



Sacramento
Employment and
Training
Agency

**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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(916) 263-3804

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

DATE: Thursday, October 7, 2021

TIME: 10:00 a.m.

LOCATION: Zoom login:

<https://us02web.zoom.us/j/88132616024?pwd=K21ueVhkM0JtVHZSbGEwZVVuU3hJdz09>

In response to the AB361 (Brown Act Section 54953) 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/88132616024?pwd=K21ueVhkM0JtVHZSbGEwZVVuU3hJdz09>. 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,,88132616024# US (San Jose). Meeting ID: 881 3261 6024. Passcode: 702359. Find your local number: <https://us02web.zoom.us/j/88132616024?pwd=K21ueVhkM0JtVHZSbGEwZVVuU3hJdz09>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: Monica.Newton@seta.net. Any member of the public who wishes to speak directly to the board regarding any item on the agenda may contact Monica Newton at (916) 263-3753, or Monica.Newton@seta.net. Please include in your request on which item you would like to participate. 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.

In the event of disruption which prevents broadcasting of the meeting to members of the public using the call-in or internet-based service options, or in the event of a disruption which prevents members of the public from offering public comments, the Board shall take no further action on items appearing on the meeting agenda until public access to the meeting is restored.

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.

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

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VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

VII. Adjournment

DISTRIBUTION DATE: Wednesday, September 29, 2021

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE SEPTEMBER 2, 2021
REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the September 2, 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, September 2, 2021
10:00 a.m.

I. Call to Order/Roll Call/Pledge of Allegiance

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

Members Present:

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

Customer Success Story

Mr. William Walker provided an overview of Mr. Karlin Ricks-Chambers' background. Mr. Chambers attended a five-week pre-apprentice training program and will receive his certificate in October. Currently Mr. Chambers is a bricklayer and mason. Mr. Chambers has been to the joint apprenticeship training school three times. Due to technical difficulties, it was decided to continue with the meeting, and Mr. Chambers would speak when he was able to join.

II. Consent Items

- A. Approval of Minutes of the August 5, 2021 Regular Board Meeting
- B. Approval of Claims and Warrants

The consent items were reviewed; no questions or corrections.

Moved/Guerra, second/Vang, to approve:

- A. Approval of Minutes of the August 5, 2021 Regular Board Meeting
- B. Approval of Claims and Warrants for the period of 7/29/2021 through 8/24/2021

Roll call vote:

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

Nay: 0

Abstention: 0

III. Action Items

A. **GENERAL ADMINISTRATION/SETA**

1. Approval to Accept Measure U Funds from the City of Sacramento and Authorize the Executive Director to Execute the Agreement and any other Documents Required by the Funding Source

Ms. Terri Carpenter stated the funds will provide support to the Pathways Partnership Program in the amount of \$38,936. The goal is to improve the youth worker and employer level outcomes using an approach that addresses systemic equity issues, and increases access to workforce opportunities for underserved youth. SETA's support of this program will help improve the workforce ecosystem for the youth workforce development in the Sacramento area.

Moved/Guerra, second/Vang, to approve the acceptance of Measure U Funds from the City of Sacramento and authorize the Executive Director to execute the agreement and any other documents required by the Funding Source.

Roll call vote:

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

Nay: 0

Abstention: 0

B. **WORKFORCE DEVELOPMENT DEPARTMENT**

Community Services Block Grant: None

One Stop Services: None

Refugee Services

1. Approval of Funding Augmentation Recommendations for Refugee Support Services (RSS) Programs, Program Year (PY) 2020-21

Ms. Michelle O'Camb addressed the staffing needs for the increased refugee support needed for the Afghanistan refugees. In addition, the augmentations lay the foundation for the increase in numbers of refugees to be served next year, resulting from the Afghanistan refugee crisis.

The recommendations are based on cost per participant, provider performance, remaining provider fund balance, and need for additional funds for services. The augmentation amount reflected has been prorated to align with the remaining months of this program year, which ends September 30th. There are two providers who are not included in this augmentation recommendation, as they declined the funds.

Mr. Thatch read the following sole source finding and asked to include this finding if the board were to adopt Item-III-B-1 and Item-III-B-2.

“Consistent with Federal Refugee Resettlement Program Regulations, OMB Uniform Guidance 2 CFR 200.320, and SETA’s procurement policies, non-competitive procurement is appropriate when a public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation. On September 1, 2021, the California Department of Social Services (DSS) determined that the evacuation and resettlement of Afghan Special Immigrant Visa (SIV) holders/refugees presents a humanitarian crisis and authorized implementation of streamlined administrative and programmatic processes to expedite use of RSS funds, including necessary emergency actions like augmenting existing RSS program providers to facilitate seamless, uninterrupted services. A copy of this letter is attached to these findings. Consistent with the DSS letter, the Executive Director has determined that emergency procurement through augmentation and extension of current RSS funding items as set forth in the November 2, 2021 Governing Board Agenda - Items III-B-1 and III-B-2 is authorized and appropriate. Based on the DSS and Executive Director’s emergency determinations, the Board finds that non-competitive procurement for RSS funding augmentation and extension is appropriate due to the existing emergency situation described above. A copy of this finding and the Board Items shall be retained with the procurement documentation for all contracts funded under these agenda items.”

Mr. Notolli asked about the estimated number of refugees anticipated to settle in the Sacramento area, and whether the refugees will be eligible for services provided. With the difficult housing market, what are the opportunities of services for refugee housing?

Ms. O’Camb answered that we were anticipating about 1,000 refugees as troops withdrew from Afghanistan; we did not anticipate the number of refugees arriving in such a truncated period of time. The proposed resettlement number approved by Population Refugee Migration (PRM) for next year was 2,500 to Sacramento prior to the crisis. SETA was then notified that there would be an additional 1,700-2,000 refugees arriving by September 30th. The resettlement agencies established that the Sacramento area does not have enough transitional housing for the additional refugees. Fire evacuees are impacting the availability in hotels and motels that would normally be utilized. The moratorium on evictions is also impacting the housing crisis, due to the lack of flow in and out of apartments. The resettlement agencies said that Sacramento is unable to take more than the initial 1,000 refugees by September 30th. Resettlement agencies have reached out to retired military bases and colleges for possible housing options.

There is a temporary formal restriction by PRM that if a refugee does not have a direct connection in Sacramento (sibling, parent, spouse, or child) then their case will not be considered for immediate initial placement.

Mr. Nottoli asked that the board be kept apprised of any opportunity where members can be of assistance.

Ms. O’Camb mentioned there may be additional emergency funding for California to address the needs of the incoming Afghan refugees.

Moved/Guerra, second/Vang, to approve the below items and the sole source finding from counsel.

1. Approve the funding augmentation recommendations for Refugee Support Services (RSS) Programs, Program Year (PY) 2020-21
2. Approve the funding extension recommendations for Refugee Support Services (RSS) and RSS Set-Aside Programs, Program Year (PY) 2021-22

Roll call vote:

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

Nay: 0

Abstention: 0

Elk Grove Councilmember, Stephanie Nguyen, spoke on how the community has come together and is stepping up to help with the incoming refugees from Afghanistan.

Mr. Ricks-Chambers joined the meeting. He spoke on his customer success story. Mr. Chambers was recently paroled after serving fifteen years in prison. He has participated in the MP3 apprenticeship and graduated from the program. He is now a level three bricklayer.

2. Approval of Funding Extension Recommendations for Refugee Support Services (RSS) and RSS Set-Aside Programs, Program Year (PY) 2021-22

Ms. O’Camb stated that the approval of the funding extension recommendations for the refugee program are for program providers offering employment and acculturation services. The program year runs from October 1st through September 30th. Preliminary estimates indicate that funds available for allocation will be approximately \$5.7 million to serve a little over 2,100 refugees. Those refugee numbers include children, elderly parents, and individuals over the age of 60. We anticipate receiving the awarded funds from the state before the end of September. Geographic diversification is included in the funding recommendations. We want to make sure that the funding extensions ensure that services are located in areas where priority populations have access.

Ms. O’Camb added that the funding allocation anticipated increase is thirty percent of this year’s allocation. This is the standard increase.

Mr. Thatch recommended that the findings from the previous item should be adopted for this item as well.

3. Approval to Award Refugee Support Services (RSS) COVID-19 Supplemental Grant Funds to Refugee Program Service Providers for the Provision of Housing, Utility and Technology Assistance, Program Year (PY) 2021-22

Ms. O’Camb stated that we received this funding last year and it totaled about \$700,000. It was in response to the pandemic, funding was allocated to all counties, and it was intended to be used for housing, technology and utility supports. This funding was to be used specifically for refugees who had experienced job loss or disruption because of COVID-19, or who had been unable to secure employment as a result of the pandemic. The individual awards on the funding charts are based on the numbers of refugees expected to be served next year.

Moved/Notolli, second/Guerra, to approve the award of Refugee Support Services (RSS) COVID-19 Supplemental Grant Funds to Refugee Program Service Providers for the Provision of Housing, Utility and Technology Assistance, Program Year (PY) 2021-22

Roll call vote:

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

Nay: 0

Abstention: 0

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

IV. **Information Items**

- A. SETA Children and Family Services Department and the UC Davis Betty Irene Moore School of Nursing Partnership Presentation

Ms. Gricelda Ocegueda reviewed the summer program with UC Davis Betty Irene Moore School of Nursing. This year the program had a group of sixteen students participate in the program. Different projects are covered each year depending on needed services and environmental changes. This year the program had Tuberculosis testing sites, tabling for oral health care, and tabling for COVID-19 vaccination awareness for both staff and families. Participant nurses hosted webinars for oral health care, childhood obesity prevention, nutrition, and physical activity. The program also partnered with Elica Health Centers for Tuberculosis testing and materials, and 122 employees were TB screened. Staff/nurse participants provided 143 families with oral health care information and promotional items. The Coordinated Approach to Child Health (CATCH) activity was conducted with 443 children in the early learning centers. Through the CATCH webinar staff were able to provide education to the Home

Base program families. Medication and special diet monitoring checks continue to be done each quarter through this partnership.

- 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 updated on COVID-19 in the program. The centers are experiencing more positive cases at various centers. These exposures are coming from inside the home or family environment. The program has not had a positive case from direct exposure at the SETA facilities. To date, the program has had to close 30 classrooms; the range has been from one day to a maximum of 10 days of closure.

Mr. Guerra asked if the program requests proof of vaccination from parents or household members. He also asked if the program is providing parents with educational information about the vaccine and where to get vaccinated.

Ms. Lee replied that we do not collect vaccination status from parents as a requirement, until the center is notified of a positive exposure in the home or family life. At that point, staff provide guidance for what to do after the exposure. Staff also make personal one-on-one calls with parents to educate on vaccination. Staff have also been doing tabling events as Ms. Ocegueda spoke about earlier.

V. Reports to the Board

- A. Chair: No report
- B. Executive Director

Ms. Kossick reviewed publicly made claims by the Greater Sacramento Economic Council (GSEC); these claims are misleading about the performance outcomes of SETA's workforce programs. Ms. Kossick reviewed the slide that was presented at the public meeting by GSEC and provided additional factual information on SETA's workforce program performance.

- C. Deputy Directors: No Report
- D. Counsel: No Report
- E. Members of the Board

Ms. Kossick recognized Ms. Nancy Hogan for her 40 years of service to SETA; this is her last board meeting as she is retiring at the end of September.

F. Public

Mr. Mack Ross commented that there is a concern that SETA is not focusing on job placements, that the focus is instead on job trainings. The concern is there are numerous job opportunities that are being missed.

VI. **Adjournment:** The meeting adjourned at 11:18 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 8/24/2021 through 9/28/2021, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 8/24/2021 through 9/28/2021.

PRESENTER: Kathy Kossick

ITEM II-C– CONSENT

APPROVAL TO AMEND APPENDIX OF THE CONFLICT OF INTEREST CODE FOR THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

BACKGROUND:

Pursuant to the Political Reform Act, SETA is required to adopt, maintain and amend, as appropriate, a Conflict of Interest Code. The last modification was approved by the board on March 7, 2019.

Staff and legal counsel reviewed the list of job classifications required to file and have made modifications. The Appendix needs to be modified to reflect one new classification.

If your Board approves the revised Appendix of the Conflict of Interest Code, it will then be forwarded to the Sacramento County Board of Supervisors for ratification pursuant to its responsibility as the Code Reviewing Body under the Political Reform Act. The Conflict of Interest Code and revised attachment will become effective thirty (30) days after its ratification by the Sacramento County Board of Supervisors. The proposed revised attachment, in both clean and markup versions (addition in ***bold italics***), is attached along with the Conflict of Interest Code.

RECOMMENDATION:

Approve the revised Appendix of the Conflict of Interest Code and direct Legal Counsel to forward it to the Sacramento County Board of Supervisors for ratification.

PRESENTER: Legal Counsel

**CONFLICT OF INTEREST CODE
FOR THE
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY**

Pursuant to the Political Reform Act, Government Code Section(s) 81000, et. seq. (“PRA”) the Sacramento Employment and Training Agency (“SETA”) has adopted a Conflict of Interest Code. The PRA requires conforming amendments to be made in Conflict of Interest Codes adopted and promulgated pursuant to the provisions of the PRA.

The Fair Political Practices Commission (“FPPC”) has adopted a regulation, Cal. Adm. Code Section 18730, which contains the terms of a standard model Conflict of Interest Code, which can be incorporated by reference, and which will be amended to conform to amendments in the PRA after public notice and hearings conducted by the FPPC.

Incorporation by reference in terms of the aforementioned regulation and amendments to it in SETA’s Conflict of Interest Code will save SETA time and money by minimizing the actions required by SETA to keep the Code in conformity with the PRA.

SETA’s current Conflict of Interest Code as adopted pursuant to Resolution No. 2008-1010 is hereby repealed. The terms of Cal. Adm. Code Section 18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference and, together with the attached APPENDIX, shall constitute the Conflict of Interest Code for SETA.

The designation of SETA employees and the applicable disclosure categories are identified in the attached APPENDIX.

Individuals holding designated positions shall file their statements of economic interests electronically with the Clerk of the Sacramento County Board of Supervisors. All statements are available for public inspection and reproduction by contacting either the Clerk of the SETA Governing Board or the Clerk of the Sacramento County Board of Supervisors (Gov. Code Sec. 81008). All statements will be retained electronically by the Clerk of the Board of Supervisors.

This amended Conflict of Interest Code will become effective upon the date of its adoption by the Sacramento County Board of Supervisors.

APPENDIX

Sacramento Employment and Training Agency Conflict of Interest Code Designated Employees

The following persons are designated employees of SETA:

Members of the SETA Governing Board	Workforce Development Analyst Supervisor
Members of the Workforce Development Board (WDB) and Youth Committee	Workforce System Administrator
Members of the Head Start Policy Council (PC)	Workforce Development Analyst II and III
Members of the Head Start Parent Advisory Committee (PAC)	Workforce Development Planner I and II
Members of the Community Action Board (CAB)	Workforce Development Quality Control Supervisor
WDB Legal Counsel	Workforce Development Manager
SETA Legal Counsel	Facilities Coordinator
Clerk of the Boards	Children and Family Services Education Program Officer
Executive Director	Children and Family Services Support Services Program Officer
Children and Family Services Deputy Director	Children and Family Services Administrative Program Officer
Workforce Development Deputy Director	Children and Family Services Eligibility Coordinator
Personnel/Human Resources Department Chief	Workforce Development Analytical Program Officer
Fiscal Department Chief	Workforce Development Operational Program Officer
Information Systems Department Chief	Purchasing Analyst
Executive Coordinator	Staff Support Officer
Senior Personnel Analyst**	Workforce Development Professional I, II, III
Accountant I	Head Start Site Director
Accountant II**	Head Start Coordinator (Education)
Accountant III	Head Start Coordinator (Food Service)
Senior Accountant	Head Start Coordinator (Health/Nutrition)
Programmer Analyst	Head Start Coordinator (Social Services/Parent Involvement Services)
Workforce Development Professional Supervisor	Head Start Education Specialist**
Human Resources Manager	Network Engineer
Information Technology Analyst I and II	Head Start Facilities Analyst
Information Technology Services Facilitator	Head Start Facilities Specialist
Information Technology Engineering Analyst	Head Start Head Cook
	Head Start Manager
	Web Innovation Engineer

** Includes both supervisory and non-supervisory staff

**Sacramento Employment and Training Agency
Conflict of Interest Disclosure Categories**

All persons holding positions listed above shall disclose:

1. Investments in any business entity and income from any source which:
 - A. Within the last two years, has contracted, or in the future foreseeably may contract, with SETA to provide SETA or any of its subgrantees and delegate agencies, services, land, leased space, supplies, materials, machinery or equipment. See Government Code Sections 82034, 87103 and 87206.
 - B. Is a subgrantee of SETA, a delegate agency of SETA, or a contractor of SETA, or which, within the last two years was an applicant for a SETA subgrant, delegate agency agreement, or contract. See Government Code Sections 82034, 87103 and 87206.
2. Interests in real property which have a fair market value of \$2,000 or more and interests in real property of any business entity of a ten (10) percent interest or more, which, within the past two years, have been leased or sold or in the future foreseeably may be leased or sold to SETA or any recipient of SETA authorized funds. See Government Code Section 82033.
3. Business positions held in an organization or enterprise operating for profit. See Government Code Sections 82005 and 87302.

BOS approved _____

**CONFLICT OF INTEREST CODE
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Children and Family Services Deputy Director	Children and Family Services Administrative Program Officer
Workforce Development Deputy Director	<i>Children and Family Services Eligibility Coordinator</i>
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Fiscal Department Chief	Workforce Development Operational Program Officer
Information Systems Department Chief	Purchasing Analyst
Executive Coordinator	Staff Support Officer
Senior Personnel Analyst**	Workforce Development Professional I, II, III
Accountant I	Head Start Site Director
Accountant II**	Head Start Coordinator (Education)
Accountant III	Head Start Coordinator (Food Service)
Senior Accountant	Head Start Coordinator (Health/Nutrition)
Programmer Analyst	Head Start Coordinator (Social Services/Parent Involvement Services)
Workforce Development Professional Supervisor	Head Start Education Specialist**
Human Resources Manager	Network Engineer
Information Technology Analyst I and II	Head Start Facilities Analyst
Information Technology Services Facilitator	Head Start Facilities Specialist
Information Technology Engineering Analyst	Head Start Head Cook
	Head Start Manager
	Web Innovation Engineer

** Includes both supervisory and non-supervisory staff

**Sacramento Employment and Training Agency
Conflict of Interest Disclosure Categories**

All persons holding positions listed above shall disclose:

1. Investments in any business entity and income from any source which:
 - A. Within the last two years, has contracted, or in the future foreseeably may contract, with SETA to provide SETA or any of its subgrantees and delegate agencies, services, land, leased space, supplies, materials, machinery or equipment. See Government Code Sections 82034, 87103 and 87206.
 - B. Is a subgrantee of SETA, a delegate agency of SETA, or a contractor of SETA, or which, within the last two years was an applicant for a SETA subgrant, delegate agency agreement, or contract. See Government Code Sections 82034, 87103 and 87206.
2. Interests in real property which have a fair market value of \$2,000 or more and interests in real property of any business entity of a ten (10) percent interest or more, which, within the past two years, have been leased or sold or in the future foreseeably may be leased or sold to SETA or any recipient of SETA authorized funds. See Government Code Section 82033.
3. Business positions held in an organization or enterprise operating for profit. See Government Code Sections 82005 and 87302.

BOS approved _____

ITEM II-D- CONSENT

APPROVAL OF RETIREE MEDICAL INSURANCE SUBSIDY
FOR CALENDAR YEAR 2022

BACKGROUND:

Since 1980, medical and dental insurance premiums for retired annuitants have been subsidized by the Sacramento County Employees Retirement System (SCERS). These were declared not to be vested benefits, with no promise of continuing. SETA, as a Special District of the Sacramento County Employees Retirement System (SCERS) is required to take action for its retirees on the subsidy for health care insurance premiums. This action is independent and separate from the County Board of Supervisors who act on behalf of their retired employees.

SETA has never vested retirees with a health care insurance benefit. Beginning with Fiscal Year 2004-05, SCERS funding was no longer available and SETA began to subsidize health care insurance premiums with SETA funds.

On May 4, 2006, the SETA Governing Board took action to continue paying medical and dental subsidies to current retired employees at the current rates and limit future program enrollment to new retirees, who, as of January 1, 2007, were SETA/SCERS members that have ten years of SCERS service as of that date. These payments would continue through December 2007.

For calendar year 2008 and 2009, the SETA Governing Board took action to continue paying medical and dental subsidies to current retired employees and limit future program enrollment to eligible employees who retired on or before August 31, 2007. The subsidy was eliminated for all participants who retired after August 31, 2007. This included the continuation of the \$25/month towards retiree – only dental plan premiums.

For calendar years 2010 - 2021, the SETA Governing Board took action to continue paying medical subsidies to current retired employees at reduced rates depicted in the chart below and eliminated the dental subsidy. The Board continued to limit future program enrollment to eligible employees who retired on or before August 31, 2007. The subsidy was eliminated for all participants who retired after August 31, 2007.

Current subsidy/offset payments are as follows:

Years of SCERS service credit	Amount of subsidy
Less than 10 years	\$72
10 years but <15 years	\$90
15 years but <20 years	\$108
20 years but <25 years	\$126
25 years or more	\$144
Dental coverage	\$0

ITEM II-D– CONSENT (continued)

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Three options are presented for your consideration.

- OPTION A: maintain the current subsidy; see table above (\$20,952 for 17 individuals)
- OPTION B: eliminate the medical subsidy to retirees (\$0)
- OPTION C: approve a subsidy at a lesser amount than the table above.

RECOMMENDATION:

Staff is recommending that the Board take action to approve Option A for the next calendar year effective January 1, 2022.

PRESENTER: D'et Saurbourne

ITEM II-E- CONSENT

AGREEMENT ON APPOINTMENT OF YOUTH COMMITTEE MEMBERS

BACKGROUND:

The Sacramento Works Board's Youth Committee is responsible for the planning and procurement of the Workforce Innovation and Opportunity Act (WIOA) youth services. The Sacramento Works Youth Committee seeks to develop a continuum of services to engage youth in the workforce system, works with community partners to coordinate youth initiatives, and is responsible for the oversight of youth providers. WIOA requires no minimum or maximum number of representatives on the Youth Committee.

The WIOA and the State of California have identified the following categories of membership on the Youth Committee:

- Members of the local board with special interest or expertise in youth services or policy;
- Representatives of youth service organizations, including juvenile justice and local law enforcement agencies;
- Representatives of local public housing organizations;
- Education representatives;
- Parents of local youth seeking assistance under WIOA;
- Youth, including former participants and representatives of organizations that have experience relating to youth activities; and
- Representatives of the Job Corps.

Ms. Lisa Hutchinson, the Human Resources Team Leader at DigiStream Investigations, has been serving on the Sacramento Works Board since July, 2021 and has an interest in serving on the Youth Committee. The Operating Agreement for the Implementation of the Workforce Innovation and Opportunity Act between Sacramento Works, Inc. and the Governing Board of the Sacramento Employment and Training Agency requires that both parties approve appointments of Youth Committee members. Ms. Hutchinson's application (which was her original application for board membership) will be sent under separate cover.

In addition, an application was received from Ms. Jacqueline White, Assistant Superintendent, Court/Community Schools & CTE for SCOE. Ms. White was recruited by Dr. Matt Perry from SCOE, due to his impending retirement. Her application is also sent under separate cover.

The Sacramento Works Board approved the appointment of Ms. Hutchinson and Ms. White at their September 22, 2021 meeting.

RECOMMENDATION:

Agree on the appointment of Ms. Lisa Hutchinson and Ms. Jacqueline White to the Sacramento Works Youth Committee.

ITEM II-F-CONSENT

APPROVAL TO ADD LANGUAGE WORLD SERVICES, INC. TO SETA'S VENDOR SERVICES (VS) LIST

BACKGROUND:

On December 5, 2005, the SETA Governing Board approved the release of the Vendor Services (VS) Request for Qualifications (RFQ) to recruit qualified vendors on an on-going basis to provide services to eligible adults and youth in an effort to prepare them for participation in the labor force and to expand SETA's VS List. Since that time, the SETA Governing Board has approved several amended releases of the RFQ to expand the selection of Adult and Youth Workforce Development Services and Child Development (ages 0-5) and Family Services. Vendor services are fee-for-service activities that provide additional options for adults and youth who face challenges to academic success and/or gainful employment, as well as supportive services for Child Development and Family Services.

All vendors recommended for inclusion on SETA's VS List have demonstrated that the services proposed are justified and align with the Sacramento Works America's Job Centers of California (AJCC) system, as well as Children and Family Services.

Language World Services, Inc. submitted an application in response to SETA's VS List RFQ to offer Interpretation/Translation Services. After evaluating the application, SETA has determined that Language World Services, Inc. effectively demonstrated its ability to provide the proposed services.

Staff is seeking approval of the attached recommendations.

RECOMMENDATION:

Approve the attached recommendations to add Language World Services, Inc. to SETA's VS List.

PRESENTER: Fina Dempsey

Vendor Services (VS) List

Staff Recommendation

Applicant: Language World Services, Inc.
Location: 7220 Fair Oaks Blvd., Ste. D
 Carmichael, CA 95608

Applicant's Background:

Language World Services, Inc. was established over 20 years ago, as an organization of 200+ professional employees, including on-site interpreting, subject matter expert linguists, remote interpreters, senior leadership, management, and administrative staff whose stated purpose is to create a career home for healthcare interpreter while providing the highest quality spoken language interpreting services for the many Limited English Proficient (LEP) people served. The Language World employee shift model has been applied effectively with successful outcomes, for use in the University of California hospital systems, Kaiser Permanente Systems, River Oak Center for Children, and the County of Sacramento. Their vision is to partner with similar organizations to provide high quality interpreting/translation skills to fulfill the threshold languages for each service area.

As an approved vendor, Language World Services, Inc. will be able to provide Interpreting/Translation services, including American Sign Language (ASL) for Workforce Development Services and Child Development and Family Services that will support the communication for LEP individuals and families.

Rates		
Services	Individual Rate*	Group Rate*
Onsite Interpreting Services	\$90.00 per hour 2-hour max, or \$180.00	\$75.00 per hour – 3 hours max, or \$225 (3 or more participants) \$65.00 per hour – 4 to 8 hours max, or \$520.00 (3 or more participants)
Interpreting Services – Emergent (less than 24- hour notice)	\$95.00 per hour 2-hour max, or \$190.00	N/A
Telephonic On-Demand Language Services (over 120 languages)	\$1.30 per minute 2-minute min, or \$2.60 2-hour max, or \$156.00	N/A

Telephone Conferencing	\$45.00 per call/one-hour increment; 2 hour max, or \$90.00 \$10.00 per telephone conference and per caller (Pre-appointment Confirmation Call only)	N/A
On-Demand Video Remote Interpreting (VRI)	\$1.30 per minute, 2-minute min., or \$2.60 2-hour max, or \$156.00	On-Demand VRI – Conference Calls (3 or more parties) \$1.30 per minute, 2-minute min, or \$2.60
On-Demand Video ASL	\$2.20 per minute 2-hour max, or \$264.00	N/A
On-Demand Video ASL with Certified Deaf Interpreter	\$4.50 per minute 2-hour max, or \$540.00	N/A
Translations – Spanish**	\$0.23 per word	N/A
Translations – All other Languages**	\$0.25 per word	N/A
Translations – Formatting/Editing**	\$59.00 per hour 6-hour max, or \$354.00	N/A

*A \$90 fee will be charged for all cancellations not provided within 24-hours of service appointment.

**Minimum fee for all translations must total \$155.00

***Translation services requested with less than 24-hour notice will be subject to an additional 20% “mark-up” rate.

All services offered by Language World Services, Inc. shall be subject to prior approval by SETA management.

ITEM III-A –1 ACTION

APPROVAL OF FINDINGS AND AUTHORIZATION TO EXTEND USE OF TELECONFERENCING PROCEDURES FOR BOARD MEETINGS DURING DECLARED STATE OF EMERGENCY AND/OR WHILE STATE OR LOCAL OFFICIALS CONTINUE TO IMPOSE OR RECOMMEND MEASURES TO PROMOTE SOCIAL DISTANCING

BACKGROUND:

California Governor Gavin Newsom has recently extended until December 31, 2021 the long-existing state of emergency related to COVID-19. Governor Newsom had previously authorized local agencies, by Executive Order, to conduct meetings under the Brown Act utilizing Zoom or other remote procedures to conduct meeting by modified teleconference procedures. Recently the legislature signed and passed into law AB 361, which amended Section 54953 of the Brown Act to similarly authorize teleconferencing of Board Meetings, provided necessary procedures are followed. The Governing Board on October 7, 2021 will be the first board meeting conducted utilizing the AB 361 Procedures, which are reflected in the Notice for the Board Agenda.

Under AB 361, in the event of disruption which prevents broadcasting of the meeting to members of the public using the call-in or internet-based service options, or in the event of a disruption which prevents members of the public from offering public comments, the legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting is restored.

AB 361 also authorizes public agencies to continue to hold subsequent meetings via teleconference procedures during any state of emergency that directly impacts the ability of the members to meet safely in person or while State or local officials continue to impose or recommend measures to promote social distancing. The Governor's declared continuing state of emergency remains active and continues to serve to protect members of the public from unnecessary risk and exposure to COVID-19. In addition, Sacramento County continues to follow recommendations of the federal CDC promoting social distancing outside of the home and especially indoors. Given these circumstances, in order to allow for the next Board meeting to be held by teleconference procedures consistent with AB 361, the Board must make the following findings no later than 30 days after the first teleconferencing meeting and every 30 days thereafter by majority vote:

- a. The legislative body has reconsidered the circumstances of the state of emergency.
- b. Any of the following circumstances exists:
 - i. The state of emergency continues to directly impact the ability of the members to meet safely in person.

ITEM III-A-1-ACTION continued)

Page 2

- ii. State or local officials continue to impose or recommend measures to promote social distancing.

RECOMMENDATION:

Authorize the continued use of teleconferencing for Governing Board meetings under AB 361, occasioned by the continuing state of emergency issued by Governor Newsom and the continuation of local and federal recommendations promoting social distancing outside of the home and especially indoors and, based thereon, make the following findings in support of this action:

- a. The Board has reconsidered the circumstances of the state of emergency.
- b. The following circumstances exist:
 - i. The state of emergency continues to directly impact the ability of the members to meet safely in person.
 - ii. State or local officials continue to impose or recommend measures to promote social distancing.

PRESENTER: Legal Counsel

ITEM III-A-2- ACTION

TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF REVISED
JOB SPECIFICATION FOR EXECUTIVE DIRECTOR

BACKGROUND:

The Executive Director job specification was last updated in April 1994. Due to the recent announcement that the current Executive Director will be retiring in December 2021, it is necessary to update the job specification to ensure it complies with federal and state regulations and clarifies employment standards and required qualifications. This will assist in the recruitment process.

Attached is a red-lined version and clean version of the job specification.

RECOMMENDATION:

Open a Public Hearing, receive input, and take action to close the public hearing and approve the revised job specification for the Executive Director.

PRESENTER: Allison Noren

EXECUTIVE DIRECTOR

ORGANIZATIONAL RESPONSIBILITY

Administrative direction is provided by the Sacramento City Manager and Sacramento County Executive.

DEFINITION

Under administrative direction and with delegated authority from SETA's Governing Board, to oversee the development and administration of overall operations and activities of the Agency, including direct and indirect supervision of professional, technical, and clerical staff.

EXAMPLE OF ESSENTIAL DUTIES

Duties may include, but are not limited to:

- Develops and implements goals, objectives, policies and procedures.
- Selects, supervises, coordinates, reviews, and evaluates the work of direct reports.
- Provides strategic direction in planning, developing, coordinating, implementing and administering Agency functions including Workforce Innovation and Opportunity Act, Community Services Block Grant, Head Start and Early Head Start, Refugee Assistance, and other pertinent programs within the Agency's jurisdiction in Sacramento County.
- Translates Board policy into effective agency operations to meet the needs of the target populations of the Agency.
- Serves as staff and resource person to the SETA Governing Board and provides staff support to the Head Start Policy Council and the Community Action Board.
- Serves as a Director for the Sacramento Works Board.
- Serves as liaison between the Governing Board and representatives of Local, State, and Federal government and community organizations.
- Collaborates with regional and local partners and stakeholders on a variety of workforce, economic development, early childhood education, social services, and related issues.
- Develops the organizational culture and promotes transparency and collaboration throughout the organization.
- Identifies potential sources of funding.
- Represents the Agency at social and community events in ways that strengthen the organization and communicate the Agency's message.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of organization, management, leadership, supervision, training and public administration;
- Laws and regulations affecting all programs of the Agency;
- Principles and practices of budget development, grant writing, and financial management;
- Comprehensive knowledge of strategic planning, collaborative goal setting, and performance management for Agency functions;
- Marketing and public relations principles and techniques;
- Principles and practices of community outreach;
- Program planning, administration and monitoring;
- Problems and needs of Agency customers;
- Social and economic problems and needs of low-income and high-risk populations;
- Social and community services;
- Development and administration of program budgets.

Ability to:

- Coordinate and lead the work of the Agency that results in ongoing successful programs;
- Ensure the proper development and conduct of local area programs;
- Interpret and apply rules, policies, and regulations with good judgement in a variety of situations;
- Review a variety of program reports to assess program performance;
- Make effective oral and written presentations;
- Analyze and draw sound conclusions when reviewing statistical data to assess program performance;
- Review budgets and financial information to ensure financial stability;
- Develop effective community relations and public information programs;
- Deal tactfully and courteously with persons seeking information and expressing concerns about Agency policies and functions;
- Establish and maintain cooperative working relationships with staff, stakeholders, and community partners.
- Thrive in a dynamic environment that emphasizes accountability and collaboration;
- Work well with elected officials, advisory boards, officials from all levels of government, public and private agency leaders, advocacy groups, the general public, and the media;
- Exercise sound judgment and a wide degree of creativity and latitude within broad policy guidelines and possess excellent verbal, analytical, organizational and written skills.

REQUIRED QUALIFICATIONS:

Ideal Candidate: The ideal candidate will have extensive, in-depth management experience in the provision of human or social services.

Education: A Bachelor's degree or higher from an accredited college or university in business or public administration, accounting, economics, sociology, government or a related field. A Master's degree is highly desirable.

Experience: A typical way to meet this requirement would be eight years of broad management experience, including extensive supervisory and administrative responsibility. Public agency management experience in Human Services and/or Social Service administration, including financial management, is highly desirable.

This high level management responsibility would also include experience formulating and implementing comprehensive operational programs, budgets, and administrative operations. Experience working within a large governmental jurisdiction is highly desirable.

PHYSICAL DEMANDS/QUALIFICATIONS

Essential Physical Attributes:

<i>Required Activity</i>	<i>Description</i>
<i>Dexterity</i>	<i>Constantly picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in typing.</i>
<i>Talking</i>	<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>
<i>Hearing</i>	<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>
<i>Repetitive Motion</i>	<i>Constant substantial movements (motions) of the wrists, hands, and/or fingers.</i>
<i>Sedentary Work</i>	<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</i>

	<i>are met.</i>
Visual Acuity	<i>The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.</i>
Environment	<i>The worker is not substantially exposed to adverse environmental conditions.</i>
Relational	<i>The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.</i>

EXECUTIVE DIRECTOR

ORGANIZATIONAL RESPONSIBILITY

Administrative direction is provided by the Sacramento City Manager and Sacramento County Executive.

DEFINITION

Under administrative direction and with delegated authority from SETA's Governing Board, to oversee the development and administration or, direct, and review the of overall operations and activities of the Agency, including direct and indirect supervision of professional, technical, and clerical staff.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the Sacramento City Manager and Sacramento County Executive. Responsibilities include direct and indirect supervision of professional technical, and clerical staff.

EXAMPLE OF ESSENTIAL DUTIES

Duties may include, but are not limited to:

- Develops and implements goals, objectives, policies and procedures.
- Selects, supervises, coordinates, reviews, and evaluates the work of subordinate managers direct reports.
- Provides strategic direction in planning, developing, coordinating, implementing and administering Agency functions including Workforce Innovation and Opportunity Act, Job Training Partnership Act, Community Services Block Grant, Head-Start and Early Head Start, GAIN, Refugee Assistance programs, and other pertinent programs within the Agency's jurisdiction in Sacramento County.
- Translates Board policy into effective agency operations to meet the needs of the target populations of the Agency.
- Serves as staff and resource person to the SETA Governing Board and provides staff support to the Head Start Parent Policy Council and the Community Action Board.
- Serves as staff a Director for the Private Industry Council of Sacramento Works Board.
- Serves as liaison between the Governing Board and representative officials of Local, State, and Federal government and community organizations.

- Collaborates with regional and local partners and stakeholders on a variety of workforce, economic development, early childhood education, social services, and related issues.
- Develops the organizational culture and promotes transparency and collaboration throughout the organization.
- Identifies potential sources of funding.
- Represents the Agency at social and community events in ways that strengthen the organization and communicate the Agency's message.

EMPLOYMENT STANDARDS/QUALIFICATIONS

Knowledge of:

- Principles and practices of organization, management, leadership, supervision, training and public administration;
- Laws and regulations affecting all programs of the Agency;
- Principles and practices of budget development, grant writing, and financial management;
- Comprehensive knowledge of strategic planning, collaborative goal setting, and performance management for Agency functions;
- Marketing and public relations principles and techniques;
- Principles and practices of community outreach;
- Program planning, administration and monitoring;
- Problems and needs of Agency customers;
- Social and economic problems and needs of low-income and high-risk populations;
- Social and community services;
- Development and administration of program budgets.

Ability to:

- Coordinate and lead the work of the Agency that results in ongoing successful programs;
- Ensure the proper development and conduct of local area programs;
- Interpret and apply rules, policies, and regulations with good judgement in a variety of situations;
- Review a variety of program reports to assess program performance;
- Make effective oral and written presentations;
- Analyze and draw sound conclusions when reviewing statistical data to assess program performance;
- Review budgets and financial information to ensure financial stability;
- Develop effective community relations and public information programs;
- Deal tactfully and courteously with persons seeking information and expressing concerns about Agency policies and functions;
- Establish and maintain cooperative working relationships with staff, stakeholders, and community partners.

- Thrive in a dynamic environment that emphasizes accountability and collaboration;
- Work well with elected officials, advisory boards, officials from all levels of government, public and private agency leaders, advocacy groups, the general public, and the media;
- Exercise sound judgment and a wide degree of creativity and latitude within broad policy guidelines and possess excellent verbal, analytical, organizational and written skills.

REQUIRED QUALIFICATIONS:

Ideal Candidate: The ideal candidate will have extensive, in-depth management experience in the provision of human or social services.

Education: A Bachelor’s degree or higher from an accredited college or university in business or public administration, accounting, economics, sociology, government or a related field. A Master’s degree is highly desirable.

Experience: A typical way to meet this requirement would be eight years of broad management experience, including extensive supervisory and administrative responsibility. Public agency management experience in Human Services and/or Social Service administration, including financial management, is highly desirable.

This high level management responsibility would also include experience formulating and implementing comprehensive operational programs, budgets, and administrative operations. Experience working within a large governmental jurisdiction is highly desirable.

Education:

Bachelor’s degree from an accredited college or university with major work in business or public administration, accounting, economics, sociology, government or a related field.

Experience:

Five years of broad and progressively responsible management experience including considerable administrative and supervisory experience. Experience in public Human Service or Social Service administration is highly desirable but not required.

PHYSICAL DEMANDS/QUALIFICATIONS

Essential Physical Attributes:

<u>Required Activity</u>	<u>Description</u>
<u>Dexterity</u>	<u>Constantly picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in typing.</u>
<u>Talking</u>	<u>Frequently expressing or exchanging ideas by means of the spoken</u>

	<u>word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</u>
<u>Hearing</u>	<u>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.</u>
<u>Repetitive Motion</u>	<u>Constant substantial movements (motions) of the wrists, hands, and/or fingers.</u>
<u>Sedentary Work</u>	<u>Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</u>
<u>Visual Acuity</u>	<u>The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.</u>
<u>Environment</u>	<u>The worker is not substantially exposed to adverse environmental conditions.</u>
<u>Relational</u>	<u>The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.</u>

ITEM III-A-3- ACTION

APPROVAL OF THE SUBMISSION OF AN APPLICATION TO THE CALIFORNIA EMPLOYMENT DEVELOPMENT DEPARTMENT FOR WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) DISCRETIONARY FUNDS AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT, SUBGRANT AGREEMENTS AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND:

The California Employment Development Department (EDD) has announced the availability of up to \$11.5 million in Workforce Innovation and Opportunity Act (WIOA) Governor's discretionary funds, under its Equity and Special Populations Solicitations for Proposals (SFP), for projects that accelerate employment and reemployment strategies for special populations that face barriers to employment. Specific special populations under the SFP include English language learners, homeless and housing insecure, immigrants, justice-involved, people with disabilities, veterans, and out-of-school youth.

Required partners under the SFP include: 1) EDD's Wagner-Peyser program; 2) Education or training partner(s) offering certificates for in-demand sectors with livable wages and quality jobs; 3) Employer(s) in the same sector as training programs; and 4) Community Based Organizations (CBOs) with expertise serving the target populations. Applicants may request up to \$500,000 for each special population included in their application. The project period will be between 18 and 24 months, with a proposed start date of January 1, 2022. The application deadline is November 1, 2021, 3:00 p.m.

SETA is planning on submitting an application requesting up to \$1,000,000, targeting the special populations of homeless and out-of-school youth. The application is currently being developed. An oral report will be provided at the meeting with any updates.

RECOMMENDATION:

Approve the submission of an application to the EDD for WIOA discretionary funds and authorize the Executive Director to execute the agreement, subgrant agreements, and any other documents required by the funding source.

PRESENTER: Roy Kim

ITEM III –B–1– ACTION

APPROVAL TO TRANSFER WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) DISLOCATED WORKER FUNDS TO ADULT FUNDS, PROGRAM YEAR (PY) 2021-22, AND AUTHORIZE STAFF TO SUBMIT A REQUEST TO THE STATE OF CALIFORNIA, EMPLOYMENT DEVELOPMENT DEPARTMENT

BACKGROUND:

This item addresses the transfer of Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker funds to Adult funds for Program Year (PY) 2020-21. WIOA, signed into law July 22, 2014, allows Local Workforce Development Boards (LWDBs), with approval from the Governor, to transfer up to and including 100 percent of the funds allocated for Adult and Dislocated Worker programs in order to maximize customer service and provide local boards with greater flexibility to respond to changes in their local labor markets and the demonstrated needs of each unique population. WIOA funds transfer limitations can be found in WIOA, Section 133(b)(4).

Each year, eligible dislocated workers are served under SETA's adult funding stream. By alleviating staff and service providers of the labor-intensive eligibility, data collection, accounting and reporting procedures required when serving customers under the Dislocated Worker funding stream, more effort can be focused on education, training, and job development services.

Consistent with the State of California, Employment Development Department's (EDD) Workforce Services Directive WSD15-23, Transfer of Funds – Adult/Dislocated Worker Programs, issued on March 29, 2016, staff is recommending that the Board authorize the transfer of up to 80 percent of SETA's total WIOA Dislocated Worker formula allocation to the Adult program for PY 2021-22.

SETA's WIOA, Title I, Adult and Dislocated Worker formula allocations for PY 2021-22 are:

Adult -	\$3,183,606
Dislocated Worker -	<u>\$3,125,791</u>
	\$6,309,397

The amount of Dislocated Worker funds to be transferred to the Adult allocation for PY 2021-22 will be up to \$2,500,633. Before facilitating the transfer, SETA will obtain written approval from EDD, Workforce Services Division, which has been delegated authority to act on behalf of the Governor.

ITEM III-B-1– ACTION (continued)

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RECOMMENDATION:

Approve the transfer of up to 80 percent, or \$2,500,633, in WIOA Dislocated Worker formula funds to the WIOA Adult formula funding stream for PY 2021-22, and authorize staff to submit a request to the State of California, EDD.

PRESENTER: Michelle O’Camb

ITEM III-C-1- ACTION

APPROVAL OF NO-COST EXTENSION REQUEST FOR EARLY HEAD START-CHILD CARE PARTNERSHIP GRANT FOR FISCAL YEAR 2021-2022

BACKGROUND:

On June 29, 2020, ACF approved and awarded SETA one-time CARES Act COVID-19 supplemental funds in the amount of \$70,305 for the Early Head Start-Child Care Partnership (EHS-CCP) program. These funds were specifically allocated to help SETA prevent, prepare for and respond to COVID-19. The funds are to be spent on supplies (cleaning supplies, personal protective equipment, classroom supplies, etc.) and equipment, as needed, to allow SETA to continue to provide services during the pandemic.

The Office of Head Start (OHS) required that funds be obligated by end of the fiscal year, July 30, 2021, and that all obligations be liquidated by October 29, 2021. Due to the pandemic, a local public health order, and site closures throughout the year, SETA was unable to complete all OHS-approved projects prior to July 30, 2021.

SETA is requesting to extend the carryover funds through July 31, 2022. It is anticipated that all no-cost extension funds will be expended by this date. The carryover request is to allow for flexibilities on spending the funds for an additional 12 months.

Carryover is being requested for the Early Head Start-Child Care Partnership (EHS-CCP) program in the amount of **\$45,945**.

Supplemental COVID-19 Funds (Supplies/Others) - \$45,945

These supplemental funds will be used to prepare for, prevent and respond to COVID-19. The funds will be used to purchase various items, such as classroom/distance learning teaching supplies, sanitizing supplies, masks/social distancing supplies, and training to prepare and educate staff for situations related to the pandemic.

Non-Federal Share (NFS)

SETA notes that the CARES Act funds do not require a Non-Federal Share (NFS) match.

RECOMMENDATION:

Approve the No-Cost Extension Request for the Early Head Start-Child Care Partnership Grant for 2021-2022 in the amount of \$45,945.

ITEM III-C-2- ACTION

APPROVAL OF NO-COST EXTENSION REQUEST FOR HEAD START AND EARLY
HEAD START GRANT FOR FISCAL YEAR 2021-2022

BACKGROUND:

The Sacramento Employment and Training Agency (SETA) is submitting a request for a Head Start and Early Head Start No-Cost Extension in the amount of **\$2,572,138** for projects and purchases that the program was unable to complete due to the closure and impact of the COVID-19 pandemic. Included in the no-cost extension are the one-time CARES Act funds awarded by the Office of Head Start (OHS) to prevent, prepare for and respond to COVID-19. The no-cost extension is being requested for an additional 12 month period for the grantee, its delegate agencies, and partners for Head Start and Early Head Start, through July 31, 2022.

Details of the No-Cost Extension are provided below.

HS - \$2,108,220 and EHS - \$463,918

SETA is requesting a No-Cost Extension for one-time CARES Act supplemental COVID-19 funds. These funds were to be spent to prepare for, prevent and respond to COVID-19. This request is to allow for flexibility to spend the remaining under-spent funds for an additional 12-months, ending on July 31, 2022. The funds will be used to continue to purchase items, such as classroom supplies, sanitizing/disinfecting supplies, masks and social distancing supplies, and training to prepare and educate staff for situations relating to the pandemic. The funds will also be used to complete the Northview Early Learning Center major renovation project (\$650,000). The total request for Head Start and Early Head Start will be up to \$2,108,220 and \$463,918, respectively.

Agency	Head Start COVID-19	Early Head Start COVID-19
SETA	\$1,114,120	\$364,496
Elk Grove USD	\$239,202	-
Twin Rivers USD	-	-
Sac City USD	\$274,213	-
San Juan USD	\$478,671	\$95,450
W.C.I.C.	\$2,014	-
River Oak	-	-
S.C.O.E.	-	\$3,972
Total	\$2,108,220	\$463,918

ITEM III-C-2-ACTION (continued)
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Non-Federal Share

SETA notes that the CARES Act funds do not require a non-federal share match.

RECOMMENDATION

Approve the No-Cost Extension Request for the Head Start and Early Head Start Grant for 2021-2022 as noted above.

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. Stephanie Nguyen **DATE:** August 26, 2021

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of Asian Resources, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Adult	\$210,720	7/1/2020-6/30/21	1/1/2021-6/30/2021
WIOA	DW	\$52,680	7/1/2020-6/30/21	1/1/2021-6/30/2021
WIOA	OSY	\$161,946	7/1/2020-6/30/21	1/1/2021-6/30/2021

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: desk review, August 2021

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

Program Operator: Asian Resources, Inc.

Findings and General Observations:

- 1) We have reviewed the WIOA programs from January 1, 2021 to June 30, 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

MEMORANDUM

TO: Ken McCulloch **DATE: September 8, 2021**
FROM: David B. Clark, SETA Fiscal Monitor
RE: Fiscal Desk Monitoring of City of Sacramento – Dept. of Parks and Recreation

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	In-School Youth	\$ 77,206	7/1/20 - 6/30/21	7/1/20 - 6/30/21

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: August 16, 2021

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

Memorandum
Fiscal Monitoring Findings
Page 2

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

Findings and General Observations:

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

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Johnathan Fienstone **DATE:** August 5, 2021

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Fiscal Monitoring Desk Review of Meristem, Inc.

<u>PROGRAM</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Breaking Barriers	\$1,025,000	12/3/18-1/1/21	10/1/2020-1/1/2021

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: July 2021

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

Program Operator: Meristem, Inc.

Findings and General Observations:

- 1) We have reviewed the Breaking Barriers program from October 1, 2020 to January 1, 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.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Nilda Valmores **DATE:** August 26, 2021

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of My Sister's House

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net-CARES	\$39,895	11/2/2020-3/31/2022	11/2/2020-5/31/2021

Monitoring Purpose: Initial Follow-up Special Final

Date of review: July 2021, 8/4, 8/16, 8/26, 9/15

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

Program Operator: My Sister's House

Findings and General Observations:

- 1) We have reviewed the CSBG Safety Net CARES program from November 2, 2020 to May 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.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Jessie Tientcheu **DATE:** August 5, 2021

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of Opening Doors, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net CARES	\$60,000	11/2/2020-3/31/2022	11/2/2020-4/30/2021

Monitoring Purpose: Initial Follow-up Special Final

Date of review: 7/10/21, 7/17, 7/30, 8/4

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

Program Operator: Opening Doors, Inc.

Findings and General Observations:

- 1) We have reviewed the CSBG-Safety Net CARES program from November 2, 2020 to April 30, 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.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board

ITEM IV–B- INFORMATION

SUMMARY OF YOUTH INITIATIVES PY 2020-2021

BACKGROUND:

Summer Training and Employment Program for Students (STEPS)

In April 2020, the Department of Rehabilitation awarded SETA \$350,000 in WIOA Title IV funds to serve 70 In-school youth ages 16-21 with disabilities. The Elk Grove Unified School District, Sacramento City Unified School District, San Juan Unified School District, Twin Rivers Unified School District, and the Los Rios Community Colleges partnered with SETA to refer students with disabilities to the SETA STEPS program. The SETA STEPS program provided 40 hours of 21st Century work skills training with placement in a paid work experience at \$14.00 per hour for 175 hours.

Outcomes:

While the Pandemic presented recruitment challenges, SETA was able to enroll 58 students in the program with 100% completing the training and the paid work experience component of the program.

Additionally, the following students secured permanent jobs through the program:

Youth	Employer	Rate	Start Date
D.M.	Rite Aid	\$14.00/hour	2/16/21
J.C.	Amazon	\$14.00/hour	2/20/21
I.A.	Walgreens	\$14.00/hour	4/07/21
L.N.	Little Caesars	\$14.00/hour	4/03/21
I.C.	Taco Bell	\$14.00/hour	4/08/21
J.O.	Shop Heroic	\$14.00/hour	5/03/21

Gap Inc./Old Navy This Way Onward

In January 2019, SETA was selected as the Community Partner for the Gap Inc.'s, This Way Onward program in Sacramento. SETA received grant funding to operate the program for three years. For Program year 2020-2021 SETA recruited, trained and supported 36 interns to be placed in a 10-week paid internship program with The Old Navy stores.

Outcomes:

After completion of the internship, 23 interns received offers for ongoing employment as Brand Associates at \$14.00/Hour.

SMUD High School Internship Program

In April 2019, SETA was awarded a three-year contract to coordinate SMUD's High School Internship Program. Each year 25 students are selected from area high schools

ITEM IV-B – INFORMATION (continued)

Page 2

to participate in a six- week internship at SMUD. Interns work in a wide variety of departments including Human Resources, Security Operations, Substation Maintenance, Communications, Marketing and Community Relations, and IT Operations. Due to the pandemic, in 2021 five students were selected to participate in the program.

Outcomes:

SETA assisted five students prepare for the internship interview. This two-day session assists students with the completion of a resume, interview preparation including mock interviews, how to dress for an interview, and each student completes a video resume. After the interview process, the five selected students attend a 3-day workplace skills training to prepare for their internship at SMUD. Interns receive hands-on training in team building, business communication, financial literacy, and peer-to-peer learning using the New World of Work curriculum on digital fluency, collaboration, adaptability and resiliency.

Peers Helping Peers (PHP)

On March 13, 2020, the Health Education Council in partnership with SETA submitted a funding request in the amount of \$500,000 to implement the Peers Helping Peers program to meet mental health needs in priority communities. On May 31, 2020, The Health Education Council was awarded \$500,000 to execute the Peers Helping Peers program.

SETA, as a subcontracted partner to the Health Education Council, is assisting with the recruitment, work readiness preparation, internship placement and case management of 90 system-involved youth ages 18-24. The program is funded through May 2022.

The Peers Helping Peers Program goals include: (1) Reduce mental health stigma; (2) Train system-involved youth to be Community Mental Health Navigators to navigate the mental health system and; (3) Provide exposure to mental health careers. The program will provide a 45-hour training to mirror the mental health challenges faced by system-involved youth in our community. Once the youth participants complete the training, they will be placed in a mental health related 40 hour paid work experience opportunity.

Outcomes:

Four cohorts of 20 students have completed the 7-week training sessions with topics that include:

- *Mental health & its links to culture and racism*
- *Mental health basics*
- *Trauma & resilience*
- *Substance abuse*

ITEM IV-B – INFORMATION (continued)

Page 3

- *Healthy relationships*
- *Workforce readiness*

After graduation from the seven-week training, youth earn a \$300 stipend and are connected to a paid 40-hour internship at \$14.00/hour. Interns are placed at local mental health and social service agencies to introduce youth to jobs in which they can use their lived experience to help others. Some of the placement agencies include, NAMI, Sacramento County, Cal Voices Warmline, Sobriety Brings a Change, and My Sister's House.

ITEM IV-C- INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

PRESENTER: William Walker

SETA- Employer Activity Report

The following is an update of information as of September 13, 2021

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy; 3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
Adecco	9	Quality Inspector	20
AlSCO, inc	9	Delivery Driver	5
	9	Office Clerk	1
	9	Production Associate	1
City Of Elk Grove	9	Associate Civil Engineer	1
	9	Community Center Attendant	1
	9	Forensic Investigator	1
	9	Human Resources Specialist	1
	9	Maintenance Specialist-Irrigation	1
	9	Police Recruit	1
	9	Purchasing Specialist	1
City of Sacramento	9	Administrative Officer	1
	9	Aquatics Recreation Coordinator	1
	9	Aquatics Specialist	1
	9	Assistant Camp Caretaker	1
	9	Assistant Camp Chef	2
	9	Assistant Code Enforcement Officer	1
	9	Building Monitor	1
	9	Camp Aide	2
	9	Camp Chef	1
	9	Camp Host	1

SETA- Employer Activity Report

The following is an update of information as of September 13, 2021

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy; 3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
City of Sacramento	9	Camp Program Director	1
	9	Camp Recreation Leader	1
	9	Cashier - Aquatics	1
	9	Community Service Officer I	1
	9	Crew Leader, Landscape and Learning	1
	9	Development Services Technician I	1
	9	Development Services Technician II	1
	9	Dispatcher II	1
	6	Environmental Health & Safety Officer	1
	9	Equipment Mechanic I	1
	9	Equipment Mechanic II	1
	9	Events Duty Person	1
	9	Events Services Supervisor	1
	9	Events Services Supervisor -Guest Service Manager	1
	7	Information Technology Manager	1
	9	Junior Planner	1
	9	Legal Secretary - Litigation	1
	9	Legal Staff Assistant	1
	9	Lifeguard	1
	9	Park Maintenance Manager	1
	9	Park Maintenance Superintendent	1
	9	Police Officer	1
	9	Police Officer Recruit	2
	9	Pool Manager	1
	7	Principal Applications Developer	1
	9	Principal Budget Analyst	1

SETA- Employer Activity Report

The following is an update of information as of September 13, 2021

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy; 3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
City of Sacramento	9	Program Coordinator	1
	9	Program Developer	1
	9	Program Manager	1
	9	Recreation Aide	1
	9	Senior Animal Control Officer	1
	7	Senior Applications Developer -PeopleSoft	1
	9	Senior Deputy City Attorney	1
	9	Senior Lifeguard	1
	9	Senior Recreation Aide-Summer Programs	1
	9	Stationary Engineer	1
	3	Street Construction Laborer	1
	9	Utility Worker	1
	2	Water Conservation Representative	1
Cordova Recreation & Parks District	9	Golf Course Maintenance Worker Aide	2
	9	Park Maintenance II	3
	9	Recreation Leader I - Teen Center	3
Department of Housing and Community Development	9	Housing Elements, Planning Grants & Incentives Manager	1
Food 4 Less	5	Assistant Manager	1
	5	Deli Clerk	1
	5	Floor General Clerk	1
	5	Loss Prevention Agent	1
	5	Meat Department Clerk	1
	5	Night Crew General Clerk	1
	9	Security Officer	1

SETA- Employer Activity Report

The following is an update of information as of September 13, 2021

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy; 3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
HR TO GO	9	Administrative Assistant	1
Integrity Support Services Inc. DBA Employment ScreeningResources	9	Verification Specialist	1
Legacy Wireless Services	7	Top Lead/Top Hand II	1
Los Rios Community College District	4	Accountant	1
	4	Associate Vice President of Equity, Institutional Effectiveness and Innovation	1
	4	Biology -Anatomy and Physiology- Assistant Professor	1
	4	Building Inspection Technology Adjunct Assistant Professor	1
	4	Chemistry Assistant Professor	2
	4	Child Development Center Lead Teacher	1
	4	Clerk III	1
	4	Confidential Human Resources Officer	1
	4	Counseling Clerk II	1
	4	Dean of Counseling & Student Services	1
	4	Director V of Degree Planning Initiatives	1
	4	Director IV of Workforce Development	1
	4	Early Childhood Education Assistant Professor	1
	4	EMT/Instructional Assistants	1
	4	Ethnic Studies Assistant Professor	1
	4	Financial Aid Officer	1
	4	Instructional Assistant - Music	1
	4	Instructional Services Assistant II	1
	4	Maintenance HVAC Mechanic	1
	4	Nursing RN Assistant Professor -Medical Surgical Focus	1
	4	Outreach Specialist	1
	4	Psychology Assistant Professor	3
	4	Senior Information Technology Business/Technical Analyst	1
4	Student Personnel Assistant - Contract Education	1	

SETA- Employer Activity Report

The following is an update of information as of September 13, 2021

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy; 3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
Los Rios Community College District	4	Student Personnel Assistant - Counseling	1
	4	Student Personnel Assistant - Internship Developer	1
	4	Student Personnel Assistant - Student Services	1
	4	Student Support Specialist	1
	4	Student Support Supervisor	1
Milgard Manufacturing	1	Warehouse Worker	20
Modern Waste Solutions	9	Warehouse	3
Pacful, Inc.	9	Deliver Driver	1
	9	Order Puller/ Warehouse Associate	1
Packaging Corporation of America	1	Assistant Machine Operator	1
	1	General Labor Helper	5
	1	Machine Operator	1
Walmart	9	Power Equipment Operator	1
	9	Warehouse Associate	20
Women's Empowerment	9	Safety Monitor	1
Total			191

ITEM IV-D- INFORMATION

DISLOCATED WORKER UPDATE

BACKGROUND:

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

PRESENTER: William Walker

Dislocated Worker Information PY 2021/2022

The following is an update of information as of September 13, 2021

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Contacted	COVID-19 Related
Sacramento Mattress King 4160 14th Avenue Sacramento, CA 95820	Manufacturing/Distribution	7/4/2021	Temporary	30	Sacramento, CA	Yes	N
Bag King 230 Palladio Parkway #1217 Folsom, CA 95630	Retail	7/12/2021	Permanent	12	Folsom, CA	Yes	N
Manuel Joseph Appliance Center 4711 Northgate Blvd. Sacramento, CA 95834	Retail	8/4/2021	Permanent	14	Sacramento, CA	Yes	N
Disney Store 1689 Arden Way Sacramento, CA 95815	Retail	9/30/2021	Permanent	20	Sacramento, CA	Yes	N
TOTAL				76			

ITEM IV-E – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for the Sacramento MSA for the month of August was 6.4%.

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 8,300 over the month: 42,300 over the year

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 6.4 percent in August 2021, down from a revised 6.7 percent in July 2021, and below the year-ago estimate of 9.9 percent. This compares with an unadjusted unemployment rate of 7.5 percent for California and 5.3 percent for the nation during the same period. The unemployment rate was 5.6 percent in El Dorado County, 5.1 percent in Placer County, 7.0 percent in Sacramento County, and 5.6 percent in Yolo County.

Between July 2021 and August 2021, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 8,300 to total 1,004,900 jobs.

- Government reported the largest employment gains in August, adding 5,900 jobs. Local government (up 6,800 jobs) was responsible for the increase, with all of the job additions in local government education (up 7,100 jobs) as public schools returned from summer recess. These gains offset declines in state government (down 700 jobs) and federal government (down 200 jobs).
- Professional and business services advanced payrolls by 2,100 jobs, with gains in professional, scientific, and technical services (up 2,300 jobs) and management of companies and enterprises (up 100 jobs). Meanwhile, administrative and support and waste services cut back 300 jobs.
- In August, manufacturing employment grew by 500 jobs. Non-durable goods reported an additional 700 jobs, while durable good reduced 200 jobs.
- Two industries reported month-over declines: other services shed 700 jobs, and education and health services fell by 400 jobs.

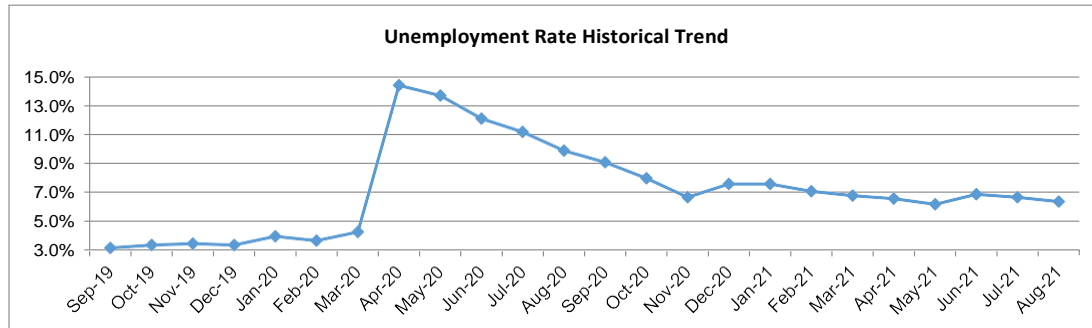
Between August 2020 and August 2021, total jobs in the region increased by 42,300 or 4.4 percent.

- Leisure and hospitality (up 11,500 jobs) led year over employment growth for the region. Accommodation and food services added 8,500 jobs. Arts, entertainment, and recreation grew by 3,000 jobs.
- Construction picked up 8,600 jobs since last August. Specialty trade contractors (up 7,500 jobs) was responsible for 87 percent of the growth.
- Additional year-over employment gains of over 4,000 jobs occurred in the following sectors: other services (up 5,700 jobs), professional and business services (up 5,400 jobs), and trade, transportation, and utilities (up 4,900 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 6.4 percent in August 2021, down from a revised 6.7 percent in July 2021, and below the year-ago estimate of 9.9 percent. This compares with an unadjusted unemployment rate of 7.5 percent for California and 5.3 percent for the nation during the same period. The unemployment rate was 5.6 percent in El Dorado County, 5.1 percent in Placer County, 7.0 percent in Sacramento County, and 5.6 percent in Yolo County.



Industry	Jul-2021	Aug-2021	Change		Aug-2020	Aug-2021	Change
	Revised	Prelim				Prelim	
Total, All Industries	996,600	1,004,900	8,300		962,600	1,004,900	42,300
Total Farm	10,500	10,900	400		9,900	10,900	1,000
Total Nonfarm	986,100	994,000	7,900		952,700	994,000	41,300
Mining, Logging, and Construction	80,200	80,400	200		71,800	80,400	8,600
Mining and Logging	600	600	0		600	600	0
Construction	79,600	79,800	200		71,200	79,800	8,600
Manufacturing	36,700	37,200	500		36,400	37,200	800
Trade, Transportation & Utilities	160,100	160,400	300		155,500	160,400	4,900
Information	9,900	9,900	0		9,500	9,900	400
Financial Activities	52,200	52,200	0		51,300	52,200	900
Professional & Business Services	134,600	136,700	2,100		131,300	136,700	5,400
Educational & Health Services	162,500	162,100	(400)		161,800	162,100	300
Leisure & Hospitality	89,200	89,200	0		77,700	89,200	11,500
Other Services	34,400	33,700	(700)		28,000	33,700	5,700
Government	226,300	232,200	5,900		229,400	232,200	2,800

Notes: Data not adjusted for seasonality. Data may not add due to rounding
 Labor force data are revised month to month
 Additional data are available on line at www.labormarketinfo.edd.ca.gov
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Data Not Seasonally Adjusted

	Jul 20	May 21	Jun 21 Revised	Jul 21 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,091,400	1,082,100	1,093,400	1,100,600	0.7%	0.8%
Civilian Employment	969,600	1,014,900	1,018,200	1,026,500	0.8%	5.9%
Civilian Unemployment	121,800	67,200	75,300	74,100	-1.6%	-39.2%
Civilian Unemployment Rate (CA Unemployment Rate)	11.2%	6.2%	6.9%	6.7%		
(U.S. Unemployment Rate)	10.5%	5.5%	6.1%	5.7%		

Total, All Industries (2)	959,800	992,300	1,003,000	993,400	-1.0%	3.5%
Total Farm	9,900	9,600	9,900	10,400	5.1%	5.1%
Total Nonfarm	949,900	982,700	993,100	983,000	-1.0%	3.5%
Total Private	723,700	743,700	753,500	757,700	0.6%	4.7%
Goods Producing	106,800	112,900	116,300	116,800	0.4%	9.4%
Mining, Logging, and Construction	71,000	77,200	79,300	80,100	1.0%	12.8%
Mining and Logging	600	600	600	600	0.0%	0.0%
Construction	70,400	76,600	78,700	79,500	1.0%	12.9%
Construction of Buildings	14,800	15,100	15,200	15,100	-0.7%	2.0%
Specialty Trade Contractors	48,100	52,900	54,400	56,100	3.1%	16.6%
Building Foundation & Exterior Contractors	12,700	14,900	15,300	15,500	1.3%	22.0%
Building Equipment Contractors	19,900	20,700	21,000	21,600	2.9%	8.5%
Building Finishing Contractors	10,300	10,900	11,200	11,700	4.5%	13.6%
Manufacturing	35,800	35,700	37,000	36,700	-0.8%	2.5%
Durable Goods	22,800	22,600	23,100	22,900	-0.9%	0.4%
Computer & Electronic Product Manufacturing	4,500	4,500	4,600	4,600	0.0%	2.2%
Nondurable Goods	13,000	13,100	13,900	13,800	-0.7%	6.2%
Food Manufacturing	4,700	4,600	4,600	4,700	2.2%	0.0%
Service Providing	843,100	869,800	876,800	866,200	-1.2%	2.7%
Private Service Providing	616,900	630,800	637,200	640,900	0.6%	3.9%
Trade, Transportation & Utilities	154,000	159,700	160,800	159,000	-1.1%	3.2%
Wholesale Trade	26,500	26,300	26,400	26,000	-1.5%	-1.9%
Merchant Wholesalers, Durable Goods	15,900	15,500	15,400	15,400	0.0%	-3.1%
Merchant Wholesalers, Nondurable Goods	9,300	9,500	9,500	9,400	-1.1%	1.1%
Retail Trade	93,600	97,600	98,000	97,300	-0.7%	4.0%
Motor Vehicle & Parts Dealer	13,100	14,100	14,300	14,300	0.0%	9.2%
Building Material & Garden Equipment Stores	8,800	9,600	9,800	9,400	-4.1%	6.8%
Grocery Stores	20,100	20,000	20,000	19,800	-1.0%	-1.5%
Health & Personal Care Stores	5,100	5,300	5,300	5,200	-1.9%	2.0%
Clothing & Clothing Accessories Stores	6,100	7,400	7,600	7,600	0.0%	24.6%
Sporting Goods, Hobby, Book & Music Stores	3,100	3,100	3,100	3,100	0.0%	0.0%
General Merchandise Stores	17,900	17,800	18,200	18,500	1.6%	3.4%
Transportation, Warehousing & Utilities	33,900	35,800	36,400	35,700	-1.9%	5.3%
Information	9,700	9,700	9,800	9,900	1.0%	2.1%
Publishing Industries (except Internet)	2,100	2,100	2,100	2,100	0.0%	0.0%
Telecommunications	2,900	2,800	2,800	2,800	0.0%	-3.4%
Financial Activities	51,100	51,700	51,800	52,500	1.4%	2.7%
Finance & Insurance	34,300	35,600	35,500	35,600	0.3%	3.8%
Credit Intermediation & Related Activities	10,300	11,600	11,600	11,600	0.0%	12.6%
Depository Credit Intermediation	6,000	5,900	6,000	5,900	-1.7%	-1.7%
Nondepository Credit Intermediation	2,300	3,000	3,000	3,000	0.0%	30.4%
Insurance Carriers & Related	20,300	19,300	19,300	19,400	0.5%	-4.4%
Real Estate & Rental & Leasing	16,800	16,100	16,300	16,900	3.7%	0.6%
Real Estate	13,600	13,300	13,400	13,700	2.2%	0.7%
Professional & Business Services	130,400	132,200	133,300	134,700	1.1%	3.3%
Professional, Scientific & Technical Services	57,200	57,800	58,300	59,500	2.1%	4.0%
Architectural, Engineering & Related Services	10,300	10,500	10,500	10,600	1.0%	2.9%
Management of Companies & Enterprises	13,300	13,200	13,500	13,500	0.0%	1.5%
Administrative & Support & Waste Services	59,900	61,200	61,500	61,700	0.3%	3.0%
Administrative & Support Services	56,900	58,300	58,500	58,600	0.2%	3.0%
Employment Services	19,500	20,700	20,800	20,600	-1.0%	5.6%

Data Not Seasonally Adjusted

	Jul 20	May 21	Jun 21 Revised	Jul 21 Prelim	Percent Change	
					Month	Year
Services to Buildings & Dwellings	17,900	18,200	18,500	18,800	1.6%	5.0%
Educational & Health Services	160,700	164,300	163,000	162,800	-0.1%	1.3%
Education Services	9,700	11,100	10,600	10,200	-3.8%	5.2%
Health Care & Social Assistance	151,000	153,200	152,400	152,600	0.1%	1.1%
Ambulatory Health Care Services	52,900	54,200	53,600	53,800	0.4%	1.7%
Hospitals	25,000	25,100	25,200	25,200	0.0%	0.8%
Nursing & Residential Care Facilities	17,000	16,900	16,900	16,700	-1.2%	-1.8%
Leisure & Hospitality	80,400	81,000	85,300	88,300	3.5%	9.8%
Arts, Entertainment & Recreation	10,400	10,600	11,600	12,000	3.4%	15.4%
Accommodation & Food Services	70,000	70,400	73,700	76,300	3.5%	9.0%
Accommodation	6,300	6,000	6,600	6,900	4.5%	9.5%
Food Services & Drinking Places	63,700	64,400	67,100	69,400	3.4%	8.9%
Restaurants	61,600	61,600	64,300	66,500	3.4%	8.0%
Full-Service Restaurants	24,000	26,200	27,500	29,100	5.8%	21.3%
Limited-Service Eating Places	37,600	35,400	36,800	37,400	1.6%	-0.5%
Other Services	30,600	32,200	33,200	33,700	1.5%	10.1%
Repair & Maintenance	10,000	10,300	10,400	10,500	1.0%	5.0%
Government	226,200	239,000	239,600	225,300	-6.0%	-0.4%
Federal Government	14,700	14,600	14,700	14,700	0.0%	0.0%
Department of Defense	1,800	1,800	1,800	1,800	0.0%	0.0%
State & Local Government	211,500	224,400	224,900	210,600	-6.4%	-0.4%
State Government	121,100	123,400	123,300	120,200	-2.5%	-0.7%
State Government Education	26,700	27,500	27,200	24,200	-11.0%	-9.4%
State Government Excluding Education	94,400	95,900	96,100	96,000	-0.1%	1.7%
Local Government	90,400	101,000	101,600	90,400	-11.0%	0.0%
Local Government Education	44,600	55,900	55,600	44,100	-20.7%	-1.1%
Local Government Excluding Education	45,800	45,100	46,000	46,300	0.7%	1.1%
County	19,400	19,000	19,200	19,100	-0.5%	-1.5%
City	9,700	9,800	10,100	10,400	3.0%	7.2%
Special Districts plus Indian Tribes	16,700	16,300	16,700	16,800	0.6%	0.6%

Notes:

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

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

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

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

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

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,024,400	17,600,200	1,424,300	7.5%
ALAMEDA	23	807,100	757,000	50,000	6.2%
ALPINE	51	480	440	40	8.9%
AMADOR	28	14,780	13,800	980	6.6%
BUTTE	32	93,100	86,800	6,300	6.8%
CALAVERAS	13	22,030	20,800	1,230	5.6%
COLUSA	53	11,400	10,340	1,060	9.3%
CONTRA COSTA	26	538,500	503,500	35,000	6.5%
DEL NORTE	38	9,760	9,070	690	7.1%
EL DORADO	13	91,300	86,200	5,100	5.6%
FRESNO	50	445,500	406,200	39,400	8.8%
GLENN	33	12,730	11,850	880	6.9%
HUMBOLDT	21	59,900	56,200	3,700	6.1%
IMPERIAL	58	68,500	55,200	13,300	19.4%
INYO	17	8,290	7,810	480	5.8%
KERN	56	385,800	347,400	38,400	10.0%
KINGS	52	55,900	50,800	5,100	9.1%
LAKE	36	29,650	27,570	2,080	7.0%
LASSEN	13	9,740	9,190	550	5.6%
LOS ANGELES	55	5,023,800	4,538,300	485,400	9.7%
MADERA	47	62,800	57,600	5,200	8.3%
MARIN	1	133,600	127,700	5,900	4.4%
MARIPOSA	28	7,830	7,310	520	6.6%
MENDOCINO	21	36,700	34,460	2,240	6.1%
MERCED	54	119,700	108,500	11,200	9.4%
MODOC	17	3,450	3,250	200	5.8%
MONO	19	9,000	8,460	530	5.9%
MONTEREY	28	224,200	209,400	14,800	6.6%
NAPA	9	71,000	67,100	3,900	5.5%
NEVADA	9	47,860	45,230	2,630	5.5%
ORANGE	20	1,580,600	1,485,700	94,900	6.0%
PLACER	6	186,700	177,100	9,600	5.1%
PLUMAS	44	8,200	7,560	640	7.8%
RIVERSIDE	42	1,113,200	1,028,400	84,700	7.6%
SACRAMENTO	36	713,400	663,300	50,100	7.0%
SAN BENITO	33	31,500	29,400	2,200	6.9%
SAN BERNARDINO	42	977,700	903,100	74,600	7.6%
SAN DIEGO	28	1,533,600	1,431,800	101,700	6.6%
SAN FRANCISCO	4	557,500	529,600	27,900	5.0%
SAN JOAQUIN	49	334,300	305,900	28,400	8.5%
SAN LUIS OBISPO	9	129,000	121,800	7,100	5.5%
SAN MATEO	2	438,000	417,700	20,200	4.6%
SANTA BARBARA	9	220,300	208,200	12,100	5.5%
SANTA CLARA	3	1,024,200	975,500	48,700	4.8%
SANTA CRUZ	25	134,400	126,000	8,500	6.3%
SHASTA	26	74,800	69,900	4,900	6.5%
SIERRA	4	1,390	1,320	70	5.0%
SISKIYOU	40	17,260	16,010	1,240	7.2%
SOLANO	41	203,500	188,600	14,900	7.3%
SONOMA	7	248,700	235,500	13,200	5.3%
STANISLAUS	46	246,400	226,800	19,700	8.0%
SUTTER	45	47,200	43,500	3,700	7.9%
TEHAMA	33	25,810	24,020	1,790	6.9%
TRINITY	7	4,920	4,660	260	5.3%
TULARE	57	201,200	180,100	21,100	10.5%
TUOLUMNE	38	20,100	18,680	1,430	7.1%
VENTURA	23	408,300	383,100	25,300	6.2%
YOLO	13	107,300	101,300	6,000	5.6%
YUBA	47	30,500	28,000	2,500	8.3%

Notes

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor Market Information Division geographic areas now reflect the March 2020 benchmark geographic areas as of Thursday, October 7, 2021.

ITEM IV-F- INFORMATION

HEAD START REPORTS

BACKGROUND:

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

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

Staff will be available to answer questions.

PRESENTER: Denise Lee



SETA Head Start Food Service Operations Monthly Report *August 2021

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
34,260	30,344	30,160	0

Total Amount of Meals and Snacks Prepared

Purchases:

Food	\$101,529.66
Non - Food	\$19,042.70

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$78.61

Vehicle Gas / Fuel: \$1,970.32
Normal Delivery Days 22

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 8/31/21	(b) % Actual to Funded
Elk Grove USD	440 ²	342	78
Sacramento City USD	736 (32) ³	19	59
SETA	1,736	1,100	63
San Juan USD	1,044	642	61
Twin Rivers USD	160	151	94
WCIC/Playmate	120 (0) ¹	N/A	N/A
Total	4,236 (3,412)³	2,254	66

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 8/31/21	(b) % Actual to Funded
SETA	653 ⁴	559	86
San Juan USD	163	163	99
TRUSD	56	51	91
Total	872	773	89

¹ Closed during summer.

² Some classes/centers closed during the summer.

³ Total funded enrollment in the summer months.

⁴ EHS-CCP funded enrollment (80) has merged with standard Early Head Start (573) beginning 8/1/21.

(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

- Centers/classes within communities with high number of Covid-19 cases are experiencing low interest in enrollment. Families are taking precautions due to Covid-19 exposure to variants.

- Limited/no access to enrollment staff/offices during closures.
- Staff turnover/retention affecting opening of classes.
- Families decision to end services due to frequent class closures due to Covid-19 exposure and center/class quarantine.

Strategies for Addressing Under-Enrollment in the New Program Year

- Programs will continue to monitor and be diligent in health practices to prevent spread of illness.
- Engage in regular recruitment and outreach activities upon re-opening.
- Expand recruitment and outreach activities (i.e. include registration/enrollment information in program/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/had limited participation in distance learning, etc.).
- Track and monitor student rosters and recruitment log/activities weekly.
- Recruit through current and past parents.
- Place advertisements in various media outlets, targeting special sub-groups.
- Recruit through partners and community-based organizations.

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

August 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
SETA operated	1756	89	5%	589	74	13%
Twin Rivers USD	140	26	19%	40	7	18%
Elk Grove USD	440	17	4%			
Sac City USD	736	NA*	0%			
San Juan USD	1052	71	7%	160	5	3%
WCIC	120	NA*	0%			
EHS CCP				80	8	10%
COUNTY TOTAL	4244	203	5%	869	94	11%

*Program not open

AFE: Annual Funded Enrollment

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.