related
<b>Deja Vu Showgirls-Sacramento, LLC</b> 11252 Trade Center Dr. Rancho Cordova, CA 95742	Entertainment	9/30/2020	Permanent	90	Rancho Cordova, CA	Yes	Y
<b>Coit Cleaning and Restoration</b> 3499 Business Dr. Sacramento, CA 95820	Cleaning	10/6/2020	Temporary	6	Sacramento, CA	Yes	Y
<b>HMS Host</b> 6850 Airport Blvd Ste 28 Sacramento, CA 95837	Hospitality	10/15/2020	Permanent	78	Sacramento, CA	Yes	Y
<b>Liquid-box Corporation</b> 5000 Warehouse Way Sacramento, CA 95826	Packaging	11/2/2020	Permanent	22	Sacramento, CA	Yes	N
<b>Spare Time Sports Club</b> 2450 Natomas Park Dr. Sacramento, CA 95833	Health/Fitness	11/5/2020	Permanent	89	Sacramento, CA	Yes	Y
<b>Kaiser Permanente</b> Sacramento, CA	Medical	11/30/2020	Permanent	7	Sacramento, CA	Yes	N
<b>PT Gaming, LLC dba Capitol Casino</b> 411 N.16th St. Sacramento, CA 95811	Gambling	12/10/2020	Permanent	30	Sacramento, CA	Yes	Y
<b>Pavilion Car Wash, Quick Lube &amp; Detail Center</b> 2334 Fair Oaks Blvd. Sacramento, CA 95825	Retail	12/11/2020	Temporary	68	Sacramento, CA	Yes	N
<b>Southwestern &amp; Pacific Specialty Finance, Inc.</b> 4886 San Juan Ave. Fair Oaks, CA 95628	Finance	12/11/2020	Permanent	2	Sacramento, CA	Yes	Y
<b>LIFETIME</b> Sacramento County	Health/Fitness	12/12/2020	Temporary	17	Sacramento, CA	Yes	Y
<b>Knighted Ventures, LLC</b> 6010 Stockton Blvd. Sacramento, CA 95824	Gambling	12/21/2020	Temporary	108	Sacramento, CA	Yes	Y
<b>McClatchy Company, LLC</b> 2100 Q St. Sacramento, CA 95816	Publishing	12/27/2020	Permanent	199	Sacramento, CA	Yes	N
<b>Public House Downtown LLC</b> 1132 16th Street Sacramento, CA 95814	Restaurant	12/31/2020	Temporary	45	Sacramento, CA	Yes	Y

## Dislocated Worker Information PY 2020/2021

The following is an update of information as of May 17, 2021

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Contacted	COVID-19 Related
<b>Sun G. Wong Enterprises, Inc. dba Iron Horse Tavern</b> 1800 15th Street Sacramento, CA 95811	Restaurant	12/31/2020	Temporary	101	Sacramento, CA	Yes	Y
<b>Tavern on the Hill, LLC, dba Iron Horse Tavern</b> 460 Palladio Parkway Folsom, CA 95630	Restaurant	12/31/2020	Temporary	69	Sacramento, CA	Yes	Y
<b>Tres Hermanas Y Amigo 3, LLC</b> Sacramento, County	Restaurant	12/31/2020	Temporary	179	Sacramento, CA	Yes	Y
<b>Wok in the Park, LLC</b> 1116 15th Street Sacramento, CA 95814	Restaurant	12/31/2020	Temporary	69	Sacramento, CA	Yes	Y
<b>Godiva Chocolatier, Inc.</b> 1689 Arden Way Sacramento, CA 95815	Retail	3/26/2021	Permanent	7	Sacramento, CA	Yes	Y
<b>Hyatt Regency Hotel</b> 1209 L Street Sacramento, CA 95814	Hospitality	1/22/2021	Temporary	18	Sacramento, CA	No	Y
<b>GroceryWorks.com</b> Sacramento County	Transportation	2/27/2021	Permanent	76	Sacramento, CA	Yes	Y
<b>Southwest Airlines</b> 6733 Lindbergh Dr. Sacramento, CA 95837	Transportation	3/15/2021	Temporary	107	Sacramento, CA	Yes	Y
<b>First Transit</b> 5621 Alan Boyd Dr. Sacramento, CA 95837	Transportation	3/31/2021	Permanent	105	Sacramento, CA	Yes	N
<b>Sutter Health</b> 3707 Schriever Ave. Mather, CA 95655	Health	4/2/2021	Permanent	277	Sacramento, CA	Yes	Y
<b>Sears</b> 1601 Arden Way Sacramento, CA 95815	Retail	4/18/2021	Permanent	110	Sacramento, CA	Yes	N
<b>ART Asset Adjustes, LLC</b> 5286 Auburn Blvd. Suite B Sacramento, CA 95841	Property Redemption	4/23/2021	Temporary	6	Sacramento, CA	Yes	Y
<b>Centene Management Company, LLC</b> 1054 White Rock Rd. Rancho Cordova, CA 95670	Health	5/14/2021	Permanent	54	Sacramento, CA	Yes	N
<b>Elk Grove Restoration LLC -Chick-fil-A</b> 8430 Bond Rd., Elk Grove, CA 95624	Restaurant	5/15/2021	Temporary	138	Sacramento, CA	No	N

### Dislocated Worker Information PY 2020/2021

The following is an update of information as of May 17, 2021

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Contacted	COVID-19 Related
<b>Fli-Lo Falcon, LLC</b> 8249 Freeport Blvd. Sacramento, CA 95832	Transportation	5/15/2021	Permanent	60	Sacramento, CA	No	N
<b>Provenance dba ThinkSuite</b> 3840 Rosin Ct Suite 100 & 200 Sacramento, CA 95834	Education	6/30/2021	Permanent	17	Sacramento, CA	No	N
<b>TOTAL</b>				<b>4,156</b>			

ITEM IV-D – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT  
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of April was 6.6%.

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

Staff will be available to answer questions.

PRESENTER: Roy Kim

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

Contact: Cara Welch  
 (916) 227-0298

**SACRAMENTO—ROSEVILLE—ARDEN-ARCADE METROPOLITAN STATISTICAL AREA (MSA)  
 (EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)  
Leisure and hospitality jobs up 3,300 over the month; 24,800 over the year**

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 6.6 percent in April 2021, down from a revised 6.8 percent in March 2021, and below the year-ago estimate of 14.4 percent. This compares with an unadjusted unemployment rate of 8.1 percent for California and 5.7 percent for the nation during the same period. The unemployment rate was 6.0 percent in El Dorado County, 5.3 percent in Placer County, 7.2 percent in Sacramento County, and 6.0 percent in Yolo County.

**Between March 2021 and April 2021**, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 8,600 to total 989,000 jobs.

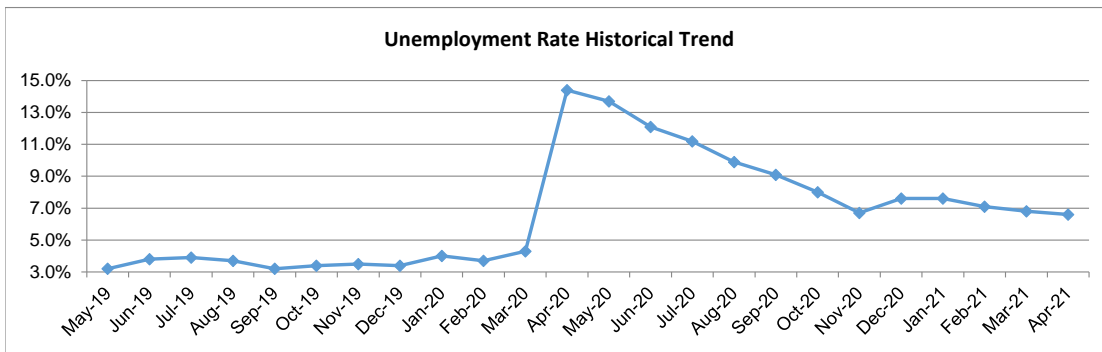
- Employment in leisure and hospitality continued to increase for the third consecutive month, picking up 3,300 jobs. Accommodation and food services accounted for 88.0 percent of the growth.
- Government rose by 2,000 jobs. Gains were reported in local government (up 1,100 jobs), state government (up 800 jobs), and federal government (up 100 jobs).
- Construction employment grew by 1,900 jobs from March to April, with more than half of the gain occurring in specialty trade contractors (up 1,000 jobs).
- Meanwhile, trade, transportation, and utilities (down 2,100 jobs) led the region in job losses. Job declines were in transportation, warehousing, and utilities (down 1,300 jobs), wholesale trade (down 400 jobs), and retail trade (down 400 jobs).

**Between April 2020 and April 2021**, total jobs in the region increased by 81,900 or 9.0 percent.

- Leisure and hospitality lead year-over employment gains, adding 24,800 jobs. Accommodation and food services increased by 19,800 jobs. Arts, entertainment, and recreation grew by 5,000 jobs.
- Trade, transportation, and utilities expanded by 19,300 jobs since last April. Retail trade (up 15,100 jobs) and transportation, warehousing, and utilities (up 4,200 jobs) were responsible for the expansion.
- Construction picked up 13,000 jobs, with job additions in specialty trade contractors (up 9,400 jobs) and construction of buildings (up 1,500 jobs).
- Government (down 2,200 jobs) and information (down 300 jobs) reported year-over employment losses.

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

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 6.6 percent in April 2021, down from a revised 6.8 percent in March 2021, and below the year-ago estimate of 14.4 percent. This compares with an unadjusted unemployment rate of 8.1 percent for California and 5.7 percent for the nation during the same period. The unemployment rate was 6.0 percent in El Dorado County, 5.3 percent in Placer County, 7.2 percent in Sacramento County, and 6.0 percent in Yolo County.



Industry	Mar-2021	Apr-2021	Change		Apr-2020	Apr-2021	Change
	Revised	Prelim				Prelim	
Total, All Industries	980,400	989,000	8,600		907,100	989,000	81,900
Total Farm	7,500	8,800	1,300		7,800	8,800	1,000
Total Nonfarm	972,900	980,200	7,300		899,300	980,200	80,900
Mining, Logging, and Construction	74,600	76,500	1,900		63,400	76,500	13,100
Mining and Logging	600	600	0		500	600	100
Construction	74,000	75,900	1,900		62,900	75,900	13,000
Manufacturing	34,500	35,200	700		33,900	35,200	1,300
Trade, Transportation & Utilities	160,800	158,700	(2,100)		139,400	158,700	19,300
Information	9,700	9,600	(100)		9,900	9,600	(300)
Financial Activities	51,400	51,700	300		50,600	51,700	1,100
Professional & Business Services	134,800	134,600	(200)		125,900	134,600	8,700
Educational & Health Services	163,100	163,700	600		154,600	163,700	9,100
Leisure & Hospitality	77,700	81,000	3,300		56,200	81,000	24,800
Other Services	30,700	31,600	900		25,600	31,600	6,000
Government	235,600	237,600	2,000		239,800	237,600	(2,200)

Notes: Data not adjusted for seasonality. Data may not add due to rounding  
 Labor force data are revised month to month  
 Gov. Board of Equalization  
 Additional data are available on line at [www.laborforceinfo.edd.ca.gov](http://www.laborforceinfo.edd.ca.gov)

**REPORT 400 C**  
**Monthly Labor Force Data for Counties**  
**April 2021 - Preliminary**  
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	<b>18,812,400</b>	<b>17,292,400</b>	<b>1,520,000</b>	<b>8.1%</b>
ALAMEDA	17	795,300	745,000	50,200	6.3%
ALPINE	40	540	500	40	8.0%
AMADOR	26	14,270	13,270	990	7.0%
BUTTE	28	91,500	85,000	6,500	7.1%
CALAVERAS	8	21,100	19,850	1,250	5.9%
COLUSA	57	10,710	9,320	1,390	13.0%
CONTRA COSTA	21	530,200	495,000	35,200	6.6%
DEL NORTE	41	9,210	8,460	750	8.1%
EL DORADO	11	89,800	84,400	5,400	6.0%
FRESNO	49	436,700	394,700	42,100	9.6%
GLENN	25	12,640	11,760	870	6.9%
HUMBOLDT	17	59,200	55,500	3,800	6.3%
IMPERIAL	58	64,900	54,500	10,500	16.1%
INYO	11	8,120	7,640	480	6.0%
KERN	53	372,700	332,600	40,100	10.7%
KINGS	52	54,700	49,100	5,600	10.2%
LAKE	33	28,740	26,550	2,190	7.6%
LASSEN	8	9,480	8,920	560	5.9%
LOS ANGELES	55	5,110,500	4,548,100	562,400	11.0%
MADERA	48	60,200	54,500	5,700	9.5%
MARIN	1	129,600	123,600	6,000	4.6%
MARIPOSA	43	6,820	6,260	560	8.2%
MENDOCINO	20	36,000	33,640	2,360	6.5%
MERCED	54	114,100	101,600	12,500	10.9%
MODOC	32	3,290	3,040	250	7.5%
MONO	30	7,430	6,870	550	7.4%
MONTEREY	44	215,600	197,000	18,600	8.6%
NAPA	17	67,700	63,500	4,200	6.3%
NEVADA	8	45,440	42,760	2,680	5.9%
ORANGE	15	1,536,000	1,440,500	95,500	6.2%
PLACER	4	183,300	173,700	9,700	5.3%
PLUMAS	51	7,350	6,640	710	9.7%
RIVERSIDE	33	1,099,100	1,016,000	83,200	7.6%
SACRAMENTO	29	700,800	650,500	50,300	7.2%
SAN BENITO	36	31,100	28,700	2,400	7.7%
SAN BERNARDINO	36	965,700	891,300	74,500	7.7%
SAN DIEGO	23	1,517,500	1,415,400	102,100	6.7%
SAN FRANCISCO	5	540,500	511,600	28,900	5.4%
SAN JOAQUIN	46	328,100	298,700	29,500	9.0%
SAN LUIS OBISPO	6	128,300	121,100	7,200	5.6%
SAN MATEO	2	424,000	403,400	20,500	4.8%
SANTA BARBARA	11	216,300	203,300	12,900	6.0%
SANTA CLARA	3	1,003,800	953,900	49,900	5.0%
SANTA CRUZ	36	129,400	119,400	10,000	7.7%
SHASTA	26	72,500	67,400	5,100	7.0%
SIERRA	23	1,280	1,190	90	6.7%
SISKIYOU	41	16,620	15,270	1,350	8.1%
SOLANO	33	199,300	184,200	15,100	7.6%
SONOMA	7	238,300	224,600	13,700	5.7%
STANISLAUS	44	237,800	217,300	20,400	8.6%
SUTTER	49	44,000	39,800	4,200	9.6%
TEHAMA	30	25,090	23,240	1,860	7.4%
TRINITY	21	4,440	4,150	300	6.6%
TULARE	55	196,900	175,100	21,700	11.0%
TUOLUMNE	39	19,510	18,000	1,510	7.8%
VENTURA	15	405,200	380,100	25,000	6.2%
YOLO	11	105,100	98,700	6,400	6.0%
YUBA	47	29,000	26,400	2,600	9.1%

**Notes**

1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.

2) Labor force data for all geographic areas now reflect the March 2020 benchmark and Census 2010 population controls at the state level.



May 21, 2021

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

**Sacramento--Roseville--Arden-Arcade MSA**  
**(El Dorado, Placer, Sacramento, and Yolo Counties)**  
 Industry Employment & Labor Force  
 March 2020 Benchmark

Data Not Seasonally Adjusted

	Apr 20	Feb 21	Mar 21 Revised	Apr 21 Prelim	Percent Change Month	Year
Civilian Labor Force (1)	1,070,500	1,098,900	1,089,500	1,079,000	-1.0%	0.8%
Civilian Employment	916,500	1,020,300	1,015,400	1,007,300	-0.8%	9.9%
Civilian Unemployment	154,000	78,600	74,100	71,700	-3.2%	-53.4%
Civilian Unemployment Rate (CA Unemployment Rate)	14.4%	7.1%	6.8%	6.6%		
(U.S. Unemployment Rate)	14.4%	6.6%	6.2%	5.7%		
<b>Total, All Industries (2)</b>	<b>907,100</b>	<b>974,000</b>	<b>980,400</b>	<b>989,000</b>	<b>0.9%</b>	<b>9.0%</b>
Total Farm	7,800	6,800	7,500	8,800	17.3%	12.8%
Total Nonfarm	899,300	967,200	972,900	980,200	0.8%	9.0%
Total Private	659,500	734,400	737,300	742,600	0.7%	12.6%
Goods Producing	97,300	108,400	109,100	111,700	2.4%	14.8%
Mining, Logging, and Construction	63,400	73,500	74,600	76,500	2.5%	20.7%
Mining and Logging	500	500	600	600	0.0%	20.0%
Construction	62,900	73,000	74,000	75,900	2.6%	20.7%
Construction of Buildings	13,400	14,700	14,700	14,900	1.4%	11.2%
Specialty Trade Contractors	43,200	50,700	51,600	52,600	1.9%	21.8%
Building Foundation & Exterior Contractors	11,900	14,300	14,500	14,800	2.1%	24.4%
Building Equipment Contractors	18,100	19,900	20,200	20,500	1.5%	13.3%
Building Finishing Contractors	9,000	10,400	10,600	11,000	3.8%	22.2%
Manufacturing	33,900	34,900	34,500	35,200	2.0%	3.8%
Durable Goods	21,700	22,400	22,300	22,400	0.4%	3.2%
Computer & Electronic Product Manufacturing	4,500	4,500	4,500	4,500	0.0%	0.0%
Nondurable Goods	12,200	12,500	12,200	12,800	4.9%	4.9%
Food Manufacturing	4,400	4,300	4,300	4,500	4.7%	2.3%
Service Providing	802,000	858,800	863,800	868,500	0.5%	8.3%
Private Service Providing	562,200	626,000	628,200	630,900	0.4%	12.2%
Trade, Transportation & Utilities	139,400	160,700	160,800	158,700	-1.3%	13.8%
Wholesale Trade	25,800	25,300	26,200	25,800	-1.5%	0.0%
Merchant Wholesalers, Durable Goods	15,600	14,800	15,400	15,300	-0.6%	-1.9%
Merchant Wholesalers, Nondurable Goods	9,100	9,200	9,400	9,300	-1.1%	2.2%
Retail Trade	81,900	97,600	97,400	97,000	-0.4%	18.4%
Motor Vehicle & Parts Dealer	12,100	13,800	13,900	14,100	1.4%	16.5%
Building Material & Garden Equipment Stores	8,300	9,000	9,200	9,300	1.1%	12.0%
Grocery Stores	19,700	20,400	20,300	20,100	-1.0%	2.0%
Health & Personal Care Stores	5,000	5,200	5,200	5,300	1.9%	6.0%
Clothing & Clothing Accessories Stores	2,500	7,100	7,100	7,200	1.4%	188.0%
Sporting Goods, Hobby, Book & Music Stores	2,300	3,200	3,200	3,100	-3.1%	34.8%
General Merchandise Stores	16,100	19,100	18,400	18,100	-1.6%	12.4%
Transportation, Warehousing & Utilities	31,700	37,800	37,200	35,900	-3.5%	13.2%
Information	9,900	9,700	9,700	9,600	-1.0%	-3.0%
Publishing Industries (except Internet)	2,200	2,100	2,100	2,100	0.0%	-4.5%
Telecommunications	2,900	2,800	2,800	2,800	0.0%	-3.4%
Financial Activities	50,600	51,300	51,400	51,700	0.6%	2.2%
Finance & Insurance	34,900	35,400	35,300	35,600	0.8%	2.0%
Credit Intermediation & Related Activities	10,500	11,400	11,400	11,600	1.8%	10.5%
Depository Credit Intermediation	6,200	5,900	5,900	6,000	1.7%	-3.2%
Nondepository Credit Intermediation	2,300	3,000	3,000	3,000	0.0%	30.4%
Insurance Carriers & Related	20,700	19,500	19,400	19,500	0.5%	-5.8%
Real Estate & Rental & Leasing	15,700	15,900	16,100	16,100	0.0%	2.5%
Real Estate	13,000	13,000	13,100	13,100	0.0%	0.8%
Professional & Business Services	125,900	134,700	134,800	134,600	-0.1%	6.9%
Professional, Scientific & Technical Services	56,600	59,000	58,600	59,700	1.9%	5.5%
Architectural, Engineering & Related Services	10,100	10,300	10,300	10,400	1.0%	3.0%
Management of Companies & Enterprises	12,900	13,200	13,300	13,300	0.0%	3.1%
Administrative & Support & Waste Services	56,400	62,500	62,900	61,600	-2.1%	9.2%
Administrative & Support Services	53,600	59,500	59,800	58,600	-2.0%	9.3%
Employment Services	18,500	20,500	20,400	20,100	-1.5%	8.6%

Data Not Seasonally Adjusted

	Apr 20	Feb 21	Mar 21 Revised	Apr 21 Prelim	Percent Change	
					Month	Year
Services to Buildings & Dwellings	16,300	18,200	18,400	18,200	-1.1%	11.7%
Educational & Health Services	154,600	163,500	163,100	163,700	0.4%	5.9%
Education Services	10,600	10,900	11,000	11,000	0.0%	3.8%
Health Care & Social Assistance	144,000	152,600	152,100	152,700	0.4%	6.0%
Ambulatory Health Care Services	46,600	53,900	53,300	53,800	0.9%	15.5%
Hospitals	24,600	25,200	25,200	25,200	0.0%	2.4%
Nursing & Residential Care Facilities	17,500	17,000	17,000	16,900	-0.6%	-3.4%
Leisure & Hospitality	56,200	75,700	77,700	81,000	4.2%	44.1%
Arts, Entertainment & Recreation	5,800	10,000	10,400	10,800	3.8%	86.2%
Accommodation & Food Services	50,400	65,700	67,300	70,200	4.3%	39.3%
Accommodation	4,600	5,200	5,500	5,800	5.5%	26.1%
Food Services & Drinking Places	45,800	60,500	61,800	64,400	4.2%	40.6%
Restaurants	44,400	57,800	59,100	61,700	4.4%	39.0%
Full-Service Restaurants	12,200	22,800	24,200	25,800	6.6%	111.5%
Limited-Service Eating Places	32,200	35,000	34,900	35,900	2.9%	11.5%
Other Services	25,600	30,400	30,700	31,600	2.9%	23.4%
Repair & Maintenance	8,600	9,800	9,900	10,100	2.0%	17.4%
Government	239,800	232,800	235,600	237,600	0.8%	-0.9%
Federal Government	14,400	14,400	14,400	14,500	0.7%	0.7%
Department of Defense	1,700	1,800	1,800	1,800	0.0%	5.9%
State & Local Government	225,400	218,400	221,200	223,100	0.9%	-1.0%
State Government	121,700	121,500	122,200	123,000	0.7%	1.1%
State Government Education	28,500	26,400	26,800	27,300	1.9%	-4.2%
State Government Excluding Education	93,200	95,100	95,400	95,700	0.3%	2.7%
Local Government	103,700	96,900	99,000	100,100	1.1%	-3.5%
Local Government Education	58,300	52,700	54,300	55,500	2.2%	-4.8%
Local Government Excluding Education	45,400	44,200	44,700	44,600	-0.2%	-1.8%
County	19,100	19,200	19,200	19,000	-1.0%	-0.5%
City	9,100	9,200	9,500	9,500	0.0%	4.4%
Special Districts plus Indian Tribes	17,200	15,800	16,000	16,100	0.6%	-6.4%

**Notes:**

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

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

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

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

#####

ITEM IV-E – INFORMATION

HEAD START REPORTS

BACKGROUND:

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

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

Staff will be available to answer questions.

PRESENTER: Denise Lee



## Seta Head Start Food Service Operations Monthly Report January/February/March/April 2021

### January

**Comments**

- Centers were closed for in-person services at all Head Start/Early Head Start locations (Jan 1 - Feb 28)
- Children were provided weekly meal boxes as part of their weekly distance learning services
- Meal boxes were picked-up or delivered on Thursday/Friday of each week
- Children received breakfast, lunch and snacks for the following week (5 days)

**Total Number of Meals and Snacks Prepared for All Kitchens:**

Lunch	PM Snack	Breakfast	Field Trips
3,400	3,000	3,400	

**Total Amount of Meals and Snacks Prepared** 9,800

**Purchases:**

Food	\$74,734.72
Non - Food	\$1,857.42

Vehicle Gas / Fuel:	\$525.78
Normal Delivery Days	4

### February

**Total Number of Meals and Snacks Prepared for All Kitchens:**

Lunch	PM Snack	Breakfast	Field Trips
3,200	3,200	3,200	0

**Total Amount of Meals and Snacks Prepared** 9,600

**Purchases:**

Food	\$62,743.52
Non - Food	\$5,429.59

Vehicle Maintenance and Repair :	\$69.36
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Vehicle Gas / Fuel:	\$950.77
Normal Delivery Days	4

## March

### Comments

- On March 1st, Norma Johnson re-opened for in-person services (1 preschool and 1 toddler class)
- On March 8th, Phoenix Park re-opened for in-person services (1 preschool class and 1 toddler class)
- On March 15th, 16th Avenue re-opened for in-person services (2 preschool and 3 toddler classes)
- On March 22nd, Job Corps re-opened for in-person services (1 preschool class and 3 toddler classes)
- On March 25th, North Avenue re-opened for in-person services (1 preschool class and 1 toddler class)
- On March 29th, Elkhorn re-opened for in-person services (1 preschool class and 2 toddler classes)

### Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
2,700	2,700	2,700	0

Total Amount of Meals and Snacks Prepared 8,100

### Purchases:

Food	\$94,187.69
Non - Food	\$5,049.69

Vehicle Maintenance and Repair : \$315.41

Vehicle Gas / Fuel: \$1,117.30  
Normal Delivery Days 22

## April

### Comments

- On April 5th, Sharon Neese re-opened for in-person services (2 preschool and 3 toddler classes)
- On April 8th, Bret Harte re-opened for in-person services (1 preschool class and 1 toddler class)
- On April 8th, CP Huntongton re-opened for in-person services (1 preschool class and 1 toddler class)
- On April 8th, Capital City re-opened for in-person services (1 preschool class and 2 toddler classes)
- On April 12th, Alder Grove EHS re-opened for in-person services (3 toddler classes)
- On April 19th, Hillsdale re-opened for in-person services (4 preschool classes and 1 toddler class)
- On April 22nd, Hiram Johnson re-opened for in-person services (3 toddler classes)
- On April 22nd, American Legion re-opened for in-person services (2 toddler classes)
- On April 26th, Crossroad Gardens re-opened for in-person services (2 preschool and 2 toddler classes)
- On April 26th, Mather re-opened for in-person services (1 preschool class and 2 toddler classes)

### Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
11,084	11,005	11,097	0

Total Amount of Meals and Snacks Prepared 33,186

### Purchases:

Food	\$91,307.45
Non - Food	\$8,416.27

Vehicle Maintenance and Repair : \$25.00

Vehicle Gas / Fuel: \$1,100.48  
Normal Delivery Days 22

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**April 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	222	<b>13%</b>	589	111	<b>19%</b>
<b>Twin Rivers USD</b>	140	48	<b>34%</b>	40	2	<b>5%</b>
<b>Elk Grove USD</b>	440	44	<b>10%</b>			
<b>Sac City USD</b>	736	40	<b>5%</b>			
<b>San Juan USD</b>	1052	98	<b>9%</b>	160	15	<b>9%</b>
<b>WCIC</b>	120	6	<b>5%</b>			
<b>EHS CCP</b>				80	22	<b>28%</b>
<b>COUNTY TOTAL</b>	<b>4244</b>	<b>458</b>	<b>11%</b>	<b>869</b>	<b>150</b>	<b>17%</b>

*AFE: Annual Funded Enrollment*

# Monthly Program Information Report

April, 2021

## WELCOME BACK STUDENTS!



### Head Start/Early Head Start Re-opening Update

We are pleased to share that nearly all of the Head Start/Early Head Start centers in Sacramento County have re-opened for in-person services.

- The SETA Operated Program (SOP) will re-open the last four year-round centers on June 7<sup>th</sup>. All other year-round centers are re-opened.
- Once all SOP year-round centers have re-opened, hours of operation and full capacity will be restored based on the availability of staff and adequate space.
- By August 9<sup>th</sup>, SETA anticipates all SOP centers and classrooms will be restored to pre-COVID-19 operations.
- Delegate agencies, including Elk Grove USD, Sacramento City USD, San Juan USD, and Twin Rivers USD, re-open centers with the school district re-opening. Some services are being offered in a hybrid model to complete the 2020-21 school year with anticipation of returning to pre-COVID-19 operations in 2021-22.
- Delegate agency, Women's Civic Improvement Club (WCIC), will remain in distance learning through June 10<sup>th</sup> when they officially close for summer break. Upon return on September 13<sup>th</sup>, WCIC will return to pre-COVID-19 operations.
- As centers re-open, the grantee and delegate agencies will phase out distance learning as an option for services. This is in anticipation of formal guidance coming from the Office of Head Start and the California Department of Education.
- As many distance-learning approaches have proven successful during COVID-19, programs may keep some virtual practices and take-home kits for on-going school readiness and parent connections.



*The grantee and delegate agencies/partners will participate in a Head Start/Early Head Start Focus Area I Federal Monitoring Review during the week of June 14<sup>th</sup>. More details will follow as a schedule is developed.*

## Updates from the Office of Head Start

### ***Head Start Center-Based Service Duration Requirement for 45 Percent of Slots***

***ACF-PI-HS-21-02***

***Issuance Date: March 19, 2021***

By August 1, 2021, each Head Start program must provide at least 1,020 annual hours of planned class operations over the course of at least 8 months per year for at least 45 percent of Head Start center-based funded enrollment or submit a request for a waiver of this requirement. In some instances, a program partnering with their local education agency (LEA) may need to align their program schedule with the LEA to support service delivery. This could include shared use of facilities space or transportation. In such instances, if the total number of annual hours is less than 1,020 or less than 8 months per year but aligns with the annual hours required by the LEA for grade one, these center-based slots are still considered to meet the requirement and count toward the 45 percent of slots without the need for a waiver. These requirements are outlined in the Head Start Program Performance Standards (HSPPS) at 45 CFR 1302.21(c). Some programs may not believe 1,020 annual hours for at least 45 percent of their Head Start center-based funded enrollment best meets the needs of their families and communities. These grantees are strongly encouraged to review all relevant program data and discuss options with their Regional Office. By August 1, 2021, such programs must submit a waiver request to operate an alternative program schedule for approval, consistent with the requirements in 45 CFR 1302.24(a-c). More information on waiver requests is provided below. For more information about this Program Instruction, please visit:

<https://eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-21-02>

**What This Means for SETA and Delegate Agencies** - Countywide, more than 65% of all center-based classes offer 1,020 hours or more per program year and 62% of offer full-day options with more than 6 hours/day. SETA and its delegate agencies meet this requirement.

### ***FY 2021 American Rescue Plan Funding Increase for Head Start Programs***

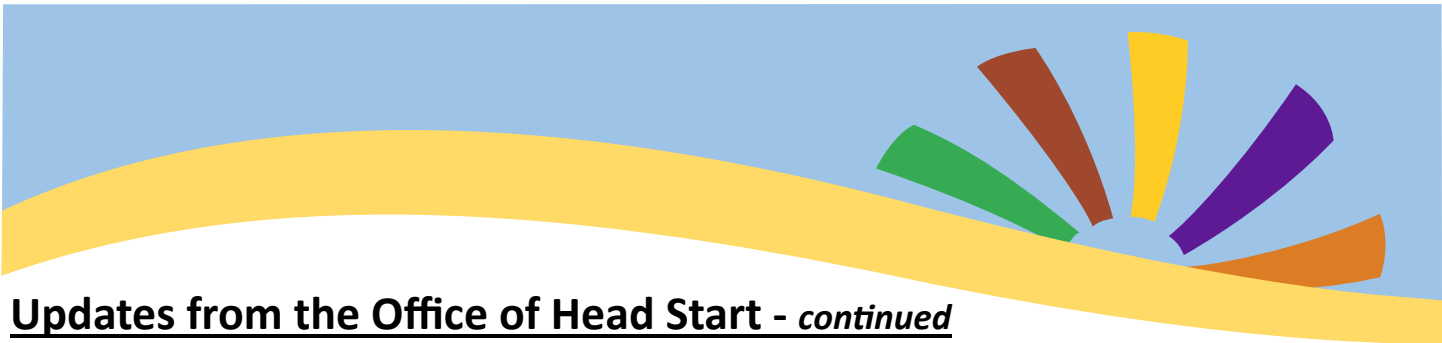
***ACF-PI-HS-21-03***

***Issuance Date: May 4, 2021***

President Biden signed Public Law 117-2, the American Rescue Plan Act, 2021 (ARP), into law on March 11, 2021. The \$1.9 trillion American Rescue Plan includes \$1 billion for Head Start programs. All Head Start, Early Head Start, and Early Head Start-Child Care (EHS-CC) Partnership grantees are eligible to receive additional funds proportionally based on funded enrollment levels.







## **Updates from the Office of Head Start - *continued***

When combined with the \$750 million in the Coronavirus Aid, Relief, and Economic Security (CARES) Act and the \$250 million in supplemental funds in the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, the Head Start program has received a total of \$2 billion in additional funding to support staff, children, and families during this unprecedented time.

This Program Instruction (PI) provides examples of activities grantees can consider as they continue supporting children and families and investing in safe and high-quality early childhood learning opportunities for children. This PI also describes the application requirements for these funds.

For more information about this Program Instruction, please visit the following website:

<https://eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-21-03>

**What This Means for SETA and Delegate Agencies** – SETA has received notice for all new funding. The application for CRRSA funding was submitted and the ARP application is due May 18<sup>th</sup>. Funding is available from April 1, 2021 through March 31, 2023. The grantee and delegates are still finalizing how funds will be utilized to support program design and implementation under COVID-19. Regular fiscal reports to the boards will include detailed information about this one-time funding.

### ***Updated Coronavirus Disease 2019 (COVID-19) Fiscal and Administrative Flexibilities ACF-IM-HS-21-01***

***Issuance Date: April 14, 2021***

On May 21, 2020, the Office of Head Start (OHS) issued Information Memorandum (IM) ACF-IM-HS-20-03 Coronavirus Disease 2019 (COVID-19) Fiscal Flexibilities. It described how OHS would implement each provision in the Administration for Children and Families' (ACF) IM-ACF-OA-2020-01 ACF Grant Flexibilities in Conducting Human Service Activities Related to or Affected by COVID-19. IM-ACF-OA-2020-01 has been rescinded.

On March 19, 2021, the Office of Management and Budget issued administrative relief guidance, M-21-20 Appendix 3 – Disaster Relief Flexibilities to Reduce Burden for Financial Assistance. It outlines flexibilities and waivers affecting grant applications, no-cost extensions, extension of certain deadlines, procurement, prior approvals, and single audit submissions. This Information Memorandum updates the list of current flexibilities and information on how OHS is implementing each provision. This IM supersedes ACF-IM-HS-20-03. For more information, please visit:

<https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-21-01>

**What This Means for SETA and Delegate Agencies** – No change to current practices for the grantee and/or delegate agencies.





## Updates from the California Department of Education

**Management Bulletin 21-07**

**Updated Reopening and Reimbursement Requirements for Direct Services Contractors**

**Issuance Date: April 16, 2021**

**Expire Date: June 20, 2021**

The purpose of this Management Bulletin (MB) is to rescind and replace MB 20-18 and to notify and provide updated guidance based on the passage of Assembly Bill (AB) 82 to General Child Care and Development Programs (CCTR); California State Preschool Programs (CSPP); California Family Child Care Homes Education Networks (CFCC); Severely Disabled Programs (CHAN); Migrant Child Care and Development Programs (CMIG) direct service contractors regarding reopening and reimbursement requirements. Summary of changes:

- Added 30 additional nonoperational days for COVID-19-related closures for providers who serve children through a CCTR, CSPP or CMIG contractor
- Updated information regarding the attendance and expenditure reporting requirements for CCTR, CSPP and CMIG contractors
- The updated information in this MB is effective April 16, 2021, and is retroactive to September 2020 due to legislative action.

For detailed information regarding this management bulleting, please visit

<https://www.cde.ca.gov/sp/cd/ci/mb2107.asp>

## CDE State Contract Monitoring Review (CMR)

The Children and Family Services Department received its triennial State/CDE Contract Monitoring Review (CMR) during the week of April 19-23, 2021. As part of this year's review, SETA was randomly selected for a Governance and Administration Review (GAU), also known as an Error Rate Review (ERR). The overall review went extremely well with many noted program strengths for teaching/learning and parent engagement and no program findings. There were a few areas of improvement for eligibility documentation noted under the Error Rate Review. A Corrective Plan of Action was submitted to the California Department of Education/Early Learning and Care Division on May 24<sup>th</sup>, which is attached for review.

*We are ready to have a great year!*






**Summary of Findings  
Governance and Administration Monitoring Review  
Error Rate Reduction Plan  
Fiscal Year 2020-21**

Agency: Sacramento Employment & Training Agency

ELCD Reviewer(s): Javier Laufer, Paul Saucedo, Leslie Garcia-Jimenez

Review Date(s): April 19, 2021—April 23, 2021

Agency Rep. Signature: 

Title: Deputy Director/Children and Family Services

Date: May 24, 2021

Error Rate Reduction Plan Due Date: June 7, 2021

Error / Description	Current Practice:		Proposed End Date:
<p>The parent did not provide required self-employment income documentation. The parent works for DoorDash and can provide a pay history and print out the weekly income earned.</p> <p>There was insufficient self-employment documentation to establish need for services. The parent did not provide documentation demonstrating the days and hours worked per week, such as an appointment log, job log, client receipts, or similar records. Through DoorDash the parent can print out the days and hours worked per pay period.</p>	<p>For Door Dash, staff have accepted a Declaration of Income and Hours worked.</p>		<p align="center"><b>4/23/21</b></p>
	<p><b>System Change: X    Corrective Action:</b></p> <p><b>Proposed Practice:</b></p> <p>For DoorDash or other gig employment, staff will be re-trained that a <i>Declaration of Income and Hours worked</i> is not acceptable for documenting income and need. Staff will require the parent to provide self-employment income and need for services verification via a printout identifying the weekly income earned and the days and hours worked. The <i>Self-Employment Declaration</i> form will be utilized.</p> <p>Staff will be re-trained on May 20, 2021. The PPT presentation and list of participants via Zoom are attached.</p>	<p><b>Person(s) Responsible:</b></p> <p><b>Re-training:</b> Monica Avila</p>	<p><b>Timelines:</b></p> <p>Implementation date: <b>5/20/21</b></p> <p>Progress check dates: <b>6/18/21</b> <b>7/16/21</b></p>

G:\SHARED\GAU\GAU-A\Toolbox\post review\Error Rate Reduction Plan Template 9-30-18.doc

	<p>Following the May 20, 2021 training, the SETA Quality Assurance/Monitoring Unit (QA) will randomly select and review files on June 18, 2021 and again on July 16, 2021. Following this focus-area review, the QA unit and/or the new Eligibility Coordinator will be responsible for on-going monitoring of all enrollment/eligibility files.</p> <p>Results of the follow-up review will be shared with the Program Officer/ERSEA and CFS management. The Program Officer will provide one-on-one training should errors arise during the follow-up review and/or thereafter.</p> <p>New hire orientation will include updated information on gig work income documentation for all new hires.</p>	<p><b><u>Follow-up:</u></b> QA Unit</p> <p><b><u>On-going Monitoring:</u></b> Eligibility Coordinator and/or QA Unit</p>	
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Error / Description	Current Practice:		Proposed End Date:
<p>The parent did not sign and date the release at the bottom of the employment verification form giving permission to the agency to contact the parent's employer.</p> <p>Non-Compliance- The employment verification document was not verified by the agency to confirm the days and hours of employment. The employment verification process is that the parent delivers the document to their employer and then delivers it back to the agency.</p>	<p>Staff are to ensure that the Employment Verification form is complete and signed before accepting. They are then to contact the employer to verify the information provided on the form.</p>		<p>N/A</p>
	<p><b>System Change:</b></p> <p><b>Proposed Practice:</b></p> <p>On May 20, 2021, staff will be re-trained on procedures of completing the Employment Verification form and contacting the employer to verify the information provided on the form. The PPT presentation and list of participants via Zoom are attached.</p> <p>SETA has developed a new job classification, Eligibility Coordinator that is currently being vetted for final approval. The Eligibility Coordinator will be responsible for checks/balance systems and on-going monitoring of the HS/CDE eligibility paperwork. This will ensure current practices are monitored more closely and involve various levels of supervisors and the Quality Assurance/Monitoring Unit to ensure compliance.</p> <p>The SETA Quality Assurance/Monitoring Unit (QA) will randomly select and review files following the May 20, 2021 training on June 18, 2021 and again on July 16, 2021. Following this focus-area review, the QA unit and/or the new Eligibility Coordinator will be responsible for on-going monitoring of all enrollment/eligibility files.</p> <p>Results of the follow-up review will be shared with the Program Officer/ERSEA and CFS management. The Program Officer will provide one-on-one training should errors arise during the follow-up review and/or thereafter.</p>	<p><b>Corrective Action: X</b></p> <p><b>Person(s) Responsible:</b></p> <p><b>Re-training:</b> Monica Avila</p> <p><b>Job Spec:</b> Lisa Carr Denise Lee</p>	<p><b>Timelines:</b></p> <p>Implementation date:</p> <p><b>5/20/21</b></p> <p>Progress check dates:</p> <p><b>6/18/21</b> <b>7/16/21</b></p>

Error / Description	Current Practice:		Proposed End Date:
<p>The parental plan on the seeking employment documentation to secure, change, or increase employment was insufficient and did not include a description of employment seeking activities such as conducting internet searches of potential employers, meetings with job counselors, preparing a resume, calling on or visiting potential employers, and conducting job interviews.</p>	<p>The Seeking Employment form includes a space to document the Plan to secure or increase employment.</p>		<p>N/A</p>
	<p><b>System Change:</b></p> <p><b>Proposed Practice: X</b></p> <p>On May 20, 2021, staff will be re-trained on procedures of completing the <i>Seeking Employment</i> form to be sure to include the Plan to secure, change or increase employment. The PPT presentation and list of participants via Zoom are attached.</p> <p>Current practice will be more closely monitored to ensure parents include a description of the employment-seeking activities in which they will engage. Program Analysts responsible for CDE reporting will review Eligibility and Need documentation for each family prior to enrollment. Supervisors of enrollment staff will monitor family files monthly using a prescribed checklist. The Quality Assurance Unit will review CDE documentation as part of their regular monitoring visits.</p>	<p><b>Corrective Action:</b></p> <p><b>Person(s) Responsible:</b></p> <p><b>Re-training:</b> Monica Avila</p> <p><b>On-going Monitoring:</b> Program Analysts Program Officers QA Unit</p>	<p><b>Timelines:</b></p> <p>Implementation date:</p> <p><b>5/20/21</b></p> <p>Progress check dates:</p> <p><b>6/18/21</b> <b>7/16/21</b></p>

Error / Description	Current Practice:		Proposed End Date:
<p>Miscalculation of income, however the family was still eligible for childcare services. Semi-monthly income (\$770.54) was calculated as bi-weekly (\$854.73).</p>	<p>Income is calculated using the <i>Income Calculation Worksheet</i>, which includes tips on identifying the pay frequency on the top of the form. Staff view the paystubs and use the pay frequency based on the pay periods and pay dates.</p>		<p>N/A</p>
	<p><b>System Change:</b></p> <p><b>Proposed Practice:</b></p> <p>On May 20, 2021, staff will be re-trained on procedures of completing the <i>Income Calculation Worksheet</i>. The PPT presentation and list of participants via Zoom are attached.</p> <p>Current practice will be more closely monitored to ensure the <i>Income Calculation Worksheet</i> is utilized correctly. Program Analysts responsible for CDE reporting will review eligibility documentation for each family prior to enrollment. Supervisors of enrollment staff will monitor family files monthly using a checklist. The Quality Assurance Unit will review CDE documentation as part of their regular monitoring visits.</p>	<p><b>Corrective Action: X</b></p> <p><b>Person(s) Responsible:</b></p> <p><b>Re-training:</b> Monica Avila</p> <p><b>On-going Monitoring:</b> Program Analysts Program Officers QA Unit</p>	<p><b>Timelines:</b></p> <p>Implementation date:</p> <p><b>5/20/21</b></p> <p>Progress check dates:</p> <p><b>6/18/21</b> <b>7/16/21</b></p>

Error / Description	Current Practice:		Proposed End Date:
<p>The contractor has implemented a policy, which limits childcare for families seeking employment to no more than 5 days per week and no more than 5 hours per day (25 hours per week).</p>	<p>In effort to be consistent and ensure Seeking Employment hours remained less than 30 per week, families were provided 5 hours per day five days per week.</p>		<p>5/20/21</p>
	<p><b>System Change: X    Corrective Action:</b></p> <p><b>Proposed Practice:</b></p> <p>Each Seeking Employment family will be provided hours based on their <i>Seeking Employment Plan</i>. These families will receive less than 30 hours per week for Seeking Work activities.</p> <p>Children are offered longer/more flexible hours as part of their Head Start time (since HS and CDE WRAP services)</p> <p>On May 20, 2021, staff will be re-trained. The PPT presentation and list of participants via Zoom are attached.</p>	<p><b>Person(s) Responsible:</b></p> <p><b>Re-training:</b> Monica Avila</p>	<p><b>Timelines:</b></p> <p>Implementation date:</p> <p style="text-align: center;"><b>5/20/21</b></p> <p>Progress check dates:</p> <p style="text-align: center;"><b>6/18/21</b> <b>7/16/21</b></p>

**Contact Information**

Send to: Joycelyn Ward-Richardson, Consultant  
Cc: Paul Saucedo, GAU Manager

California Department of Education  
1430 N Street, Suite 3410  
Sacramento, CA 95814



## ITEM V - REPORTS TO THE BOARD

- A. CHAIR'S REPORT: The Chair of the SETA Governing Board, on a regular basis, receives numerous items of information concerning employment and training legislation, current programs, agency activities, and miscellaneous articles about human service programs throughout the nation, and attends meetings pertinent to SETA business.

The important information from the material received and meetings attended will be shared with the entire Board and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Board to provide input on items that may require future action.

- B. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director to report to the Board on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal SETA Governing Board Packet.

The Executive Director's Report also allows the opportunity for the SETA Executive Director to apprise the Board of upcoming events, significant agency activities, or conferences.

- C. DEPUTY DIRECTORS REPORT: This item is set aside to allow the Deputy Directors to report to the Board any items relative to the program operations.

- D. COUNSEL REPORT: The SETA Legal Counsel is the firm of Gregory D. Thatch, Attorney at Law. This item provides the opportunity for Agency Counsel to provide the SETA Governing Board with an oral or written report on legal activities

- E. MEMBERS OF THE BOARD: This item provides the opportunity for SETA Governing Board members to raise any items for consideration not covered under the formal agenda. It also provides the opportunity for Board members to request or to ask that certain items be placed on the next Governing Board agenda.

- F. PUBLIC PARTICIPATION: Participation of the general public at SETA Governing Board meetings is encouraged. The SETA Governing Board has decided to incorporate participants of the audience as part of its agenda for all meetings. Members of the audience are asked to address their requests to the Chairperson, if they wish to speak.