



**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, July 1, 2021

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

**LOCATION:** Zoom login:  
<https://us02web.zoom.us/j/81744177009?pwd=dIhobnNIUGFoZDJLVGZMQ1o5a0ZhQT09>

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/81744177009?pwd=dIhobnNIUGFoZDJLVGZMQ1o5a0ZhQT09>. 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 +16699006833,81744177009# US (San Jose). Meeting ID: 817 4417 7009. Passcode: 213423. Find your local number: <https://us02web.zoom.us/j/81744177009?pwd=dIhobnNIUGFoZDJLVGZMQ1o5a0ZhQT09>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: [Nancy.Hogan@seta.net](mailto:Nancy.Hogan@seta.net). Any member of the public who wishes to speak directly to the board regarding any item on the agenda may contact Nancy Hogan at (916) 263-3827, or [Nancy.Hogan@seta.net](mailto:Nancy.Hogan@seta.net). Please include in your request which item you would like to participate on. Additionally, during the meeting any questions or comments may be submitted via the Q&A or chat features on Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the Governing Board and included in the record.

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

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#### A. GENERAL ADMINISTRATION/SETA

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#### B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: No items.

Community Services Block Grant: No items.

##### One Stop Services

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

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A. Chair

B. Executive Director

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**VII. Adjournment**

**DISTRIBUTION DATE: TUESDAY, JUNE 22, 2021**

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE JUNE 3, 2021  
REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the June 3, 2021 meeting for your review.

RECOMMENDATION:

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

PRESENTER: Kathy Kossick

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

Minutes/Synopsis

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

Meeting Held Electronically

Thursday, June 3, 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  
Eric Guerra, Vice Chair; Councilmember, City of Sacramento  
Patrick Kennedy, Member, Board of Supervisors  
Mai Vang, Councilmember, City of Sacramento  
Don Nottoli, Member, Board of Supervisors

**II. Consent Items**

- A. Approval of Minutes of the April 29, 2021 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Adjust Zones in the Broadband/Performance Policy
- D. Approval to Extend the Agreement with Community Link Capital Region for the 2-1-1 Sacramento Human Services Database

The consent items were reviewed; no questions or comments.

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

- A. Approve the April 29, 2021 minutes.
- B. Approve the claims and warrants for the period 4/20/2021 through 5/26/2021.
- C. Approve the adjustment to the salary ranges of Zone 1 to \$76,798 - \$166,468 and Zone 2 to \$58,852 - \$117,705.
- D. 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. In addition, approve \$37,650 for Community Link to update and maintain the 2-1-1 Sacramento Human Services Database for fiscal year 2021-2022.

Roll call vote:

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

Nay: 0

Abstentions: 0

Ms. Scherman stated that the board will take action items out of order in order to accommodate the numerous public speakers anticipated.

### **III. Action Items**

#### **A. GENERAL ADMINISTRATION/SETA**

1. Approval of Sacramento Employment and Training Agency Recommended Budget for Fiscal Year 2021-2022

Ms. D'et Saurbourne reviewed the budget; staff is still working to finalize numbers. The HS/EHS looks like a decrease in funding, but we received a 1.22% COLA.

Moved/Nottoli, second/Guerra, to 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.

Roll call vote:

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

Nay: 0

Abstentions: 0

#### **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

Mr. Roy reviewed the Resource Allocation Plan; the Sacramento Works Board reviewed and approved this plan at their May 26 meeting. This plan establishes how funds will support the services and activities within the Sacramento Works Job Center System. Mr. Kim reviewed the breakdown of how the funds will be utilized.

Mr. Thatch stated that this item and III-B-2 require agreement with the Workforce Development Board

Moved/Kennedy, second/Guerra, to approve the Resource Allocation Plan for 2021-22.

Roll call vote:

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

2. Approval of Funding Extension Recommendations for the Workforce Innovation and Opportunity Act (WIOA), Title I, Youth Program for Program Year 2021-2022

Ms. Carpenter reviewed the funding recommendations; this is the second year of a three-year procurement. The program serves youth that have significant barriers to employment or education. This program requires 14 elements be available to the youth participants. The funding recommendations are based on the enrollment numbers achieved. This is the first year we will be held accountable for our measurable skills gains; the federal government is not giving us a pass due to the pandemic. The Sacramento Works Board reviewed and approved these funding recommendations at their May 26 meeting.

Moved/Guerra, second/Vang, to 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.

Roll call vote:

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

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

Mr. Roy Kim reviewed this item. In 2017, the board approved a four-year plan; two years ago the board approved a plan update. This is the new plan required by the State which includes a regional and local plan. The plan was widely distributed among our regional partners and stakeholders. The unsigned plans were submitted by April 30 and the fully executed plans are required by June 30. This item is also requesting authorization for the Executive Director to make changes as required by the state since there will not be time to bring it back for additional approvals.

Moved/Nottoli, second/Scherman, to 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.

Roll call vote:

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

Nay: 0  
Abstentions: 0

Community Services Block Grant

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

Ms. Julie Davis-Jaffe reviewed the process by which the community input was received. Every two years the community needs are assessed and the plan is updated. The plan is very involved with the different needs in the community. The Community Action Board met on May 25 to approve this document. A Request for Proposals will be developed and brought to this board for approval in August.

Moved/Nottoli, second/Kennedy, to approve the 2022-2023 Community Services Block Grant Community Action Plan.

Roll call vote:

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

Nay: 0

Abstentions: 0

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

Ms. Scherman stated that speakers are allowed three minutes for their presentation.

Mr. Roy Kim reviewed the staff funding recommendation. The overall system-wide performance was reviewed; SETA met or exceeded all expectations. Most of the centers were able to continue providing services in spite of the COVID-19 limitations. The Fruitridge Job Center is not being recommended for funding due to poor performance. Pro Youth indicated that they are requesting approval to transfer their responsibilities to Pivot Sacramento; staff is not recommending this request.

**Speakers before the Board:**

Lisa Miller

Jeffrey Fletcher

Arthurine Ali

Saneeshan Faulkner

Daniela Hurtado

Chesarae Fletcher

Paul Castro

Stephanie Nguyen



Gina Wandell  
Staci Anderson

Ms. Scherman closed the public testimony portion of the meeting.

Mr. Nottoli asked Mr. Kim about the cutoff date for operators. May 14 was selected as the cutoff date to evaluate the Job Centers. Mr. Kim replied that the enrollments for the Fruitridge Job Center are now at 31 which is more than the actual enrollments on the May 14 cutoff date.

Mr. Kennedy stated that if the staff recommendation is approved, there will be a desert of services in the Oak Park neighborhood. If approved, would there be services provided in the Oak Park neighborhood under other contracts? Mr. Kim replied that the Mark Sanders Career Center is very near; we have had discussions with the city regarding connection to Aggie Square. There are other ways to deliver services and one of our goals is to invest in impacted communities. There are ways staff can continue to work with Pro Youth and Pivot and if there are opportunities in the future, they can be explored.

Mr. Kennedy asked if there could be repercussions with federal performance standards. Mr. Kim and Ms. Kossick reviewed the process if we do not meet our contracted goals; this would definitely affect whatever extra funding we get.

Mr. Eric Guerra stated that we should do whatever we can to keep the services intact. Mr. Kim stated that SETA is working with the city and county to ensure services continue to be provided in the area.

Mr. Kim stated that SETA funds Pivot under CSBG. We are not recommending closing the organizations. Pro Youth is transferring their role over to Pivot. Mr. Guerra stated that we are moving forward to create a large job center at Aggie Square. Both the city and county will be receiving American Rescue Plan Act (ARP) Funding. If we have to move forward, can we look at putting a path forward for the Fruitridge Center to get resources.

Ms. Kriztina Palone, City of Sacramento Economic Development Department, joined the meeting. Ms. Palone stated that there have been discussions about the ARP funds coming to the community. The concern is the timing when the city and county will determine how the funds will be allocated. Using the Fruitridge location for Aggie Square coalition would be ideal; there is a lot of need in that neighborhood. If the city and county can decide before June 30, then Pivot could potentially receive funds. All of the partners would be included in future conversations.

Ms. Mai Vang stated that it is important to provide direction to staff. In the response to Pro Youth's letter, Ms. Vang asked to explain how the mobile services would be provided. Mr. Kim replied that SETA outstations staff in a

variety of locations. Staff go out in teams with the mobile equipment to enroll and document customers at the career centers; they can be deployed to serve the community. There are designated community centers with open hours; this includes libraries and other locations. A schedule would be established that can be modified as needed. Ms. Vang wants direction to SETA to work with Pivot and Pro Youth to assess the need and be present at the Fruitridge Career Center. There will still be a loss of service but we owe it to the community to ensure some services are available. Ms. Vang asked SETA staff to work with Jeffrey Fletcher at Fruitridge.

Mr. Nottoli stated that the board has the ability to not cancel the staff funding recommendation but to modify the scope of services. Mr. Nottoli is interested in supporting the recommendations for all other organizations but modify the scope of services and continue providing services to the current enrollees.

Ms. Kossick stated that the board would have to identify funding to be placed in that category from other providers. It would be up to the board to reallocate the funding to Pivot and/or Pro Youth.

Ms. Scherman thanked all of the speakers for their passion. Today we have an action that needs to be taken and not to be taken lightly. Her biggest concern is that she does not want to discourage people in their community journey; she does not want to jeopardize our federal funding. It would affect everyone. We have never been under corrective action because we follow what the feds want; we do not deviate from what the feds expect of us. Once the recommendation is made, staff can continue to work to assist Pivot and Pro Youth and counsel them to move along.

Ms. Kossick stated that the July 1 meeting was going to be canceled because the City and County are on summer recess and Ms. Scherman will be out of town. Mr. Nottoli stated that this is important and wants a special meeting. He will make himself available.

Mr. Kennedy clarified that Pro Youth has indicated that they do not want a contract, it will be Pivot only. Mr. Thatch stated that he understands that Pro Youth has been the fiscal agent dealing with the funding; if that service goes away, this needs to be examined.

Ms. Kossick stated that the Agency needs to spend at least 20% of the money in training which is the scholarship pot. It will be difficult to meet that requirement if our scholarship dollars are reduced significantly.

Moved/Nottoli, second/Vang, to authorize funding of all of the recommended applicants, hold the scholarship increases in abeyance and bring back a recommendation with a revised scope of work with Pivot. This will be done at the next meeting.

Roll call vote:  
Aye: 3 (Guerra, Nottoli, Vang)  
Nay: 2 (Kennedy and Scherman)  
Abstentions: 0

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

**IV. Information Items**

- A. Fiscal Monitoring Reports: No questions.
- B. Employer Success Stories and Activity Report: No questions.
- C. Dislocated Worker Update: No questions.
- D. Unemployment Update/Press Release from the Employment Development Department: No questions.
- E. Head Start Reports: Ms. Denise Lee reported that the federal review will begin June 14. The review team will not interview Governing Board members. This review will be done remotely.

**V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Ms. Kossick stated that staff will work with Governing Board members to secure a special meeting later in the month.
- C. Deputy Directors: Mr. Kim reported that staff prepared a report on jobs and employer services requested by Councilmember Vang. It will be included in the next agenda packet.
- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: No additional comments.

**VI. Adjournment:** The meeting was adjourned at 11:55 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 5/27/2021 through 6/23/2021, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 5/27/2021 through 6/23/2021.

PRESENTER: Kathy Kossick

## ITEM II-C – CONSENT

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

#### BACKGROUND:

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

On March 3, 2016 the Governing Board appointed twenty-five members to the newly formed Sacramento Works Workforce Development Board. The Board had staggered initial terms of two, three or four years. Extended terms from that time are a three-year term. In 2020 the request was made to add an additional economic development seat, which required adding another private business seat to keep the majority of the board representing the business community, as required in the Workforce Innovation and Opportunity Act. The Sacramento Works Board considered the request to increase the board size by two and took action at its meeting on May 27, 2020 to increase the board size to 27. The current bylaws of the Sacramento Works, Inc. allow up to thirty board members.

Staff recently received a resignation from Ms. Lisa Hutchinson, Human Resources Manager from Revere Packaging LLC. The Board Development Committee of the Sacramento Works Board recently recruited a private business nominee for the vacant slot. Historically, the Executive Committee of Sacramento Works has recommended the name(s) of individual applicants for appointment to the private sector seats by the SETA Governing Board. The Sacramento Works Executive Committee will be meeting on June 28, 2021 to consider recommending Ms. Hutchinson for appointment. The application for Ms. Hutchinson is being sent under separate cover.

#### RECOMMENDATION:

Review the application of Ms. Lisa Hutchinson from Revere Packing LLC and appoint Ms. Hutchinson to fill the seat vacated by Mr. Larry Booth.

ITEM III-A - 1 - ACTION

**TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF NEW JOB SPECIFICATION AND SALARY SCHEDULE FOR CHILDREN AND FAMILY SERVICES ELIGIBILITY COORDINATOR (SUPERVISORY)**

**BACKGROUND:**

In the past three years, SETA's California Department of Education (CDE) funding has almost doubled with additional children to serve, and the Head Start/Early Head Start SETA Operated Program has grown from absorbing many Sacramento City Unified School District sites in 2019. As a result, additional support is needed in SETA's Enrollment and Attendance unit.

The Eligibility Coordinator (Supervisory) position will be responsible for the eligibility and enrollment of families in the Head Start, Early Head Start and State funded preschool and infant/toddler programs. There are multiple and often incongruent policies, procedures, regulations, guidelines, and funding terms and conditions with the various funding sources. With a highly specialized focus, the Eligibility Coordinator will coordinate and oversee multiple contract types, perform statistical record-keeping regarding eligibility, enrollment, and attendance, ongoing monitoring, and supervise staff who enter data and prepare monthly reports for funding.

The proposed salary schedule is aligned with other Coordinator positions within the Children and Family Services Department.

	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
CHILDREN AND FAMILY SERVICES ELIGIBILITY COORDINATOR (SUPERVISORY)	\$25.79	\$27.08	\$28.43	\$29.85	\$31.35	\$32.91

The Agency developed the job specification and salary schedule with input and approval from management and the union. Attached is a copy of the job specification.

The Head Start Policy Council took action on this item at its June 22 meeting; staff will provide an oral report.

**RECOMMENDATION:**

Open a Public Hearing, receive input, and take action to close the public hearing and approve the new job specification and salary schedule for the Children and Family Services Eligibility Coordinator (Supervisory).

## **CHILDREN AND FAMILY SERVICES ELIGIBILITY COORDINATOR (SUPERVISORY)**

### **ORGANIZATIONAL RESPONSIBILITY**

The Children and Family Services (CFS) Eligibility Coordinator is responsible to the CFS Head Start Manager or designee.

### **DEFINITION**

Under general direction, the Eligibility Coordinator directs and coordinates the eligibility and enrollment for the Head Start-State delivery system, including supervising assigned staff, maintaining and analyzing data systems and information used to track the operations of the Head Start/Early Head Start and State collaboration programs. The CFS Eligibility Coordinator will coordinate and oversee multiple contract types, and perform related work as required. This position performs a variety of highly specialized statistical record-keeping and monitoring assignments, including maintaining and processing reports and records, checking the accuracy of reports, files, and calculation of family fees, providing training to staff on state funding terms, conditions, and providing training and direction to staff who support Head Start-State collaboration classrooms.

### **DISTINGUISHING CHARACTERISTICS**

SETA operates federal and state funded infant, toddler and preschool programs. As such, the CFS Department has various funding sources to provide full day, year-round programming with distinct funding terms and conditions. This is a specialized classification assigned to provide supervision, coordination and oversight for the provision of its Head Start-State funded programs, contracts and functions, including, enrollment applications, eligibility documentation, monthly reports and claims, family files, ongoing monitoring and staff training. This specialized classification has responsibility for multiple functions, including supervision, development of compliance training, and the writing of policies and procedures under the guidance of a supervisor. This position is expected to have knowledge of state and federal programs, methods and procedures.

### **EXAMPLES OF ESSENTIAL DUTIES**

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

1. Supervises a team of program analysts assigned to track and report enrollment and attendance;
2. Oversees and monitors a variety of financial claims and records;
3. Trains staff on Head Start and State eligibility requirements and Agency policies and procedures;
4. Monitors all systems for compliance to Head Start and State requirements, along with funding terms and conditions;
5. Responsible for oversight and parent fee assessments, calculations, invoicing, collection, and tracking systems;
6. Maintains up-to-date knowledge on all new regulations and management bulletins for State-funded programs;

7. Attends training from state and federal funders and associations as it relates to program and funding terms and conditions;
8. Oversees information posted to contractor-sponsored record-keeping systems;
9. Coordinates the preparation of a variety of financial and special reports and statements;
10. Oversees the implementation of state funded contracts, and writes policy directives to provide guidance to staff;
11. Develops policies, procedures and training to resolve errors or problems;
12. Responds to a variety of requests for information about Head Start/Early Head Start and State-funded programs;
13. Coordinates and monitors the reports submitted to state and federal entities and ensures proper reimbursement;
14. Meets weekly with the unit manager or designee to ensure all requirements are accurate and information is up to date;
15. Serves as a liaison with auditors and prepares reports as necessary;
16. Performs a variety of related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Principles of recruitment, eligibility and enrollment procedures;
- Principles and practices of social service and child development programs;
- Principles of organization and management;
- Principles of effective personnel practices;
- Principles of staff development and training;
- Principles of supervision.

#### **Ability to:**

- Establish and maintain cooperative working relationships with others;
- Communicate clearly and concisely, orally and in writing;
- Ensure the accuracy of data input regarding the program operations;
- Use a computer with standard software;
- Learn new software packages and adapt to changes in technology;
- Be detail-oriented;
- Gather and analyze a variety of data and information;
- Develop and prepare a variety of complex reports;
- Work with multiple projects and meet deadlines;
- Effectively train others;
- Make presentations in front of large groups of people;
- Manage time effectively;
- Perform specialized account and statistical record-keeping assignments involving monitoring and claims processing;
- Make arithmetical calculations quickly and accurately.

AND

**Training and Experience:** Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities would be:



1. At least five (5) years of work experience working with Head Start and/or State subsidized funded childcare programs, including State Preschool (CSPP) and/or General Child Care (CCTR) programs. At least one (1) year of work experience in data analysis, record keeping, reporting systems, and maintaining file-tracking systems. At least two (2) years of supervisory experience.

OR

2. Any advanced education, such as a bachelor's degree (or higher) in social services, human development, business management, data management systems or related field is highly desirable.

## **PHYSICAL DEMANDS/QUALIFICATIONS**

### **Essential Physical Attributes:**

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

## ITEM III-B - 1 – ACTION

### APPROVAL OF FUNDING EXTENSION RECOMMENDATION FOR THE FRUITRIDGE JOB CENTER UNDER 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.

On June 3, 2021, the SETA Governing Board approved funding extensions for nine organizations that host Job Centers. The Board set aside funding, by maintaining training scholarships and supportive services at PY2020-2021 levels, and directed staff to utilize the funds set aside to negotiate with Pro Youth & Families/Pivot Sacramento, the host organizations for the Fruitridge Job Center, and return with a funding extension recommendation for PY2021-2022.

On June 11, 2021, staff met with Fruitridge Job Center representatives to negotiate the following funding extension recommendation for PY2021-2022:

1. Extend the Fruitridge Job Center at \$150,000 to provide Career Services for 774 "Registered" and 77 "Enrolled" customers.
2. Agree with the request received from Pro Youth and Families to assign its Job Center responsibilities to Pivot Sacramento.
3. Allocate \$10,000 for Scholarships and supportive services.
4. Standard terms and conditions of the agreement will remain unchanged.

The Fruitridge Job Center will remain under corrective action until it meets negotiated performance levels.

#### RECOMMENDATION:

Approve the staff funding extension recommendation for the Fruitridge Job Center under the WIOA Title I, Adult/Dislocated Worker Programs as indicated above.

PRESENTER: Michelle O'Camb

ITEM IV-A- INFORMATION  
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: D'et Saurbourne

**MEMORANDUM**

**TO: Ms. Erika Trujillo and Everett Crane**

**DATE: June 10, 2021**

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

**RE: Fiscal Monitoring Desk Review of Crossroads Diversified Services, Inc.  
and PRIDE Industries**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Adult	\$126,564	7/1/2020-6/30/21	7/1/2020-12/31/2020
WIOA	DW	\$31,641	7/1/2020-6/30/21	7/1/2020-12/31/2020
WIOA	OSY	\$133,847	7/1/2020-6/30/21	7/1/2020-12/31/2020
DEA	OJT	\$97,500	6/1/19-3/31/21	6/1/19-3/31/2021

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

**Date of review: April 2021, 5/4, 5/21, 5/24, 6/4**

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

**Program Operator: Crossroads Diversified Services, Inc. and PRIDE Industries**

**Findings and General Observations:**

- 1) We have reviewed the WIOA programs from July 1, 2020 to December 31, 2020 and the DEA/OJT grant from June 1, 2019 to March 31, 2021. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order with the exception noted below.
- 2) During the current program year, PRIDE Industries assumed Crossroads Diversified's 2020/2021 WIOA contracts as well as the 2019/2021 DEA-OJT contract. During the course of this review the documentation provided by Crossroads/PRIDE could not be reconciled to the fiscal claims submitted to SETA. Crossroads/PRIDE overcharged the 2020/2021 WIOA OSY grant by the amount of \$5,140.66. Per Crossroads, \$3,063.98 of the overcharged amount to the 2020/2021 WIOA OSY grant represent unallowable expenses incurred by Crossroads and \$2,076.68 represent expenses incurred by PRIDE. Crossroads/PRIDE also overcharged the 2020/2021 WIOA Adult grant by the amount of \$571.82 and the 2020/2021 WIOA DW grant by the amount of \$142.88. Per Crossroads, these amounts represent expenses incurred solely by PRIDE.

**Recommendations for Corrective Action:**

Corrective Actions are as follows;

- 1) For the 2020/2021 WIOA OSY grant-
  - a. PRIDE will send supportive documentation for the \$2,076.68 of expenditures they incurred. If no supportive documentation is available, PRIDE will reimburse SETA or credit a future fiscal report for the amount equal to the unsupported expense.
  - b. PRIDE has received reimbursement from Crossroads for \$3,063.98, therefore PRIDE will reimburse SETA or credit a future fiscal report for the amount equal to the unallowable expenses incurred by Crossroads.
- 2) For the 2020/2021 WIOA Adult grant-
  - a. PRIDE will send supportive documentation for the \$571.82 of expenditures they incurred. If no supportive documentation is available, PRIDE will reimburse SETA or credit a future fiscal report for the amount equal to the unsupported expense.
- 3) For the 2020/2021 WIOA DW grant-
  - a. PRIDE will send supportive documentation for the \$142.88 of expenditures they incurred. If no supportive documentation is available, PRIDE will reimburse SETA or credit a future fiscal report for the amount equal to the unsupported expense.

MEMORANDUM

**TO:** Ms. Rachel Wickland                      **DATE:** May 24, 2021  
**FROM:** Tracey Anderson, SETA Fiscal Monitor  
**RE:** Desk Fiscal Monitoring of Goodwill Industries of Sacramento Valley  
& Northern Nevada, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	OSY	\$146,039	7/1/2020-6/30/21	7/1/2020-12/31/2020

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

**Date of review:** April 2021, 5/4, 5/13, 5/17, 5/21

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

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

**Findings and General Observations:**

- 1) We have reviewed the WIOA Out-of-School Youth program from July 1, 2020 to December 31, 2020. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

None

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Mr. Roman Romaso   **DATE:** June 17, 2021  
**FROM:** David Benjamin Clark, SETA Fiscal Monitor  
**RE:** Fiscal Desk Monitoring of Slavic Assistance Center

<b><u>PROGRAM</u></b>	<b><u>ACTIVITY</u></b>	<b><u>FUNDING</u></b>	<b><u>CONTRACT PERIOD</u></b>	<b><u>PERIOD COVERED</u></b>
RSS	SOR	\$33,971	10/1/19 - 9/30/20	10/1/19 - 9/30/20

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

**Date of review:** 3/24/21         **Follow-up Date:** 4/23, 5/18, 5/20

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



**Program Operator:** Slavic Assistance Center

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

There are no findings for corrective action in this fiscal desk monitoring.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Vasseliki Vervilos                      **DATE:** June 17, 2021

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

**RE:** Fiscal Desk Monitoring of Twin Rivers Unified School District

<b><u>PROGRAM</u></b>	<b><u>ACTIVITY</u></b>	<b><u>FUNDING</u></b>	<b><u>CONTRACT PERIOD</u></b>	<b><u>PERIOD COVERED</u></b>
RSS	ES/SA	\$ 131,737	10/1/20 - 9/30/21	10/1/20 – 1/31/21
RSS	VESL/ES	\$ 341,107	10/1/20 - 9/30/21	10/1/20 – 1/31/21

**Monitoring Purpose:** Initial \_\_\_ Interim X Special \_\_\_ Final \_\_\_  
**Date of review:** March 12, 2021  
**Follow up:** 5/19, 5/24, 5/25

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

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

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

There are no findings for corrective action in this fiscal desk monitoring.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Edenaugseyboye Davis **DATE:** May 4, 2021

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

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

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & Cola	\$1,404,464	8/1/2020-7/31/2021	8/1/2020-1/31/2021
Head Start	T & TA	\$11,700	8/1/2020-7/31/2021	8/1/2020-1/31/2021
Head Start	Duration	\$122,326	8/1/2020-7/31/2021	8/1/2020-1/31/2021
Head Start	Covid	\$105,457	8/1/2020-7/31/2021	8/1/2020-1/31/2021

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

Date of review: April, 2021

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

**Program Operator: Women's Civic Improvement Club**

**Findings and General Observations:**

- 1) We have reviewed the Head Start, T & T/A, Duration and COVID-19 programs from August 1, 2020 to January 31, 2021. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

None

cc: Kathy Kossick  
Governing Board

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 June18, 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	Account Clerk I	1
	9	Account Clerk II	1
	9	Accounting Technician	1
	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	3
	9	Assistant Camp Caretaker	1
	9	Assistant Camp Chef	1
	9	Assistant Electrical Engineer	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 Chef	1
	9	Camp Host	1

# SETA- Employer Activity Report

The following is an update of information as of June 18, 2021

EMPLOYER	CRITICAL CLUSTER	JOB	# 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	Camp Program Director	1
	9	Camp Recreation Leader	1
	9	Cashier - Aquatics	1
	9	Claims Collector	1
	9	Community Service Officer I	1
	9	Community Service Officer I (Limited Term)	1
	9	Contracts and Compliance Specialist	1
	9	Crew Leader, Landscape and Learning	1
	9	Cultural and Creative Economy Manager	1
	9	Customer Service Representative (Limited Term)	1
	9	Deputy City Attorney I	1
	9	Deputy City Attorney II	1
	9	Deputy City Clerk	1
	9	Development Project Manager	1
	9	Director of Finance	1
	9	Dispatcher II	1
	3	Engineering Manager	1
	9	Environment Health & Safety Officer	1
	9	Equipment Mechanic III	1
	9	Events Services Supervisor	1
	9	Fleet Service Coordinator	1
	9	Forensic Investigator I	1
	4	Information Technology Supervisor	1
	9	Information Technology Trainee	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	Parking Enforcement Officer	1
9	Parking Lot Attendant	1	
9	Payroll Technician	1	
9	Permit Services Supervisor	1	



# SETA- Employer Activity Report

The following is an update of information as of June 18, 2021

EMPLOYER	CRITICAL CLUSTER	JOB	# 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	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	Pool Manager	1
	9	Principal Budget Analyst	1
	9	Principal Planner	1
	4	Principal Systems Engineer	1
	9	Program Coordinator (Older Adults)	1
	9	Program Leader	1
	9	Program Manager	1
	9	Program Specialist	3
	9	Program Specialist -Financial Specialist	1
	9	Recreation Aide	3
	9	Recreation General Supervisor	1
	9	Recreation Leader (Adaptive Recreation)(SUMMER PROGRAMS)	1
	9	Senior Accounting Technician	1
	9	Senior Animal Care Technician	1
	4	Senior Applications Developer	1
	9	Senior Camp Aquatics Leader	1
	9	Senior Deputy City Attorney	1
	9	Senior Deputy City Clerk	1
	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	

# SETA- Employer Activity Report

The following is an update of information as of June 18, 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	Storekeeper	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	Utility Worker (PARK OPS)	2
	9	Worker's Compensation Claims Assistant I	1
Clerprem USA Corporation	1	Cutting Machine Operator	2
	1	Foaming Machine Operator	2
	1	Mechanical Assembler	2
	1	Sewing Machine Operator	2
	1	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
Cordova Recreation & Parks District	9	Park Maintenance Worker	4
Cornerstone Staffing Solutions	9	Warehouse/General Labor	20
Cosumnes Community Service District	9	Fire Chief	1
Elite Pressure Washing Services, LLC	9	Pressure Washing Technician	2
Ertec Environmental Systems LLC	1	Manufacturing Assembler	6
	1	Sewer	6
EVO Emergency Vehicle Outfitters	6	Automotive Technician	5
Folsom Cordova Unified School District	4	Welding Instructor	1
Food 4 Less	9	General Clerk	10
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 June 18, 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
Independent Electric Supply, Inc.	9	Vendor Managed Inventory Coordinator	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	Alternate Media Design Specialist	1
	4	Assistant Athletic Trainer	1
	4	Associate Vice Chancellor of Human Resources	1
	4	Certified Nursing Assistant Adjunct Professor	1
	4	Clerk III	1
	4	College Safety Officer	1
	4	Counseling Clerk I	1
	4	Counseling Clerk II	1
	4	Dean, Behavioral & Social Science	1
	4	Dean of Instruction	2
	4	Dean, Outreach, First Year Experience (FYE) and	1
	4	Director I, Enterprise Services	1
	4	Director (VII) Refugee Career Pathways	1
	4	Disabled Students Programs and Services Clerk	1
	4	Faculty Diversity Internship Program	1
	4	Fiscal Services Supervisor	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	

# SETA- Employer Activity Report

The following is an update of information as of June 18, 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>			
Los Rios Community College District	4	Senior Information Technical Business/Technical Analyst	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	Student Support Specialist	3
	4	Vice President, Administrative Services	1
	4	Vice President, Instruction	1
Maleko Personnel	9	Delivery Driver	1
	9	Production Packaging	3
	9	Production Packer	5
	9	Shipping Clerk	1
	9	Shipping/Receiving Clerk	2
Mark Seeding Services & Erosion Control Tech	3	Erosion Control Applicator	2
Masters Team Mortgage	9	Front Desk Receptionist	1
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
Sierra Waste Recycling & Transfer Station	9	Equipment Maintenance Supervisor	1
	9	Heavy Equipment Operator	2
	9	Laborer/ Sorter	1
	9	Tire Technician/ Maintenance Shop Technician	1

# SETA- Employer Activity Report

The following is an update of information as of June 18, 2021

EMPLOYER	CRITICAL CLUSTER	JOB	# 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>			
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 Locator	5
Van Dermeyden Makus Law Corporation	9	Executive Assistant	1
Villara Corporation	1	Base Fabricator	1
	9	Delivery Driver	1
	3	HVAC Installer - Tradesman Journeyman	20
	9	Material Handler	1
	3	Plumbing Base Fabricator	1
	3	Plumbing Installer Tradesman	20
	3	Plumbing Installer/Tradesman	1
	9	Warehouse Worker	1
Walgreens DC	9	Warehouse Worker	70
Walmart	9	Freight Handler	30
	9	Power Equipment Operators	10
Westcoast Car Audio	9	12 Volt Trainee	2
Western Range Association	9	Range Sheepherder	1
<b>Total</b>			<b>576</b>

ITEM IV-C- INFORMATION  
DISLOCATED WORKER UPDATE

BACKGROUND:

Attached is a copy of the most current dislocated worker update. 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 June 18, 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 June 18, 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 June 18, 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 June 18, 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	Yes	N

### Dislocated Worker Information PY 2020/2021

The following is an update of information as of June 18, 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	Yes	N
<b>Provenance dba ThinkSuite</b> 3840 Rosin Ct Suite 100 & 200 Sacramento, CA 95834	Education	6/30/2021	Permanent	17	Sacramento, CA	Yes	N
<b>Turning Point Community Programs</b> 10850 Gold Center Dr. Ste. 325 Rancho Cordova, CA 95760	Mental Health	5/15/2021	Permanent	7	Sacramento, CA	No	N
<b>TOTAL</b>				<b>4,163</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 May was 6.3%.

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)  
Total wage and salary jobs up 4,300 over the month; 69,500 over the year**

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 6.3 percent in May 2021, down from a revised 6.6 percent in April 2021, and below the year-ago estimate of 13.7 percent. This compares with an unadjusted unemployment rate of 7.5 percent for California and 5.5 percent for the nation during the same period. The unemployment rate was 5.6 percent in El Dorado County, 4.9 percent in Placer County, 6.8 percent in Sacramento County, and 5.6 percent in Yolo County.

**Between April 2021 and May 2021**, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 4,300 to total 992,800 jobs.

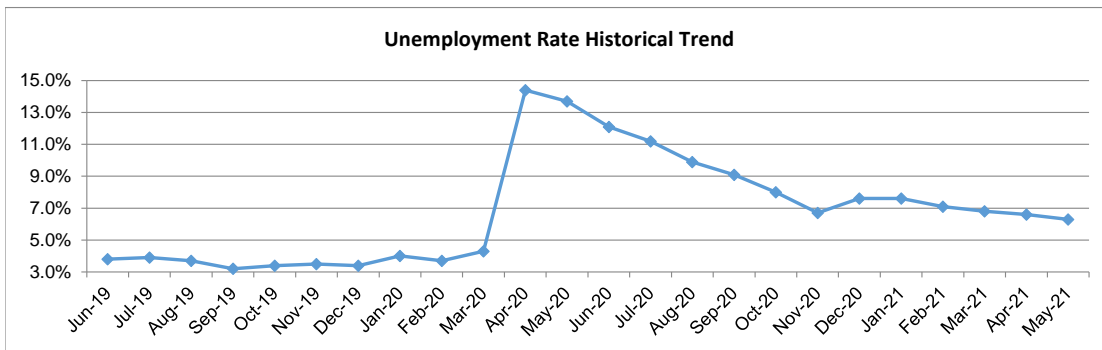
- Employment in education and health services rose by 2,500 jobs in May. Healthcare and social assistance (up 2,400 jobs) was responsible for 96.0 percent of the increase.
- Government employment increased for the third consecutive month, picking up 1,800 jobs. Gains were reported in local government (up 1,200 jobs), state government (up 500 jobs), and federal government (up 100 jobs).
- Farm continued to report employment growth from April to May, adding 800 jobs.
- Professional and business services (down 2,800 jobs) was the only major industry sector to experience month-over job decline. Employment reductions occurred in professional, scientific, and technical services (down 1,800 jobs), administrative and support and waste services (down 900 jobs), and management of companies and enterprises (down 100 jobs).

**Between May 2020 and May 2021**, total jobs in the region increased by 69,500 or 7.5 percent.

- Trade, transportation, and utilities led year-over gains for the region by adding 18,200 jobs. Employment increased in retail trade (up 14,200 jobs), transportation, warehousing, and utilities (up 3,200 jobs), and wholesale trade (up 800 jobs).
- Leisure and hospitality reported an additional 17,900 jobs compared to a year ago, with job additions in accommodation and food services (up 13,800 jobs) and arts, entertainment, and recreation (up 4,100 jobs).
- Education and health services grew by 8,400 jobs since last May, with gains in healthcare and social assistance (up 7,900 jobs) and educational services (up 500 jobs).
- Employment in construction rose by 7,600 jobs with 75.0 percent of job growth in specialty trade contractors, which added 5,700 jobs.

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

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 6.3 percent in May 2021, down from a revised 6.6 percent in April 2021, and below the year-ago estimate of 13.7 percent. This compares with an unadjusted unemployment rate of 7.5 percent for California and 5.5 percent for the nation during the same period. The unemployment rate was 5.6 percent in El Dorado County, 4.9 percent in Placer County, 6.8 percent in Sacramento County, and 5.6 percent in Yolo County.



Industry	Apr-2021	May-2021	Change		May-2020	May-2021	Change
	Revised	Prelim				Prelim	
Total, All Industries	988,500	992,800	4,300		923,300	992,800	69,500
Total Farm	8,800	9,600	800		9,000	9,600	600
Total Nonfarm	979,700	983,200	3,500		914,300	983,200	68,900
Mining, Logging, and Construction	76,400	76,700	300		69,100	76,700	7,600
Mining and Logging	600	600	0		600	600	0
Construction	75,800	76,100	300		68,500	76,100	7,600
Manufacturing	35,200	35,900	700		34,700	35,900	1,200
Trade, Transportation & Utilities	159,200	159,600	400		141,400	159,600	18,200
Information	9,700	9,700	0		9,500	9,700	200
Financial Activities	51,700	51,700	0		50,700	51,700	1,000
Professional & Business Services	134,600	131,800	(2,800)		126,700	131,800	5,100
Educational & Health Services	163,800	166,300	2,500		157,900	166,300	8,400
Leisure & Hospitality	80,300	80,700	400		62,800	80,700	17,900
Other Services	31,500	31,700	200		26,900	31,700	4,800
Government	237,300	239,100	1,800		234,600	239,100	4,500

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

June 18, 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

	May 20	Mar 21	Apr 21 Revised	May 21 Prelim	Percent Change Month	Year
Civilian Labor Force (1)	1,068,200	1,089,500	1,077,500	1,082,700	0.5%	1.4%
Civilian Employment	921,900	1,015,400	1,006,700	1,014,800	0.8%	10.1%
Civilian Unemployment	146,300	74,100	70,800	67,900	-4.1%	-53.6%
Civilian Unemployment Rate (CA Unemployment Rate)	13.7%	6.8%	6.6%	6.3%		
(U.S. Unemployment Rate)	15.5%	8.2%	8.1%	7.5%		
	13.0%	6.2%	5.7%	5.5%		
<b>Total, All Industries (2)</b>	<b>923,300</b>	<b>980,400</b>	<b>988,500</b>	<b>992,800</b>	<b>0.4%</b>	<b>7.5%</b>
Total Farm	9,000	7,500	8,800	9,600	9.1%	6.7%
Total Nonfarm	914,300	972,900	979,700	983,200	0.4%	7.5%
Total Private	679,700	737,300	742,400	744,100	0.2%	9.5%
Goods Producing	103,800	109,100	111,600	112,600	0.9%	8.5%
Mining, Logging, and Construction	69,100	74,600	76,400	76,700	0.4%	11.0%
Mining and Logging	600	600	600	600	0.0%	0.0%
Construction	68,500	74,000	75,800	76,100	0.4%	11.1%
Construction of Buildings	14,400	14,700	15,000	15,000	0.0%	4.2%
Specialty Trade Contractors	46,900	51,600	52,400	52,600	0.4%	12.2%
Building Foundation & Exterior Contractors	12,500	14,500	14,800	15,000	1.4%	20.0%
Building Equipment Contractors	19,400	20,200	20,400	20,600	1.0%	6.2%
Building Finishing Contractors	10,100	10,600	10,700	10,900	1.9%	7.9%
Manufacturing	34,700	34,500	35,200	35,900	2.0%	3.5%
Durable Goods	22,200	22,300	22,400	22,600	0.9%	1.8%
Computer & Electronic Product Manufacturing	4,400	4,500	4,500	4,500	0.0%	2.3%
Nondurable Goods	12,500	12,200	12,800	13,300	3.9%	6.4%
Food Manufacturing	4,400	4,300	4,500	4,600	2.2%	4.5%
Service Providing	810,500	863,800	868,100	870,600	0.3%	7.4%
Private Service Providing	575,900	628,200	630,800	631,500	0.1%	9.7%
Trade, Transportation & Utilities	141,400	160,800	159,200	159,600	0.3%	12.9%
Wholesale Trade	25,900	26,200	25,800	26,700	3.5%	3.1%
Merchant Wholesalers, Durable Goods	15,400	15,400	15,300	15,900	3.9%	3.2%
Merchant Wholesalers, Nondurable Goods	9,200	9,400	9,300	9,500	2.2%	3.3%
Retail Trade	83,100	97,400	97,000	97,300	0.3%	17.1%
Motor Vehicle & Parts Dealer	12,200	13,900	14,100	14,100	0.0%	15.6%
Building Material & Garden Equipment Stores	8,700	9,200	9,300	9,500	2.2%	9.2%
Grocery Stores	20,100	20,300	20,100	20,000	-0.5%	-0.5%
Health & Personal Care Stores	4,500	5,200	5,300	5,200	-1.9%	15.6%
Clothing & Clothing Accessories Stores	2,500	7,100	7,200	7,300	1.4%	192.0%
Sporting Goods, Hobby, Book & Music Stores	2,300	3,200	3,100	3,100	0.0%	34.8%
General Merchandise Stores	16,300	18,400	18,100	17,800	-1.7%	9.2%
Transportation, Warehousing & Utilities	32,400	37,200	36,400	35,600	-2.2%	9.9%
Information	9,500	9,700	9,700	9,700	0.0%	2.1%
Publishing Industries (except Internet)	2,100	2,100	2,100	2,100	0.0%	0.0%
Telecommunications	2,800	2,800	2,800	2,800	0.0%	0.0%
Financial Activities	50,700	51,400	51,700	51,700	0.0%	2.0%
Finance & Insurance	34,800	35,300	35,600	35,500	-0.3%	2.0%
Credit Intermediation & Related Activities	10,500	11,400	11,600	11,400	-1.7%	8.6%
Depository Credit Intermediation	6,200	5,900	6,000	5,900	-1.7%	-4.8%
Nondepository Credit Intermediation	2,300	3,000	3,000	3,000	0.0%	30.4%
Insurance Carriers & Related	20,500	19,400	19,500	19,300	-1.0%	-5.9%
Real Estate & Rental & Leasing	15,900	16,100	16,100	16,200	0.6%	1.9%
Real Estate	13,200	13,100	13,200	13,300	0.8%	0.8%
Professional & Business Services	126,700	134,800	134,600	131,800	-2.1%	4.0%
Professional, Scientific & Technical Services	56,300	58,600	59,700	57,900	-3.0%	2.8%
Architectural, Engineering & Related Services	10,100	10,300	10,400	10,500	1.0%	4.0%
Management of Companies & Enterprises	12,900	13,300	13,300	13,200	-0.8%	2.3%
Administrative & Support & Waste Services	57,500	62,900	61,600	60,700	-1.5%	5.6%
Administrative & Support Services	54,600	59,800	58,600	57,800	-1.4%	5.9%
Employment Services	18,700	20,400	20,400	20,500	0.5%	9.6%

Data Not Seasonally Adjusted

	May 20	Mar 21	Apr 21 Revised	May 21 Prelim	Percent Change	
					Month	Year
Services to Buildings & Dwellings	17,200	18,400	18,300	18,200	-0.5%	5.8%
Educational & Health Services	157,900	163,100	163,800	166,300	1.5%	5.3%
Education Services	10,600	11,000	11,000	11,100	0.9%	4.7%
Health Care & Social Assistance	147,300	152,100	152,800	155,200	1.6%	5.4%
Ambulatory Health Care Services	49,700	53,300	53,800	54,200	0.7%	9.1%
Hospitals	24,600	25,200	25,200	25,200	0.0%	2.4%
Nursing & Residential Care Facilities	17,400	17,000	16,900	16,900	0.0%	-2.9%
Leisure & Hospitality	62,800	77,700	80,300	80,700	0.5%	28.5%
Arts, Entertainment & Recreation	6,500	10,400	10,500	10,600	1.0%	63.1%
Accommodation & Food Services	56,300	67,300	69,800	70,100	0.4%	24.5%
Accommodation	4,600	5,500	5,800	6,100	5.2%	32.6%
Food Services & Drinking Places	51,700	61,800	64,000	64,000	0.0%	23.8%
Restaurants	50,200	59,100	61,300	61,300	0.0%	22.1%
Full-Service Restaurants	15,800	24,200	25,700	26,300	2.3%	66.5%
Limited-Service Eating Places	34,400	34,900	35,600	35,000	-1.7%	1.7%
Other Services	26,900	30,700	31,500	31,700	0.6%	17.8%
Repair & Maintenance	9,400	9,900	10,100	10,300	2.0%	9.6%
Government	234,600	235,600	237,300	239,100	0.8%	1.9%
Federal Government	14,300	14,400	14,500	14,600	0.7%	2.1%
Department of Defense	1,700	1,800	1,800	1,800	0.0%	5.9%
State & Local Government	220,300	221,200	222,800	224,500	0.8%	1.9%
State Government	122,000	122,200	122,800	123,300	0.4%	1.1%
State Government Education	28,300	26,800	27,100	27,400	1.1%	-3.2%
State Government Excluding Education	93,700	95,400	95,700	95,900	0.2%	2.3%
Local Government	98,300	99,000	100,000	101,200	1.2%	3.0%
Local Government Education	53,300	54,300	55,400	56,000	1.1%	5.1%
Local Government Excluding Education	45,000	44,700	44,600	45,200	1.3%	0.4%
County	19,100	19,200	19,000	19,000	0.0%	-0.5%
City	9,200	9,500	9,500	9,800	3.2%	6.5%
Special Districts plus Indian Tribes	16,700	16,000	16,100	16,400	1.9%	-1.8%

**Notes:**

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

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

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

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

#####



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

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	<b>18,949,700</b>	<b>17,523,600</b>	<b>1,426,100</b>	<b>7.5%</b>
ALAMEDA	23	799,500	751,700	47,800	6.0%
ALPINE	50	460	420	40	8.8%
AMADOR	24	14,460	13,560	910	6.3%
BUTTE	29	92,000	85,900	6,100	6.6%
CALAVERAS	10	21,370	20,210	1,160	5.4%
COLUSA	57	11,040	9,800	1,240	11.2%
CONTRA COSTA	24	533,000	499,500	33,500	6.3%
DEL NORTE	43	9,250	8,560	690	7.4%
EL DORADO	15	90,000	85,000	5,000	5.6%
FRESNO	50	445,700	406,500	39,200	8.8%
GLENN	24	12,960	12,140	820	6.3%
HUMBOLDT	18	59,800	56,300	3,500	5.8%
IMPERIAL	58	66,700	56,100	10,600	15.9%
INYO	13	8,190	7,740	450	5.5%
KERN	54	378,900	340,800	38,200	10.1%
KINGS	52	56,300	51,200	5,200	9.2%
LAKE	32	29,380	27,340	2,040	6.9%
LASSEN	8	9,620	9,110	510	5.3%
LOS ANGELES	54	5,120,300	4,600,900	519,500	10.1%
MADERA	48	63,300	58,000	5,300	8.4%
MARIN	1	130,200	124,600	5,600	4.3%
MARIPOSA	36	7,210	6,690	510	7.1%
MENDOCINO	20	36,360	34,210	2,150	5.9%
MERCED	53	116,800	105,200	11,600	9.9%
MODOC	20	3,350	3,150	200	5.9%
MONO	38	7,270	6,750	530	7.2%
MONTEREY	41	221,600	205,400	16,200	7.3%
NAPA	13	71,400	67,400	4,000	5.5%
NEVADA	10	45,650	43,170	2,480	5.4%
ORANGE	20	1,555,000	1,463,800	91,200	5.9%
PLACER	5	184,000	174,900	9,100	4.9%
PLUMAS	44	7,830	7,240	590	7.5%
RIVERSIDE	38	1,106,700	1,027,200	79,500	7.2%
SACRAMENTO	30	703,000	655,100	47,900	6.8%
SAN BENITO	36	31,200	29,000	2,200	7.1%
SAN BERNARDINO	41	971,700	900,600	71,100	7.3%
SAN DIEGO	27	1,519,300	1,422,200	97,200	6.4%
SAN FRANCISCO	6	544,000	516,300	27,700	5.1%
SAN JOAQUIN	46	334,300	306,400	27,900	8.3%
SAN LUIS OBISPO	7	129,400	122,700	6,700	5.2%
SAN MATEO	2	426,700	407,100	19,600	4.6%
SANTA BARBARA	10	219,600	207,700	11,900	5.4%
SANTA CLARA	3	1,010,300	963,100	47,200	4.7%
SANTA CRUZ	30	132,000	123,000	9,000	6.8%
SHASTA	27	73,200	68,600	4,700	6.4%
SIERRA	4	1,330	1,270	60	4.8%
SISKIYOU	35	16,860	15,670	1,190	7.0%
SOLANO	38	199,800	185,500	14,300	7.2%
SONOMA	8	242,500	229,700	12,800	5.3%
STANISLAUS	45	240,300	221,000	19,300	8.0%
SUTTER	49	45,500	41,600	3,900	8.6%
TEHAMA	32	25,330	23,590	1,740	6.9%
TRINITY	15	4,590	4,330	260	5.6%
TULARE	56	201,200	180,600	20,600	10.2%
TUOLUMNE	32	19,740	18,380	1,360	6.9%
VENTURA	18	406,800	383,000	23,800	5.8%
YOLO	15	105,700	99,800	5,900	5.6%
YUBA	46	29,700	27,200	2,500	8.3%

**Notes**

- 1) Data may not add due to rounding. The unemployment rate is calculated using rounded data.
- 2) Labor force data for all geographic areas now reflect the March 2020 benchmark and Census 2010 population controls at the state level.

ITEM IV-E – INFORMATION

HEAD START REPORTS

BACKGROUND:

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

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

Staff will be available to answer questions.

PRESENTER: Denise Lee

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

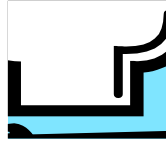
**May 2021**

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	232	<b>13%</b>	589	119	<b>20%</b>
<b>Twin Rivers USD</b>	140	50	<b>36%</b>	40	2	<b>5%</b>
<b>Elk Grove USD</b>	440	45	<b>10%</b>			
<b>Sac City USD</b>	736	41	<b>6%</b>			
<b>San Juan USD</b>	1052	98	<b>9%</b>	160	15	<b>9%</b>
<b>WCIC</b>	120	7	<b>6%</b>			
<b>EHS CCP</b>				80	22	<b>28%</b>
<b>COUNTY TOTAL</b>	<b>4244</b>	<b>473</b>	<b>11%</b>	<b>869</b>	<b>158</b>	<b>18%</b>

*AFE: Annual Funded Enrollment*



# SETA Head Start Food Service Operations Monthly Report \*May 2021

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

Lunch	PM Snack	Breakfast	Field Trips
15,650	15,980	15,680	0

**Total Amount of Meals and Snacks Prepared** 47,310

**Purchases:**

Food	\$69,238.90
Non - Food	\$13,370.96

**Building Maintenance and Repair:** \$0.00

**Janitorial & Restroom Supplies:** \$0.00

**Kitchen Small Wares and Equipment:** \$0.00

**Vehicle Maintenance and Repair :** \$2,198.15

**Vehicle Gas / Fuel:** \$1,293.59  
Normal Delivery Days 20

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

**Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 5/31/21	(b) % Actual to Funded
Elk Grove USD	440	335	76
Sacramento City USD	736	408	55
SETA	1,736	1,487	84
San Juan USD	1,044	844	81
Twin Rivers USD	160	182	113
WCIC/Playmate	120	91	76
<b>Total</b>	<b>4,236</b>	<b>3,347</b>	<b>79</b>

**Early Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 5/31/21	(b) % Actual to Funded
SETA	573	486	85
San Juan USD	163	136	83
TRUSD	56	52	93
<b>Total</b>	<b>792</b>	<b>674</b>	<b>85</b>

**EHS-CC Partnership/Expansion**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 5/31/21	(b) % Actual to Funded
SETA	80	80	100
<b>Total</b>	<b>80</b>	<b>80</b>	<b>100</b>

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

## Head Start, Early Head Start

### **Reasons for Under-enrollment**

- Difficulty recruiting families for Distance Learning. Most are seeking in-person services. Some are taking distance learning until centers can re-open. Some asked to be called back when the program re-opens.
- Recruitment efforts have been strengthened, but promoting the program under SIP orders and limited access to community agencies and storefronts has been challenging.
- Limited/no access to enrollment staff/offices during closures.

### **Identified Plans of Action**

#### SETA

- Expand recruitment and outreach efforts on virtual platforms, through existing partnerships and boards, online registration, drop off/mail packets
- Re-open to attract families who rejected distance learning/services

#### Elk Grove USD

- Expand recruitment and outreach activities (i.e. include registration/enrollment information in district-wide communications to families, offer virtual registration, drop off/mail packets, TK/K referrals, reach out to families with siblings, revisit recruitment lists for families who rejected distance learning, etc.)
- Open on-site registration and educational services
- Continue to explore ways to improve current registration practices

#### Sacramento City USD

- Open on-site registration and educational services
- Engage in regular recruitment and outreach activities upon re-opening

#### San Juan USD

- Continue with online, virtual, and mail registration processes for ease and efficiencies
- Adjust staff schedules to assist with registration process

#### Twin Rivers USD

- Monitor student rosters and recruitment log/activities weekly
- Place waiting list binders at all centers and on their school website
- Regular communication with special education department for potential enrollments for inclusion slots
- Facilitate virtual enrolment fairs in collaboration with district family/community engagement department

#### WCIC

- Recruit through current and past parents
- Place advertisements in various media outlets, targeting special sub-groups
- Recruit through partners and community-based organizations
- Re-open for in-person services to attract families who rejected distance learning/services



## Update from the Office of Head Start

Office of Head Start (OHS) Expectations for Head Start Programs  
in Program Year (PY) 2021–2022

ACF-PI-HS-21-04

Issuance Date: May 20, 2021



To date, OHS has provided needed flexibilities and guidance that allowed programs to adapt services based on the changing health conditions in their communities. Now, as programs prepare for PY 2021–2022, OHS is providing updated guidance.

This Program Instruction (PI) outlines OHS's expectations for Head Start programs to begin working toward full enrollment and providing in-person comprehensive services for all enrolled children, regardless of program option. OHS expects Head Start programs to provide comprehensive services in their approved program options beginning in PY 2021–2022, to the extent possible, as local health conditions allow.

### Full Enrollment

- OHS expects programs to work toward full enrollment.
- In September 2021, OHS will begin reviewing monthly enrollment in the Head Start Enterprise System (HSES) and discuss program plans for moving to full enrollment. Programs should build toward full enrollment and provide comprehensive services for all enrolled children as soon as possible.
- Beginning January 2022, OHS will reinstate pre-pandemic practices for tracking and monitoring enrollment. OHS will also resume evaluating which programs enter into the Full Enrollment Initiative in January 2022.

### Virtual and Remote Services

- Virtual and remote services for children are considered an interim strategy in the presence of an emergency or disaster and will not be approved as an LDO.
- For PY 2021–2022, it is unallowable to have a program option run entirely by technology or delivering educational material, for example. OHS may still support some portion of services to continue remotely, as necessary.

### Recruitment and Selection

- OHS expects programs to prioritize recruiting eligible children and families.
- All grantees should update their community assessments to guide their intensive recruitment efforts and to ensure they are reaching families most in need of services.
- Programs should also revisit their established selection criteria based on findings from their updated community assessment. As always, programs must include specific efforts to actively locate and recruit all eligible children and, in particular, those whose families are English language learners, experiencing homelessness, or affected by substance misuse, as well as children with disabilities and children in foster care.

### What This Means for SETA and Delegate/Partner Agencies

- Programs must return to in-person services as outlined in the refunding application. Since all Sacramento HS/EHS programs, with exception of one, have already re-opened, this will be achievable.
- A marketing campaign may be developed to recruit eligible families in the community and ensure full enrollment is achieved and maintained
- The countywide community assessment will be updated to include changes in the community due to COVID-19. This will help guide recruitment efforts to ensure high-risk families and their children are served.

ITEM IV-F - INFORMATION

EMPLOYER OUTCOMES AND EMPLOYER SERVICES

BACKGROUND:

Deputy Director Roy Kim will present this item providing employer and job seeker information as requested by the board.

PRESENTER: Roy Kim



## 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.