



Sacramento
Employment and
Training
Agency

REVISED AGENDA
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

925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

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(916) 263-3800

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(916) 263-3804

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

DATE: Thursday, December 2, 2021

TIME: 10:00 a.m.

LOCATION: Zoom login:
<https://us02web.zoom.us/j/81898432795?pwd=U09KemRHbVNLM1hZSVFrYXJlTUt5QT09>

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/81898432795?pwd=U09KemRHbVNLM1hZSVFrYXJlTUt5QT09>. 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, 81898432795# US (San Jose). Meeting ID: 818 9843 2795. Passcode: 791657. Find your local number: <https://us02web.zoom.us/j/81898432795?pwd=U09KemRHbVNLM1hZSVFrYXJlTUt5QT09>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: Monica.Newton@seta.net. Any member of the public who wishes to speak directly to the board regarding any item on the agenda may contact Monica Newton at (916) 263-3753, or Monica.Newton@seta.net. Please include in your request on which item you would like to participate. Additionally, during the meeting any questions or comments may be submitted via the Q&A or chat features on Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the Governing Board and included in the record.

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

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

AGENDA

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

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

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- A. Chair
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- C. Deputy Directors
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- E. Members of the Board
- F. Public

VI. Adjournment

AMENDED/DISTRIBUTION DATE: Wednesday, November 24, 2021

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE NOVEMBER 4, 2021 REGULAR
MEETING AND THE NOVEMBER 23, 2021 SPECIAL MEETING

BACKGROUND:

Attached are the minutes of the November 4, 2021 regular meeting and the November 23, 2021 special board 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, November 4, 2021
10:00 a.m.

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

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

Members Present:

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

II. Consent Items

- A. Approval of Minutes of the October 7, 2021 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Use of Fund Balance

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

- A. Approval of Minutes of the October 7, 2021 Regular Board Meeting
- B. Approval of Claims and Warrants for 9/29/2021 through 10/25/2021
- C. Approval of Use of Fund Balance

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 this item. The board will have to take action each month, through the end of the year 2021, to continue virtual meetings.

Moved/Guerra, second/Kennedy, 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

2. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:**

Approval of Revised Job Specification for Executive Director

Ms. Scherman opened the public hearing.

Ms. Noren reviewed this item. The job specification was revised from the previous version from 1994. The Agency worked with the City and the County to update the job specification. The clean and redline job specifications were included in the packet to review changes.

Mr. Nottoli commented that the updated job specification encompasses all that the Executive Director position entails.

Moved/Guerra, second/Kennedy, to close the public hearing and adopt the resolution approving the Revised Job Specification for Executive Director

Roll call vote:

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

Nay: 0

Abstention: 0

Mr. Nottoli asked what the recruitment process and projected timeline is.

Ms. Kossick answered now that the job specification has been approved, the City Manager and County Executive will work together with a recruiting firm to find candidates. The approximate time for the process is three months.

Mr. Nottoli asked what will happen in the intervening time; will Ms. Kossick bridge the time or will there be an Interim Executive Director appointed.

Ms. Kossick answered there have been internal interviews with the City Manager and the County Executive, and they will bring forward an internal candidate for an Interim assignment.

Mr. Nottoli commented it would be prudent to keep the Board apprised of the process. Mr. Nottoli asked if legal counsel has provided any advice on the topic.

Mr. Thatch replied he has had minimal involvement in the process.

Ms. Scherman expressed concern of the impact of the interim. She requested for Mr. Thatch to keep the board updated from a legal standpoint.

Mr. Thatch commented it has been awhile since the Agency has gone through the process of a new Executive Director. In the past the City Manager and County Executive have met with the Board in closed session to review the process. Mr. Thatch offered to connect with the City Manager and County Executive to arrange a closed session meeting to discuss the process of appointing a new Executive Director.

Mr. Guerra supported Mr. Thatch's suggestion to meet in closed session.

Mr. Kennedy, Mr. Nottoli, and Ms. Vang agreed to meet with the City Manager and County Executive in closed session.

3. Election of Officers of the Sacramento Employment and Training Agency Governing Board

Ms. Kossick explained the rotation of the Chair position is between the City and County on an annual basis. In keeping with this rotation, Mr. Guerra would become Chair and Mr. Kennedy would be Vice Chair.

Moved/Guerra, second/Vang, to elect Eric Guerra as Chair and Patrick Kennedy as Vice Chair for a one-year term to begin on November 5, 2021.

Roll call vote:

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

Nay: 0

Abstention: 0

4. 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

Ms. D'et Saurbourne reviewed this item and introduced Mr. Ken Johnson from Arthur J. Gallagher.

Mr. Johnson reviewed the commercial insurance. He noted the amount of natural disasters the world is experiencing have impacted the insurance industry.

Mr. Johnson reviewed the insurance quotes from Philadelphia and Hanover Insurance Company. Mr. Johnson has not yet evaluated Hanover's professional liability, and molestation and abuse forms. Once Mr. Johnson reviews those policies, Ms. D'et Saurbourne and the Executive Director will need to review the policies. Philadelphia maintains \$10 million for primary liability. Philadelphia's excess liability quote of \$5 million is a firm price. For the exorbitant liability, there is not yet a firm price. Mr. Johnson is looking for other providers, aiming for quotes around \$70,000-\$75,000. The crime and earthquake insurance renewed flat. Flood insurance has seen a significant increase; the renewal is 21 percent higher. The Agency added a new facility, which was not covered under the grandfathered National Flood Insurance Program (NFIP). The new warehouse facility was almost \$1 million to cover outside the NFIP. Accident and medical went down. Cyber liability is challenging, with insurance companies imposing minimum protections. The Workers Compensation insurance total cost will be significantly reduced.

Ms. Saurbourne said Arthur J. Gallagher is still working on the market to get the best pricing for SETA.

Moved/Nottoli, second/Kennedy, to approve the delegation of procurement authority to the Executive Director 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

Roll call vote:

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

Nay: 0

Abstention: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT

Community Services Block Grant: None

One Stop Services: None

Refugee Services: None

1. 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

Ms. Kossick reviewed the item; there were no questions.

Moved/Guerra, second/Nottoli, to 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

Roll call vote:

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

Nay: 0

Abstention: 0

C. CHILDREN AND FAMILY SERVICES:

1. 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

Ms. Denise Lee reviewed this item, which was developed from Mr. Guerra's proposed initiative at the previous board meeting. The Agency has engaged with multiple stakeholders as a preliminary step, reaching out to the Center of Excellence and Valley Vision in regards to a labor market assessment. Additionally, staff met with the ECE taskforce and multiple large stakeholders in the community to gather information on what is happening in the childcare sector and how we can move forward to be prepared as a region. The Agency also has been working closely with the new City Child Care Manager.

Mr. Guerra introduced Ms. Janine Cooper, the new City Child Care Manager, who is the additional staff support for the initiative.

Moved/Guerra, second/Nottoli, to approve 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

Roll call vote:

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

Nay: 0

Abstention: 0

2. Approval to Release an Invitation for Sealed Bids

Ms. Lee reviewed this item for sealed bids for general contractor services for the Northview Early Learning Center tenant improvement project. The Agency is anticipating to release the Invitation for Sealed Bids on November 15th, pending a significant amount of feedback and approval from the City of Sacramento Planning Department. This is the second round of feedback. We anticipate final

feedback by mid-December, and then start construction by February 1st. Ms. Lee acknowledged Mr. Cody Capino, the lead project manager from Brailsford and Dunleavy.

Mr. Thatch clarified we are awaiting feedback from the City Building Department, not the Planning Department.

Moved/Nottoli, second/Scherman, to approve the Release of an Invitation for Sealed Bids.

Roll call vote:

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

Nay: 0

Abstention: 0

The board went into closed session at 10:47 a.m. At 11:01 a.m., Ms. Scherman called the meeting back into open session and reported there was nothing to report.

IV. Information Items

A. Fiscal Monitoring Reports: No Questions

B. Employer Success Stories and Activity Report: No questions

C. Dislocated Worker Update No Questions

D. Unemployment Update/Press Release from the Employment Development Department: No Questions

E. Head Start Reports

Mr. Kennedy asked if there is a reason why Sacramento City Unified School District (SCUSD) Head Start enrollment is at 45 percent of actual funding, which is far lower than Elk Grove Unified School District (EGUSD) and others.

Ms. Lee answered SCUSD, like most Head Start programs, has been struggling to bounce back after the COVID-19 pandemic. They have been put on corrective action, along with other delegate agencies who are under-enrolled. It is not uncommon for SCUSD to be under-enrolled, with enrollment usually around 80-90 percent. They did reach out to SETA for support with a more global marketing campaign and recruitment fair giveaways.

Ms. Lisa Carr commented that SCUSD is down staff and children. The grantee is working with them on recruitment.

Mr. Kennedy asked if SETA still has a connection to their board.

Ms. Lee answered we do not. SETA is currently doing a corrective action plan without holding funds for all delegate agencies. Starting in January 2022, SETA will start holding funds because flexibilities will end and the federal expectations for full compliance will begin. They will start counting four months of under-enrollment. If by April the Sacramento County total remains under-enrolled below 98 percent, SETA would be put on a 12-month corrective action plan with the regional office. This is a national issue, not specific to Sacramento City.

Mr. Kennedy suggested for SETA to give a briefing to the SCUSD board. He offered his assistance as well.

Mr. Nottoli asked about the oral health care, referencing the need of dental treatment and dental treatment received. He noted Elk Grove district was a higher percentage at 40 percent compared to the 10-20 percent in other areas. Was there an anomaly and is there a concerted effort to see that those parents and children receive the appropriate dental, oral health care they need?

Ms. Lee replied she will follow up with Supervisor Nottoli on why the number is much larger as it relates to the total number of children needing care. She noted overall we struggled getting treatment completed due to the limitations of being in proximity and in-person services largely stopped. The Agency did a large dental fair in Sacramento in a variety of locations and may have identified more children that needed dental follow-up than in previous years.

F. SETA Children and Family Services Department Year-In-Review Presentation

This item was tabled, to be added on the December meeting agenda.

V. Reports to the Board

A. Chair: Ms. Scherman congratulated the new Chair and Vice Chair.

B. Executive Director

Ms. Kossick wished Mr. Kennedy a Happy Birthday. She thanked Ms. Scherman for her leadership during her tenure as Chair.

C. Deputy Directors – No report

D. Counsel – No report

E. Members of the Board

Mr. Nottoli thanked Ms. Scherman for her service and leadership as Chair, and congratulated Mr. Guerra and Mr. Kennedy.

Ms. Vang thanked Ms. Scherman for her leadership.

Ms. Kennedy thanked Ms. Scherman for her unwavering dedication.

F. Public – No report

VI. **Adjournment:** The meeting adjourned at 11:18 am.

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

Minutes/Synopsis

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

Meeting Held Electronically

Tuesday, November 23, 2021
2:00 p.m.

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

Mr. Guerra called the meeting to order at 2:05 p.m. The roll was called and a quorum confirmed.

Members Present:

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

Members Absent:

Patrick Kennedy, Vice Chair, Board of Supervisors

II. Action Item

CLOSED SESSION: PUBLIC EMPLOYMENT

Pursuant to Government Code Section 54957

Title: Executive Director

The board went into closed session at 2:07 p.m. At 2:41 p.m., Mr. Guerra called the meeting back into open session and reported there was nothing to report.

III. Adjournment: The meeting adjourned at 2:41p.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 10/27/2021 through 11/23/2021, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 10/27/2021 through 11/23/2021.

PRESENTER: Kathy Kossick

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 December 2, 2021 will be the first board meeting conducted utilizing the AB 361 Procedures, which are reflected in the Notice for the Board Agenda.

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

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

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

ITEM III-A-1-ACTION (continued)

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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

ADOPTION OF THE LETTER OF UNDERSTANDING ON APPLICATION OF THE AMERICAN RECOVERY PLAN (ARP) FUNDS FOR EMPLOYEES IN THE HEAD START UNIT, THE CLERICAL, TECHNICAL AND ANALYTICAL UNIT, AND THE SUPERVISORY UNIT, AND BY REFERENCE THE BALANCE OF THE AGENCY

BACKGROUND

The American Federation of State, County, and Municipal Employees (AFSCME) and the Sacramento Employment and Training Agency (SETA) met on June 11 and 17, August 24, September 2, 7 and 29, October 18 and 28, and November 8, 2021 regarding the application of the Federal American Recovery Plan funds for Head Start and the implementation of the same benefit to Workforce. A tentative agreement was reached on November 8, 2021 with the three bargaining units represented by AFSCME, including the Head Start Unit, the Clerical, Technical and Analytical Unit and the Supervisory Unit. The ratification process took place on November 22, 2021.

The tentative agreement is consistent with the Federal Head Start regulations and does not impact customer services as it is incorporated into the annual holiday closure. The cost of the benefit Agency-wide is \$620,897.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the Letter of Understanding implementing the ARP and other funds by granting holiday time up to thirty-two (32) hours to all SETA employees.

PRESENTER: Allison Noren

RESOLUTION NO.: 2021-04

Adopted by the Sacramento Employment and Training
Agency Governing Board on the Date of

December 2, 2021

A RESOLUTION ADOPTING THE LETTER OF UNDERSTANDING ON APPLICATION
OF THE AMERICAN RECOVERY PLAN (ARP) FOR EMPLOYEES REPRESENTED
BY THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL
EMPLOYEES, LOCAL 146, AND BY REFERENCE THE BALANCE OF THE AGENCY

DATED DECEMBER 2, 2021

WHEREAS, this Board pursuant to Government Code Section 3500, et seq.,
enacted by resolution an employer-employee relations policy; and,

WHEREAS, under the terms of that policy, the representatives of the Executive
Director have met and conferred with the representatives of the United SETA Employees,
American Federation of State, County, and Municipal Employees, Local 146, the
recognized employee organization for the employees in the Head Start, Clerical,
Technical and Analytical, and Supervisory Units as designated in said policy; and,

WHEREAS, these parties have reached agreement on the application of the
American Recover Plan (ARP) funds, as reflected by the written letter of understanding
entered into by them on November 19, 2021; and,

WHEREAS, these parties have also reached agreement on the application of
holiday time for employees up to thirty-two (32) hours per employee to cover the annual
Holiday closure from December 23 through and including December 31, 2021, and;

WHEREAS, this Board finds that the provisions and agreements contained in the
letter of understanding are fair and proper and in the best interests of the Sacramento
Employment and Training Agency; as reflected by the written letter of understanding
entered into by them,

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY, that it adopt in full the terms
and conditions contained in the said tentative agreement.

, Chair

ATTEST:

Clerk of the Boards

**SETA AND AFSCME TENTATIVE AGREEMENT ON
LETTER OF UNDERSTANDING ON AMERICAN RESCUE PLAN FUNDS
NOVEMBER 15, 2021**

The parties agree to a letter of understanding regarding the application of Federal American Rescue Plan (ARP) funds received in 2021 as follows:

A. Additional Holiday Closure Leave

For the traditional holiday closure in 2021 the Agency will close as follows:

1. For the 2021 holiday closure the Agency will close from Thursday, December 23rd through and including Friday December 31st.
2. The regular holidays are adjusted pursuant to the Memorandum of Understanding as they fall on Saturday this year.
3. Employees shall be paid holiday time for the regular half day on December 23rd and for the regular half day on December 30th.
4. In addition, for this year, employees shall be paid holiday time for December 27th through December 29th.
5. This is a total of thirty-two (32) hours for full-time employees and the pro-rata amount for employees working a shorter schedule.
6. The value of the additional holiday time is \$507,200 for Children and Family Services (CFS) and \$113,700 for Workforce Development (WD), for a total of \$620,900.
7. The CFS portion is covered by the ARP funds received. The WD portion will be covered by holding vacancies and other savings. The cost herein is not intended to but may result in layoffs in WD programs through and including August 12, 2022.

B. Additional Mental Health Services

The Agency has contracted for additional services to address the extreme stress that many employees have suffered over the past year and a half. This will add up to six (6) sessions with a counselor and six (6) sessions with a coach for each employee and family member. It is a broad-based approach addressing emotional health, professional health, social health, physical health and financial health as defined by the employee. The professional staff are certificated and can address employee preferences as to language, race, gender, LGTBQ+, and the type of services needed. The cost of these services is \$93,672 annually.

C. Recognition Event

The Agency is willing to participate in a recognition event for Agency employees which will be defined in 2022.

D. Termination of Unpaid Furloughs

The Union requested that the remaining furloughed employees be returned to work; that employees who were demoted due to lack of work in their higher classification be Y-rated at their prior salary; and that involuntarily furloughed employees receive credit for the time in calculating step advances. All of these have been implemented.

E. Completion of Negotiations

The parties agree that this constitutes the completion of bargaining on the ARP funds and the parties have fully complied with any obligation to meet on the matters covered herein.

If this is your understanding of the agreement reached, please sign and date as indicated below and return one copy to my office. I have enclosed an additional original for your files.

Sincerely,



Dee Contreras
Labor Relations Consultant

AGREED TO:

DATE:

Wendy Pelletier

11/19/21

Wendy Pelletier
Business Representative, AFSCME

Cc: Kathy Kossick, Executive Director
Denise Lee, Deputy Director Children and Family Services
Roy Kim, Deputy Director Workforce Development
D’et Saurbourne, Fiscal Chief
Allison Noren, Human Resources Chief

ITEM III-A-3- ACTION

APPROVAL OF PROCUREMENT OF THE AGENCY'S WORKERS' COMPENSATION INSURANCE

BACKGROUND:

The Agency's insurance policy for Workers Compensation expires December 31, 2021. SETA's broker, Arthur J. Gallagher & Co., is in the process of obtaining quotations for the coverage and will present an oral report at the meeting.

If final quotes are not available at the December 2 meeting, the Board may delegate procurement authority to the Executive Director.

RECOMMENDATION:

Hear the oral report and recommendations and authorize the Executive Director procure Workers Compensation coverage for the calendar year 2022.

PRESENTER: D'et Saurbourne

ITEM III - B-1- ACTION

APPROVAL OF COMMUNITY SERVICES BLOCK GRANT (CSBG) FUNDING RECOMMENDATIONS FOR PROGRAM YEAR 2022

BACKGROUND:

On August 6, 2021, SETA released a Request for Proposals (RFP) for the CSBG program for program year 2022. The RFP solicited services under the Safety-Net, Youth and Senior Support, and Family Self-Sufficiency categories as identified in the 2022-2023 CSBG Community Action Plan. The amount of funding available for program services was estimated to be \$900,000, of which 39% was allocated to Safety-Net or short-term emergency services, 39% allocated to case-managed Family Self-Sufficiency services, and 22% allocated to Youth and Senior Support services.

The RFP included a special project to prevent or eliminate recidivism of felony or misdemeanor arrests in Sacramento County among African American youth 14-17. The successful proposals were eligible to receive up to \$50,000 under this service category. Success measures under this service area will include the number of project participants without a recidivating event during 180 days of project participation.

The deadline for receipt of proposals was September 16, 2021. Twenty-six (26) proposals were received by the 5:00 p.m. deadline, requesting a total of \$1,713,496. All twenty-six (26) proposals were evaluated.

Evaluation Process:

All proposals received through this solicitation went through a comprehensive review process to provide funding recommendations to the Community Action Board. Staff recommendations were developed through the deliberations of a team of ten (13) readers representing SETA's Workforce Development and Fiscal Departments, Contracts unit, and Head Start Department, a member from the City of Sacramento homeless services, in addition to one member from the Department of Human Assistance. The readers evaluated, scored and ranked each proposal using standardized evaluation and scoring criteria that were identified in the RFP. Proposals were scored and ranked into four categories based on their numerical score.

ITEM III-B-1-ACTION (continued)

Page 2

The top ranked proposals achieved their scores based on the following criteria:

- The proposing agency had a history of successfully operating the proposed program or a similar program, had sufficient leveraged funding, and demonstrated the establishment of collaborative partnerships.
- The proposing agency adhered to the service priorities set forth in SETA's 2022-2023 Community Action Plan.
- The proposing agency succeeded in achieving planned, contracted goals; or, if not previously funded by CSBG, the agency demonstrated a potential for success.
- The proposing agency demonstrated a need exists for the service.
- If applying for the Family Self-Sufficiency category, the proposing agency had a clear description of a case-management system and had a connection with the system of Sacramento Works America's Job Centers.

Staff also considered that all identified high-risk and underserved neighborhoods would have access to services and ensured that all identified target groups would be served. Due to limited availability of CSBG funding, only fifteen proposals are being recommended for funding.

World Relief and Opening Doors are new to regular year-round CSBG funding and are recommended for funding. Both agencies are funded under SETA's CARES Act funding.

All successful Safety-Net proposals are recommended with the stipulation that at least 70% of awarded funding be allocated for direct participant support services. As required in the RFP, Family Self-Sufficiency proposals are required to allocate a minimum of 15% of the awarded funding for direct participant support services.

All funding recommendations are made contingent upon successful agency status and performance by the end of calendar year 2021.

Attached are the resulting proposal rankings and staff funding recommendations. Proposal summaries and funding rationale will be submitted under separate cover.

The SETA Community Action Board approved the funding recommendations at its November 10, 2021 meeting.

RECOMMENDATION:

Approve staff funding recommendations for the Program Year 2022 Community Services Block Grant.

PRESENTER: Julie Davis-Jaffe

Sacramento Employment and Training Agency

925 Del Paso Boulevard, Suite 100

Sacramento, CA 95815

www.seta.net

***SETA STAFF
FUNDING
RECOMMENDATIONS***

2022 Program Year

Community Services Block Grant Program Services

Staff Funding Recommendations Release Date

Thursday, October 28, 2021

3:30 p.m.

2022 CSBG STAFF FUNDING RECOMMENDATIONS

SAFETY-NET SERVICES

Prop #	Rank	Score	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	Staff Recomm	Page #
23	1	93	My Sister's House	Survivors of Domestic Violence	Central & South Sacramento, Elk Grove	\$34,100	\$43,959	\$578 / 76	\$43,959	13
20	1	92	Elk Grove Adult & Continuing Education	Single Parents, Homeless, Low-Income Households	Florin & Lemon Hill Areas	\$20,000	\$54,489	\$285/191	\$54,489	12
4	1	92	River City Food Bank	Low-Income Individuals and Families	Sacramento County	\$40,000	\$30,000	\$21.43/ 1,400	\$30,000	6
21	1	91	Folsom Cordova Community Partnership	Single Parent Families with Children 0-17, Homeless Families or at Risk of Homelessness	Rancho Cordova area zip codes & selected areas of Folsom	\$40,000	\$76,896	\$244/315	\$76,896	12
2	1	90	Opening Doors	Refugee, Immigrant, and Asylee Households	Sacramento County, Arden Arcade, Lemon Hill, and North Highlands	\$0	\$60,000	\$378/135	\$60,000	6
10	2	88	The Salvation Army	Families and Individuals Experiencing Food or Housing Insecurities	Sacramento County	\$60,500	\$85,000	\$707/119	\$60,000	9
3	2	84	South County Services	Low-Income, Homeless, Disability and Seniors	Galt, River Delta Region, and Sacramento County	\$27,768	\$61,775	\$123/500	\$25,656	6
12	2	83	Next Move Francis House	Low-Income Families, People Experiencing Homelessness or Imminent Homelessness	The Promise Zone, Rancho Cordova, Parkway, N. Sacramento, Lemon Hill, Florin, Galt, Elk Grove, Citrus Heights, Carmichael, and Arden Arcade	\$8,762	87,904	\$845/104	\$0	9
13	2	83	Volunteers of America	Homeless, Very Low Income Veterans, Reservists, Veteran Families	Sacramento County	\$27,870	\$27,870	\$123/226	\$0	10
16	3	78	Wind Youth Services	Low-Income Families, People Experiencing Homelessness or Imminent Homelessness	Arden Arcade, Florin, North Sacramento, Parkway, N. Highlands, and La Riviera	\$20,000	\$29,000	\$145/200	\$0	11
5	3	78	Elk Grove Food Bank	Low-Income People	Florin, Vineyard, Elk Grove, Sloughouse, Ranch Murrieta, and Wilton	\$20,000	\$75,000	\$125/600	\$0	7

24	3	76	Rose Family Creative Empowerment	Low-Income Families	South Sacramento	\$0	\$145,632	\$1,214/120	\$0	13
6	4	56	Sacramento Kindness Campaign	Domestic Violence, Families Experiencing Homelessness, on the Edge of Homelessness or Formerly Homeless	Sacramento County	\$0	\$43,000	\$512/84	\$0	7
TOTAL SAFETY-NET RECOMMENDED:									\$351,000	

FAMILY SELF-SUFFICIENCY SERVICES

Prop #	Rank	Score	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	Staff Recomm.	Page #
9	1	94	Waking the Village	Pregnant and Parenting Youth Experiencing Homelessness and their Child	Sacramento County	\$0	\$80,000	\$1,778/ 45	\$80,000	8
815	1	91	Women's Empowerment	Homeless Women and their Children	City of Sacramento	\$40,000	\$48,500	\$606/80	\$48,500	10
7	1	91	International Rescue Committee	Immigrants, Refugees with Families, and Low-Income Women	Sacramento County, Arden Arcade, Carmichael, and Florin	\$65,001	\$75,000	\$2,500/30	\$75,000	8
22	1	90	World Relief	Refugees and New Arrivals, Women, Single Mothers and Low-Income Households	North Sacramento, North Highlands, Foothill Farms, Arden Arcade, and Rancho Cordova	\$0	\$84,000	\$1,750/48	\$84,000	12
19	2	89	Elk Grove Adult & Community Education	Single Parent Household, Under Employed Families	Florin and Lemon Hill	\$35,218	\$63,847	\$1,774/36	\$63,500	11
11	2	88	Saint John's Program for Real Change	Low-Income Families and Single Parent Families with Children 0-5	Arden Arcade, North Highlands, Foothill Farms, Florin, Lemon Hill, and Parkway	\$35,218	\$46,658	\$1,166/40	\$0	9
18	2	88	Lao Family Community Development	Low-Income Families, Single Parent Families, Domestic Violence Survivors	Lemon Hill, North Sacramento, North Highlands, Florin, Arden Arcade, Foothill Farms	\$50,000	\$99,898	\$1,332/75	\$0	11
14	2	82	Folsom Cordova Community Partnership	Single Parent Families with Children 0-5, Homeless Families or at Risk of Homelessness	Rancho Cordova, Mather, Rosemont, Carmichael, Citrus Heights, Sacramento County	\$64,563	\$71,654	\$2,388/30	\$0	10
17	3	75	Wind Youth Services, Inc.	Low-Income Families, People Experiencing Homelessness, or Imminent Homelessness	North Sacramento, North Highlands, Parkway, Foothill Farms, Sacramento City, La Riviera, and Florin	\$40,000	\$57,904	\$1,447/40	\$0	11
TOTAL FAMILY SELF-SUFFICIENCY RECOMMENDED:									\$351,000	

YOUTH AND SENIOR SUPPORT SERVICES

Prop #	Rank	Score	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	Staff Recomm.	Page #
8	1	94	International Rescue Committee	Low-Income English Language Learners, High School Youth	Sacramento County, Arden Arcade, Carmichael, and Florin	\$0	\$65,000	\$1,625/40	\$65,000	8
1	1	91	La Familia Counseling Center, Inc.	At-Risk Youth who are at Risk of Dropping Out of School, and Pre-Gang Affiliate	Lemon Hill and Parkway	\$60,000	\$100,000	\$2,000/50	\$83,000	6
26	3	74	Roberts Family Development	Youth Age 14-18 who Attend Grant High School	Del Paso Heights, North Sacramento, South Natomas, and Robla	\$0	\$50,510	\$1,010/50	\$0	14
TOTAL YOUTH AND SENIOR SUPPORT RECOMMENDED:									\$148,000	

YOUTH AND SENIOR SUPPORT SERVICES – SPECIAL PROJECT

Prop #	Rank	Score	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	Staff Recomm.	Page #
25	1	81	Rose Family Creative Empowerment (Special Project)	African American youth Ages 10-24	South Sacramento, 95832, 95822, and 95823	\$40,000	\$50,000	\$2,500/20	\$50,000	13
TOTAL YOUTH SUPPORT SPECIAL PROJECT RECOMMENDED:									\$50,000	

2022 COMMUNITY SERVICES BLOCK GRANT PROPOSAL SUMMARIES

<u>Proposal Number</u>	<u>Proposer Organization</u>
1	<p align="center">La Familia Counseling Center, Inc. (Youth and Senior Supports)</p> <p>Proposer requests \$100,000 to provide Project Reach services to 50 youth (10-21 years old) at risk of dropping out of school, and/or pre-gang or gang involved. Funded activities and resources are intended to increase academic progress in school, improve social and communication skills, help youth avoid risk-taking behavior, decrease truancy, and reduce involvement with the juvenile justice system.</p> <p>Staff recommends \$83,000 in funding for this proposal. La Familia has a long history of working with at-risk youth, gang and pre-gang youth, and their families, in target areas with a high density of gang-related activity.</p>
2	<p align="center">Opening Doors (Safety-Net)</p> <p>Proposer requests \$60,000 to provide 135 low-income refugees, immigrants, asylees, Special Immigrant Visa holders and survivors of human trafficking with food and first month's rent assistance. Direct client resources comprise approximately 85% of requested funding.</p> <p>Staff recommends \$60,000 in funding for this proposal. Opening Doors provides comprehensive services to its target population; the proposed services would help this vulnerable population establish roots and thrive in Sacramento County.</p>
3	<p align="center">South County Services (Safety-Net)</p> <p>Proposer requests \$61,775 to provide 124 households with food, transportation assistance, eviction avoidance, off-site emergency shelter, and utility assistance and reconnection. Direct client resources comprise 70% of the requested funding.</p> <p>Staff recommends \$25,656 in funding for this proposal. South County Services is the only agency providing services to the most southern, rural areas of Sacramento County, including Galt, and has provided valuable resources for the area.</p>

4	<p style="text-align: center;">River City Food Bank (RCFB) (Safety-Net)</p> <p>Proposer requests \$30,000 to provide 1,400 food insecure households with nutritionally balanced, culturally appropriate supplies of food for 3-5 days. Using a food choice model, the food bank provides food to all households, including medically fragile families, seniors, children, and people experiencing homelessness. Direct client resources comprise approximately 70% of requested funding.</p> <p>Staff recommends \$30,000 in funding for this proposal. RCFB’s service delivery system is highly efficient, brought about by leveraging labor costs with volunteers and long-term experience in the client centered distribution of nutritious foods to low income individuals and families.</p>
5	<p style="text-align: center;">Elk Grove Food Bank (Safety-Net)</p> <p>Proposer requests \$75,000 to provide 600 food insecure households with food at the Dino Drive facility. These funds are particularly sought to purchase non-perishable protein and fresh produce, which are frequently in short supply. Direct client resources comprise 70% of requested funding.</p> <p>Staff does not recommend funding for this proposal due to insufficient funding available in this service category.</p>
6	<p style="text-align: center;">Sacramento Kindness Campaign (Safety-Net)</p> <p>Proposer requests \$43,000 to provide 84 households who are escaping domestic abuse, who are homeless or housing insecure, with off-site emergency shelter, eviction avoidance, first month’s rent, and utility assistance and reconnection. Direct client resources comprise 82% of the requested funding.</p> <p>Staff does not recommend funding for this proposal. Sacramento Kindness Campaign’s proposal was evaluated as “Rank 4” and therefore does not qualify for a CSBG funding award.</p>

7	<p style="text-align: center;">The International Rescue Committee (IRC) (Self-Sufficiency)</p> <p>Proposer requests \$75,000 to assist 45 economically disadvantaged households (including 15 carryover clients) overcome significant barriers to employment through STEPS (Stabilize, Train, Employ, and Progress to Success), with a focus on low-income refugee and immigrant women with children aged 0-5 years. Proposed support services comprise almost 16% of IRC’s funding request.</p> <p>Staff recommends \$75,000 in funding for this proposal. IRC proposes to work with an established employment program with an excellent track record, citing a 60% success rate in enrolled households reaching self-sufficiency and employment within six months of enrollment.</p>
8	<p style="text-align: center;">The International Rescue Committee (IRC) (Youth and Senior Supports)</p> <p>Proposer requests \$65,000 to provide 40 low-income English Language Learner high school youth returning to a pre-pandemic school environment with tutoring to address pandemic-related learning losses, and group mentoring to address life skills and socio-emotional needs. Direct client resources comprise 15% of requested funding.</p> <p>Staff recommends \$65,000 in funding for this proposal. IRC proposes to work with an underserved youth population who run the risk of falling permanently behind as a result of pandemic-related educational and social integration concerns. The IRC has a strong history of successful programs locally and internationally.</p>
9	<p style="text-align: center;">Waking the Village (Self-Sufficiency)</p> <p>Proposer requests \$85,000 to provide housing to 45 homeless pregnant and parenting youth and their children with housing, case management, and support for the purpose of stabilizing households. The youth are connected with Sacramento Works Job Centers, education at the secondary or post-secondary level, mental and physical health care, parenting workshops, and other services as needed by the individual. Family services include free licensed child care or connection to Early Head Start. As required in this funding type, this request includes 15% of proposed funding as direct participant services, to be used for meals prepared on-site and served at Tubman House.</p> <p>Staff recommends \$80,000 in funding for this proposal. Waking the Village has provided transitional housing to this population since 2003. The agency’s intensive case management, advocacy and mentoring model has led to high levels of self-</p>

	<p>sufficiency and outcomes for the youth and young children who participate in the agency's programs.</p>
10	<p style="text-align: center;">The Salvation Army (TSA) (Safety-Net)</p> <p>Proposer requests \$85,000 to provide 119 families with utility assistance, off-site shelter, eviction avoidance, and first month rental assistance at TSA's Family Services' eight (8) sites and collaborative partner locations throughout Sacramento County, including North Sacramento, North Highlands, Urban League, downtown Sacramento, Oak Park, Citrus Heights, Florin and Arden Arcade. In addition, Direct client resources comprise 82% of the requested funding.</p> <p>Staff recommends \$60,000 in funding for this proposal. The Salvation Army has a long history of providing the proposed services to SETA target groups in PY 2022 RFP priority areas throughout Sacramento County.</p>
11	<p style="text-align: center;">Saint John's Program for Real Change (Self-Sufficiency)</p> <p>Proposer requests \$46,658 to provide 40 homeless women, single-mother families and their children with housing, job training, and employment services in partnership with Sacramento Works, America's Job Centers of California (SWAJCC). Women and their children will be supported with immediate stabilization care through mental, physical and vocational assessment, and self-development. Participants have the opportunity to receive training and employment through the proposer's in-house training programs in food/beverage services and in child care.</p> <p>Staff does not recommend funding for this proposal due to insufficient funding available in this service category.</p>
12	<p style="text-align: center;">Next Move Homeless Services (Safety-Net)</p> <p>Proposer requests \$87,904 to provide 104 low-income families with minor children experiencing homelessness with food, transportation assistance, and motel vouchers for its Family Rescue Program (FRP). The FRP provides homeless families with children a safe respite and guidance in accessing vital community services, including shelter, housing and employment. Direct client resources comprise 74% of the requested funding.</p> <p>Staff does not recommend funding for this proposal due to insufficient funding available in this service category.</p>

13	<p style="text-align: center;">Volunteers of America (Safety-Net)</p> <p>Proposer requests \$27,870 to provide 226 homeless and imminently homeless veteran, National Guard, and reservist households enrolled in the Volunteers of America’s Support Services for Veteran Families (SSVF) program with food, utility assistance and reconnection, off-site emergency shelter, eviction avoidance, first month rent assistance, and transportation assistance. Direct client resources comprise 100% of requested funding.</p> <p>Staff does not recommend funding for this proposal due to insufficient funding available in this service category.</p>
14	<p style="text-align: center;">Folsom Cordova Community Partnership (Self-Sufficiency)</p> <p>Proposer requests \$71,654 to provide 30 single parent families with children 0-5, homeless or imminently homeless families with case management services and a full array of CSBG resources, to help families more fully engage in employment and training resources available through the SETA Sacramento Works America’s Job Centers of California (SWAJCC) system. Secondary goals were cited of providing case management services for people experiencing homelessness, and people with disabilities. Direct participant costs, for a wide array of support services, comprise 15% consistent with requirements of this funding category.</p> <p>Staff does not recommend funding for this proposal due to insufficient funding available in this service category.</p>
15	<p style="text-align: center;">Women’s Empowerment (Self-Sufficiency)</p> <p>Proposer requests \$48,500 to provide 80 homeless women and their children with intensive and innovative assistance to achieve self-sufficiency and break the cycle of homelessness for themselves and their children through three phases: job readiness, job search training, and job placement and retention; such services will likely stabilize women and their families in preparation for full engagement in employment and training opportunities through any of the Sacramento Works, America’s Job Centers of California (SWAJCC) sites. Direct client resources comprise 22% of the requested funding.</p> <p>Staff recommends \$48,500 in funding for this proposal. Women’s Empowerment has a strong history of working with homeless women and children in Sacramento County to provide emergency assistance and employment services.</p>

16	<p style="text-align: center;">Wind Youth Services, Inc. (Safety-Net)</p> <p>Proposer requests \$29,000 to provide 200 homeless and imminently homeless youth with food, transportation, utility assistance and reconnection, and eviction avoidance assistance. Direct client resources comprise 100% of requested funding.</p> <p>Staff does not recommend funding for this proposal due to insufficient funding available in this service category.</p>
17	<p style="text-align: center;">Wind Youth Services, Inc. (Self-Sufficiency)</p> <p>Proposer requests \$57,904 to provide 40 homeless and imminently homeless youth, age 12-24, with case management and services likely to stabilize youth in preparation for full engagement in employment and training opportunities through a Sacramento Works, America’s Job Center of California (SWAJCC) site. Direct client resources comprise 15% of requested funding.</p> <p>Staff does not recommend funding for this proposal due to insufficient funding available in this service category.</p>
18	<p style="text-align: center;">Lao Family Community Development, Inc. (LFCO) (Self-Sufficiency)</p> <p>Proposer requests \$99,898 to provide 75 low-income, single-parent families, domestic violence survivors, individuals experiencing homelessness or imminent homelessness and/or individuals with disabilities with case-managed services leading to permanent housing. In addition, LFCO will collaborate with Sacramento Works, America’s Job Centers of California in preparation for career planning, job readiness and life skills workshops and occupational training. Direct client resources comprise 19.5% of the funding request.</p> <p>Staff does not recommend funding for this proposal due to insufficient funding available in this service category.</p>
19	<p style="text-align: center;">Elk Grove Adult and Community Education (Self-Sufficiency)</p> <p>Proposer requests \$63,847 to provide 36 single-parent, justice-involved, and homeless households with case management services and a full array of CSBG support service resources to help families more fully engage in employment and training resources available through the SETA Sacramento Works America’s Job Centers of California</p>

	<p>(SWAJCC) system. Direct client resources comprise 43% of requested funding.</p> <p>Staff recommends \$63,500 in funding for this proposal. This program is co-located at a SWAJCC, and includes support and employment services to several target populations identified in the PY 2022 RFP.</p>
20	<p style="text-align: center;">Elk Grove Adult and Community Education (Safety-Net)</p> <p>Proposer requests \$54,489 to provide 191 single-parent, low-income or homeless households in the Florin and Lemon Hill zip codes with emergency supports including hygiene kits, food vouchers, transportation vouchers, utility assistance/reconnection, eviction avoidance, first month's rent, and access to EGACE's clothing closet. Direct client resources comprise 75% of requested funding.</p> <p>Staff recommends \$54,489 in funding for this proposal. This program proposes to provide emergency support services to several target areas and populations identified in the PY 2022 RFP.</p>
21	<p style="text-align: center;">Folsom Cordova Community Partnership (FCCP) (Safety-Net)</p> <p>Proposer requests \$76,896 to provide 315 low-income, single-parent families with children 0-5 and unsheltered individuals/families or those at risk of homelessness, with food, transportation, utility assistance, off-site shelter, eviction avoidance, first month rent assistance, employment supports, and diapers. Direct client resources comprise approximately 82% of requested funding.</p> <p>Staff recommends \$76,896 in funding for this proposal. FCCP has a strong history of providing the proposed services in the Rancho Cordova and Folsom areas and was the only proposer with a service delivery site in that underserved area of Sacramento County. While FCCP has more limited in-person drop-in hours during the pandemic, the agency proposes to serve families by request at additional times, and to provide extended hours to 7:00 p.m. on Tuesdays to accommodate working families.</p>
22	<p style="text-align: center;">World Relief Sacramento (Family Self-Sufficiency)</p> <p>Proposer requests \$84,000 to provide 72 low-income refugees, women and single mothers, particularly those who have been adversely affected by the impact of COVID-19, with case management services and a full array of CSBG support service resources to help families more fully engage in employment and training resources</p>

	<p>available through the SETA Sacramento Works America’s Job Centers of California (SWAJCC) system. Direct client resources comprise 19% of requested funding.</p> <p>Staff recommends \$84,000 in funding for this proposal. The proposal focuses on employment services for low-income, vulnerable families and single mothers, who are all target groups in the PY 2022 RFP.</p>
23	<p style="text-align: center;">My Sister’s House (Safety-Net)</p> <p>Proposer requests \$43,959 to provide 76 low-income and homeless survivors of domestic violence with utility assistance and reconnection, eviction avoidance, and first month rent assistance. Direct client resources comprise 73% of requested funding.</p> <p>Staff recommends \$43,959 in funding for this proposal. My Sister’s House has a strong history of providing outreach, services, and a safe haven to domestic violence survivors, including Asian and Pacific Islander women, and their children. Direct client resources comprise 73% of requested funding.</p>
24	<p style="text-align: center;">Rose Family Creative Empowerment Center (Safety-Net)</p> <p>Proposer requests \$145,632 to provide 120 low-income households primarily living in the South Sacramento area with utility assistance, motel vouchers, first month’s rent and eviction avoidance assistance. Direct client resources comprise 72% of requested funding.</p> <p>Staff does not recommend funding for this proposal due to insufficient funding available in this service category.</p>
25	<p style="text-align: center;">Rose Family Creative Empowerment Center (Rose Family) (Youth and Senior Support Special Project)</p> <p>Proposer requests \$50,000 to provide 20 African-American youth, ages 10-24, with intensive case management, advocacy, and mentoring, through the Healing the Hood Project. Goals include decreasing the disproportionate suspension rates for African-American boys in the Sacramento City Unified School District and prevention of the school-to-prison pipeline. Referrals to counseling, drug/alcohol treatment, victim services and strength-based family-centered services are provided as needed to the individual.</p> <p>Staff recommends \$50,000 in funding for this proposal to serve 20 African-American youth. Rose Family has a history of working with at-risk African American youth in Sacramento County. Rose Family is the host incubator for one of</p>

	<p>seven Black Child Legacy Campaign sites and has established a strong presence in the community it serves.</p>
<p>26</p>	<p style="text-align: center;">Roberts Family Development Center (Youth and Senior Supports)</p> <p>Proposer requests \$50,510 to provide 50 African-American youth, ages 14-18, who attend Grant High School in Del Paso Heights, with enrollment in Pacers Moving Forward, an academic and social/emotional support program offered four days per week. The program includes behavior challenge interventions, self-care and mental wellness guidance, life enrichment, civic involvement, and work experience.</p> <p>Staff does not recommend funding for this proposal due to insufficient funding available in this service category.</p>

ITEM III-B-2-ACTION

APPROVAL TO AUGMENT FUNDS TO REFUGEE PROGRAM SERVICE PROVIDERS WITH RSS GRANT FUNDING FOR THE PROVISION OF HOUSING, UTILITY AND TECHNOLOGY ASSISTANCE, PROGRAM YEAR (PY) 2021-2022

BACKGROUND:

SETA's Refugee Program, operated under Refugee Support Services (RSS) grant funds received from the United States (U.S.) Department of Health and Human Services (HHS), Administration for Children and Families (ACF), Office of Refugee Resettlement (ORR), provides direct employment services intended to result in early economic self-sufficiency and reduced public assistance dependency of refugees through employment and acculturation assistance.

In September, 2021, the Board approved the 2021-22 Program Year (PY) funding extension recommendations for SETA's RSS formula grant providers to continue the provision of Vocational English-as-a-Second Language combined with Employment Services (VESL/ES) and Employment Services (Stand Alone), VESL On-the-Job Training (VESL/OJT), and English Language Learner (ELL) Workforce Navigator services. The 2021-22 PY commenced on October 1, 2021, and will end September 30, 2022. It is expected that the \$5,600,865 in RSS funds awarded this year will serve 2,032 refugees.

In addition to approving the funding extensions of RSS grant providers, the Board approved the RSS COVID-19 Supplemental funding recommendations in the amount of \$215,392 for the provision of housing, utilities, and technology supports to refugees experiencing financial hardships due to the pandemic.

In anticipation of the RSS COVID-19 Supplemental funding being fully utilized by February, and in light of the expected increase in refugee arrivals to Sacramento County due to the Afghan evacuation crisis, SETA has identified \$699,008 in RSS grant funding for allocation to providers for the continued provision of housing, utility, and technology assistance through the end of the program year, September 31, 2022. As with the RSS COVID-19 Supplemental grant funding, these funds can be utilized to cover equipment or supplies that support virtual/remote learning efforts, virtual case management, and/or provide refugees access to technology and digital literacy.

Staff is recommending augmenting all RSS employment program providers based on the numbers of refugees they were awarded to serve under each RSS activity this PY multiplied by the cost per participant of \$344. The recommended funding details can be found in the attached charts.

RECOMMENDATION:

Approve staff augmentation recommendations under the Refugee Social Services (RSS) grant as reflected in the attached funding charts.

Additionally, approve the following stipulations:

1. All other available emergency assistance must be exhausted prior to the use of the RSS additional support services funding.
2. Only one adult per household may receive housing and utility assistance on behalf of the entire household.
3. Housing assistance amount per household must be based on Sacramento County's fair market value.
4. Assistance can only be used for current participant needs and cannot be used to "pre-pay" future housing and/or utility expenses.
5. Assistance can be provided in full or partial payments based on need.
6. Assistance cannot exceed \$8,000 per household per program year.
7. Funds must be spent by September 30, 2022.

PRESENTER: Michelle O'Camb

**RSS Additional Support Services
Funding Recommendations - PY 2021-22**

PROVIDER NAME	VESL/ES SUPPORT SERVICES FUNDING RECOMMENDATIONS, PY 2021-22		
	Cost per Participant	Number of Participants	Recommended Funding Amount
Asian Resources, Inc.	\$344	200	\$68,800
Bach Viet Association, Inc.	344	190	65,360
International Rescue Committee, Inc.	344	200	68,800
Lao Family Community Development, Inc.	344	230	79,120
Twin Rivers USD	344	300	103,200
Totals		1120	\$385,280

PROVIDER NAME	ES SUPPORT SERVICES FUNDING RECOMMENDATIONS, PY 2021-22		
	Cost per Participant	Number of Participants	Recommended Funding Amount
Asian Resources, Inc.	\$344	110	\$37,840
Bach Viet Association, Inc.	344	81	27,864
Folsom Cordova Community Partnership	344	64	22,016
International Rescue Committee, Inc.	344	100	34,400
Lao Family Community Development, Inc.	344	120	41,280
Twin Rivers USD	344	145	49,880
Totals		620	\$213,280

**RSS Additional Support Services
Funding Recommendations - PY 2021-22**

PROVIDER NAME	VESL/OJT SUPPORT SERVICES FUNDING RECOMMENDATIONS, PY 2021-22		
	Cost per Participant	Number of Participants	Recommended Funding Amount
Asian Resources, Inc.	\$344	35	\$12,040
Bach Viet Association, Inc.	344	35	12,040
Folsom Cordova Community Partnership	344	35	12,040
Lao Family Community Development, Inc.	344	35	12,040
Totals		140	\$48,160

PROVIDER NAME	ELL SUPPORT SERVICES FUNDING RECOMMENDATIONS, PY 2021-22		
	Cost per Participant	Number of Participants	Recommended Funding Amount
Elk Grove USD - Adult School	\$344	45	\$15,480
Folsom Cordova USD - Adult School	344	25	8,600
International Rescue Committee, Inc.	344	37	12,728
Sacramento City USD	344	45	15,480
Totals		152	\$52,288

ITEM III-C-1 – ACTION

APPROVAL TO SUBMIT ANNUAL REFUNDING APPLICATION FOR
FISCAL YEAR 2022-2023 TO THE CALIFORNIA DEPARTMENT OF
SOCIAL SERVICES

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the submission of the annual refunding application to the California Department of Social Services (DSS) with a maximum reimbursement amount of approximately \$3.6M for fiscal year 2022-2023. These funds will provide services to 270 infants/toddlers in full-day, full-year child development programs at the centers listed below. There are no proposed changes from program year 2021-2022.

Center Name (# of children)		
<i>CCTR – General Child Care – Infants/Toddlers</i>		
16 th Avenue (26)	Elkhorn (16)	Mather (15)
Alder Grove IT (16)	Freedom Park (16)	Norma Johnson (8)
American Legion (16)	Hillsdale (8)	Northview (8)
Bret Harte (8)	Hiram Johnson (24)	Phoenix Park (8)
Capital City (16)	Hopkins Park (6)	Sharon Neese (24)
CP Huntington (8)	Job Corps (24)	
Crossroad Gardens (15)	Marina Vista (8)	

Deputy Director Denise Lee will be available to answer questions.

RECOMMENDATION:

Approve the submission of the application for continued funding for fiscal year 2022-2023 to the California Department of Social Services with a maximum reimbursement amount of approximately \$3.6M.

PRESENTER: Denise Lee

ITEM III-C-2 – ACTION

APPROVAL TO SUBMIT ANNUAL REFUNDING APPLICATION FOR FISCAL YEAR 2022-2023 TO THE CALIFORNIA DEPARTMENT OF EDUCATION

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the submission of the annual refunding application to the California Department of Education (CDE) for the State Preschool Program (CSPP) with a maximum reimbursement amount of approximately \$3.6M for fiscal year 2022-2023. These funds will provide services to 500 preschoolers in full-day and part-day, year-round child development programs at the centers listed below. There are no proposed changes from program year 2021-2022.

Center Name (# of children)

CSPP – State Preschool – Preschoolers

16 th Avenue (40)	Freeport (20)	Northview (20)
Bret Harte (20)	Hillsdale (40)	Phoenix Park (20)
Capital City (20)	Job Corps (20)	Sharon Neese (40)
CP Huntington (20)	Marina Vista (60)	
Crossroad Gardens (40)	Mather (20)	
Elkhorn (20)	Norma Johnson (20)	
Freedom Park (40)	North Avenue (40)	

Deputy Director Denise Lee will be available to answer questions.

RECOMMENDATION:

Approve the submission of the application for continued funding for fiscal year 2022-2023 to the California Department of Education with a maximum reimbursement amount of approximately \$3.6M.

PRESENTER: Denise Lee

ITEM III-C-3 – ACTION

APPROVAL OF BUDGET MODIFICATION, CARRYOVER REQUEST AND
SUBMISSION OF A REVISED 1303 FACILITIES RENOVATION AND REPAIR
APPLICATION FOR HEAD START AND EARLY HEAD START

BACKGROUND:

This agenda item provides the opportunity for the Governing Board to approve a Head Start and Early Head Start budget modification and carryover request and to submit a 1303 Facilities Renovation and Repair Application to the Administration for Children and Families (ACF) for program year 2020-21. Specifically,

- 1) **Budget Modification (\$1,471,333)** - a Budget Modification is being requested for underspent funds in:
 - a. PY' 2020-2021 Head Start/Early Head Start Base Grant (\$971,333)
 - b. PY' 2021-2022 No-Cost Extension Funds for the Head Start and Early Head Start CARES Act funds (\$500,000)

- 2) **Carryover Request (\$1,621,333)** - a Carryover is being requested for the budget modification funds identified in #1 above. This includes \$150,000 of CARES Act funding.

- 3) **1303 Facilities Renovation and Repair Application (revised)** – SETA submitted a 1303 Facilities Renovation and Repair Application during the 2020-2021 program year, However, due to inflation and increased costs, SETA is required to submit a revised 1303 application.

The Head Start/Early Head Start budget modification is being requested to repurpose underspent funds in the program year 2020-2021 Head Start and Early Head Start base grants and the 2021-2022 CARES Act funds that is currently on a 12-month No-Cost Extension through July 2022.

During the 2020-2021 program year, the SETA Operated Program (grantee) was unable to complete the Northview Early Learning Center tenant improvement project. Additionally, Twin Rivers Unified School District, a SETA delegate agency, was unable to complete various play yard projects at the Morey Avenue and Rio Linda centers.

In addition to the budget modification. SETA is requesting to carryover funds to the 2021-2022 program year in the amount of **\$1,621,333**, to complete these projects.

Details of the Budget Modification and Carryover Request are provided under separate cover.

Staff will present information and be available to answer questions.

ITEM III-C-3-ACTION (continued)
Page 2

RECOMMENDATION:

Approve a budget modification, in the amount of \$1,471,333, for Head Start and Early Head Start and carryover request, in the amount of \$1,621,333, and to submit a revised 1303 Facilities Renovation and Repair Application to the Office of Head Start/Administration for Children and Families.

PRESENTER: Denise Lee



**Budget Justification for
Budget Modification Request and Carryover Request
2021-2022
Head Start and Early Head Start
09CH010182 and 09CH011763**

The Sacramento Employment and Training Agency (SETA) is submitting a Head Start/Early Head Start Budget Modification and Carryover Request to complete unfinished projects from the 2020-2021 program year. Specifically, the SETA Operated Program (grantee) was unable to complete the Northview Early Learning Center tenant improvement project and Twin Rivers Unified School District, a SETA delegate agency, was unable to complete play yard projects at the Morey Avenue and Rio Linda centers.

This narrative addresses two requests:

- 1) **Budget Modification (\$1,471,333)** - a Budget Modification is being requested for underspent funds in:
 - a. PY' 2020-2021 Head Start/Early Head Start Base Grant (\$971,333)
 - b. PY' 2021-2022 No-Cost Extension Funds for the Head Start and Early Head Start CARES Act funds (\$500,000)

- 2) **Carryover Request (\$1,621,333)** - a Carryover is being requested for the budget modification funds identified in #1 above. This includes \$150,000 of CARES Act funding.

The Head Start/Early Head Start budget modification is being requested to repurpose underspent funds in the program year 2020-2021 Head Start and Early Head Start base grants and the 2021-2022 CARES Act funds that is currently on a 12-month No-Cost Extension through July 2022.

With the repurposed 2020-2021 program funds, SETA is also requesting to carryover to move the funds to the 2021-2022 program year. The carryover request in the amount of **\$1,621,333**.

This Budget Modification is being submitted with a 1303 Facilities Renovation and Repair Application for the Northview Early Learning Center project.

Details of the Budget Modification and Carryover Request are provided below.

**Budget Modification – HS/EHS Base Grant Funds PY 20/21
and CARES Act Funds PY 21/22**

HS Base Funding - \$868,140 (SETA - \$460,000 and TRUSD - \$408,140)

EHS Base Funding - \$103,193 (SETA - \$40,000 and TRUSD - \$63,193)

SETA Operated Program - The funds will be used to address various facilities issues at the Northview Early Learning Center including:

1. Address an aging building that shows significant wear and tear
2. Add an additional classroom within the existing space, serving more children in an under-served community with a historically long waiting list and to accommodate more children under reduced class sizes as a result of COVID-19
3. Add child restrooms in the classroom, providing available hand-washing stations needed as a result of COVID-19 and enhancing child safety and supervision
4. Add stall(s) to the adult bathroom to better accommodate the 17+ staff members
5. Update, expand and replace the HVAC system with individual classroom systems to provide better ventilation and temperature control per classroom (non-shared systems) which will help reduce the risk of spread of COVID-19
6. Update ADA access, health and safety codes, and energy efficiency regulations.

The anticipated completion date for the Northview tenant improvement project is July 2022.

Budget details for Head Start and Early Head Start are as follows:

Head Start Base Budget (\$460,000)

Cost Category	Budget	Budget Modification	Updated Budget
Personnel	\$13,584,495	(\$308,200)	\$13,276,295
Fringe Benefits	7,690,066	(151,800)	7,538,266
Travel	-	-	-
Equipment	-	-	-
Supplies	572,000	-	572,000
Contractual	22,180,266	-	22,180,266
Construction	600,000	460,000	1,060,000
Other	4,739,087	-	4,739,087
Total	\$49,365,914	-	\$49,365,914

Early Head Start Base Budget (\$40,000)

Cost Category	Budget	Budget Modification	Updated Budget
Personnel	\$3,803,039	-	\$3,803,039
Fringe Benefits	2,145,371	-	2,145,371
Travel	-	-	-
Equipment	-	-	-
Supplies	231,000	(\$40,000)	191,000
Contractual	629,106	-	629,106
Construction	50,000	40,000	90,000
Other	779,552	-	779,552
Total	\$7,638,068	-	\$7,638,068

Twin Rivers Unified School District - Twin Rivers Unified School District is requesting a budget modification to complete various outdoor play structure and outdoor improvements at the Rio Linda and Morey Ave sites. For Morey Avenue, projects include:

1. Add new pavement (\$100,000)
2. Add a marquee for the site (\$80,000)
3. Install new turf to replace bark (\$120,000)
4. Install a new shade structure (\$75,000)
5. Replace an aging shade canvas (\$40,000)
6. Install new turf/replace old bark (\$51,333)

The remaining funds will be used to purchase new cribs for the centers (\$5,000).

This budget modification is under the grantee’s “Contractual” cost category and does not have a cost category change.

HS CARES Act Funding - \$460,000

EHS CARES Act Funding - \$40,000

SETA Operated Program – SETA is requesting to repurpose CARES Act funds to support the Northview tenant improvement project. In accordance with Program Instruction ACF-PI-HS-21-03, SETA is requesting to use a portion of the CARES Act funding for:

- Ventilation to reduce risk of indoor transmission and make facilities safer. Installing new heating, ventilation, and air conditioning (HVAC) systems.

Budget Modification and Carryover Request Justification 2021-2022

- Renovations or other space modification. Converting available space into classrooms/modifying current classroom designs with room dividers.
- Additional space. Renting additional classroom space, due to physical distancing, to increase opportunities for more children to return to in-person services.

Budget details for Head Start and Early Head Start CARES Act funds are as follows:

Head Start CARES Act Budget

Cost Category	Budget	Budget Modification	Updated Budget
Personnel	-	-	-
Fringe Benefits	-	-	-
Travel	-	-	-
Equipment	-	-	-
Supplies	\$471,593	(\$230,000)	\$241,593
Contractual	2,186,473	-	2,186,473
Construction	600,000	460,000	1,060,000
Other	471,593	(230,000)	241,593
Total	\$3,729,659	-	\$3,729,659

Early Head Start CARES Act Budget

Cost Category	Budget	Budget Modification	Updated Budget
Personnel	-	-	-
Fringe Benefits	-	-	-
Travel	-	-	-
Equipment	-	-	-
Supplies	\$189,535	(\$20,000)	\$169,535
Contractual	264,309	-	264,309
Construction	50,000	40,000	90,000
Other	189,535	(20,000)	169,535
Total	\$693,379	-	\$693,379

Carryover Request – HS/EHS Base Grant Funds \$1,621,333

HS Base – \$1,468,140 (SETA \$1,060,000, TRUSD \$408,140)

EHS Base - \$153,193 (SETA \$90,000, TRUSD - \$63,193)

SETA is requesting a carryover request of Head Start and Early Head Start Base funds, in the amount of \$1,621,333, to complete unfinished projects outlined in the budget modification above from program year 2020-2021. The carryover request is \$150,000 different than the budget modification due to the CARES Act funds already being approved for a No-Cost Extension request awarded on 10/21/2021. The carryover request is only being requested for the Head Start and Early Head Start base grant funds from grant 09CH011763. The request is to allow for flexibility in spending the funds for an additional 12 months. Funds in the amount of \$1,150,000, will be used to complete the tenant improvement project at SETA’s Northview Early Learning Center. Funds in the amount of \$471,333, will be used to complete various play structure and outdoor site renovations at TRUSD’s Rio Linda and Morey Avenue centers.

Non-Federal Share \$405,334

SETA - \$287,500

TRUSD - \$117,834

SETA Operated Program – SETA has identified the following sources of non-federal share to meet the required match including:

Parent/Other Volunteers in the Classrooms \$287,500

Classroom volunteers include parent classroom volunteers, School Readiness Aides, and Parent Food Aides. SETA anticipates approximately 10,045.42 hours of additional volunteer time. Volunteer hours are valued at the current associate teacher wage rate with fringe benefits (\$28.62/hour).

Twin Rivers Unified School District -

Delegate Required Non-Federal Share \$117,834

Delegate NFS sources are outlined in individual budget and budget narratives on HSES. Non-Federal Share for Head Start Basic COLA is \$117,834

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

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 Saurborne

MEMORANDUM

TO: Everett Crane

DATE: October 21, 2021

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Fiscal Monitoring Desk Review of Crossroads Diversified Service, Inc.

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

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: September 2021, 10/5, 10/13, 10/20

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

Program Operator: Crossroads Diversified Services, Inc.

Findings and General Observations:

- 1) We have reviewed the WIOA programs 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: Mr. Robert Sanger **DATE:** November 2, 2021

FROM: David B. Clark, SETA Fiscal Monitor

RE: Fiscal Desk Monitoring of Folsom Cordova Community Partnership

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Family Self Sufficiency	\$64,563	1/1/21 - 12/31/21	1/1/21 - 6/30/21
CSBG	Safety Net	\$56,508	1/1/21 - 12/31/21	1/1/21 - 6/30/21
WIOA	DEA	\$97,500	6/1/19 - 3/31/21	10/1/20 - 3/31/21
RSS	VESL/ES	\$74,940	10/1/20 - 9/30/21	10/1/20 - 6/30/21
RSS	ES	\$127,428	10/1/20 - 9/30/21	10/1/20 - 6/30/21
RSS	VESL OJT	\$176,000	10/1/20 - 9/30/21	10/1/20 - 6/30/21
WIOA	OSY	\$164,947	7/1/20 - 6/30/21	7/1/20 - 6/30/21
WIOA	ADULT	\$225,000	7/1/20 - 6/30/21	7/1/20 - 6/30/21
WIOA	DW	\$75,000	7/1/20 - 6/30/21	7/1/20 - 6/30/21
CSBG	FSS CARES	\$60,000	11/2/20 - 3/31/22	11/2/20 - 6/30/21
CSBG	SN CARES	\$103,917	11/2/20 - 3/31/22	11/2/20 - 6/30/21

Monitoring Purpose: Initial Follow-up Special Final

Date of review: 8/16/21

Follow Up: 8/30, 9/13, 9/17, 9/27-28, 10/5, 10/8

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

Program Operator: Folsom Cordova Community Partnership

Findings and General Observations:

- 1) The total costs as reported to SETA for the CSBG, WIOA, and RSS programs have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Gloria Chung **DATE: November 9, 2021**
FROM: David B. Clark, SETA Fiscal Monitor
RE: Fiscal Desk Monitoring of Sacramento City Unified School District

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
WIOA	Adult/BI	\$ 168,000	7/1/20 - 6/30/21	7/1/20 - 6/30/21
WIOA	DW/BI	\$ 42,000	7/1/20 - 6/30/21	7/1/19 - 6/30/20
WIOA	OSY	\$ 185,200	7/1/20 - 6/30/21	7/1/20 - 6/30/21
RSS	ELL	\$ 70,400	10/1/20 - 9/30/21	10/1/20 - 6/30/21
RSS	COVID-19	\$ 9,240	10/1/20 - 9/30/21	10/1/20 - 6/30/21

Monitoring Purpose: Initial **X** Follow-Up Special Final **X**
Date of review: August 30, 2021
Follow up: 9/2, 9/3, 9/21, 10/5, 10/13, 10/18

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

Program Operator: Sacramento City Unified School District

Findings and General Observations:

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

Recommendations for Corrective Action:

None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Lt. Larry Carmichael **DATE:** November 2, 2021
FROM: Tracey Anderson, SETA Fiscal Monitor
RE: Desk Fiscal Monitoring of The Salvation Army

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$75,000	1/1/2021-12/31/2021	1/1/2020-9/30/2021
CSBG	SN-CARES	\$60,000	11/2/2020-3/31/2022	11/2/2020-9/30/2021

Monitoring Purpose: Initial Follow-up Special Final

Date of review: October 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: The Salvation Army

Findings and General Observations:

- 1) We have reviewed the CSBG Safety Net program from January 1, 2021 to September 30, 2021 and the CSBG Safety Net CARES Act program from November 2, 2020 to September 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. SuTonya Lopez **DATE:** October 28, 2021

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of WIND Youth Services, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	CARES-FSS	\$78,042	11/2/2020-3/31/2022	11/2/2020-6/30/2021
CSBG	CARES-SN	\$24,800	11/2/2020-3/31/2022	11/2/2020-6/30/2021

Monitoring Purpose: Initial Follow-up Special Final

Date of review: August 2021; 8/24, 9/7, 9/22, 10/7, 10/14, 10/20, 10/27

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

Program Operator: WIND Youth Services, Inc.

Findings and General Observations:

- 1) We have reviewed the CSBG CARES Act programs of Family Self-Sufficiency and Safety Net from November 2, 2020 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

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 November 22, 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			
Above and Beyond Logistics LLC	9	Delivery Route Driver	10
Adecco	9	Quality Inspector	20
AlSCO, inc	9	Delivery Driver	5
	9	Office Clerk	1
	9	Production Associate	1
City Of Elk Grove	9	Animal Services Officer	1
	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	Property and Evidence Technician I	1
	9	Purchasing Specialist	1
	3	Senior Civil Engineer	1
	0	Senior Customer Service Specialist-Animal Services	1
City of Sacramento	9	Accountant	1
	9	Administrative Analyst	1
	9	Administrative Assistant I	1
	9	Administrative Officer	1
	9	Administrative Technician	1
	9	Animal Care Technician	1
	9	Animal Services Coordinator	1
	9	Aquatics Recreation Coordinator	1
9	Aquatics Specialist	1	

SETA- Employer Activity Report

The following is an update of information as of November 22, 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	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
	3	Associate Civil Engineer	1
	3	Associate Electrical Engineer	1
	3	Building Inspector III	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
	3	Code Enforcement Officer	1
	9	Community Service Officer I	1
	9	Community Service Officer I-Limited-Term	1
	9	Crew Leader, Landscape and Learning	1
	9	Customer Service Representative	1
	9	Deputy City Attorney I -Community Advocacy and Public Safety Division	1
	9	Deputy City Attorney II -Community Advocacy and Public Safety Division	1
	9	Development Project Manager	1
	9	Development Services Technician I	1
	9	Development Services Technician II	1
	9	Dispatcher II	2
	9	Dispatcher Recruit	1
	6	Environmental Health & Safety Officer	1
	9	Environmental Program Manager	1

SETA- Employer Activity Report

The following is an update of information as of November 22, 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	Equipment Mechanic I	1
	9	Events Duty Person	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 II	1
	9	Instrument Technician Trainee	1
	9	Integrated Waste Equipment Operator	1
	9	Junior Planner	1
	9	Legal Secretary - Litigation	1
	9	Legal Staff Assistant	1
	9	Lifeguard	1
	9	Office Assistant	1
	9	Office Specialist	1
	9	Park Maintenance Manager	1
	9	Park Maintenance Superintendent	1
	9	Parking Meter Repair Worker	1
	9	Personnel Analyst	1
	9	Police Chief	1
	9	Police Officer	3
	9	Police Officer Recruit	1
	9	Police Officer Recruit	2
	9	Police Records Specialist I	1
	9	Pool Manager	1
	7	Principal Applications Developer	1
9	Principal Budget Analyst	1	

SETA- Employer Activity Report

The following is an update of information as of November 22, 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	Principal Building Inspector	1
	9	Process Control Systems Specialist	1
	9	Program Coordinator	1
	9	Program Developer	2
	9	Program Manager	1
	7	Program Specialist	1
	4	Program Specialist-Senior HRIS Business Analyst - PeopleSoft	1
	7	Program Specialist -Senior IT Business Analyst	1
	9	Recreation Aide	2
	9	Recreation Superintendent-Older Adults-Access Leisure	1
	9	Registrar	1
	9	Security Officer	1
	9	Senior Animal Control Officer	1
	7	Senior Applications Developer	1
	4	Senior Applications Developer-IT Oracle CC&B	1
	7	Senior Applications Developer -PeopleSoft	1
	9	Senior Deputy City Attorney	1
	9	Senior Development Project Manager	1
	9	Senior Lifeguard	1
	3	Senior Painter	1
	9	Senior Plant Operator-Water Division	1
	9	Senior Recreation Aid	2
	7	Senior Systems Engineer	1
	9	Stationary Engineer	1
	3	Street Construction Laborer	1
	9	Tree Pruner II	1
	9	Utilities Operations & Maintenance Service Worker-Wastewater & Drainage	1
9	Utility Worker	1	
2	Water Conservation Representative	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			
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
Legacy Wireless Services	7	Top Lead/Top Hand II	1
Los Rios Community College District	9	Account Clerk III	1
	4	Accountant	1
	4	Administrative Assistant I	1
	9	Admissions/Records Clerk II	1
	9	Admissions/Records Clerk III	1
	4	Agriculture Adjunct Assistant Professor	1
	4	Alternate Media Design Specialist	1
	4	Anthropology Adjunct Assistant Professor	1
	4	Arabic Adjunct Assistant Professor	1
	4	Architecture Adjunct Assistant Professor	1

SETA- Employer Activity Report

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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			
Los Rios Community College District	4	Associate Vice President of Equity, Institutional Effectiveness and Innovation	1
	4	Athletic Trainer	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	Child Development Center Teacher	1
	4	Clerk III	1
	9	College Safety Officer	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 (I) of Application Services	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
	9	Facilities Maintenance-Transportation Supervisor	1
	9	Financial Aid Clerk II	1
	4	Financial Aid Officer	1
	4	Fire Technology Adjunct Assistant Professor	1
	9	Head Groundskeeper	1
	4	Information Technology Business/Technical Analyst I	1
	4	Information Technology Business/Technical Analyst II	1
	4	Instructional Assistant - Music	1
4	Instructional Assistant-Arts, Media, and Entertainment	1	
4	Instructional Assistant-Chemistry	1	

SETA- Employer Activity Report

The following is an update of information as of November 22, 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 Assistant-Learning Resources-Writing Center	1
	4	Instructional Services Assistant II	1
	4	Laboratory Technician-Science	2
	4	Laboratory Technician-Construction	1
	9	Maintenance Electrician	1
	4	Maintenance HVAC Mechanic	2
	9	Maintenance Plumber	1
	4	Nursing RN Assistant Professor -Medical Surgical Focus	1
	4	Outreach Specialist	1
	4	Police Communication Dispatcher	1
	9	Police Officer	1
	4	Project Director (X) for TRIO Educational Talent Search (ETS)	1
	4	Psychology Assistant Professor	3
	4	Research Analyst	1
	4	Senior Information Technology Business/Technical Analyst	1
	4	Special Projects External Events Coordinator	1
	9	Special Projects - Open Educational Resources (OER) Specialist (Temporary)	1
	4	Special Projects - Work-Based Learning and Job Readiness Specialist	1
	4	Special Projects-Education Coach II (Temporary)	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 Personnel Assistant-Career & Job Opportunity Services	1
	4	Student Personnel Assistant-Outreach Services (Temporary)	1
	4	Student Support Specialist	1
4	Student Support Supervisor	1	
9	Sustainability Projects Coordinator	1	

SETA- Employer Activity Report

The following is an update of information as of November 22, 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			
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			308

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 November 22, 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 958348/04	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
Fortuna BMC 3140 Peace Keeper Way McClellan, CA 95652	Payroll Management	11/20/2021	Permanent	217	Sacramento, CA	Yes	N
VSP 3333 Quality Dr. Rancho Cordova, CA 95670	Health Insurance	12/31/2021	Permanent	13	Sacramento, CA	Yes	N
United States Cold Storage of California 3100 52nd Avenue Sacramento, CA 95823	Warehouse	1/31/2022	Permanent	18	Sacramento, CA	Yes	N
TOTAL				324			

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 October was 5.3%.

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

Staff will be available to answer questions.

PRESENTER: Roy Kim

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

Contact: Cara Welch
 (916) 227-0298

**SACRAMENTO—ROSEVILLE—ARDEN-ARCADE METROPOLITAN STATISTICAL AREA (MSA)
 (EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)**

Total wage and salary jobs up 12,200 over the month: 32,400 over the year

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 5.3 percent in October 2021, down from a revised 5.5 percent in September 2021, and below the year-ago estimate of 8.0 percent. This compares with an unadjusted unemployment rate of 6.1 percent for California and 4.3 percent for the nation during the same period. The unemployment rate was 4.7 percent in El Dorado County, 4.1 percent in Placer County, 5.8 percent in Sacramento County, and 4.6 percent in Yolo County.

Between September 2021 and October 2021, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 12,200 to total 1,018,000 jobs.

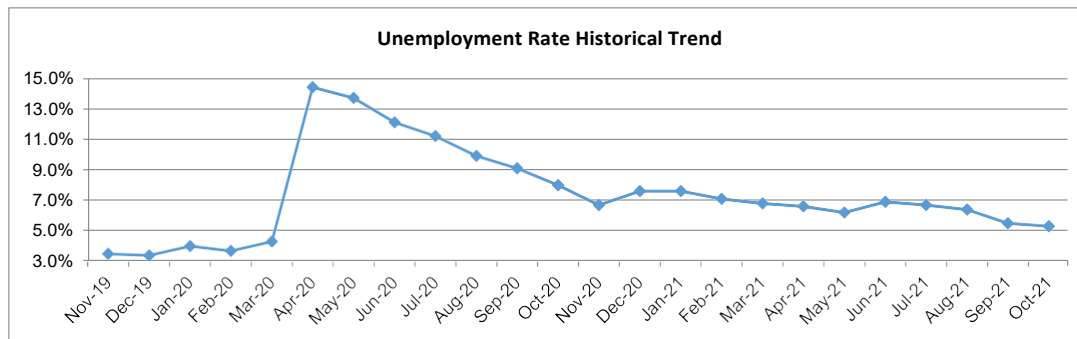
- Government continued to gain employment from September to October, with the addition of 6,700 jobs. Job gains occurred in local government (up 4,200 jobs) and state government (up 2,700 jobs). Federal government reported a slight decrease of 200 jobs.
- Employment in trade, transportation, and utilities increased by 2,600 jobs as seasonal hiring began. Retail trade (up 2,600 jobs) was responsible for all job gains for the industry.
- Professional and business services employment rose by 2,200 in October. Administrative and support and waste services (up 1,900 jobs) accounted for 86 percent of the growth. Professional, scientific, and technical services was up 400 jobs.
- Meanwhile, three industries declined from September to October, led by other services (down 800 jobs), construction (down 700 jobs), and farm (down 400 jobs).

Between October 2020 and October 2021, total jobs in the region increased by 32,400 or 3.3 percent.

- Construction led the region in year-over growth, adding 6,800 jobs. Specialty trade contractors (up 6,100 jobs) accounted for a majority of the increase.
- Leisure and hospitality grew by 5,500 jobs since last October. Accommodation and food services gained 3,300 jobs. Arts, entertainment, and recreation was up 2,200 jobs.
- Professional and business services increased by 4,700 jobs. Employment additions were reported in professional, scientific, and technical services (up 3,300 jobs), administrative and support and waste services (up 1,300 jobs), and management of companies and enterprises (up 100 jobs).
- Additional year-over employment gains of over a thousand jobs occurred in the following sectors: trade, transportation, and utilities (up 4,500 jobs), other services (up 3,100 jobs), government (up 3,000 jobs), manufacturing (up 2,300 jobs), and education and health services (up 1,400 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 5.3 percent in October 2021, down from a revised 5.5 percent in September 2021, and below the year-ago estimate of 8.0 percent. This compares with an unadjusted unemployment rate of 6.1 percent for California and 4.3 percent for the nation during the same period. The unemployment rate was 4.7 percent in El Dorado County, 4.1 percent in Placer County, 5.8 percent in Sacramento County, and 4.6 percent in Yolo County.



Industry	Sep-2021	Oct-2021	Change		Oct-2020	Oct-2021	Change
	Revised	Prelim				Prelim	
Total, All Industries	1,005,800	1,018,000	12,200		985,600	1,018,000	32,400
Total Farm	10,100	9,700	(400)		9,000	9,700	700
Total Nonfarm	995,700	1,008,300	12,600		976,600	1,008,300	31,700
Mining, Logging, and Construction	80,500	79,800	(700)		73,000	79,800	6,800
Mining and Logging	600	600	0		600	600	0
Construction	79,900	79,200	(700)		72,400	79,200	6,800
Manufacturing	37,700	38,000	300		35,700	38,000	2,300
Trade, Transportation & Utilities	161,800	164,400	2,600		159,900	164,400	4,500
Information	10,000	10,100	100		9,700	10,100	400
Financial Activities	52,100	52,500	400		52,500	52,500	0
Professional & Business Services	135,700	137,900	2,200		133,200	137,900	4,700
Educational & Health Services	163,300	164,700	1,400		163,300	164,700	1,400
Leisure & Hospitality	87,100	87,500	400		82,000	87,500	5,500
Other Services	34,200	33,400	(800)		30,300	33,400	3,100
Government	233,300	240,000	6,700		237,000	240,000	3,000

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

Labor force data are revised month to month

Additional data are available on line at www.labormarketinfo.edd.ca.gov

Data Not Seasonally Adjusted

	Oct 20	Aug 21	Sep 21 Revised	Oct 21 Prelim	Percent Change Month	Year
Civilian Labor Force (1)	1,100,300	1,098,900	1,097,800	1,102,600	0.4%	0.2%
Civilian Employment	1,012,600	1,028,200	1,037,100	1,044,100	0.7%	3.1%
Civilian Unemployment	87,800	70,700	60,800	58,500	-3.8%	-33.4%
Civilian Unemployment Rate (CA Unemployment Rate)	8.0%	6.4%	5.5%	5.3%		
(U.S. Unemployment Rate)	6.6%	5.3%	4.6%	4.3%		
Total, All Industries (2)	985,600	1,005,000	1,005,800	1,018,000	1.2%	3.3%
Total Farm	9,000	10,500	10,100	9,700	-4.0%	7.8%
Total Nonfarm	976,600	994,500	995,700	1,008,300	1.3%	3.2%
Total Private	739,600	763,000	762,400	768,300	0.8%	3.9%
Goods Producing	108,700	118,900	118,200	117,800	-0.3%	8.4%
Mining, Logging, and Construction	73,000	80,800	80,500	79,800	-0.9%	9.3%
Mining and Logging	600	600	600	600	0.0%	0.0%
Construction	72,400	80,200	79,900	79,200	-0.9%	9.4%
Construction of Buildings	15,200	15,100	15,200	15,200	0.0%	0.0%
Specialty Trade Contractors	49,000	56,500	55,800	55,100	-1.3%	12.4%
Building Foundation & Exterior Contractors	13,200	15,700	15,500	15,300	-1.3%	15.9%
Building Equipment Contractors	20,200	21,700	21,800	21,200	-2.8%	5.0%
Building Finishing Contractors	10,500	11,800	11,500	11,600	0.9%	10.5%
Manufacturing	35,700	38,100	37,700	38,000	0.8%	6.4%
Durable Goods	22,300	22,900	22,600	22,800	0.9%	2.2%
Computer & Electronic Product Manufacturing	4,500	4,600	4,600	4,600	0.0%	2.2%
Nondurable Goods	13,400	15,200	15,100	15,200	0.7%	13.4%
Food Manufacturing	5,100	5,700	5,800	5,700	-1.7%	11.8%
Service Providing	867,900	875,600	877,500	890,500	1.5%	2.6%
Private Service Providing	630,900	644,100	644,200	650,500	1.0%	3.1%
Trade, Transportation & Utilities	159,900	161,100	161,800	164,400	1.6%	2.8%
Wholesale Trade	26,500	26,300	26,000	26,000	0.0%	-1.9%
Merchant Wholesalers, Durable Goods	15,500	15,400	15,300	15,300	0.0%	-1.3%
Merchant Wholesalers, Nondurable Goods	9,500	9,500	9,400	9,500	1.1%	0.0%
Retail Trade	97,900	97,600	98,000	100,600	2.7%	2.8%
Motor Vehicle & Parts Dealer	13,700	14,400	14,400	14,500	0.7%	5.8%
Building Material & Garden Equipment Stores	8,800	9,100	9,100	9,100	0.0%	3.4%
Grocery Stores	20,400	19,900	19,800	19,900	0.5%	-2.5%
Health & Personal Care Stores	5,300	5,200	5,300	5,400	1.9%	1.9%
Clothing & Clothing Accessories Stores	7,100	7,900	7,900	8,000	1.3%	12.7%
Sporting Goods, Hobby, Book & Music Stores	3,300	3,200	3,300	3,300	0.0%	0.0%
General Merchandise Stores	18,900	18,400	18,800	19,600	4.3%	3.7%
Transportation, Warehousing & Utilities	35,500	37,200	37,800	37,800	0.0%	6.5%
Information	9,700	9,900	10,000	10,100	1.0%	4.1%
Publishing Industries (except Internet)	2,100	2,100	2,100	2,100	0.0%	0.0%
Telecommunications	2,800	2,800	2,800	2,800	0.0%	0.0%
Financial Activities	52,500	51,900	52,100	52,500	0.8%	0.0%
Finance & Insurance	35,500	35,000	35,100	35,800	2.0%	0.8%
Credit Intermediation & Related Activities	10,900	11,500	11,200	11,500	2.7%	5.5%
Depository Credit Intermediation	5,900	5,900	5,900	5,800	-1.7%	-1.7%
Nondepository Credit Intermediation	2,600	2,900	2,900	3,000	3.4%	15.4%
Insurance Carriers & Related	20,500	18,900	19,300	19,600	1.6%	-4.4%
Real Estate & Rental & Leasing	17,000	16,900	17,000	16,700	-1.8%	-1.8%
Real Estate	13,500	13,800	13,900	13,600	-2.2%	0.7%
Professional & Business Services	133,200	135,600	135,700	137,900	1.6%	3.5%
Professional, Scientific & Technical Services	58,700	61,200	61,600	62,000	0.6%	5.6%
Architectural, Engineering & Related Services	10,300	10,800	10,800	11,100	2.8%	7.8%
Management of Companies & Enterprises	13,300	13,600	13,500	13,400	-0.7%	0.8%
Administrative & Support & Waste Services	61,200	60,800	60,600	62,500	3.1%	2.1%
Administrative & Support Services	58,100	57,800	57,600	59,400	3.1%	2.2%
Employment Services	20,900	20,600	21,000	22,000	4.8%	5.3%

Data Not Seasonally Adjusted

	Oct 20	Aug 21	Sep 21 Revised	Oct 21 Prelim	Percent Change	
					Month	Year
Services to Buildings & Dwellings	17,900	18,900	18,800	19,000	1.1%	6.1%
Educational & Health Services	163,300	162,500	163,300	164,700	0.9%	0.9%
Education Services	10,900	10,600	11,000	11,700	6.4%	7.3%
Health Care & Social Assistance	152,400	151,900	152,300	153,000	0.5%	0.4%
Ambulatory Health Care Services	53,700	53,900	53,600	54,400	1.5%	1.3%
Hospitals	25,200	25,200	25,300	25,400	0.4%	0.8%
Nursing & Residential Care Facilities	16,900	16,800	16,800	16,700	-0.6%	-1.2%
Leisure & Hospitality	82,000	89,000	87,100	87,500	0.5%	6.7%
Arts, Entertainment & Recreation	8,800	11,700	11,200	11,000	-1.8%	25.0%
Accommodation & Food Services	73,200	77,300	75,900	76,500	0.8%	4.5%
Accommodation	6,000	7,200	7,100	7,000	-1.4%	16.7%
Food Services & Drinking Places	67,200	70,100	68,800	69,500	1.0%	3.4%
Restaurants	65,100	67,600	66,500	66,900	0.6%	2.8%
Full-Service Restaurants	26,300	30,000	29,300	29,700	1.4%	12.9%
Limited-Service Eating Places	38,800	37,600	37,200	37,200	0.0%	-4.1%
Other Services	30,300	34,100	34,200	33,400	-2.3%	10.2%
Repair & Maintenance	10,000	10,600	10,600	10,500	-0.9%	5.0%
Government	237,000	231,500	233,300	240,000	2.9%	1.3%
Federal Government	15,400	14,500	14,700	14,500	-1.4%	-5.8%
Department of Defense	1,800	1,800	1,800	1,800	0.0%	0.0%
State & Local Government	221,600	217,000	218,600	225,500	3.2%	1.8%
State Government	122,600	120,100	121,500	124,200	2.2%	1.3%
State Government Education	27,300	23,600	24,500	26,800	9.4%	-1.8%
State Government Excluding Education	95,300	96,500	97,000	97,400	0.4%	2.2%
Local Government	99,000	96,900	97,100	101,300	4.3%	2.3%
Local Government Education	53,700	50,200	52,100	56,400	8.3%	5.0%
Local Government Excluding Education	45,300	46,700	45,000	44,900	-0.2%	-0.9%
County	19,400	19,000	19,200	19,100	-0.5%	-1.5%
City	9,500	10,800	9,600	9,800	2.1%	3.2%
Special Districts plus Indian Tribes	16,400	16,900	16,200	16,000	-1.2%	-2.4%

Notes:

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

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

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

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

#####

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

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,103,500	17,936,800	1,166,700	6.1%
ALAMEDA	21	809,500	769,400	40,100	5.0%
ALPINE	51	470	430	40	7.7%
AMADOR	31	14,760	13,930	830	5.6%
BUTTE	27	94,700	89,500	5,200	5.4%
CALAVERAS	16	21,660	20,650	1,010	4.7%
COLUSA	55	11,180	10,250	930	8.3%
CONTRA COSTA	25	540,700	511,900	28,800	5.3%
DEL NORTE	37	9,500	8,930	570	6.0%
EL DORADO	16	92,000	87,700	4,300	4.7%
FRESNO	50	443,400	409,500	33,900	7.6%
GLENN	27	12,930	12,230	700	5.4%
HUMBOLDT	20	60,700	57,800	2,900	4.8%
IMPERIAL	58	68,400	56,300	12,100	17.7%
INYO	16	8,220	7,840	390	4.7%
KERN	55	390,100	357,800	32,300	8.3%
KINGS	53	56,200	51,800	4,400	7.9%
LAKE	41	28,800	27,010	1,790	6.2%
LASSEN	5	10,340	9,910	430	4.1%
LOS ANGELES	52	5,027,300	4,632,800	394,500	7.8%
MADERA	49	61,600	57,100	4,500	7.3%
MARIN	1	134,300	129,700	4,600	3.4%
MARIPOSA	31	7,520	7,100	420	5.6%
MENDOCINO	21	36,750	34,900	1,850	5.0%
MERCED	54	117,800	108,300	9,500	8.0%
MODOC	13	3,450	3,290	160	4.6%
MONO	36	8,020	7,550	470	5.9%
MONTEREY	30	222,600	210,300	12,300	5.5%
NAPA	10	71,100	67,900	3,200	4.5%
NEVADA	10	47,740	45,610	2,140	4.5%
ORANGE	16	1,588,300	1,512,900	75,400	4.7%
PLACER	5	187,700	180,100	7,600	4.1%
PLUMAS	44	7,800	7,270	530	6.7%
RIVERSIDE	42	1,125,800	1,055,300	70,500	6.3%
SACRAMENTO	34	715,700	674,000	41,700	5.8%
SAN BENITO	34	31,800	30,000	1,900	5.8%
SAN BERNARDINO	42	988,200	925,700	62,500	6.3%
SAN DIEGO	25	1,553,900	1,471,000	82,900	5.3%
SAN FRANCISCO	4	562,100	540,200	21,800	3.9%
SAN JOAQUIN	48	333,100	309,000	24,100	7.2%
SAN LUIS OBISPO	7	132,600	127,000	5,700	4.3%
SAN MATEO	2	442,200	426,300	15,900	3.6%
SANTA BARBARA	10	220,800	211,000	9,900	4.5%
SANTA CLARA	3	1,034,500	996,300	38,200	3.7%
SANTA CRUZ	24	134,200	127,300	6,900	5.2%
SHASTA	27	75,400	71,300	4,100	5.4%
SIERRA	7	1,390	1,330	60	4.3%
SISKIYOU	37	17,320	16,290	1,040	6.0%
SOLANO	40	202,400	190,000	12,400	6.1%
SONOMA	7	249,300	238,700	10,600	4.3%
STANISLAUS	46	241,500	224,900	16,600	6.9%
SUTTER	45	46,300	43,700	3,200	6.8%
TEHAMA	31	26,380	24,900	1,470	5.6%
TRINITY	13	4,630	4,410	220	4.6%
TULARE	57	199,200	180,900	18,300	9.2%
TUOLUMNE	37	19,690	18,510	1,180	6.0%
VENTURA	21	411,900	391,100	20,700	5.0%
YOLO	13	107,200	102,300	4,900	4.6%
YUBA	47	30,500	28,300	2,100	7.0%

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 *October 2021

Comments:

October 4th – Galt, Walnut Grove and Grizzly Hollow were closed due to unforeseen matter.
 October 14th – Nedra was closed due to COVID-19 safety protocols and reopened on October 26th.
 October 14th – Home Base had a field trip to Swanston Park we provided meals for 160 count for the children and parents.
 October 19th – North Ave classroom R and P were closed due to COVID-19 safety protocols and reopened on October 26th.
 October 21st – Norma Johnson classroom U was closed due to COVID-19 safety protocols and reopened on October 29th.
 October 22nd – Elkhorn classroom C was closed due to COVID-19 safety protocols and reopened on November 1st.
 October 25th – Galt classroom Q was closed due to COVID-19 safety protocols and reopened on November 1st.
 October 27th - Home Base had a field trip to Keema’s Pumpkin Patch we provided meals for 180 count for the children and parents.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
38,108	31,348	32,982	0

Total Amount of Meals and Snacks Prepared

Purchases:

Food	\$97,808.81
Non - Food	\$17,309.31

Building Maintenance and Repair:	\$0.00
Janitorial & Restroom Supplies:	\$0.00
Kitchen Small Wares and Equipment:	\$0.00
Vehicle Maintenance and Repair:	\$109.19
Vehicle Gas / Fuel:	\$1,983.18
Normal Delivery Days	21

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (10/31/21)	(b) % Actual to Funded
Elk Grove USD	440	407	93%
Sacramento City USD	736	372	51%
SETA	1,736	1,299	75%
San Juan USD	1,044	689	66%
Twin Rivers USD	160	156	98%
WCIC/Playmate	120	83	73%
Total	4,236	3,006	71%

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (10/31/21)	(b) % Actual to Funded
SETA	653	568	87%
San Juan USD	163	152	93%
TRUSD	56	56	100%
Total	872	776	89%

- (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.

Reasons for Program Under Enrollment

SETA

- Families are not consistent in following through with enrollment process and appointments.
- Classes capped due to limited staffing at the following sites: Bannon Creek; Bright Beginning; Franklin; Fruitridge; Kennedy Estates; Nedra; North Ave; Solid Foundation; Strizek Park; Walnut Grove, enrollment vacancies totaling 160 slots. Spinelli and Florin have 80 enrollment slots vacant due to sites pending licenses. Combined 240 enrollment slots on hold, which account for 14% of the total enrollment.
- There is still hesitancy with families enrolling children due to Covid-19 exposure.
- Interested families are exceeding the income guidelines and need over income waivers.

Sacramento City USD

- Interested families are exceeding the income guidelines, need for over income waivers has increased.

San Juan USD

- Inquiring families on waitlist are over income.
- Child Development staffing shortage. Hosted three (3) job fairs for teacher positions, low turnout of candidates.

WCIC/Playmate

- Unable to recruit families during the traditional period in April for 21-22 program year due to Covid-19 restrictions staffed worked remotely, families not able to access site or staff in person for enrollment. Recruitment efforts with community partners (La Familia, Asian Resources, Boys' & Girls Club, Sacramento Food Bank, Well Space) started later as staff returned to sites in August.
- Parents not ready for their children to enroll for in-person classes, families hesitant to enroll for the 2021-2022 school year due to Covid-19.

Summary of Strategies/Action Step(s) for Head Start & Early Head Start Countywide

To address the Child Development teaching staff shortage, Job Fairs were hosted to recruit candidates for various vacant teacher positions.

There is still hesitancy with families enrolling children due to Covid-19 exposure. Efforts have been made to provide families with resources on community Covid-19 testing and vaccination locations, site staff continue to monitor health and safety practices to prevent spread of illness within sites.

For recruitment opportunities of eligible families, the following community events were attended: Independent Living Program & Extended Foster Care Advisory Meeting; Community Engagement Center-Network Café; Celebrando Nuestra Salud-Free Health Screening; Halloween Extravaganza; Healthy Sacramento Day; Mutual Assistance Network Harvest Festival. SETA is in the process of working on a countywide marketing campaign to advertise in various media outlets to boost awareness and enrollment.

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

October 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	103	6%	589	88	15%
Twin Rivers USD	140	31	22%	40	7	18%
Elk Grove USD	440	35	8%			
Sac City USD	736	15	2%			
San Juan USD	1052	71	7%	160	5	3%
WCIC	120	2	2%			
EHS CCP				80	10	13%
COUNTY TOTAL	4244	257	6%	869	110	13%

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.