



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

DATE: Thursday, November 4, 2021

TIME: 10:00 a.m.

LOCATION: Zoom login:
<https://us02web.zoom.us/j/83934214072?pwd=UlhpbW1tUGd4ZVZ2S0J6TjJMVnYwQT09>

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/83934214072?pwd=UlhpbW1tUGd4ZVZ2S0J6TjJMVnYwQT09>. 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,,83934214072# US (San Jose). Meeting ID: 839 3421 4072. Passcode: 610301. Find your local number: <https://us02web.zoom.us/j/83934214072?pwd=UlhpbW1tUGd4ZVZ2S0J6TjJMVnYwQT09>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: Stephany.Murphy@seta.net. Any member of the public who wishes to speak directly to the board regarding any item on the agenda may contact Stephany Murphy at (916) 263-5430, or Stephany.Murphy@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: Tuesday, October 26, 2021

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE OCTOBER 7, 2021 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the October 7, 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, October 7, 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 (*joined the meeting at 10:02 a.m.*)
Don Nottoli, Member, Board of Supervisors
Mai Vang, Councilmember, City of Sacramento
Sophia Scherman, Chair, Public Representative

Members Absent: None

Ms. Scherman requested to move Item III-A-2 **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING**: Approval of Revised Job Specification for Executive Director to the November meeting agenda.

Moved/Guerra, second/Vang, to approve to moved Item III-A-2 **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING**: Approval of Revised Job Specification for Executive Director to be moved to the November meeting agenda.

Roll call vote:

Aye: 4 (Guerra, Nottoli, Vang, Scherman)

Nay: 0

Abstention: 0

Absent: 1 (Kennedy)

II. Consent Items

- A. Approval of Minutes of the September 2, 2021 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Amend Appendix of the Conflict of Interest Code for the Sacramento Employment and Training Agency
- D. Approval of Retiree Medical Insurance Subsidy for Calendar Year 2022
- E. Appointment of Youth Committee Members

- F. Approval to Add Language World Services, Inc. to SETA's Vendor Services List

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

- A. Approval of Minutes of the September 2, 2021 Regular Board Meeting
- B. Approval of Claims and Warrants for 8/24/2021 through 9/28/2021
- C. Approval to Amend Appendix of the Conflict of Interest Code for the Sacramento Employment and Training Agency
- D. Approval of Retiree Medical Insurance Subsidy for Calendar Year 2022
- E. Appointment of Youth Committee Members
- F. Approval to Add Language World Services, Inc. to SETA's Vendor Services List

Roll call vote:

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

Nay: 0

Abstention: 0

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. 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

Mr. Thatch reviewed the new teleconferencing guidelines set forth by Governor Newsom. The current state of emergency is due to expire December 31, 2021. Action will need to be taken at today's meeting, the November and December meetings. Findings will need to be made at each meeting; these are included in the staff recommendation. If for any reason the public cannot participate, including technical difficulties, then no action can be taken by the board.

Moved/Guerra, second/Vang, to approve the 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

Roll call vote:

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

Nay: 0

Abstention: 0

- 3. 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

Mr. Roy Kim noted the Employment Development Department released a solicitation that combines a number of previous solicitations for special groups of customers. SETA is in the process of preparing the application, which is due by November 1, 2021 at 3:00 p.m. The target populations are the homeless and out-of-school youth.

Moved/Nottoli, second/Kennedy, to approve 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

Roll call vote:

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

Nay: 0

Abstention: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT

Community Services Block Grant: None

Refugee Services: None

One Stop Services: None

1. Approval to Transfer Workforce Innovation and Opportunity Act Dislocated Worker Funds to Adult Funds, Program Year 2021-2022, and Authorize Staff to Submit a Request to the State of California, Employment Development Department

Ms. Michelle O’Camb reviewed the transfer of Workforce Innovation and Opportunity Act (WIOA) funding. Under the WIOA and state policy, up to 100 percent of the formula funds can be transferred between the adult and dislocated worker programs. SETA is seeking approval to transfer up to eighty percent of this year’s dislocated worker formula allocation to the adult formula allocation, which is approximately \$2.5 million. The transfer of dislocated worker funds allows for flexibility in responding to labor market demands or changes. This request was approved by the Sacramento Works Board in September. If approved by the Governing Board, the request will then go to the Employment Development Department for approval.

Moved/Vang, second/Kennedy, to approve the Transfer Workforce Innovation and Opportunity Act Dislocated Worker Funds to Adult Funds, Program Year 2021-2022, and Authorize Staff to Submit a Request to the State of California, Employment Development Department

Roll call vote:

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

C. CHILDREN AND FAMILY SERVICES:

1. Approval of No-Cost Extension Request for Early Head Start-Child Care Partnership Grant for Fiscal Year 2021-2022

Ms. Denise Lee reviewed the request to ensure the original CARES Act funding for the Early Head Start-Child Care Partnership program that was not spent in total will be carried over for an additional twelve months. We were unable to spend approximately \$45,945 due to prolonged center closures during the pandemic.

Moved/Guerra, second/Nottoli, to approve the No-Cost Extension Request for Early Head Start-Child Care Partnership Grant for Fiscal Year 2021-2022

Roll call vote:

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

2. Approval of No-Cost Extension Request for Head Start and Early Head Start Grant for Fiscal Year 2021-2022

Ms. Lee stated that for Head Start and Early Head Start grants, grantee and delegate agencies, we have under-spent \$2.5 million in CARES Act funding due to prolonged closures during the pandemic. Staff is requesting to carryover these funds for an additional twelve months.

Moved/Guerra, second/Vang, to approve the No-Cost Extension Request for Head Start and Early Head Start Grant for Fiscal Year 2021-2022

Roll call vote:

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

IV. Information Items

- A. Fiscal Monitoring Reports: No questions
- B. Summary of Youth Initiatives

Ms. Kathy Kossick acknowledged Ms. Terri Carpenter's efforts with the youth initiatives and the impact on the community.

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

Ms. Lee reviewed the vaccine mandate for Head Start and Early Head Start that President Biden released on September 9, 2021. A notification was sent to Head Start and Early Head Start staff, apprising them that while there are many unanswered questions, we know the vaccine mandate deadline will be January 2022. We are awaiting official legislative language for more details including the exact date of the January deadline. With the holidays quickly approaching there is a need to give as much notice to staff as possible, to allow time to receive all required vaccine doses. There is an anticipated impact on staffing shortages, which we are already facing. Head Start is experiencing staffing shortage across the nation. There continues to be COVID-19 exposure in the classrooms. These exposures are coming from children or staff bringing in the virus as a positive test. Our response to an exposure is to close classrooms for a period of time, no more than ten days in most cases. Closure timelines are in line with CDC guidelines and exposures for child care centers.

Ms. Lee introduced Ms. Judy Lima, the new Health and Nutrition Coordinator.

Mr. Nottoli asked how the rising fuel and food costs have affected the Head Start budget.

Ms. Lee said that costs have increased overall, including gas, maintenance, food, construction projects, etc. The American Rescue Plan (ARP), Corona Virus Response and Relief Supplemental Appropriation Act (CRRSA) funds, and the approved carryover extension will all help to cover increased costs through March 2023. If costs do not return to normal the budget will need to be re-assessed. Working and advocating through our funders will be helpful in the months ahead.

Mr. Guerra said there are several challenges we are facing in working to get people back to work, as well as, available and affordable childcare. One of those challenges is maintaining staffing levels. Mr. Guerra discussed with Ms. Kossick, Mr. Kim, and Ms. Lee prior to the board meeting how to tackle this issue facing the Sacramento area. There is an opportunity for SETA to lead as a city and

county joint powers authority, working with both the workforce and childcare components. Mr. Guerra read a statement:

“I request that SETA lead/convene an Early Childhood Education/Childcare sector initiative with partners and community stakeholders to develop solutions that improve access to affordable and quality childcare, particularly for working parents, and to increase access to self-sufficient career pathways in the Early Childhood Education/Childcare sector.”

We have a tremendous challenge in staffing our programs, keeping them staffed, getting in-home providers, and partnerships with schools. Mr. Guerra said a city taskforce is reporting on the feedback coming in from the public regarding these challenges. Mr. Guerra said he would like to request that SETA be the convening body, as the Agency has the tools and expertise to carry out the proposal.

Mr. Kennedy stated that he agreed with Director Guerra, if it is legally possible and we can identify funding to do so. It seems that of all the agencies in the Sacramento area, SETA is the clear Agency to house this activity due to the crossover of multi-jurisdictions, including private and public sector, education communities, both community college level and K-12. Those are all relationships SETA already has, particularly in this subject area. Mr. Kennedy agreed with Councilmember Guerra and supports the proposed initiative.

Mr. Thatch said there are different options of moving forward with this proposed initiative. One option is to give certain direction to the Executive Director. Another option is to bring back the proposed initiative as an item on the next meeting agenda for a formal motion.

Mr. Guerra stated he would like to bring the proposed initiative back for a formal vote at the next board meeting. He would also like to know if any of the \$2.51 million and the \$45,000 would be available to help support staff in following through on the initiative.

V. Reports to the Board

A. Chair:

Ms. Scherman reminded the board the new Chair and Vice Chair will be elected at the November meeting.

B. Executive Director:

Ms. Kossick mentioned the Employment Development Department has started to release solicitations for programs. SETA will be actively pursuing any programs that best fit the Agency's program needs.

C. Deputy Directors:

Mr. Kim handed the report to Ms. O'Camb.

Ms. O’Camb said the refugee resettlement stakeholders are meeting on a bi-weekly basis to discuss any changes. The reported arrival information shows California has received about 3,000 refugees and SIVs; 2,100 of those are settling in the Sacramento area. These numbers are for the initial resettlement, it is unknown the number of secondary migrants; those who come to Sacramento after initially arriving in another state. California will be resettling 12,779 refugees in the new program year, which started October 1, 2021. This is the standard reception and placement that was approved in July 2021. Sacramento is scheduled to resettle 5,500 of the 12,000 refugees arriving in California. We were informed last week that 300 of the 5,500 refugees could be resettled in Yuba and Sutter counties. Humanitarian parolees do not have immigration status that qualifies them for the benefits currently being offered. The number of humanitarian parolees arriving in California is about 5,000. Of that number, 2,000 will be resettling in Sacramento under the Afghan Placement Assistance Program. Reception and placement services will be provided from September 1, 2021 through March 31, 2022. The refugees arriving as humanitarian parolees will have access to limited services. The state legislature and Governor Newsom recently approved the use of the Trafficking Crime and Victim Assistance Program (TCVAP) to provide services to the humanitarian parolees. Under this program and the State Bill 170, humanitarian parolees will have access to cash assistance, medical, and food services.

SETA is waiting to hear whether the humanitarian refugees will be eligible for our refugee service program. The challenge is the humanitarian parolees, at this point, do not have the right to work for the first 150 days and lack a social security number. There will be an all-county welfare directors letter released in the future providing guidance on the use of the TCVAP funding. It is possible the number of humanitarian parolees arriving in California will increase from the 5,000, potentially doubling or tripling by the end of the year. The Population Refugee Migration (PRM) program developed a new database called Humming Bird to track humanitarian parolees, allowing for data to be reported in real time. This will give states and counties advance notice to prepare resources.

Mr. Kennedy commented that the County approved for the board to set aside \$5 million for this issue specifically, as a reserve fund.

Ms. O’Camb said at this time we are sufficiently funded in regards to the SETA refugee program.

Mr. Nottoli stated his concern of the impact from secondary migrants.

Ms. O’Camb explained the potential high volume of secondary migrants is expected. We know a large number of refugees will initially arrive in Wisconsin. They will be there for about a month, then some will find their way to California, specifically Sacramento. On an annual basis a report is sent to the state, which

continues on to the federal level with the actual number of refugees served. Additionally, a medical report is sent that tracks any access to cash benefits. The annual allocations a state receives from the Office of Refugee Resettlement is based on the initial arrival number that is documented in advance. This allocation is then adjusted for those who are granted asylum and the secondary migrants not captured in the initial allocation.

- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: No comment.

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

The board went into closed session at 10:40 a.m. At 11:06 a.m., Ms. Scherman called the meeting back into open session and reported that there was nothing to report.

Public Comment:

Mr. Mack Ross spoke on his dialogue with Mr. Walker and Mr. Kim.

VII. Adjournment: The meeting adjourned at 11:08 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 9/29/2021 through 10/25/2021, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 9/29/2021 through 10/25/2021.

PRESENTER: Kathy Kossick

ITEM II-C- CONSENT

APPROVAL TO USE FUND BALANCE

BACKGROUND:

During the course of an annual review process it was discovered that there is an outstanding balance owed from two former employees due to payroll overpayments in the amount of \$1,415.05. The overpayments were caused by administrative errors.

Additional systems and safeguards have been put into place to ensure the same errors will not happen in the future. Typically, SETA's policy requires overpayments to be repaid to the Agency within 26 pay periods. Since both employees in question are separated from SETA, the Agency must use the fund balance to cover the costs.

RECOMMENDATION:

Approve the use of fund balance to cover the additional payroll costs in the amount of \$1,415.05.

PRESENTER: D'et Saurbourne

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 November 4, 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.

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- 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, the role of the Executive Director is 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. This position also holds a significant leadership role, serving as Director on the Sacramento Works Board (also known as the Sacramento WDB) for Sacramento County.

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.
- Sets strategic outcomes and metrics for personnel, program delivery, and overall performance of the Agency.
- Provides strategic direction in planning, developing, coordinating, implementing and administering Agency functions including the Workforce Innovation and Opportunity Act program, 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.
- As a Joint Powers Agency (JPA), the SETA Executive Director provides bi-annual status updates on the overall performance of the organization, including metrics, outcomes, successes, and areas of improvement, to the members of the Sacramento City Council and County Board of Supervisors.
- Annually presents the Agency budget to the Sacramento City Council and County Board of Supervisors for approval.

- 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 philanthropic funding opportunities at the local, state, and national-levels; fosters collaborations with regional and local partners to best position the Agency for increased funding to support the goals of the SETA 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.
- Leads the coordination and alignment of workforce system partners to improve workforce programming, resources and service delivery to Sacramento jobseekers.

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;
- Workforce development and/or early childhood education policies and best practices;
- 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;
- Improve outcomes and metrics of the Agency on an annual basis;
- Creatively and innovatively tackle gaps and shortfalls of the workforce ecosystem in Sacramento;
- Create new, results-driven programs that lead to larger employment hiring and job placement success for SETA customers;
- 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>

Hearing	<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>
Repetitive Motion	<i>Constant substantial movements (motions) of the wrists, hands, and/or fingers.</i>
Sedentary Work	<i>Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</i>
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, to administer, direct, and review the and with delegated authority from SETA's Governing Board, the role of the Executive Director is 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. This position also holds a significant leadership role, serving as the Director on the Sacramento Works Board (also known as the Sacramento WDB) for Sacramento County.

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
- Sets strategic outcomes and metric for personnel, program delivery, and overall performance of the Agency.
- Provides strategic direction in planning, developing, coordinating, implementing and administering Agency functions including the Job Training Partnership Act Workforce Innovation and Opportunity Act program, 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 (he) needs of the target population 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 Sacramento Works Board.
- Serves as liaison between the Governing Board and officials representatives of Local, State, and Federal government and community organizations.

- As a Joint Powers Agency (JPA), the SETA Executive Director provides bi-annual status updates on the overall performance of the organization, including metrics, outcomes, successes, and areas of improvement, to the members of the Sacramento City Council and County Board of Supervisors.
- Annually presents the Agency budget to the Sacramento City Council and County Board of Supervisors for approval.
- 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 philanthropic funding opportunities at the local, state, and national-levels; fosters collaborations with regional and local partners to best position the Agency for increased funding to support the goals of the SETA 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.
- Leads the coordination and alignment of workforce system partners to improve workforce programming, resources and service delivery to Sacramento jobseekers.

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;
- Workforce development and/or early childhood education policies and best practices;
- 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;
- Improve outcomes and metrics of the Agency on an annual basis;
- Creatively and innovatively tackle gaps and shortfalls of the workforce ecosystem in Sacramento;
- Create new, results-driven programs that lead to larger employment hiring and job placement success for SETA customers;

- 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 with major work 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, 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.

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:

<u>Required Activity</u>	<u>Description</u>
<u>Dexterity</u>	<u><i>Constantly picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in typing.</i></u>
<u>Talking</u>	<u><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></u>
<u>Hearing</u>	<u><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></u>
<u>Repetitive Motion</u>	<u><i>Constant substantial movements (motions) of the wrists, hands, and/or fingers.</i></u>
<u>Sedentary Work</u>	<u><i>Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</i></u>
<u>Visual Acuity</u>	<u><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></u>
<u>Environment</u>	<u><i>The worker is not substantially exposed to adverse environmental conditions.</i></u>
<u>Relational</u>	<u><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></u>

ITEM III-A -3 – ACTION

ELECTION OF OFFICERS OF THE SACRAMENTO EMPLOYMENT AND
TRAINING AGENCY GOVERNING BOARD

BACKGROUND:

As stipulated by the Joint Powers Agreement, "the Governing Board shall select a chairperson and vice-chairperson from among its members for one-year terms." The chair alternates among the City, County and Public Representative.

RECOMMENDATION:

That the Board nominate and elect officers for a one-year term to begin on November 4, 2021.

PRESENTER: Kathy Kossick

ITEM III-A –4 - ACTION

APPROVAL TO PURCHASE AGENCY INSURANCE FOR GENERAL LIABILITY, VEHICLE LIABILITY, UMBRELLA LIABILITY, PROPERTY, CRIME, INLAND MARINE, PROFESSIONAL LIABILITY, EMPLOYEE BENEFITS, SEXUAL/PHYSICAL ABUSE, DIRECTORS AND OFFICER'S LIABILITY, EMPLOYMENT PRACTICES LIABILITY, PARTICIPANT ACCIDENT, FLOOD, AND CYBER

BACKGROUND:

The Agency's insurance policies for general liability, vehicle liability, umbrella liability, property, crime, inland marine, professional liability, employee benefits, sexual/physical abuse, directors and officer's liability, employment practices liability, participant accident, flood, and cyber expire December 1, 2021.

SETA's broker, Arthur J. Gallagher & Co., is currently exploring various markets to secure the necessary coverage and will present an oral report at the meeting.

If final quotes are not available at the November 4, 2021 meeting, the Board may delegate procurement authority to the Executive Director.

RECOMMENDATION:

Hear the oral report and take appropriate action.

PRESENTER: D'et Saurbourne

ITEM III-B-1- ACTION

RATIFY THE SUBMISSION OF AN APPLICATION TO THE CALIFORNIA
EMPLOYMENT TRAINING PANEL AND AUTHORIZE THE EXECUTIVE
DIRECTOR TO EXECUTE THE AGREEMENT, SUBGRANT AGREEMENTS,
MODIFICATIONS AND ANY OTHER DOCUMENTS REQUIRED TO
IMPLEMENT THE PROGRAM

BACKGROUND:

The Employment Training Panel (ETP) provides funding to employers to assist in upgrading the skills of their workers through training that leads to good paying, long-term jobs. The ETP was created in 1982 by the California State Legislature and is funded by California employers through a special payroll tax.

On October 7, 2021, SETA submitted an ETP application for a multi-employer project in the amount of \$453,744 to train 1,200 Villara incumbent workers who will receive training in Basic and Advanced HVAC, Plumbing, & Solar, Manufacture Standard Skills, Productive Lab, All Lean Trainings, Standard Work Matrices, Leadership Training, Career Coaching, Conflict Resolution, Communication in the Work Place, Excel and Outlook. Additionally, 36 Elica Health Centers incumbent Medical Assistants and Clinic Managers will receive Business Skills training to include: Communication Skills, Workplace Ethics and Professionalism, Team Building and Collaboration, Effective Problem Solving, Embracing Diversity, Demonstrating Compassion, Structure – Clinic Training, and Implementing Caring Science into Clinics.

Both organizations have expressed a strong need for training and upskilling employees. Villara notes that the construction industry is exploding while the skilled workers are aging out of the profession. Training is essential for the next generation to learn the skills of the residential construction sector. Elica Health Centers has grown over 400% since 2015- increasing the number of health centers from two to eleven during the past six years, launching a mobile medicine program, a primary dental care program, and adding behavioral/mental healthcare to their array of services. Elica's commitment to enhancing the training of employees has been and continues to be a critical component of their ability to manage and sustain such rapid organizational growth.

RECOMMENDATION:

Ratify the submission of an Employment Training Panel (ETP) application in the amount of \$453,744 to support incumbent worker training in Construction and Healthcare, and authorize the SETA Executive Director to execute the agreement, subgrant agreements, modifications and any other documents required by the funding source.

PRESENTER: Terri Carpenter

ITEM III-C-1 – ACTION

APPROVAL TO LAUNCH AN EARLY CHILDHOOD EDUCATION AND CHILDCARE
SECTOR INITIATIVE AND AUTHORIZE STAFF TO IDENTIFY AND PURSUE
FUNDING, EXECUTE AGREEMENTS, AND TAKE OTHER NECESSARY ACTION IN
FURTHERANCE OF THE INITIATIVE

BACKGROUND:

At the October 7, 2021 Governing Board Meeting, Mr. Guerra requested that SETA lead/convene an Early Childhood Education/Childcare sector initiative with partners and community stakeholders to develop solutions that improve access to affordable and quality childcare, particularly for working parents, and to increase access to self-sufficient career pathways in the Early Childhood Education/Childcare sector.

The ensuing Board discussion included the challenges in accessing childcare, the shortage of workforce talent, potential funding available, and SETA's unique position to lead the initiative. It was agreed that an action item would be placed on the agenda for the November 4, 2021 Governing Board Meeting.

RECOMMENDATION:

Approve the launch of an Early Childhood Education and Childcare Sector Initiative and authorize staff to identify and pursue funding, execute agreements, and take other necessary action in furtherance of the initiative.

PRESENTER: Denise Lee

ITEM III-C-2 ACTION

APPROVAL TO RELEASE AN INVITATION FOR SEALED BIDS

BACKGROUND:

On February 4, 2021, the Governing Board authorized the Children and Family Services Department to submit a Head Start/Early Head Start budget modification to the Office of Head Start/Administration for Children and Families. The budget modification reprogramed under-spent funds in the Personnel, Fringe Benefits, Supplies, Equipment and Other cost categories to fund tenant improvements at the Northview Early Learning Center, located at 2401 Northview Drive, Sacramento. Funding was approved as follows:

1. FY' 2019-2020 CARES Act/COVID-19 funds under a No-Cost Extension
Grant # 09CH010182
\$650,000
2. FY' 2020-2021 Head Start/Early Head Start Basic
Grant #09CH011763
\$650,000

Since receiving approval, staff has procured and contracted for project management and architectural services to move forward with space design and finishes. Architectural plans were developed and submitted to the City of Sacramento on October 8, 2021. The plans are currently under the review process, which could take 4-6 weeks.

As part of the review process, the City of Sacramento will provide initial feedback to the architectural firm, who will in return respond with changes and/or comments. This process could take a few weeks to complete, which will likely be after the November 4th Governing Board meeting.

Staff is requesting authorization to release an Invitation for Sealed Bids (IFSB) for general contractor services, incorporating any City-required revisions before actual release. The target release date is November 15, 2021. However, this date may need to be modified and/or content may need to be updated prior to release based on the City plan review process. While SETA does not anticipate significant changes to the IFSB, flexibility for such is imperative in order to maintain the schedule to insure completion of Tenant Improvements before funding expires.

Item III-C-2-ACTION (continued)

Page 2

Tenant improvements are estimated to take approximately 6 months upon notice to proceed. Funding expires on July 31, 2022, making timelines extremely tight and not coinciding with regularly scheduled Governing Board meetings.

As a result, staff is also requesting approval to delegate authority to the Executive Director to make modifications to the IFSB in response to the City review process and to release the IFSB, in consultation with SETA legal counsel, as soon as practicable after the City review process is completed.

Staff will return to the Governing Board on January 6, 2022 to review and take action on the selection of the successful bidder.

The Invitation for Sealed Bids (IFSB) will be sent under separate cover.

RECOMMENDATION:

Approval to delegate authority to the Executive Director to make modifications, in response to revisions necessary for final City permits, and to release the Invitation for Sealed Bids (IFSB) for general contractor services for the Northview Early Learning Center Tenant Improvements.

PRESENTER: Denise Lee

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

Program Operator: Greater Sacramento Urban League

Findings and General Observations:

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

Recommendations for Corrective Action:

None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Stephen Norris **DATE:** October 7, 2021

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of JUMA Ventures, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	OSY	\$110,321	7/1/2020-6/30/2021	1/1/2021-6/31/2021

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: September 2021

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

Program Operator: JUMA Ventures, Inc.

Findings and General Observations:

- 1) We have reviewed the WIOA Out-of-School Youth program from January 1, 2021 to June 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

MEMORANDUM

TO: Ms. Rachel Rios **DATE: October 19, 2021**
FROM: David B. Clark, SETA Fiscal Monitor
RE: Fiscal Desk Monitoring of La Familia Counseling Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	OSY	\$ 181,981	7/1/20 - 6/30/21	7/1/20 - 6/30/21
WIOA	AD/BIC	\$ 208,000	7/1/20 - 6/30/21	7/1/20 - 6/30/21
WIOA	DW/BIC	\$ 52,000	7/1/20 - 6/30/21	7/1/20 - 6/30/21
CITY CARES	OJT	\$ 69,000	10/5/20 - 12/30/20	10/5/20 - 12/30/20
CSBG	YSS	\$ 60,000	1/1/20 - 12/31/20	7/1/20 - 12/31/21
WIOA	P2E	\$ 62,819	11/1/19 - 5/1/21	7/1/20 - 5/1/21
CSBG	YSS	\$ 60,000	1/1/21 - 12/31/21	1/1/21 - 6/30/21

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: September 7, 2021
Follow up: 9/21, 9/27, 9/29, 10/6, 10/13

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

Program Operator: La Familia Counseling Center

Findings and General Observations:

The total costs as reported to SETA for WIOA, CITY CARES and CSBG have been traced to the delegate agency records. The records were verified and appear to be in order, and there are no adjustments required.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Kathy Rothberg **DATE:** October 12, 2021

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of Lao Family Community Development

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	FSS-CARES	\$125,000	11/2/2020-3/31/2022	11/2/2020-6/30/2021
WIOA	Adult	\$208,000	7/1/2020-6/30/2021	1/1/2021-6/30/2021
WIOA	DW	\$52,000	7/1/2020-6/30/2021	1/1/2021-6/30/2021
WIOA	OSY	\$112,242	7/1/2020-6/30/2021	1/1/2021-6/30/2021

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

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

Program Operator: Lao Family Community Development

Findings and General Observations:

- 1) We have reviewed the CSBG Family Self-Sufficiency CARES Act from November 2, 2020 to June 30, 2021 and the WIOA Adult, Dislocated Worker and Out-of-School Youth 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: Ms. Amanda Reynaud DATE: September 29, 2021

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of North State Building Industry Foundation

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
WIOA	OSY	\$136,954	7/1/2020-6/30/2021	1/1/2021-6/30/2021

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

Date of review: 8/13/21, 8/25, 9/7, 9/20, 9/27

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

Program Operator: North State Building Industry Foundation

Findings and General Observations:

- 1) The total costs as reported to SETA for the review period of January 1, 2021 to June 30, 2021 for the WIOA Out-of-School Youth program have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Lisa Miller **DATE:** October 18, 2021

FROM: David B. Clark, SETA Fiscal Monitor

RE: Fiscal Desk Monitoring of Pivot Sacramento

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	FSS-Cares	\$ 43,919	11/2/20 – 3/31/22	11/2/20 – 6/30/21
WIOA	Adult	\$ 78,533	7/1/20 - 6/30/21	1/1/21 – 6/30/21
WIOA	DW	\$ 19,633	7/1/20 - 6/30/21	1/1/21 – 6/30/21

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: 9/6/2021

Follow up: 9/13, 9/29, 9/30, 10/1

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

Program Operator: Pivot Sacramento

Findings and General Observations:

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

Recommendations for Corrective Action:

None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Staci Anderson **DATE:** October 18, 2021
FROM: David B. Clark, SETA Fiscal Monitor
RE: Fiscal Desk Monitoring of PRO Youth & Families

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Adult	\$ 107,422	7/1/20 - 6/30/21	1/1/21 – 6/30/21
WIOA	DW	\$ 26,856	7/1/20 - 6/30/21	1/1/21 - 6/30/21

Monitoring Purpose: Initial Follow-Up Special Final X

Date of review: 9/6/21
Follow up: 9/14, 9/21

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

Program Operator: PRO Youth & Families

Findings and General Observations:

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

Recommendations for Corrective Action:

None.

cc: Kathy Kossick
Governing Board

Program Operator: River Oak Center for Children

Findings and General Observations:

- 1) The total costs as reported to SETA for the Early Head Start program from August 1, 2020 to July 31, 2021 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Jessica Johannesen **DATE:** October 18, 2021
FROM: David B Clark, SETA Fiscal Monitor
RE: Fiscal Desk Monitoring of Sacramento County Office of Education

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early Head Start	Basic	\$712,308	8/1/20 - 7/31/21	8/1/20 - 7/31/21
Early Head Start	COVID-19 c/o	\$ 53,938.64	8/1/20 - 7/31/21	8/1/20 - 7/31/21

Monitoring Purpose: Initial Follow-up Special Final X

Dates of review: 9/17/21
Follow up Dates: 9/29, 10/1

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

Program Operator: Sacramento County Office of Education

Findings and General Observations:

- 1) The total costs as reported to SETA for the Early Head Start program have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

ITEM IV – B– INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

PRESENTER: William Walker

SETA- Employer Activity Report

The following is an update of information as of October 19, 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	Dispatcher	1
	9	Events Duty Person	1
	9	Finance (Budget) Analyst I	1
	9	Forensic Investigator	1
	9	Human Resources Specialist	1
	9	Maintenance Specialist-Irrigation	1
	9	Police Officer	2
	9	Police Recruit	1
	9	Purchasing Specialist	1
	3	Senior Civil Engineer	1
	City of Sacramento	9	Administrative Officer
9		Administrative Technician	1
9		Animal Care Technician	1
9		Aquatics Recreation Coordinator	1
9		Aquatics Specialist	1
9		Arts Program Coordinator	1
9		Assistant Camp Caretaker	1
9		Assistant Camp Chef	2
9		Assistant Code Enforcement Officer	1
3		Associate Civil Engineer	1

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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	3	Associate Electrical Engineer	1
	9	Building Monitor	1
	9	Camp Aide	2
	9	Camp Chef	1
	9	Camp Host	1
	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	Customer Service Representative	1
	9	Development Services Technician I	1
	9	Development Services Technician II	1
	9	Dispatcher II	1
	9	Dispatcher Recruit	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 -Asst Performing Arts & Auditorium Manager	1
	9	Events Services Supervisor -Guest Service Manager	1
	7	Information Technology Manager	1
	9	Instrument Technician I	1
	9	Instrument Technician Trainee	1
	9	Junior Planner	1

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City of Sacramento	9	Legal Secretary - Litigation	1
	9	Legal Staff Assistant	1
	9	Lifeguard	1
	9	Office Specialist	1
	9	Park Maintenance Manager	1
	9	Park Maintenance Superintendent	1
	9	Personnel Analyst	1
	9	Police Chief	1
	9	Police Officer	2
	9	Police Officer Recruit	2
	9	Pool Manager	1
	7	Principal Applications Developer	1
	9	Principal Budget Analyst	1
	9	Principal Building Inspector	1
	9	Program Coordinator	1
	9	Program Developer	2
	9	Program Manager	1
	7	Program Specialist	1
	7	Program Specialist -Senior IT Business Analyst	1
	9	Recreation Aide	2
	9	Registrar	1
	9	Security Officer	1
	9	Senior Animal Control Officer	1
	7	Senior Applications Developer	1
	7	Senior Applications Developer -PeopleSoft	1
	9	Senior Deputy City Attorney	1
	9	Senior Lifeguard	1

SETA- Employer Activity Report

The following is an update of information as of October 19, 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	Senior Recreation Aid	2
	7	Senior Systems Engineer	1
	9	Stationary Engineer	1
	3	Street Construction Laborer	1
	9	Utilities Operations & Maintenance Service Worker Wastewater & Drainage	1
	9	Utility Worker	1
	2	Water Conservation Representative	1
Cordova Recreation & Parks District	9	Golf Course Maintenance Worker Aide	2
	9	Office Assistant/Clerical II	1
	9	Park Maintenance II	3
	9	Program Facilitator-Senior Center	1
	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
Hagginwood Academy, LLC	4	Lead Toddler/2s Teacher	1
HR TO GO	9	Administrative Assistant	1
Integrity Support Services Inc. DBA Employment Screening Resources	9	Verification Specialist	1

SETA- Employer Activity Report

The following is an update of information as of October 19, 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			
Legacy Wireless Services	7	Top Lead/Top Hand II	1
Los Rios Community College District	4	Accountant	1
	4	Administrative Assistant I	1
	4	Athletic Trainer	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	Dean of Language and Literature	1
	4	Director IV of Workforce Development	1
	4	Director V of Degree Planning Initiatives	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	Fire Technology Adjunct Assistant Professor	1
9	Head Groundskeeper	1	
4	Instructional Assistant - Music	1	
4	Instructional Assistant-Arts, Media, and Entertainment	1	

SETA- Employer Activity Report

The following is an update of information as of October 19, 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	Instructional Services Assistant II	1
	4	Maintenance HVAC Mechanic	1
	4	Nursing RN Assistant Professor -Medical Surgical Focus	1
	4	Outreach Specialist	1
	4	Police Communication Dispatcher	1
	4	Police Officer	1
	4	Project Director (X) for TRIO Educational Talent Search (ETS)	1
	4	Psychology Assistant Professor	3
	4	Senior Information Technology Business/Technical Analyst	1
	4	Special Projects External Events Coordinator	1
	4	Special Projects - Work-Based Learning and Job Readiness Specialist	1
	4	Student Personnel Assistant - Contract Education	1
	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
New Beginnings for Exceptional People	6	In-Home Attendant	1
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
Sacramento LGBT Community Center	9	Chief Development & External Affairs Officer	1
Walmart	9	Power Equipment Operator	1
	9	Warehouse Associate	20
Women's Empowerment	9	Safety Monitor	1
Total			238

ITEM IV-C- INFORMATION

DISLOCATED WORKER UPDATE

BACKGROUND:

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

PRESENTER: William Walker

Dislocated Worker Information PY 2021/2022

The following is an update of information as of October 19, 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-D- INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for the Sacramento MSA for the month of September was 5.5%.

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)
Education and health services registered the largest month-over growth**

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 5.5 percent in September 2021, down from a revised 6.4 percent in August 2021, and below the year-ago estimate of 9.1 percent. This compares with an unadjusted unemployment rate of 6.4 percent for California and 4.6 percent for the nation during the same period. The unemployment rate was 4.9 percent in El Dorado County, 4.3 percent in Placer County, 6.1 percent in Sacramento County, and 4.7 percent in Yolo County.

Between August 2021 and September 2021, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 1,600 to total 1,006,600 jobs.

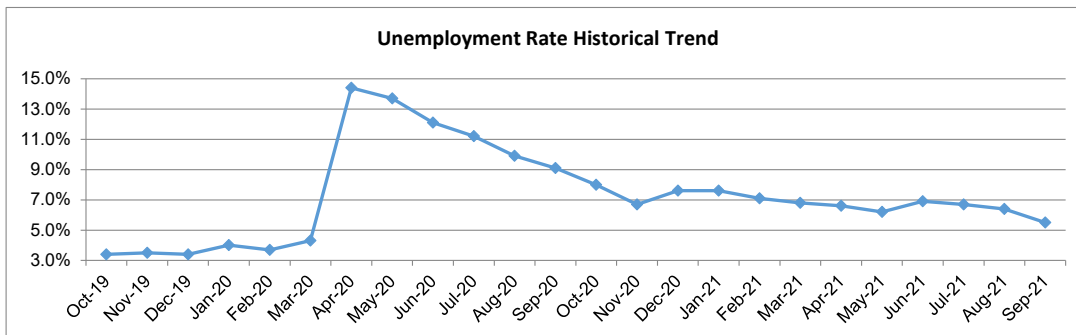
- Education and health services reported the largest employment gain in September, adding 1,700 jobs. Employment rose in health care and social assistance (up 1,300 jobs) and educational services (up 400 jobs).
- Government continued to gain employment from August to September, with the addition of 1,500 jobs. State government (up 1,400 jobs) and federal government (up 200 jobs) were responsible for the growth.
- Employment in trade, transportation, and utilities grew by 700 jobs with continued job growth in transportation, warehousing, and utilities (up 600 jobs). Retail trade employment was up 300 jobs. These gains were partially offset by a loss in wholesale trade (down 200 jobs).
- Meanwhile, leisure and hospitality led the region in job declines, dropping 1,800 jobs. Accommodation and food services (down 1,600 jobs) accounted for 89 percent of the decrease.

Between September 2020 and September 2021, total jobs in the region increased by 36,400 or 3.8 percent.

- Construction led the region in year-over growth, adding 9,000 jobs.
- Leisure and hospitality grew by 8,800 jobs since last September. Accommodation and food services gained 6,100 jobs. Arts, entertainment, and recreation was up 2,700 jobs.
- Trade, transportation, and utilities increased by 4,600 jobs. Employment gains were reported in transportation, warehousing, and utilities (up 3,000 jobs) and retail trade (up 1,900 jobs).
- Additional year-over employment gains of over 1,000 jobs occurred in the following sectors: other services (up 4,100 jobs), professional and business services (up 3,400 jobs), education and health services (up 1,700 jobs), farm (up 1,600 jobs), and financial activities (up 1,300 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 5.5 percent in September 2021, down from a revised 6.4 percent in August 2021, and below the year-ago estimate of 9.1 percent. This compares with an unadjusted unemployment rate of 6.4 percent for California and 4.6 percent for the nation during the same period. The unemployment rate was 4.9 percent in El Dorado County, 4.3 percent in Placer County, 6.1 percent in Sacramento County, and 4.7 percent in Yolo County.



Industry	Aug-2021	Sep-2021	Change		Sep-2020	Sep-2021	Change
	Revised	Prelim				Prelim	
Total, All Industries	1,005,000	1,006,600	1,600		970,200	1,006,600	36,400
Total Farm	10,500	10,900	400		9,300	10,900	1,600
Total Nonfarm	994,500	995,700	1,200		960,900	995,700	34,800
Mining, Logging, and Construction	80,800	80,500	(300)		71,500	80,500	9,000
Mining and Logging	600	600	0		600	600	0
Construction	80,200	79,900	(300)		70,900	79,900	9,000
Manufacturing	38,100	37,700	(400)		36,800	37,700	900
Trade, Transportation & Utilities	161,100	161,800	700		157,200	161,800	4,600
Information	9,900	9,900	0		9,700	9,900	200
Financial Activities	51,900	52,400	500		51,100	52,400	1,300
Professional & Business Services	135,600	135,300	(300)		131,900	135,300	3,400
Educational & Health Services	162,500	164,200	1,700		162,500	164,200	1,700
Leisure & Hospitality	89,000	87,200	(1,800)		78,400	87,200	8,800
Other Services	34,100	33,700	(400)		29,600	33,700	4,100
Government	231,500	233,000	1,500		232,200	233,000	800

Notes: Data not adjusted for seasonality. Data may not add due to rounding

Labor force data are revised month to month

Data Not Seasonally Adjusted

	Sep 20	Jul 21	Aug 21	Sep 21	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,077,500	1,102,700	1,098,900	1,098,000	-0.1%	1.9%
Civilian Employment	979,500	1,028,800	1,028,200	1,037,300	0.9%	5.9%
Civilian Unemployment	98,000	74,000	70,700	60,700	-14.1%	-38.1%
Civilian Unemployment Rate	9.1%	6.7%	6.4%	5.5%		
(CA Unemployment Rate)	10.5%	7.9%	7.5%	6.4%		
(U.S. Unemployment Rate)	7.7%	5.7%	5.3%	4.6%		

Total, All Industries (2)	970,200	996,600	1,005,000	1,006,600	0.2%	3.8%
Total Farm	9,300	10,500	10,500	10,900	3.8%	17.2%
Total Nonfarm	960,900	986,100	994,500	995,700	0.1%	3.6%
Total Private	728,700	759,800	763,000	762,700	0.0%	4.7%
Goods Producing	108,300	116,900	118,900	118,200	-0.6%	9.1%
Mining, Logging, and Construction	71,500	80,200	80,800	80,500	-0.4%	12.6%
Mining and Logging	600	600	600	600	0.0%	0.0%
Construction	70,900	79,600	80,200	79,900	-0.4%	12.7%
Construction of Buildings	14,700	15,100	15,100	15,300	1.3%	4.1%
Specialty Trade Contractors	48,700	56,200	56,500	55,900	-1.1%	14.8%
Building Foundation & Exterior Contractors	13,000	15,500	15,700	15,500	-1.3%	19.2%
Building Equipment Contractors	20,300	21,600	21,700	21,800	0.5%	7.4%
Building Finishing Contractors	10,300	11,700	11,800	11,600	-1.7%	12.6%
Manufacturing	36,800	36,700	38,100	37,700	-1.0%	2.4%
Durable Goods	22,700	22,800	22,900	22,600	-1.3%	-0.4%
Computer & Electronic Product Manufacturing	4,500	4,500	4,600	4,600	0.0%	2.2%
Nondurable Goods	14,100	13,900	15,200	15,100	-0.7%	7.1%
Food Manufacturing	5,700	4,800	5,700	5,800	1.8%	1.8%
Service Providing	852,600	869,200	875,600	877,500	0.2%	2.9%
Private Service Providing	620,400	642,900	644,100	644,500	0.1%	3.9%
Trade, Transportation & Utilities	157,200	160,100	161,100	161,800	0.4%	2.9%
Wholesale Trade	26,400	26,300	26,300	26,100	-0.8%	-1.1%
Merchant Wholesalers, Durable Goods	15,700	15,400	15,400	15,300	-0.6%	-2.5%
Merchant Wholesalers, Nondurable Goods	9,300	9,500	9,500	9,500	0.0%	2.2%
Retail Trade	96,000	97,500	97,600	97,900	0.3%	2.0%
Motor Vehicle & Parts Dealer	13,500	14,300	14,400	14,300	-0.7%	5.9%
Building Material & Garden Equipment Stores	8,800	9,400	9,100	9,100	0.0%	3.4%
Grocery Stores	20,400	19,800	19,900	19,600	-1.5%	-3.9%
Health & Personal Care Stores	5,300	5,200	5,200	5,300	1.9%	0.0%
Clothing & Clothing Accessories Stores	6,100	7,700	7,900	7,800	-1.3%	27.9%
Sporting Goods, Hobby, Book & Music Stores	3,300	3,100	3,200	3,300	3.1%	0.0%
General Merchandise Stores	18,500	18,500	18,400	18,700	1.6%	1.1%
Transportation, Warehousing & Utilities	34,800	36,300	37,200	37,800	1.6%	8.6%
Information	9,700	9,900	9,900	9,900	0.0%	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	52,200	51,900	52,400	1.0%	2.5%
Finance & Insurance	34,500	35,400	35,000	35,300	0.9%	2.3%
Credit Intermediation & Related Activities	10,500	11,600	11,500	11,300	-1.7%	7.6%
Depository Credit Intermediation	5,900	6,000	5,900	5,800	-1.7%	-1.7%
Nondepository Credit Intermediation	2,400	3,000	2,900	2,900	0.0%	20.8%
Insurance Carriers & Related	20,300	19,100	18,900	19,400	2.6%	-4.4%
Real Estate & Rental & Leasing	16,600	16,800	16,900	17,100	1.2%	3.0%
Real Estate	13,400	13,700	13,800	13,900	0.7%	3.7%
Professional & Business Services	131,900	134,600	135,600	135,300	-0.2%	2.6%
Professional, Scientific & Technical Services	57,400	59,700	61,200	61,300	0.2%	6.8%
Architectural, Engineering & Related Services	10,200	10,600	10,800	10,800	0.0%	5.9%
Management of Companies & Enterprises	13,400	13,500	13,600	13,500	-0.7%	0.7%
Administrative & Support & Waste Services	61,100	61,400	60,800	60,500	-0.5%	-1.0%
Administrative & Support Services	58,100	58,400	57,800	57,500	-0.5%	-1.0%
Employment Services	20,400	20,400	20,600	20,700	0.5%	1.5%

Data Not Seasonally Adjusted

	Sep 20	Jul 21	Aug 21	Sep 21	Percent Change	
			Revised	Prelim	Month	Year
Services to Buildings & Dwellings	17,900	18,800	18,900	18,800	-0.5%	5.0%
Educational & Health Services	162,500	162,500	162,500	164,200	1.0%	1.0%
Education Services	10,600	10,300	10,600	11,000	3.8%	3.8%
Health Care & Social Assistance	151,900	152,200	151,900	153,200	0.9%	0.9%
Ambulatory Health Care Services	53,500	53,700	53,900	53,900	0.0%	0.7%
Hospitals	25,000	25,200	25,200	25,400	0.8%	1.6%
Nursing & Residential Care Facilities	16,900	16,800	16,800	16,800	0.0%	-0.6%
Leisure & Hospitality	78,400	89,200	89,000	87,200	-2.0%	11.2%
Arts, Entertainment & Recreation	8,800	12,200	11,700	11,500	-1.7%	30.7%
Accommodation & Food Services	69,600	77,000	77,300	75,700	-2.1%	8.8%
Accommodation	6,000	6,900	7,200	7,100	-1.4%	18.3%
Food Services & Drinking Places	63,600	70,100	70,100	68,600	-2.1%	7.9%
Restaurants	61,400	67,100	67,600	66,100	-2.2%	7.7%
Full-Service Restaurants	23,700	29,700	30,000	29,200	-2.7%	23.2%
Limited-Service Eating Places	37,700	37,400	37,600	36,900	-1.9%	-2.1%
Other Services	29,600	34,400	34,100	33,700	-1.2%	13.9%
Repair & Maintenance	10,000	10,700	10,600	10,600	0.0%	6.0%
Government	232,200	226,300	231,500	233,000	0.6%	0.3%
Federal Government	16,100	14,700	14,500	14,700	1.4%	-8.7%
Department of Defense	1,800	1,800	1,800	1,800	0.0%	0.0%
State & Local Government	216,100	211,600	217,000	218,300	0.6%	1.0%
State Government	120,700	120,400	120,100	121,500	1.2%	0.7%
State Government Education	25,800	24,400	23,600	24,500	3.8%	-5.0%
State Government Excluding Education	94,900	96,000	96,500	97,000	0.5%	2.2%
Local Government	95,400	91,200	96,900	96,800	-0.1%	1.5%
Local Government Education	50,000	44,900	50,200	52,200	4.0%	4.4%
Local Government Excluding Education	45,400	46,300	46,700	44,600	-4.5%	-1.8%
County	19,600	19,100	19,000	19,000	0.0%	-3.1%
City	9,400	10,400	10,800	9,500	-12.0%	1.1%
Special Districts plus Indian Tribes	16,400	16,800	16,900	16,100	-4.7%	-1.8%

Notes:

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

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

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

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

#####

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

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,041,600	17,825,000	1,216,600	6.4%
ALAMEDA	22	805,200	763,000	42,200	5.2%
ALPINE	51	480	440	40	8.0%
AMADOR	29	14,710	13,870	840	5.7%
BUTTE	29	93,800	88,400	5,400	5.7%
CALAVERAS	12	21,840	20,810	1,040	4.7%
COLUSA	55	11,240	10,300	940	8.4%
CONTRA COSTA	25	537,400	507,600	29,800	5.5%
DEL NORTE	36	9,530	8,950	590	6.1%
EL DORADO	16	91,500	87,000	4,500	4.9%
FRESNO	50	445,000	410,400	34,600	7.8%
GLENN	29	12,870	12,140	730	5.7%
HUMBOLDT	18	60,700	57,600	3,100	5.0%
IMPERIAL	58	68,200	55,900	12,300	18.1%
INYO	16	8,250	7,840	410	4.9%
KERN	56	385,100	351,500	33,600	8.7%
KINGS	51	56,300	51,900	4,500	8.0%
LAKE	39	29,260	27,440	1,820	6.2%
LASSEN	8	9,810	9,350	450	4.6%
LOS ANGELES	53	5,034,500	4,621,500	413,000	8.2%
MADERA	47	62,600	58,100	4,500	7.3%
MARIN	1	133,900	129,100	4,800	3.6%
MARIPOSA	29	7,730	7,290	440	5.7%
MENDOCINO	20	36,960	35,060	1,900	5.1%
MERCED	53	118,300	108,600	9,800	8.2%
MODOC	20	3,390	3,220	170	5.1%
MONO	25	8,420	7,950	460	5.5%
MONTEREY	29	225,400	212,600	12,800	5.7%
NAPA	8	71,300	68,000	3,300	4.6%
NEVADA	8	47,730	45,510	2,220	4.6%
ORANGE	18	1,582,000	1,502,200	79,800	5.0%
PLACER	5	186,800	178,800	8,000	4.3%
PLUMAS	44	7,990	7,460	530	6.7%
RIVERSIDE	42	1,114,900	1,041,500	73,400	6.6%
SACRAMENTO	36	712,400	669,300	43,100	6.1%
SAN BENITO	35	31,600	29,700	1,900	6.0%
SAN BERNARDINO	42	978,700	914,000	64,700	6.6%
SAN DIEGO	27	1,534,700	1,448,600	86,100	5.6%
SAN FRANCISCO	4	558,800	535,700	23,100	4.1%
SAN JOAQUIN	49	333,100	308,200	24,900	7.5%
SAN LUIS OBISPO	8	131,000	125,000	6,000	4.6%
SAN MATEO	2	439,400	422,600	16,800	3.8%
SANTA BARBARA	12	221,400	211,100	10,300	4.7%
SANTA CLARA	3	1,027,100	986,800	40,300	3.9%
SANTA CRUZ	24	134,200	127,100	7,200	5.4%
SHASTA	27	75,000	70,800	4,200	5.6%
SIERRA	5	1,410	1,350	60	4.3%
SISKIYOU	39	17,240	16,160	1,080	6.2%
SOLANO	41	202,600	189,700	12,800	6.3%
SONOMA	7	249,600	238,400	11,200	4.5%
STANISLAUS	45	244,900	227,900	17,000	6.9%
SUTTER	46	46,200	42,900	3,300	7.1%
TEHAMA	34	26,260	24,720	1,540	5.9%
TRINITY	12	4,740	4,510	220	4.7%
TULARE	57	200,500	181,800	18,700	9.3%
TUOLUMNE	36	19,900	18,680	1,220	6.1%
VENTURA	23	410,200	388,600	21,600	5.3%
YOLO	12	107,300	102,200	5,100	4.7%
YUBA	47	30,300	28,100	2,200	7.3%

Notes

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

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

ITEM IV-E- INFORMATION

HEAD START REPORTS

BACKGROUND:

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

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

Staff will be available to answer questions.

PRESENTER: Denise Lee



SETA Head Start Food Service Operations Monthly Report *September 2021

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
37,814	31,024	30,490	0

Total Amount of Meals and Snacks Prepared 99,328

Purchases:

Food	\$98,793.04
Non - Food	\$21,693.02

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$311.37

Vehicle Gas / Fuel: \$2,113.28
Normal Delivery Days 21

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment <i>(9/31/21)</i>	(b) % Actual to Funded
Elk Grove USD	440	404	92
Sacramento City USD	736	333	45
SETA	1,736	1236	71
San Juan USD	1,044	689	66
Twin Rivers USD	160	157	98
WCIC/Playmate	120	73	61
Total	4,236	2,892	68

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment <i>(9/31/21)</i>	(b) % Actual to Funded
SETA	653	562	86
San Juan USD	163	152	93
TRUSD	56	53	95
Total	872	767	88

- (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 85%, agency includes corrective plan of action.



PROGRAM INFORMATION REPORT (PIR) OVERVIEW

Background and Purpose:

In 1978, the national Head Start Bureau (aka OHS) began the first uniform collection of data to describe the nation's Head Start program. By the mid-1980s, the Head Start Program Information Report (PIR) was the "principal source of basic information about the operating characteristics of Head Start programs and the services they provide" (Ellsworth 1978). The PIR is an extensive survey that all Head Start and Early Head Start programs are required to complete on an annual basis. Data collected through the PIR is used for a variety of purposes including:

- to describe varied program design and staffing patterns
- to report funded and actual enrollment levels
- to describe and quantify the services delivered by each program, and
- to identify demographic and social trends among the children and families served.

The PIR also provides summary data at the national, regional, state, city and zip code levels. Selected areas of the reports are used to inform national policy decisions and provide timely information in response to Congressional and public inquiry about the program.

2020-2021 PIR Report:

There are three charts attached – one Head Start chart, which represents services to preschool aged children and two Early Head Start charts, which represent services to infants, toddlers and pregnant woman. These data charts are not inclusive of all questions included in the federal PIR but instead focus on key indicators for program quality and threshold comparisons.

Summary of Results and Corrective Plans:

- Despite overall percentages being lower than previous years (non-COVID-19 years), SETA remains on par with State and National levels.
- Due to Shelter-in-Place closures, Sacramento County Head Start/Early Head Start programs struggled to maintain full enrollment in distance learning and remote services. This was the same across the state and the nation.

- Nearly all enrolled children (96%) have an identified medical home and medical insurance.
- The percentage of children completing all medical screenings significantly declined from previous years due to lack of in-person services and medical appointments during the pandemic. Sacramento is slightly less than its state and national counterparts.
 - Note: To count as medically complete, a child must be up-to-date on ALL of the following screenings: blood pressure, height/weight, physical exam, blood lead, and TB.
 - As programs return to in-person services in 2021-2022, these percentages will significantly increase for the 2021-2022 program year.
- Seventy-one (71%) of children received follow-up medical treatment as needed. This is on par with state and national averages.
- The percentage of children completing a dental examination significantly declined from previous years due to COVID-19 closures. However, Sacramento County is higher than the state and national averages.
 - As programs return to in-person services, these percentages will significantly increase for the 2021-2022 program year.
- Staff have assisted more than 58 families experiencing homelessness during the program year.
- Nearly 75% of all Head Start teachers hold a Bachelor's degree or higher, outpacing national and state averages.
- One hundred percent (100%) of all Head Start Home-Based teachers hold a permit, Associate's

	SOP	Elk Grove	Sac City	San Juan	Twin Rivers	WCIC	County Totals	Nat'l Avg	State Avg
Enrollment									
Total Funded Enrollment	1,736	440	736	1,044	160	120	4,236	628,166	63,610
Actual Enrollment	1,860	382	441	940	199	97	3,919	505,775	50,011
# Enrolled < 45 days	46	16	9	10	4	3	88	20,998	1,882
# Total staff	531	55	139	145	46	19	935	149,546	14,857
# of classes	81	22	42	47	7	6	205	34,649	3,400
Child Demographics									
Age: 2 years old	18%	0%	5%	3%	6%	0%	11%	5%	7%
Age: 3 years old	36%	31%	27%	37%	48%	34%	35%	41%	38%
Age: 4 years old	45%	69%	63%	59%	46%	66%	54%	53%	53%
Age: 5 years old	0%	0%	4%	0%	0%	0%	0%	1%	1%
Hispanic	48%	32%	41%	25%	31%	43%	39%	35%	74%
Non -Hispanic	52%	68%	59%	75%	69%	57%	61%	65%	26%
Am. Indian/Alaska Native	1%	9%	1%	1%	1%	0%	2%	2%	3%
Asian	11%	31%	28%	16%	18%	9%	17%	2%	6%
Black or African America	26%	18%	18%	10%	28%	41%	21%	30%	9%
Native Hawaiian/Pac.Islander	1%	2%	2%	1%	3%	0%	1%	1%	0%
White	31%	29%	41%	63%	18%	2%	38%	47%	60%
Bi-racial/Multi-racial	12%	9%	9%	6%	14%	3%	10%	11%	6%
Other or Unspecified	17%	1%	0%	3%	19%	44%	11%	7%	16%
English	66%	60%	65%	44%	78%	68%	61%	73%	56%
Spanish	21%	13%	15%	11%	10%	26%	17%	21%	36%
Native Central/South Am.	0%	0%	0%	0%	0%	0%	0%	0%	0%
Middle Eastern/Indic	5%	13%	3%	41%	7%	2%	14%	2%	3%
East Asian	5%	13%	16%	1%	4%	4%	6%	1%	4%
Native No.American/Alaska	0%	0%	0%	0%	0%	0%	0%	0%	0%
Pacific Islander	0%	0%	0%	0%	0%	0%	0%	0%	0%
European/Slavic	1%	0%	0%	2%	1%	0%	1%	1%	1%
African	0%	1%	0%	1%	0%	0%	0%	1%	0%

	SOP	Elk Grove	Sac City	San Juan	Twin Rivers	WCIC	County Totals	Nat'l Avg	State Avg
Other or Unspecified	1%	0%	0%	0%	1%	0%	1%	0%	0%
# children in foster care	0%	3%	2%	1%	1%	2%	1%	3%	4%
First year enrollees	33%	81%	52%	65%	68%	40%	49%	55%	48%
Demographics									
# of Families	1,681	360	413	873	191	93	3,611	469,591	46,672
# of One Parent Families	54%	40%	47%	23%	42%	74%	44%	60%	49%
# of Two Parent Families	46%	60%	53%	77%	58%	26%	56%	40%	51%
Highest Household Education Level									
....Advanced or baccalaureate degree	7%	16%	5%	19%	11%	4%	11%	9%	9%
....Associate degree, vocational school	30%	28%	36%	41%	29%	25%	33%	22%	27%
....High School diploma or GED	37%	45%	45%	31%	51%	53%	38%	47%	38%
....Less than high school graduate	24%	11%	14%	9%	9%	18%	17%	19%	25%
# income below 100% poverty	81%	69%	51%	46%	66%	52%	67%	69%	52%
# over income	9%	9%	18%	27%	15%	0%	14%	7%	9%
# families experiencing homeless	2%	3%	0%	1%	1%	0%	1%	5%	8%
# families receiving TANF	18%	19%	15%	13%	18%	81%	18%	7%	15%
# families receiving SSI	3%	7%	4%	3%	3%	3%	4%	6%	4%
Families receiving WIC	47%	40%	43%	54%	32%	56%	47%	43%	58%
Families receiving SNAP	30%	40%	29%	20%	22%	57%	29%	46%	30%
Families on active military duty	1%	1%	1%	0%	1%	0%	1%	1%	0%
% families receiving HS Services	77%	98%	11%	35%	100%	77%	62%	80%	82%
Child Health Services									
Children with medical home	91%	100%	100%	100%	100%	100%	96%	94%	97%
Children with health insurance	92%	100%	100%	100%	100%	96%	96%	95%	98%
....Underweight	5%	5%	5%	5%	3%	0%	5%	5%	4%
....Healthy weight	53%	47%	53%	60%	46%	11%	53%	57%	55%
....Overweight	12%	7%	10%	14%	11%	5%	12%	13%	13%
....Obese	18%	12%	17%	16%	17%	10%	16%	18%	19%
Med. Screenings Complete	37%	31%	43%	57%	5%	22%	40%	69%	56%
....at enrollment	22%	27%	26%	26%	7%	22%	26%	50%	38%

	SOP	Elk Grove	Sac City	San Juan	Twin Rivers	WCIC	County Totals	Nat'l Avg	State Avg
....at end of program year	37%	31%	43%	57%	5%	22%	40%	69%	56%
Needing Med. Treatment	6%	8%	12%	10%	0%	0%	8%	17%	19%
Rec'd Med. Treatment	45%	90%	100%	74%	0%	0%	71%	75%	72%
Up to date on oral health care	66%	68%	48%	69%	71%	28%	64%	60%	59%
Needing Dental Treatment	6%	40%	10%	10%	8%	19%	11%	16%	22%
Dental Treatment Rec'd	74%	41%	76%	49%	100%	40%	57%	63%	69%
Immunization									
Complete/up to date/exempt									
....at enrollment	77%	87%	98%	96%	95%	87%	86%	80%	94%
....at end of program year	93%	95%	99%	98%	97%	87%	95%	84%	96%
Education Screenings/Assessments									
# Completed Ed. Screenings	46%	45%	66%	97%	26%	38%	35%	N/A	N/A
Disabilities									
% Diagnosed	13%	11%	9%	10%	25%	9%	12%	13%	14%
# of Health Impairments	2%	2%	0%	1%	0%	0%	1%	0%	0%
Emotional disturbance	0%	0%	0%	0%	0%	0%	0%	0%	0%
# Speech/language impairments	78%	84%	93%	73%	28%	100%	74%	7%	11%
#Intellectual disabilities	0%	0%	0%	3%	0%	0%	1%	0%	0%
Hearing impairment, include deaf	1%	0%	0%	1%	0%	0%	1%	0%	0%
Orthopedic impairment	2%	0%	0%	0%	4%	0%	2%	0%	0%
Visual impairment, include blind	2%	0%	0%	0%	2%	0%	1%	0%	0%
Specific learning disability	2%	0%	2%	0%	0%	0%	1%	0%	0%
Autism	10%	14%	5%	19%	66%	0%	17%	1%	2%
Non-categorical/develop. delay	0%	0%	0%	2%	0%	0%	0%	5%	1%
Multiple disabilities	3%	0%	0%	0%	0%	0%	2%	0%	0%
Deaf-blind	0%	0%	0%	0%	0%	0%	0%	0%	0%
Staff Qualifications									
# of Teachers	81	22	42	48	7	6	206	36796	3762
..Teachers with AA degree	42%	0%	0%	10%	0%	17%	20%	22%	26%
..Teachers with BA or higher	58%	100%	100%	67%	100%	83%	75%	73%	69%

	SOP	Elk Grove	Sac City	San Juan	Twin Rivers	WCIC	County Totals	Nat'l Avg	State Avg
..Teachers with permit	0%	0%	0%	23%	0%	0%	5%	3%	4%
..None of the above	N/A	N/A	N/A	N/A	N/A	N/A	N/A	2%	0%
# of Teacher Assistants	137	21	40	45	19	6	268	38,150	3,511
..Teacher Assistants with permit	28%	24%	48%	20%	0%	50%	28%	42%	36%
..Teacher Assistants w/AA degree	31%	43%	35%	20%	89%	17%	35%	23%	39%
..Teacher Assistants with BA degree or higher	25%	33%	13%	60%	11%	0%	28%	12%	16%
...None of the above	15%	0%	5%	0%	0%	33%	9%	23%	9%
# of Home Visitors	12	N/A	N/A	N/A	N/A	N/A	12	1,222	272
..Home Visitors with permit, AA degree, BA degree of higher	100%	N/A	N/A	N/A	N/A	N/A	100%	90%	95%
..None of the above	0%	N/A	N/A	N/A	N/A	N/A	0%	10%	5%
Staff Ethnicity									
Hispanic	26%	9%	27%	13%	35%	50%	23%	28%	63%
Non- Hispanic	74%	91%	73%	87%	65%	50%	77%	72%	37%
Am. Indian/Alaska Native	3%	0%	4%	0%	0%	0%	2%	1%	4%
Asian	33%	33%	27%	0%	27%	50%	27%	2%	9%
Black or African America	18%	9%	15%	0%	15%	0%	13%	26%	8%
Native Hawaiian/Pac.Islander	2%	2%	0%	0%	0%	0%	1%	1%	1%
White	17%	49%	50%	80%	35%	0%	38%	56%	55%
Bi-racial/Multi-racial	6%	7%	5%	0%	0%	0%	4%	5%	3%
Other or Unspecified	21%	0%	0%	13%	23%	50%	15%	8%	20%
Staff Languages other than English									
Spanish	35%	17%	36%	24%	25%	44%	32%	79%	81%
Native Central/South Am.	0%	0%	0%	0%	0%	0%	0%	1%	0%
Caribbean (e.g.Haitian-Creole)	0%	0%	0%	0%	0%	0%	0%	1%	0%
Middle Eastern/Indic	18%	13%	14%	32%	75%	11%	21%	5%	6%
East Asian	33%	61%	31%	20%	0%	44%	33%	4%	9%
Native No.American/Alaska	0%	0%	0%	0%	0%	0%	0%	0%	0%
Pacific Islander	4%	4%	2%	0%	0%	0%	3%	1%	1%
European/Slavic	9%	4%	12%	16%	0%	0%	9%	5%	2%

	SOP	Elk Grove	Sac City	San Juan	Twin Rivers	WCIC	County Totals	Nat'l Avg	State Avg
African	1%	0%	0%	0%	0%	0%	0%	1%	0%
Other or Unspecified	1%	0%	5%	8%	0%	0%	2%	3%	1%
# of Volunteers	1,860	36	5	223	199	15	2,338	266,275	17,563

*Due to rounding, not all numbers will equal 100%.

	SOP	San Juan	Twin Rivers	County Totals	Nat'l Avg.	State Avg.
Enrollment Summary						
Total Funded Enrollment	573	164	56	793	141,747	19,690
Actual Enrollment	1,072	288	58	1,418	164,612	21,887
# Enrolled < 45 days	120	56	0	176	7,538	935
Of enrollees, # Pregnant Women	12	14	0	26	10,772	1,112
# pregnant women who left before baby was born	1	0	0	1	661	55
# of infants subsequently enrolled after birth	11	14	0	25	5,468	635
# Total staff	531	75	14	620	57,995	7,407
# of classes	28	10	7	45	9,779	986
Child Demographics						
Age: under 1	18%	19%	0%	17%	25%	22%
Age: 1 years old	29%	35%	24%	30%	32%	31%
Age: 2 years old	40%	34%	72%	40%	39%	40%
Age: 3 years old	12%	11%	3%	12%	4%	7%
Ethnicity						
Hispanic	48%	26%	38%	43%	38%	74%
Non-Hispanic	52%	74%	62%	57%	62%	26%
Am. Indian/Alaska Native	1%	0%	0%	1%	2%	3%
Asian	12%	16%	19%	13%	2%	5%
Black or African America	24%	10%	24%	21%	27%	8%
Native Hawaiian/Pac.Islander	1%	0%	3%	1%	1%	0%
White	38%	65%	12%	42%	48%	57%
Bi-racial/Multi-racial	14%	5%	16%	13%	11%	5%
Other or Unspecified	11%	4%	26%	10%	9%	22%
Language						
English	67%	38%	81%	61%	71%	50%
Spanish	21%	14%	12%	19%	22%	43%
Native Central/South Am.	0%	0%	0%	0%	0%	0%
Caribbean languages	0%	0%	0%	0%	0%	0%
Middle Eastern/Indic	4%	43%	0%	12%	2%	2%
East Asian	6%	0%	7%	5%	1%	3%
Native No.American/Alaska	0%	0%	0%	0%	0%	0%
Pacific Islander	0%	0%	0%	0%	0%	0%
European/Slavic	0%	4%	2%	1%	1%	1%
African	0%	0%	0%	0%	1%	0%
Other or Unspecified	1%	0%	0%	1%	1%	1%
Other						
# children in foster care	2%	1%	0%	2%	4%	4%
First year enrollees	40%	55%	81%	44%	51%	45%
Family Demographics						
# of Families	917	250	53	1,220	137,710	18,775
# of One Parent Families	56%	25%	55%	50%	58%	48%
# of Two Parent Families:	44%	75%	45%	50%	42%	52%
..... Advanced or baccalaureate degree	8%	20%	13%	10%	10%	10%

	SOP	San Juan	Twin Rivers	County Totals	Nat'l Avg.	State Avg.
.....Associate degree, vocational school	32%	38%	28%	33%	23%	27%
.....High School graduate or GED	35%	34%	45%	36%	46%	35%
.....Less than high school graduate	23%	7%	13%	19%	21%	27%
# income below 100% poverty	76%	63%	69%	85%	69%	56%
% Over Income	9%	11%	17%	11%	5%	7%
# families experiencing homeless	4%	1%	2%	4%	9%	12%
# families receiving TANF	17%	17%	17%	20%	8%	14%
# families receiving SSI	4%	1%	3%	4%	7%	4%
Families receiving WIC	56%	66%	48%	67%	67%	74%
Families receiving SNAP	31%	12%	34%	32%	50%	32%
# Families on active military duty	0%	0%	0%	0%	1%	0%
% Families receiving EHS services	72%	36%	96%	65%	83%	85%
Child Health Services						
Children with medical home	86%	155%	98%	98%	94%	98%
Children with health insurance	88%	100%	100%	91%	96%	97%
Med Screenings Complete	36%	28%	2%	33%	59%	52%
Needing Med. Treatment	4%	9%	0%	5%	9%	14%
Rec'd Med. Treatment	62%	83%	0%	68%	74%	76%
Dental						
Up to date oral health care	95%	95%	98%	95%	50%	51%
Immunization						
Complete/up to date/exempt						
....at enrollment	75%	59%	90%	72%	87%	70%
....at end of program year	77%	74%	100%	77%	88%	79%
Education Screenings/Assessments						
# Completed Ed. Screenings	45%	43%	13%	42%	N/A	N/A
Disabilities						
% Diagnosed	24%	9%	4%	20%	3%	4%
% receiving special services	100%	100%	100%	100%	N/A	N/A
Services to Pregnant Women						
# of Pregnant Women	18	14	0	32	10,772	1,112
Prenatal Health-1st trimester	11%	29%	0%	19%	17%	12%
Prenatal Health-2nd trimester	50%	36%	0%	44%	40%	38%
Prenatal Health-3rd trimester	39%	36%	0%	38%	43%	50%
# with medical insur.	67%	71%	0%	69%	91%	88%
# rec'd professional dental exam	39%	43%	0%	41%	39%	34%
# identified medically high risk	17%	7%	0%	13%	23%	20%
Pregnant Women receiving the following services:						
prenatal health care	89%	100%	0%	94%	92%	91%
postpartum health care	56%	57%	0%	56%	70%	71%
mental health interventions	22%	21%	0%	22%	30%	37%
substance abuse prevention	61%	57%	0%	59%	76%	70%
substance abuse treatment	11%	7%	0%	9%	18%	14%
prenatal education on fetal develop.	78%	57%	0%	69%	86%	85%

	SOP	San Juan	Twin Rivers	County Totals	Nat'l Avg.	State Avg.
info. on benefits of breastfeeding	72%	57%	0%	66%	86%	85%
Staff Qualifications						
# of Teachers	56	18	7	81	18,907	1,922
..... Teachers with AA degree	39%	28%	0%	33%	26%	32%
.....Teachers with BA or higher degree	25%	56%	100%	38%	29%	46%
.....Teachers with permit	36%	17%	0%	28%	37%	21%
# of Home Visitors	31	7	0	38	5,658	1,022
.....Home Visitors with permits, AA degree, BA degree or higher	90%	100%	0%	92%	90%	93%
Teaching Staff Ethnicity/Race						
Hispanic	22%	20%	29%	22%	33%	66%
Non -Hispanic	78%	80%	71%	78%	67%	34%
Am. Indian/Alaska Native	2%	0%	0%	2%	1%	3%
Asian	15%	0%	14%	12%	3%	9%
Black or African America	22%	4%	43%	19%	28%	7%
Native Hawaiian/Pac.Islander	1%	96%	0%	21%	1%	1%
White	37%	0%	43%	29%	52%	55%
Bi-racial/Multi-racial	15%	0%	0%	11%	6%	3%
Other or Unspecified	8%	0%	0%	6%	9%	22%
Teaching Staff Languages other than English						
Spanish	36%	14%	57%	36%	82%	84%
Native Central/South America	0%	0%	0%	0%	1%	0%
Caribbean languages (Haitain-Creole)	0%	14%	0%	2%	1%	0%
Middle Eastern/India	15%	14%	0%	13%	3%	4%
East Asian	38%	14%	43%	36%	4%	9%
Native No.American/Alaska	0%	0%	0%	0%	0%	0%
Pacific Islander	2%	0%	0%	2%	1%	1%
European/Slavic	4%	43%	0%	8%	4%	1%
African	2%	0%	0%	2%	2%	0%
Other or Unspecified	2%	0%	0%	2%	2%	1%
# of Volunteers	1,054	62	58	1,174	78,164	7,616

*Due to rounding, not all numbers will equal 100%.

	SOP	Nat'l Avg.	State Avg.
Enrollment Summary			
Total Funded Enrollment	80	43,151	4,884
Actual Enrollment	122	50,470	5,521
# Enrolled < 45 days	23%	6%	6%
# Total staff	531	19,854	2,729
# of classes	10	5,243	659
Child Demographics			
Age: under 1	7%	23%	15%
Age: 1 years old	36%	33%	30%
Age: 2 years old	40%	37%	36%
Age: 3 years old	17%	6%	17%
Ethnicity			
Hispanic	50%	34%	72%
Non-Hispanic	50%	66%	28%
Am. Indian/Alaska Native	0%	1%	1%
Asian	12%	1%	5%
Black or African America	33%	39%	11%
Native Hawaiian/Pac. Islander	2%	0%	0%
White	25%	39%	64%
Bi-racial/Multi-racial	7%	11%	8%
Other or Unspecified	20%	8%	12%
Language			
English	75%	78%	65%
Spanish	13%	16%	30%
Native Central/South Am.	0%	0%	0%
Caribbean languages	0%	1%	0%
Middle Eastern/Indic	3%	1%	1%
East Asian	7%	1%	3%
Native No.American/Alaska	0%	0%	0%
Pacific Islander	1%	0%	0%
European/Slavic	0%	1%	1%
African	0%	1%	0%
Other or Unspecified	1%	2%	1%
Other			
# children in foster care	1%	5%	5%
First year enrollees	25%	50%	42%
Family Demographics			
# of Families	113	44,211	4,900
# of One Parent Families	62%	74%	73%
# of Two Parent Families:	38%	26%	27%
Highest education in household			
..... Advanced or baccalaureate degree	9%	10%	10%
.....Associate degree, vocational school	27%	23%	30%
.....High School graduate or GED	42%	47%	36%

	SOP	Nat'l Avg.	State Avg.
.....Less than high school graduate	23%	21%	22%
# income below 100% poverty	85%	94%	88%
% Over Income	3%	6%	12%
# families in homeless status	0%	8%	10%
# families receiving TANF	16%	9%	12%
# families receiving SSI	2%	5%	2%
Families receiving WIC	44%	62%	72%
Families receiving SNAP	20%	48%	29%
# Families on active military duty	1%	1%	1%
% Families receiving EHS services	64%	77%	78%
Child Health Services			
Children with medical home	84%	93%	97%
Children with health insurance	84%	95%	98%
Med Screenings Complete	44%	55%	54%
Needing Med. Treatment	4%	8%	8%
Rec'd Med. Treatment	100%	71%	69%
Dental			
Up to date oral health care	44%	15%	15%
Immunization			
Complete/up to date/exempt			
....at enrollment	80%	87%	92%
....at end of program year	83%	88%	94%
Education Screenings/Assessments			
# Completed Ed. Screenings	24%	61%	65%
Disabilities			
% Diagnosed	19%	11%	11%
% receiving special services	100%	100%	100%
Staff Qualifications			
# of Teachers	20	10,726	659
.....Teachers with permit	20%	46%	36%
..... Teachers with AA degree	30%	16%	23%
.....Teachers with BA or higher degree	50%	16%	38%
Teaching Staff Ethnicity/Race			
Hispanic	25%	34%	67%
Non -Hispanic	75%	66%	33%
Am. Indian/Alaska Native	0%	1%	0%
Asian	45%	2%	8%
Black or African America	10%	39%	9%
Native Hawaiian/Pac. Islander	0%	1%	0%
White	35%	55%	66%
Bi-racial/Multi-racial	0%	2%	2%
Other or Unspecified	10%	0%	15%
Teaching Staff Languages other than English			

	SOP	Nat'l Avg.	State Avg.
Spanish	29%	83%	83%
Native Central/South America	0%	1%	0%
Caribbean languages (Haitain-Creole)	0%	1%	0%
Middle Eastern/India	21%	4%	6%
East Asian	43%	3%	7%
Native No.American/Alaska	0%	0%	0%
Pacific Islander	0%	1%	1%
European/Slavic	0%	4%	1%
African	0%	1%	0%
Other or Unspecified	7%	2%	2%
# of Volunteers	122	20,528	2,094

*Due to rounding, not all numbers will equal 100%.

Reasons for Under-enrollment

- Recruitment and Enrollment efforts not producing high turnout of interested families that meet federal income guidelines.
- Families are taking precautions of Covid-19 due to living in multi-generational households.
- Parents fear of children exposure to Covid-19 variants.
- Parent frustration with lack of understanding on public health ordinance for school safety guidelines.
- Frequent class closures due to lack of staff retention.

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.
- 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.
- Place advertisements in various media outlets, targeting special sub-groups.
- Host Child Development Job Fairs, for recruitment of school/center staff positions.

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

September 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	95	5%	589	80	14%
Twin Rivers USD	140	29	21%	40	7	18%
Elk Grove USD	440	26	6%			
Sac City USD	736	14	2%			
San Juan USD	1052	71	7%	160	5	3%
WCIC	120	2	2%			
EHS CCP				80	10	13%
COUNTY TOTAL	4244	237	6%	869	102	12%

AFE: Annual Funded Enrollment

ITEM IV-F – INFORMATION

SETA CHILDREN AND FAMILY SERVICES DEPARTMENT
YEAR-IN-REVIEW PRESENTATION

BACKGROUND:

This agenda item provides the opportunity for the Children and Family Services Department Managers to share success stories and information about services provided to children and families during the 2020-2021 program year.

PRESENTERS:

Lisa Carr – Manager, Program Support Services (including Family and Community Engagement, Home Base and Enrollment/Recruitment/Attendance services)

Karen Griffith – Manager, Program Operations (including Education, Special Education, Mental Health and Facilities Services)

Gricelda Ocegueda – Manager, Health and Nutrition Services (including Health, Oral Health, Immunizations, Nutrition/Food Services and Quality Assurance Services)

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.