



**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

**DENISE LEE**  
Interim Executive Director

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

**DATE:** Thursday, January 6, 2022

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

**LOCATION:** zoom location  
<https://us02web.zoom.us/j/82031778519?pwd=eXRhNkNHeG9oL0xaSm9wR2FRc3VwQT09>

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/82031778519?pwd=eXRhNkNHeG9oL0xaSm9wR2FRc3VwQT09>. 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,,82031778519# US (San Jose). Meeting ID: 820 3177 8519. Passcode: 892073. Find your local number: <https://us02web.zoom.us/u/kialSr3Jt>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: [Monica.Newton@seta.net](mailto: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](mailto: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](http://www.seta.net).

**AGENDA**

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

<b>II. <u>Consent Items</u></b>	<b><u>Page Number</u></b>
A. Approval of Minutes of the December 2, 2021 Regular Board Meeting	1-11
B. Approval of Claims and Warrants	12
C. Approval of an Appointment to the Sacramento Works Board (Roy Kim)	13
 <b>III. <u>Action Items</u></b>	
<b>A. GENERAL ADMINISTRATION/SETA</b>	
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 (Legal Counsel)	14-15
2. Review and Approval of the Agency’s Independent Auditor’s Report and Financial Statements for Fiscal Year Ended June 30, 2021 (D’et Saurbourne)	16
3. Approval to Release a Request for Proposals for Head Start Janitorial Services (Denise Lee)	17-18
 <b>B. WORKFORCE DEVELOPMENT DEPARTMENT</b>	
1. Ratification of the Submission of a Workforce Accelerator Application to the California Workforce Development Board and Authorize the Executive Director to Execute the Agreement, Subgrantee Agreements, and Any Other Documents Required by the Funding Source (Terri Carpenter)	19
 <u>Community Services Block Grant: No Items</u>	
 <u>One Stop Services: No Items</u>	
 <u>Refugee Services: No Items</u>	
 <b>C. CHILDREN AND FAMILY SERVICES</b>	
1. Approval of Selection of General Contractor for Tenant Improvement and Site Work Services for the Northview Early Learning Center (Denise Lee)	20

**IV. Information Items**

- |    |   |       |
|----|---|-------|
| A. | Fiscal Monitoring Reports (D'et Saurbourne)   | 21-27 |
|    | <ul style="list-style-type: none"><li>• Golden Sierra JTA</li><li>• Twin Rivers Unified School District</li><li>• World Relief Corporation - Sacramento</li></ul> |       |
| B. | Employer Success Stories and Activity Report (William Walker)   | 28-38 |
| C. | Dislocated Worker Update (William Walker)   | 39-40 |
| D. | Unemployment Update/Press Release from the Employment Development Department (Roy Kim)  | 41-45 |
| E. | Head Start Reports (Denise Lee)   | 46-51 |

**V. Reports to the Board**

52

- |    |                      |
|----|----------------------|
| A. | Chair                |
| B. | Executive Director   |
| C. | Deputy Directors     |
| D. | Counsel              |
| E. | Members of the Board |
| F. | Public               |

**VI. Adjournment**

**DISTRIBUTION DATE: Tuesday, December 21, 2021**

ITEM II-A-CONSENT

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

BACKGROUND:

Attached are the minutes of the December 2, 2021 meeting for your review.

RECOMMENDATION:

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

PRESENTER: Denise Lee

**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, December 2, 2021  
10:00 a.m.

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

Ms. Scherman called the meeting to order at 10:03 a.m. The roll was called and a quorum confirmed.

Members Present:

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

Members Absent:

Eric Guerra, Vice Chair; Councilmember, City of Sacramento  
Patrick Kennedy, Member, Board of Supervisors

**II. Consent Items**

- A. Approval of Minutes of the November 4, 2021 Regular Board Meeting and the November 23, 2021 Special Meeting
- B. Approval of Claims and Warrants

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

- A. Approval of Minutes of the November 4, 2021 Regular Board Meeting and the November 23, 2021 Special Meeting
- B. Approval of Claims and Warrants for 10/27/2021 through 11/23/2021

Roll call vote:

Aye: 3 (Nottoli, Vang, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Kennedy)

**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 declaration has continued for virtual platform meetings to hold through March 31, 2022.

Moved/ Nottoli, second/Vang, to approve the Findings and Authorization to Extend Use of Teleconferencing Procedures for Board Meetings During Declared State of Emergency and/or While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing

Roll call vote:

Aye: 3 (Nottoli, Vang, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Kennedy)

2. Adoption of the Letter of Understanding on Application of the American Rescue 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

Ms. Noren stated the American Federation of State, County, and Municipal Employees (AFSCME) met nine times since June 11<sup>th</sup>, regarding the ARP funds. Ratification was held and passed on November 22, 2021. If approved the letter of understanding for ratification of extra holiday time during the agency closure can be implemented. With the board's approval the Agency would close December 23 through 31, and the use of staff accruals during this time would be reduced. The agency wide cost is approximately \$621,000.

Ms. Kossick clarified the item title should read American Rescue Plan (ARP).

Moved/Vang, second/Nottoli, to approve the Adoption of the Letter of Understanding on Application of the American Rescue 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

Roll call vote:

Aye: 3 (Nottoli, Vang, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Kennedy)

3. Approval of Procurement of the Agency's Workers' Compensation Insurance

Ms. Saurbourne stated the Agency's workers compensation insurance expires on December 31, 2021. Arthur J. Gallagher is still working to procure workers compensation insurance for 2022. Ms. Saurbourne introduced Mr. Ken Johnson, with Arthur J. Gallagher.

Mr. Johnson reviewed what was discussed at the previous meeting. He stated flood insurance is still being negotiated. Philadelphia Insurance company is no longer able to provide directors and officers liability, and employment practices liability insurance going forward. Philadelphia Insurance extended coverage for one additional year (2022). GuideOne Insurance stepped forward for next year and sent over a quote for auto insurance as well. GuideOne quoted at \$508,552.88 for Workers Compensation insurance; there are additional quotes being received.

Ms. Saurbourne said we have about \$100,000 savings this year. She asked the board to authorize for Gallagher to seek additional quotes in order for SETA to receive the best pricing and to authorize the Executive Director to purchase the workers compensation insurance for 2022.

Ms. Vang asked for clarification if the Interim Executive Director will be procuring and working on the workers compensation insurance.

Ms. Saurbourne replied yes.

Moved/Vang, second/Nottoli, to approve and authorize the Interim Executive Director to procure the Agency's Workers' Compensation Insurance.

Roll call vote:

Aye: 3 (Nottoli, Vang, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Kennedy)

**B. WORKFORCE DEVELOPMENT DEPARTMENT**

Community Services Block Grant:

1. Approval of Community Service Block Grant (CSBG) Funding Recommendations for Program Year 2022

Ms. Davis-Jaffe reviewed the funding recommendations. SETA released a Request for Proposals (RFP) on August 26, 2021. The solicitation was to provide services for safety net, youth and senior support, and family self-sufficiency; as

identified in the in 2022-2023 Community Action Plan. The RFP included a special project for up to \$50,000 to prevent or eliminate recidivism, a felony or a misdemeanor arrest in Sacramento County among African American youth ages 14-17. There was one proposal received for this funding from a current provider. The proposal deadline was September 16, 2021. Once the proposals were received, a team of 13 individuals read the 26 received proposals. The team of readers included members of the SETA Workforce Development, Head Start and Fiscal Departments, Contracts Unit, the City of Sacramento Homeless Services, and the Sacramento County Department of Human Assistance. The readers ranked proposals based on the RFP's requirements. The SETA Community Action Board approved the recommendations on November 10, 2021.

Mr. Nottoli asked about the organizations that were funded that are now zeroed out and ranked two or three. What caused the drop off?

Ms. Davis-Jaffe replied the reading team based the rating on the agency's answers to the list of questions required by the RFP. Many of the current providers were on corrective action. The scores are not that low in the 80's and 70's. Unfortunately, there was not enough funding to reach everyone.

Mr. Nottoli asked for clarification if the agencies ranked two and three are all on corrective action plans.

Ms. Davis-Jaffe replied the majority are, however, they may not have received all possible points. The proposers may not have answered the question thoroughly enough.

Mr. Nottoli asked about corrective action plans.

Ms. Davis-Jaffe answered a majority of them were on a corrective action plan. There were challenges with the number of funding sources and how quickly those funds came in. There were also parts of the proposers' performance that did not meet required standards.

Mr. Nottoli asked if the money came too quickly and there was an inability to serve.

Ms. Davis-Jaffe replied the amount of funds received under CARES Act and FEMA, and figuring out how and where to spend it, might have exceeded their capacity which impacted performance this year. We tried to keep it focused on the data rather than subjective views on how the proposer does in the community.

Mr. Nottoli asked in regards to target areas, how does coverage for accessibility get taken into consideration in the recommendations?



Ms. Davis-Jaffe answered we do look at target areas and locations. We have been helping agencies by making referrals to them, even if they have a different target area, in order make sure the customers are being served.

Moved/Vang, second/Nottoli, to approve the Community Service Block (CSBG) Recommendations for Program Year 2022

Roll call vote:

Aye: 3 (Nottoli, Vang, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Kennedy)

Ms. Scherman commented the agencies not included in this round seem to be located closely together. She expressed concerned for the South Sacramento area, as it is a key area. We need to keep an eye on them.

One Stop Services: None

Refugee Services:

2. 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

Ms. O'Camb reviewed this item, which seeks approval to award approximately \$700,000 to refugee service providers to supplement the RSS COVID-19 Supplemental funding. This would allow for continued housing, utilities, and technology support though the program year ending September 30, 2022. The RSS COVID-19 Supplemental funding is anticipated to be fully utilized by the end of January 2022. In addition to the funding recommendations, the refugee program is seeking approval for seven funding stipulations.

Mr. Thatch commented the procurement is different than previously seen, as the Agency was directed by the funding source to fund our existing providers with this money, thereby avoiding prolonged procurement.

Moved/Vang, second/Nottoli, to approve the 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

Roll call vote:

Aye: 3 (Nottoli, Vang, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Kennedy)

**C. CHILDREN AND FAMILY SERVICES:**

1. Approval to Submit Annual Refunding Application for Fiscal Year 2022-2023 to the California Department of Social Services

Ms. Denise Lee reviewed the annual refunding application with the state of California for the State's General Child Care/Infant and Toddler program, for just over \$ 3.6 million. Ms. Lee noted we split the action items into two because State services have been separated between the Department of Education (State Preschool) to the Department of Social Services (General Child Care/Infant and Toddler Services). Starting July 1, 2022, the Department of Education is operating the preschool programs, and the Department of Social Services is operating the infant/toddler programs.

Moved/Nottoli, second/Vang, to approve the submission of the application for continued funding for fiscal year 2022-2023 California Department of Social Services with a maximum reimbursement amount of approximately \$3.6 million.

Roll call vote:

Aye: 3 (Nottoli, Vang, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Kennedy)

2. Approval to Submit Annual Refunding Application for Fiscal Year 2022-2023 to the California Department of Education

Ms. Lee reviewed this item, which is for the State's preschool programs. This item is similar to Item III-C-1 but represents the different funding sources for each application, starting July 1, 2022.

Moved/Vang, second/Nottoli, to approve the submission of the application for continued funding for fiscal year 2022-2023 California Department of Education with a maximum reimbursement amount of approximately \$3.6 million.

Roll call vote:

Aye: 3 (Nottoli, Vang, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Kennedy)

3. Approval of Budget Modification, Carryover Request and Submission of a Revised 1303 Facilities Renovation and Repair Application for Head Start and Early Head Start

Ms. Lee shared that the board reviewed and approved this item in February 2021. Since then the estimated cost of the Northview project has increased significantly. The new estimated cost is \$2.3 million. Head Start is using underspent funds that are eligible for carryover, and CARES Act funds that have already been carried over. The CARES Act funds need to be reprogrammed from the Supplies cost category to Construction.

Mr. Nottoli asked for more detail in regards to the significant rise in cost.

Ms. Lee replied the original estimates were from the architectural firm in January 2021. There were additional upgrades that ultimately were eliminated to bring costs down, closer to \$1.7 million, however, with the increase in demand for construction workers, the short supply of sub-contractors, the rising costs of supplies and materials and general inflation, costs are estimated to be \$2.3 million. The Agency released the Invitation for Sealed Bids for general contractor services (IFSB) with the board's approval last month. Once we receive the bids, we will have a more accurate number for construction costs. The general contractor bids are due Thursday, December 16, 2021.

Mr. Thatch clarified this is not an RFP process for contractors, these are sealed bids. We will either award the lowest bidder, or regroup and rebid.

Mr. Nottoli asked did we put bid alternates for removed items, if bids came in lower.

Ms. Lee answered yes, we did. We have hired a project management firm to help, in particular through construction.

Moved/Vang, second/Nottoli, to 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.

Roll call vote:

Aye: 3 (Nottoli, Vang, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Kennedy)

**IV. Information Items**

A Fiscal Monitoring Reports: No Questions

B. Employer Success Stories and Activity Report: No Questions

C. Dislocated Worker Update

Mr. Walker stated that Fortuna BMC, scheduled to layoff 217 employees, has rescinded the layoff.

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

E. Head Start Reports

Ms. Lee reviewed a question Mr. Nottoli had at the November meeting regarding Elk Grove's dental exams reported in the 2020-2021 PIR.

Ms. Gricelda Ocegueda reviewed why there were high percentage rates for Elk Grove's failed dental results. Upon secondary review, we found that the reporting for Elk Grove was off; some children were marked as "failed" if they did not receive dental services, opposed to marking them as "not screened." To address this issue going forward we are providing EGUSD staff with the training to accurately document for the coming year.

Mr. Nottoli asked if there might have been a higher participation rate?

Ms. Ocegueda said we would have to go back to fix the data. It is best to move forward with proper documentation. We are working with the delegate agencies to make sure the documentation is done correctly.

Mr. Nottoli asked for clarification whether we had already picked up on the mishandling, and were working on it before he commented last month.

Ms. Ocegueda replied yes.

Mr. Nottoli asked if any other discrepancies were found with other delegates.

Ms. Ocegueda said there have been a few, with the COVID-19 pandemic. The Agency is getting back on track by training new staff and oversight.

Ms. Scherman inquired if there will be an addendum or footnote to reflect we caught the discrepancy and are fixing it. This might reflect to funders later on that the delegates are not doing well, which could then have negative impact.

Ms. Lee replied because these reports are available to the public and the Federal Government, we will make an amendment. We will go back to align with reporting. The regional office has to go in to allow us to make an amendment.

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

Ms. Lisa Carr opened the year-in-review presentation for SETA Head Start. During the pandemic, parents felt isolated along with the children. We put out a data driven survey, which had a completion rate of 56 percent. What was gained from the survey was a need to help families feel more engaged, and smaller personal group meetings. We increased the ReadyRosie parenting curriculum. By March 2020, 70 percent of parents had accepted the invitation.

Ms. Karen Griffith reviewed remote learning. We created a mini amazon system to distribute hands-on learning materials to families. Families could drive in to drop off last week's learning materials and pick up the next week learning materials. Each packet was based on individual children's learning needs. Ms. Griffith reviewed child outcomes, comparing Program Year (PY) 2020-2021 (during COVID-19) to 2018-2019 (pre-COVID-19). Language and literacy were higher during remote learning. An area of focus for PY 2021-2022 is mathematics. There is a research study for social/emotional support utilizing trauma informed care. Moving forward, the Agency is making staff wellness a priority, focusing on professional development, not only with compliance, but coaching too. Head Start is partnering with Los Rios Community College and California State University, Sacramento.

Ms. Ocegueda reviewed the Head Start Health and Nutrition Services. Remotely we continued services, providing recipes and weekly meals. Head Start continued to accommodate special diet needs during the pandemic. Nutrition education services were provided for both Home-based and center-based families, along with staff. Head Start partnered with several state agencies with nutrition, food and dietetic programs. We continued health efforts by partnering with the UC Davis School of Nursing and Sacramento Department of Public Health to address childhood obesity. Efforts continued in the year with the Lead Awareness Project, partnering with the Sacramento County Department of Public Health on lead poisoning and prevention programs. One of the biggest focus areas was education on COVID-19 information, vaccination, testing, and what the centers are doing for prevention. A drive through clinic with the SMILES program was held. Ms. Ocegueda shared stories of several Head Start children.

Ms. Scherman commented on the stories of the children receiving glasses.

V. **Reports to the Board**

A. Chair: No Report

B. Executive Director

Ms. Kossick wished Supervisor Nottoli a Happy Birthday. Her last day with SETA is tomorrow, December 3, 2021. She thanked the board and staff for their dedication over the years.

C. Deputy Directors:

Ms. Lee recognized Ms. Kossick and wished her a wonderful retirement. She shared a video clip in dedication to Ms. Kossick.

D. Counsel: No Report

E. Members of the Board

Ms. Vang wished everyone happy holidays, and wished Ms. Kossick a happy retirement.

Mr. Nottoli gave his gratitude to Ms. Kossick for her years of leadership and dedication to the board and SETA.

F. Public: None

**VI. Adjournment:** The meeting adjourned at 11:25 am.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, and Interim Executive Director have reviewed the claims for the period 11/24/2021 through 12/21/2021, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 11/24/2021 through 12/20/2021.

PRESENTER: Denise Lee

## ITEM II-C- CONSENT

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

#### BACKGROUND:

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

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

Historically, SETA's Executive Director has served as a board member on the Sacramento Works WDB in the "Other" member category. Due to the retirement of Kathy Kossick, this slot is vacant and it is necessary to appoint SETA's Interim Executive Director, Ms. Denise Lee, to fill this vacancy. The application for Ms. Lee is being sent under separate cover.

#### RECOMMENDATION:

Review the application and appoint Ms. Denise Lee, SETA's Interim Executive Director, to fill the seat vacated by Ms. Kathy Kossick.

PRESENTER: Roy Kim



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 March 31, 2022 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 January 6, 2022 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.
  - ii. State or local officials continue to impose or recommend measures to promote social distancing.

ITEM III-A-1-ACTION (continued)

Page 2

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

REVIEW AND APPROVAL OF THE AGENCY'S INDEPENDENT AUDITOR'S REPORT  
AND FINANCIAL STATEMENTS FOR FISCAL YEAR ENDED JUNE 30, 2021

BACKGROUND:

Eide Bailly recently completed the annual audit of the Sacramento Employment and Training Agency for the fiscal year ended June 30, 2021. Staff will be available to answer questions regarding the audit.

The auditor's report will be sent under separate cover.

RECOMMENDATION:

Review and approve the Annual Auditor's Report and Financial Statements of the Agency for the fiscal year ended June 30, 2021.

PRESENTER: D'et Saurbourne

ITEM III-A-3- ACTION

APPROVAL TO RELEASE A REQUEST FOR PROPOSALS FOR HEAD START  
JANITORIAL SERVICES

BACKGROUND:

The Sacramento Employment and Training Agency (SETA) Children and Family Services Department (Head Start program) provides comprehensive child developmental services to low-income infants, toddlers and preschool children and their families in 39 Early Learning Centers located throughout Sacramento County. Early Learning Centers are in a variety of venues including community centers, churches, school campuses, and housing complexes. Janitorial services are needed for the upkeep and cleanliness for 37 of the 39 centers and one industrial kitchen. The Agency last procured janitorial services in 2017 and is seeking new proposals.

Procurement for these services will be under the guidelines of the Agency’s procurement policy established to insure fair and equitable use of the Federal funds utilized for services. A Request for Proposals (RFP) shall be the method utilized to procure the janitorial services for the cleaning of 37 Early Learning Centers and one industrial kitchen. The centers range from 1 to 5 classrooms with lavatories, food preparation areas, and offices. One center also includes an industrial kitchen on-site (Mather Early Learning Center).

The centers are arranged into nine (9) geographic groups, with the ninth group being a stand-alone industrial kitchen. Proposers will be able to offer their services to as many groups as they wish. Proposals are not accepted for individual centers. Details of each center will be provided along with a schedule for center visits to each location.

Tentative schedule of RFP:

Governing Board action to release the RFP	Thursday, January 6, 2022
Release of RFP	Friday, January 7, 2022
Offerors’ Conference	Friday, January 21, 2022
Site Visits	Week of January 24-28, 2022
Proposals Due at SETA by 4 p.m.	Thursday, February 10, 2022
Publish SETA staff recommendations	Wednesday, March 30, 2022
Governing Board action on recommendations	Thursday, April 7, 2022

A service contract will be developed with each successful proposer in this solicitation process. The period of time covered in this agreement shall be for a two-year period with up to three (3) one-year extension options at the discretion of SETA.

A copy of the Request for Proposal will be sent under separate cover.

Staff will be available to answer questions.

ITEM III-A-3-ACTION (continued)

Page 2

RECOMMENDATION

Approve the release of a Request for Proposals for janitorial services for the Head Start program.

PRESENTER: Denise Lee

ITEM III-B-1-ACTION

RATIFICATION OF THE SUBMISSION OF A WORKFORCE ACCELERATOR APPLICATION TO THE CALIFORNIA WORKFORCE DEVELOPMENT BOARD AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT, SUBGRANTEE AGREEMENTS, AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND:

The California Workforce Development Board (CWDB) and the Employment Development Department (EDD) have announced the availability of up to \$10.5 million in Department of Labor and Workforce Innovation and Opportunity Act (WIOA) funds to design, develop, and implement projects that will drive equitable recovery with quality jobs and accelerate employment and re-employment for California workers.

The Workforce Accelerator Fund supports innovative solutions that accelerate quality employment outcomes for low-income and disadvantaged populations and that have potential for system-wide scale. The application deadline is December 20, 2021.

On December 20, 2021, SETA, in partnership with the City of Sacramento and UC Davis, submitted a grant application for the Workforce Accelerator Fund 10 requesting funding for \$250,000 to support the “Aggie Square Community Workforce Pipeline Initiative”, a strategic collaborative to prepare and connect the residents surrounding Aggie Square to employment opportunities resulting from Aggie Square. The Initiative will improve workforce and economic development infrastructure that responds to the current disconnect between community needs and relevant resources, and ensures equitable access and results by race and gender. This Initiative is the first step in preparing and developing the workforce pipeline needed to meet the City of Sacramento Community Benefit Partnership Agreement’s 20-25% local hire requirement.

RECOMMENDATION:

Ratify the submission of a Workforce Accelerator Fund 10 grant application requesting \$250,000 to the California Workforce Development Board and authorize the Executive Director to execute the agreement, subgrantee agreements, and any other documents required by the funding source.

PRESENTER: Terri Carpenter

ITEM III-C-1- ACTION

APPROVAL OF SELECTION OF GENERAL CONTRACTOR FOR TENANT  
IMPROVEMENT AND SITE WORK SERVICES FOR THE  
NORTHVIEW EARLY LEARNING CENTER

BACKGROUND:

On November 4, 2021, the Governing Board approved to release an Invitation for Sealed Bid (IFSB) for General Contractor services for tenant improvement and site work at the Northview Early Learning Center, a SETA owned facility, located at 2401 Northview Drive, Sacramento CA.

On November 15, 2021, SETA released the IFSB with a due date of December 16, 2021 at 2:00 p.m. SETA received three (3) proposals, as follows:

Proposer	Base Bid Amount
Bobo Construction, Inc.	\$1,983,000
PNP Construction, Inc.	\$1,661,000
Landmark Construction	\$1,945,000

The IFSB also included an Additive Alternate #1, which consisted of replacing wall FRP at student restrooms (total of 3 between classrooms) with ceramic tile. Due to the Base Bid amounts, SETA staff is recommending to move forward with the work related to the Base Bid only and forgo Additive Alternate #1 unless additional funds are identified for the project.

Each proposal was reviewed for completeness and selection was based on the lowest total bid submitted for the Base Bid. Staff is recommending proceeding with PNP Construction, Inc. and executing an agreement in the amount of \$1,661,000 to provide tenant improvement and site work at the Northview Early Learning Center.

Staff will be available to answer questions.

RECOMMENDATION:

Authorize the Executive Director to finalize and execute the agreement with PNP Construction, Inc. in the amount of \$1,661,000 to provide tenant improvement and site work at the Northview Early Learning Center.

PRESENTER: Denise Lee

ITEM IV-A- INFORMATION  
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: D'et Saurbourne



**MEMORANDUM**

**TO: Mr. Jason Buckingham** **DATE: December 14, 2021**  
**FROM: David B. Clark, SETA Fiscal Monitor**  
**RE: Fiscal Desk Monitoring of Golden Sierra JTA**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	TET-DWG/Dislocated Worker	\$206,500	2/1/19 – 9/30/2021	5/1/20 – 9/30/2021

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

**Date of review: November 12, 2021**  
**Follow Up: 11/16, 11/18, 11/22**

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank 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: Golden Sierra JTA**

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

None

cc: Denise Lee  
Governing Board

**MEMORANDUM**

**TO:** Ms. Vasseliki Vervilos **DATE:** December 14, 2021  
**FROM:** David B. Clark, SETA Fiscal Monitor  
**RE:** Fiscal Desk Monitoring of Twin Rivers Unified School District

<b><u>PROGRAM</u></b>	<b><u>ACTIVITY</u></b>	<b><u>FUNDING</u></b>	<b><u>CONTRACT PERIOD</u></b>	<b><u>PERIOD COVERED</u></b>
Head Start	Basic	\$ 2,228,078	8/1/20 - 7/31/21	2/1/21 - 7/31/21
Head Start	T & TA	\$ 15,930	8/1/20 - 7/31/21	2/1/21 - 7/31/21
Head Start	Covid-CO	\$ 43,606	8/1/20 - 7/31/21	2/1/21 - 7/31/21
Early HS	Basic	\$ 992,898	8/1/20 - 7/31/21	2/1/21 - 7/31/21
Early HS	T & TA	\$ 13,712	8/1/20 - 7/31/21	2/1/21 - 7/31/21
Early HS	Covid-CO	\$ 370	8/1/20 - 7/31/21	2/1/21 - 7/31/21
Early HS	Prog. Imp.	\$ 146,548	8/1/20 - 7/31/21	2/1/21 - 7/31/21

**Monitoring Purpose:** Initial  Interim  Special  Final

**Date of review:** September 22, 2021  
**Follow up:** Follow up: 9/27, 9/28, 10/14, 10/15, 10/19

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

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

**Findings and General Observations:**

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

There are no findings.

**Recommendations for Corrective Action:**

None

cc: Denise Lee  
Governing Board  
Policy Council

**MEMORANDUM**

**TO: Mr. Kerry Ham** **DATE: December 14, 2021**  
**FROM: David Benjamin Clark, SETA Fiscal Monitor**  
**RE: Fiscal Desk Monitoring of World Relief Corporation - Sacramento**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	SN CARES	\$ 37,724	11/2/20 - 3/31/22	11/2/20 - 10/31/21
CSBG	FSS CARES	\$ 78,506	11/2/20 - 3/31/22	11/2/20 - 10/31/21

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

**Date of review:** 9/24/21  
**Follow up:** 11/5, 11/15, 11/30

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

**Program Operator:** World Relief Corporation - Sacramento

**Findings and General Observations:**

The total costs as reported to SETA for the RSS grants from November 2, 2020 to October 31, 2021 have been traced to the subgrantee's fiscal records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

None

cc: Denise Lee  
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 December 17, 2021

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
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	311 Customer Service Specialist	1
	9	Administrative Analyst	1
	9	Administrative Analyst	1
	9	Administrative Analyst (Community Engagement/Economic Development 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



# SETA- Employer Activity Report

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

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
City of Sacramento	9	Aquatics Specialist	1
	9	Arborist/Urban Forester	1
	9	Arts Program Coordinator	1
	9	Assistant Camp Caretaker	1
	9	Assistant Camp Chef	2
	9	Assistant Code Enforcement Officer	1
	3	Associate Civil Engineer	1
	3	Associate Civil Engineer	1
	3	Associate Electrical Engineer	1
	9	Booking Coordinator	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	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

# SETA- Employer Activity Report

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

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
City of Sacramento	9	Dispatcher Recruit	1
	6	Environmental Health & Safety Officer	1
	9	Environmental Program Manager	1
	9	Equipment Mechanic I	1
	9	Events Duty Person	2
	9	Events Services Supervisor	1
	9	Events Services Supervisor -Asst Performing Arts & Auditorium Manager	1
	9	Events Services Supervisor -Guest Service Manager	1
	9	Geographic Information Systems Specialist III	1
	3	HVAC Systems Mechanic	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	Integrated Waste Supervisor	1
	9	Junior Planner	1
	9	Legal Secretary - Litigation	1
	9	Legal Staff Assistant	1
	9	Lifeguard	1
	9	Maintenance Worker	1
	9	Media and Communications Specialist	1
	9	Office Assistant	1
	9	Office Specialist	1
	3	Painter	1
	9	Park Maintenance Manager	1
	9	Park Maintenance Superintendent	1
	9	Parking Enforcement Supervisor	1
9	Parking Meter Repair Worker	1	
9	Parks Supervisor	1	

# SETA- Employer Activity Report

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

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
City of Sacramento	9	Personnel Analyst	1
	9	Personnel Analyst -Employment, Classification & Development	1
	9	Personnel Transaction Coordinator	1
	9	Police Chief	1
	9	Police Clerk II	1
	9	Police Officer	3
	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
	9	Principal Building Inspector	1
	9	Principal Planner	1
	9	Process Control Systems Specialist	1
	9	Program Coordinator	1
	9	Program Developer	2
	9	Program Manager	1
	7	Program Specialist	1
	7	Program Specialist -Senior IT Business Analyst	1
	4	Program Specialist-Senior HRIS Business Analyst - PeopleSoft	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
	7	Senior Applications Developer -PeopleSoft	1
	4	Senior Applications Developer-IT Oracle CC&B	1
	3	Senior Architect	1
	9	Senior Deputy City Attorney	1

# SETA- Employer Activity Report

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

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
City of Sacramento	9	Senior Development Project Manager	1
	9	Senior Lifeguard	1
	9	Senior Maintenance Worker	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	Street Maintenance Supervisor	1
	7	Systems Engineer	1
	7	Telecommunications Technician I	1
	9	Traffic Worker I	1
	9	Traffic Worker III	1
	9	Tree Maintenance Worker	1
	9	Tree Pruner II	1
	9	Utilities Operations & Maintenance Service Worker-Wastewater & Drainage	1
	9	Utilities Operations and Maintenance Superintendent	1
	9	Utility Worker	1
	2	Water Conservation Representative	1
9	Youth Aide	1	
Cordova Recreation & Parks District	9	Golf Course Maintenance Worker Aide	2
	9	Office Assistant/Clerical II	1
	9	Park Maintenance II	3
	9	Program Facilitator-Senior Center	1
	9	Recreation Leader I - Teen Center	3
Department of Housing and Community Development	9	Housing Elements, Planning Grants & Incentives Manager	1

# SETA- Employer Activity Report

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

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
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	4	Administration of Justice Adjunct Assistant Professor	1
	9	Account Clerk III	1
	4	Accountant	1
	4	Accountant	1
	4	Administrative Assistant I	1
	4	Administrative Assistant I	1
	4	Admissions/Records Clerk II	1
	4	Admissions/Records Clerk III	1
	4	Admissions/Records Evaluator/Degree Auditor	1
	4	Agriculture Adjunct Assistant Professor	1
	4	Alternate Media Design Specialist	1
Los Rios Community College District	4	Animal Science Adjunct Assistant Professor	1
	4	Anthropology Adjunct Assistant Professor	1
	4	Arabic Adjunct Assistant Professor	1
	4	Architecture Adjunct Assistant Professor	1
	4	Art History Adjunct Assistant Professor	1
	4	Associate Vice President of Equity, Institutional Effectiveness and Innovation	1

# SETA- Employer Activity Report

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

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
Los Rios Community College District	4	Athletic Trainer	1
	4	Automotive Collision Technology Adjunct Professor	1
	4	Biological Sciences Adjunct Assistant Professor	1
	4	Biology -Anatomy and Physiology- Assistant Professor	1
	4	Building Inspection Technology Adjunct Assistant Professor	1
	4	Business Services Supervisor	1
	4	Cantonese Adjunct Assistant Professor	1
	4	Chemistry 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
	4	College Nurse Adjunct	1
	4	College Safety Officer	1
	4	Communication Media Adjunct Assistant Professor	1
	4	Computer Science (Programming Adjunct Assistant Professor	1
	4	Confidential Human Resources Officer	1
	4	Construction Management Technology Adjunct Assistant Professor	1
	4	Cosmetology Adjunct Assistant Professor	1
	4	Counseling Clerk II	1
	4	Counselor Adjunct	2
	4	Dance Adjunct Assistant Professor	1
	4	Dean of Counseling & Student Services	1
	4	Dean of Language and Literature	1
	4	Dental Assisting Adjunct Assistant Professor	1
	4	Diesel Mechanics Technology Adjunct Assistant Professor	1
	4	Director (I) of Application Services	1
	4	Director IV of Workforce Development	1
	4	Director V of Degree Planning Initiatives	1
	4	Drafting (CADD) Adjunct Assistant Professor	1

# SETA- Employer Activity Report

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

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
Los Rios Community College District	4	Early Childhood Education Assistant Professor	1
	4	EMT/Instructional Assistants	1
	4	English as a Second Language Adjunct Assistant Professor	1
	4	Ethnic Studies Assistant Professor	1
	4	Facilities Maintenance-Transportation Supervisor	1
	4	Financial Aid Clerk II	1
	4	Financial Aid Officer	1
	4	Fire Technology Adjunct Assistant Professor	1
	4	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-Art	1
	4	Instructional Assistant-Arts, Media, and Entertainment	1
	4	Instructional Assistant-Chemistry	1
	4	Instructional Assistant-Learning Resources-Writing Center	1
	4	Instructional Services Assistant II	1
	4	Laboratory Technician-Construction	1
	4	Laboratory Technician-Science	2
	4	Maintenance Electrician	1
	4	Maintenance HVAC Mechanic	2
	4	Maintenance Plumber	1
	4	Nursing RN Assistant Professor -Medical Surgical Focus	1
	4	Outreach Specialist	1
	4	Physics/Astronomy Adjunct Assistant Professor	1
	4	Police Cadet to Officer Program	1
4	Police Communication Dispatcher	1	
4	Police Officer	1	
4	Project Director for TRIO Educational Talent Search	1	
4	Psychology Assistant Professor	3	

# SETA- Employer Activity Report

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

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
	4	Research Analyst	1
	4	Senior Information Technology Business/Technical Analyst	1
	4	Special Projects External Events Coordinator	1
	4	Special Projects - Open Educational Resources Specialist	1
	4	Special Projects - Work-Based Learning and Job Readiness Specialist	1
	4	Special Projects-Education Coach II	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-Disabled Student Programs and Services	1
	4	Student Personnel Assistant-Outreach Services	1
	4	Student Support Specialist	1
	4	Student Support Supervisor	1
	4	Sustainability Projects Coordinator	1
Milgard Manufacturing	1	Warehouse Worker	20
Modern Waste Solutions	9	Warehouse	3
New Beginnings for Exceptional People	6	In-Home Attendant	1
Pacful, Inc.	9	Deliver Driver	1
	9	Order Puller/ Warehouse Associate	1
Packaging Corporation of America	1	Assistant Machine Operator	1
	1	General Labor Helper	5
	1	Machine Operator	1
Sacramento LGBT Community Center	9	Chief Development & External Affairs Officer	1
Soesbe Financial	9	Administrative Assistant	1
Walmart	9	Power Equipment Operator	1
	9	Warehouse Associate	20
Women's Empowerment	9	Safety Monitor	1
<b>Total</b>			<b>362</b>



ITEM IV-C- INFORMATION

DISLOCATED WORKER UPDATE

BACKGROUND:

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

PRESENTER: William Walker

## Dislocated Worker Information PY 2021/2022

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

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Contacted	COVID-19 Related
<b>Sacramento Mattress King</b> 4160 14th Avenue Sacramento, CA 95820	Manufacturing/Distribution	7/4/2021	Temporary	30	Sacramento, CA	Yes	N
<b>Bag King</b> 230 Palladio Parkway #1217 Folsom, CA 95630	Retail	7/12/2021	Permanent	12	Folsom, CA	Yes	N
<b>Manuel Joseph Appliance Center</b> 4711 Northgate Blvd. Sacramento, CA 958348/04	Retail	8/4/2021	Permanent	14	Sacramento, CA	Yes	N
<b>Disney Store</b> 1689 Arden Way Sacramento, CA 95815	Retail	9/30/2021	Permanent	20	Sacramento, CA	Yes	N
<b>Fortuna BMC</b> 3140 Peace Keeper Way McClellan, CA 95652	Payroll Management	11/20/2021	Permanent	217	Sacramento, CA	Yes	N
<b>Central Freight Lines, Inc.</b> 3610 52nd Avenue Sacramento, CA 95823	Transportation	12/17/2021	Permanent	8	Sacramento, CA	Yes	N
<b>VSP</b> 3333 Quality Dr. Rancho Cordova, CA 95670	Health Insurance	12/31/2021	Permanent	13	Sacramento, CA	Yes	N
<b>United States Cold Storage of California</b> 3100 52nd Avenue Sacramento, CA 95823	Warehouse	1/31/2022	Permanent	18	Sacramento, CA	Yes	N
<b>TOTAL</b>				<b>332</b>			

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 November was 4.7%.

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)**  
**Seasonal gains in retail trade led the region in month over job growth**

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 4.7 percent in November 2021, down from a revised 5.3 percent in October 2021, and below the year-ago estimate of 6.7 percent. This compares with an unadjusted unemployment rate of 5.4 percent for California and 3.9 percent for the nation during the same period. The unemployment rate was 4.1 percent in El Dorado County, 3.5 percent in Placer County, 5.1 percent in Sacramento County, and 4.3 percent in Yolo County.

**Between October 2021 and November 2021**, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 3,400 to total 1,020,300 jobs.

- Trade, transportation, and utilities (up 4,200 jobs) continued to gain employment from October to November. Retail trade (up 3,000 jobs) and transportation, warehousing, and utilities (up 1,200 jobs) were responsible for the increase.
- Government employment rose for the fourth consecutive month, adding 2,800 jobs. Job gains occurred in state government (up 1,200 jobs), local government (up 1,200 jobs), and federal government (up 400 jobs).
- In November, employment in financial activities was up 500 jobs. Real estate and rental and leasing added 400 jobs, while finance and insurance experienced a slight gain of 100 jobs.
- Meanwhile, losses were reported in farm (down 2,000 jobs), construction (down 1,000 jobs), leisure and hospitality (down 600 jobs), professional and business services (down 300 jobs), manufacturing (down 200 jobs), and education and health services (down 200 jobs).

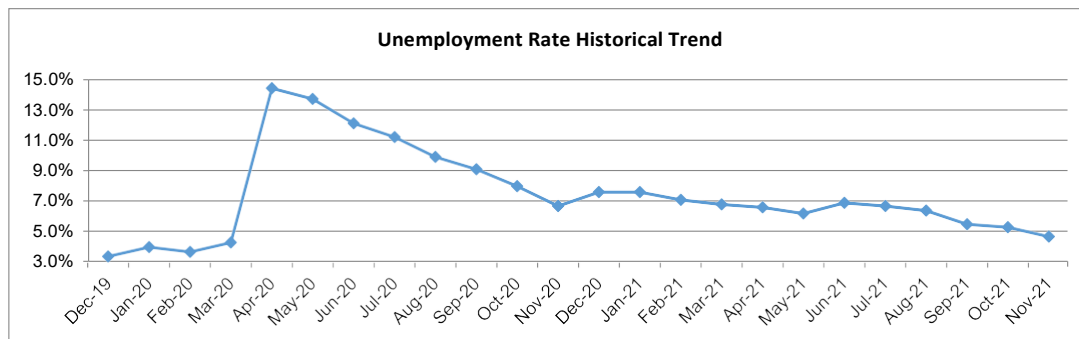
**Between November 2020 and November 2021**, total jobs in the region increased by 33,000 or 3.3 percent.

- Construction led the region in year-over growth, adding 7,300 jobs. Specialty trade contractors (up 5,500 jobs) accounted for a majority of the gain.
- Leisure and hospitality grew by 4,900 jobs since last November. Accommodation and food services gained 3,000 jobs, while arts, entertainment, and recreation was up 1,900 jobs.
- Government employment increased by 4,800 jobs. Job gains were concentrated in state government (up 3,000 jobs) and local government (up 1,800 jobs).
- Additional year-over employment gains of over a thousand jobs occurred in the following sectors: other services (up 4,400 jobs), professional and business services (up 3,600 jobs), manufacturing (up 2,700 jobs), education and health services (up 2,600 jobs), and trade, transportation, and utilities (up 2,000 jobs).

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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 4.7 percent in November 2021, down from a revised 5.3 percent in October 2021, and below the year-ago estimate of 6.7 percent. This compares with an unadjusted unemployment rate of 5.4 percent for California and 3.9 percent for the nation during the same period. The unemployment rate was 4.1 percent in El Dorado County, 3.5 percent in Placer County, 5.1 percent in Sacramento County, and 4.3 percent in Yolo County.



Industry	Oct-2021	Nov-2021	Change		Nov-2020	Nov-2021	Change
	Revised	Prelim				Prelim	
Total, All Industries	1,016,900	1,020,300	3,400		987,300	1,020,300	33,000
Total Farm	9,700	7,700	(2,000)		7,400	7,700	300
Total Nonfarm	1,007,200	1,012,600	5,400		979,900	1,012,600	32,700
Mining, Logging, and Construction	80,200	79,200	(1,000)		71,900	79,200	7,300
Mining and Logging	600	600	0		600	600	0
Construction	79,600	78,600	(1,000)		71,300	78,600	7,300
Manufacturing	37,900	37,700	(200)		35,000	37,700	2,700
Trade, Transportation & Utilities	164,400	168,600	4,200		166,600	168,600	2,000
Information	10,100	10,100	0		9,700	10,100	400
Financial Activities	52,500	53,000	500		53,000	53,000	0
Professional & Business Services	137,400	137,100	(300)		133,500	137,100	3,600
Educational & Health Services	164,700	164,500	(200)		161,900	164,500	2,600
Leisure & Hospitality	87,500	86,900	(600)		82,000	86,900	4,900
Other Services	34,000	34,200	200		29,800	34,200	4,400
Government	238,500	241,300	2,800		236,500	241,300	4,800

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

Labor force data are revised month to month

Additional data are available on line at [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)

Data Not Seasonally Adjusted

	Nov 20	Sep 21	Oct 21 Revised	Nov 21 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,083,700	1,097,800	1,101,600	1,102,600	0.1%	1.7%
Civilian Employment	1,011,300	1,037,100	1,043,000	1,051,100	0.8%	3.9%
Civilian Unemployment	72,400	60,800	58,600	51,500	-12.1%	-28.9%
Civilian Unemployment Rate	6.7%	5.5%	5.3%	4.7%		
(CA Unemployment Rate)	8.3%	6.4%	6.1%	5.4%		
(U.S. Unemployment Rate)	6.4%	4.6%	4.3%	3.9%		
<b>Total, All Industries (2)</b>	<b>987,300</b>	<b>1,005,800</b>	<b>1,016,900</b>	<b>1,020,300</b>	<b>0.3%</b>	<b>3.3%</b>
Total Farm	7,400	10,100	9,700	7,700	-20.6%	4.1%
Total Nonfarm	979,900	995,700	1,007,200	1,012,600	0.5%	3.3%
Total Private	743,400	762,400	768,700	771,300	0.3%	3.8%
Goods Producing	106,900	118,200	118,100	116,900	-1.0%	9.4%
Mining, Logging, and Construction	71,900	80,500	80,200	79,200	-1.2%	10.2%
Mining and Logging	600	600	600	600	0.0%	0.0%
Construction	71,300	79,900	79,600	78,600	-1.3%	10.2%
Construction of Buildings	14,700	15,200	15,400	15,000	-2.6%	2.0%
Specialty Trade Contractors	49,700	55,800	55,100	55,200	0.2%	11.1%
Building Foundation & Exterior Contractors	13,400	15,500	15,200	15,000	-1.3%	11.9%
Building Equipment Contractors	20,200	21,800	21,800	22,000	0.9%	8.9%
Building Finishing Contractors	10,700	11,500	11,300	11,200	-0.9%	4.7%
Manufacturing	35,000	37,700	37,900	37,700	-0.5%	7.7%
Durable Goods	22,300	22,600	22,700	22,800	0.4%	2.2%
Computer & Electronic Product Manufacturing	4,400	4,600	4,500	4,500	0.0%	2.3%
Nondurable Goods	12,700	15,100	15,200	14,900	-2.0%	17.3%
Food Manufacturing	4,300	5,800	5,700	5,500	-3.5%	27.9%
Service Providing	873,000	877,500	889,100	895,700	0.7%	2.6%
Private Service Providing	636,500	644,200	650,600	654,400	0.6%	2.8%
Trade, Transportation & Utilities	166,600	161,800	164,400	168,600	2.6%	1.2%
Wholesale Trade	26,600	26,000	26,000	26,000	0.0%	-2.3%
Merchant Wholesalers, Durable Goods	15,700	15,300	15,300	15,300	0.0%	-2.5%
Merchant Wholesalers, Nondurable Goods	9,400	9,400	9,400	9,500	1.1%	1.1%
Retail Trade	101,500	98,000	100,500	103,500	3.0%	2.0%
Motor Vehicle & Parts Dealer	13,700	14,400	14,500	14,600	0.7%	6.6%
Building Material & Garden Equipment Stores	8,800	9,100	9,100	9,000	-1.1%	2.3%
Grocery Stores	20,500	19,800	20,100	20,200	0.5%	-1.5%
Health & Personal Care Stores	5,400	5,300	5,400	5,600	3.7%	3.7%
Clothing & Clothing Accessories Stores	7,900	7,900	8,000	8,900	11.3%	12.7%
Sporting Goods, Hobby, Book & Music Stores	3,500	3,300	3,300	3,500	6.1%	0.0%
General Merchandise Stores	20,700	18,800	19,600	20,800	6.1%	0.5%
Transportation, Warehousing & Utilities	38,500	37,800	37,900	39,100	3.2%	1.6%
Information	9,700	10,000	10,100	10,100	0.0%	4.1%
Publishing Industries (except Internet)	2,100	2,100	2,100	2,100	0.0%	0.0%
Telecommunications	2,900	2,800	2,800	2,800	0.0%	-3.4%
Financial Activities	53,000	52,100	52,500	53,000	1.0%	0.0%
Finance & Insurance	36,100	35,100	35,700	35,800	0.3%	-0.8%
Credit Intermediation & Related Activities	11,200	11,200	11,500	11,600	0.9%	3.6%
Depository Credit Intermediation	5,900	5,900	6,000	6,100	1.7%	3.4%
Nondepository Credit Intermediation	2,900	2,900	3,000	3,000	0.0%	3.4%
Insurance Carriers & Related	20,400	19,300	19,600	19,500	-0.5%	-4.4%
Real Estate & Rental & Leasing	16,900	17,000	16,800	17,200	2.4%	1.8%
Real Estate	13,500	13,900	13,700	13,700	0.0%	1.5%
Professional & Business Services	133,500	135,700	137,400	137,100	-0.2%	2.7%
Professional, Scientific & Technical Services	57,100	61,600	62,000	61,900	-0.2%	8.4%
Architectural, Engineering & Related Services	10,300	10,800	10,900	10,900	0.0%	5.8%
Management of Companies & Enterprises	13,300	13,500	13,400	13,200	-1.5%	-0.8%
Administrative & Support & Waste Services	63,100	60,600	62,000	62,000	0.0%	-1.7%
Administrative & Support Services	60,100	57,600	59,000	59,000	0.0%	-1.8%
Employment Services	21,000	21,000	22,200	22,100	-0.5%	5.2%

Data Not Seasonally Adjusted

	Nov 20	Sep 21	Oct 21	Nov 21	Percent Change	
			Revised	Prelim	Month	Year
Services to Buildings & Dwellings	18,100	18,800	19,100	19,100	0.0%	5.5%
Educational & Health Services	161,900	163,300	164,700	164,500	-0.1%	1.6%
Education Services	10,900	11,000	11,700	11,800	0.9%	8.3%
Health Care & Social Assistance	151,000	152,300	153,000	152,700	-0.2%	1.1%
Ambulatory Health Care Services	53,100	53,600	54,600	54,700	0.2%	3.0%
Hospitals	25,200	25,300	25,400	25,400	0.0%	0.8%
Nursing & Residential Care Facilities	17,000	16,800	16,700	16,800	0.6%	-1.2%
Leisure & Hospitality	82,000	87,100	87,500	86,900	-0.7%	6.0%
Arts, Entertainment & Recreation	9,200	11,200	11,000	11,100	0.9%	20.7%
Accommodation & Food Services	72,800	75,900	76,500	75,800	-0.9%	4.1%
Accommodation	6,500	7,100	7,000	7,000	0.0%	7.7%
Food Services & Drinking Places	66,300	68,800	69,500	68,800	-1.0%	3.8%
Restaurants	64,200	66,500	67,000	66,200	-1.2%	3.1%
Full-Service Restaurants	25,900	29,300	29,200	29,000	-0.7%	12.0%
Limited-Service Eating Places	38,300	37,200	37,800	37,200	-1.6%	-2.9%
Other Services	29,800	34,200	34,000	34,200	0.6%	14.8%
Repair & Maintenance	9,900	10,600	10,600	10,600	0.0%	7.1%
Government	236,500	233,300	238,500	241,300	1.2%	2.0%
Federal Government	14,900	14,700	14,500	14,900	2.8%	0.0%
Department of Defense	1,800	1,800	1,800	1,800	0.0%	0.0%
State & Local Government	221,600	218,600	224,000	226,400	1.1%	2.2%
State Government	122,400	121,500	124,200	125,400	1.0%	2.5%
State Government Education	27,200	24,500	27,300	28,000	2.6%	2.9%
State Government Excluding Education	95,200	97,000	96,900	97,400	0.5%	2.3%
Local Government	99,200	97,100	99,800	101,000	1.2%	1.8%
Local Government Education	54,400	52,100	54,900	56,200	2.4%	3.3%
Local Government Excluding Education	44,800	45,000	44,900	44,800	-0.2%	0.0%
County	19,100	19,200	19,100	19,000	-0.5%	-0.5%
City	9,600	9,600	9,800	9,700	-1.0%	1.0%
Special Districts plus Indian Tribes	16,100	16,200	16,000	16,100	0.6%	0.0%

**Notes:**

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

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

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

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

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

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	<b>19,178,900</b>	<b>18,138,400</b>	<b>1,040,500</b>	<b>5.4%</b>
ALAMEDA	16	813,300	778,800	34,600	4.3%
ALPINE	46	500	460	30	6.5%
AMADOR	29	14,630	13,890	740	5.1%
BUTTE	26	94,000	89,400	4,600	4.9%
CALAVERAS	14	21,500	20,610	900	4.2%
COLUSA	57	10,630	9,530	1,100	10.3%
CONTRA COSTA	22	542,600	517,800	24,800	4.6%
DEL NORTE	41	9,250	8,740	520	5.6%
EL DORADO	11	92,000	88,300	3,800	4.1%
FRESNO	50	445,100	413,800	31,300	7.0%
GLENN	29	12,500	11,870	630	5.1%
HUMBOLDT	16	60,600	58,000	2,600	4.3%
IMPERIAL	58	68,000	57,500	10,500	15.5%
INYO	16	8,190	7,840	350	4.3%
KERN	54	388,800	360,100	28,700	7.4%
KINGS	53	55,800	51,800	4,100	7.3%
LAKE	43	28,340	26,690	1,650	5.8%
LASSEN	8	10,040	9,650	390	3.8%
LOS ANGELES	52	5,084,300	4,722,100	362,200	7.1%
MADERA	48	61,100	57,000	4,100	6.7%
MARIN	1	134,700	130,700	3,900	2.9%
MARIPOSA	38	7,170	6,770	400	5.5%
MENDOCINO	25	36,400	34,670	1,730	4.7%
MERCED	55	114,800	106,000	8,800	7.6%
MODOC	22	3,330	3,170	150	4.6%
MONO	33	7,900	7,490	410	5.2%
MONTEREY	38	217,100	205,100	12,000	5.5%
NAPA	14	68,600	65,700	2,900	4.2%
NEVADA	9	47,860	45,970	1,890	3.9%
ORANGE	11	1,593,300	1,528,500	64,700	4.1%
PLACER	5	188,100	181,500	6,600	3.5%
PLUMAS	50	7,400	6,880	520	7.0%
RIVERSIDE	34	1,131,100	1,070,000	61,100	5.4%
SACRAMENTO	29	715,700	679,200	36,500	5.1%
SAN BENITO	34	31,700	29,900	1,700	5.4%
SAN BERNARDINO	38	993,200	938,800	54,400	5.5%
SAN DIEGO	22	1,563,700	1,492,400	71,300	4.6%
SAN FRANCISCO	4	565,600	546,800	18,800	3.3%
SAN JOAQUIN	47	330,100	308,500	21,700	6.6%
SAN LUIS OBISPO	6	133,700	128,800	4,900	3.6%
SAN MATEO	2	445,000	431,300	13,600	3.1%
SANTA BARBARA	9	220,600	212,000	8,600	3.9%
SANTA CLARA	3	1,037,100	1,004,200	32,900	3.2%
SANTA CRUZ	26	133,100	126,600	6,600	4.9%
SHASTA	26	75,000	71,300	3,700	4.9%
SIERRA	11	1,360	1,300	60	4.1%
SISKIYOU	42	16,940	15,970	970	5.7%
SOLANO	34	202,700	191,700	11,000	5.4%
SONOMA	7	247,600	238,400	9,200	3.7%
STANISLAUS	44	241,300	226,400	14,900	6.2%
SUTTER	48	45,700	42,600	3,100	6.7%
TEHAMA	29	25,910	24,580	1,330	5.1%
TRINITY	20	4,520	4,320	200	4.4%
TULARE	56	200,300	183,800	16,500	8.2%
TUOLUMNE	34	19,610	18,540	1,070	5.4%
VENTURA	20	412,300	394,000	18,300	4.4%
YOLO	16	106,800	102,200	4,500	4.3%
YUBA	45	30,400	28,500	1,900	6.4%

**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 be available to answer questions.

PRESENTER: Denise Lee



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

Norma Johnson – Classroom U closed from 11/3/2021-11/11/2021 and reopened on 11/12/2021 due to safety protocols from Covid-19

Norma Johnson – Classroom B closed from 11/3/2021-11/5/2021 and reopened on 11/8/2021 due to safety protocols from Covid-19

Elkhorn – Classrooms C & D closed from 11/5/2021-11/11/2021 and reopened on 11/12/2021 due to safety protocols from Covid-19

Sharon Neese- Classroom V closed on 11/16/2021 due to staffing issues

Bannon Creek- Opened a 4th classroom on 11/29/2021

Lunch	PM Snack	Breakfast	Field Trips
32,258	25,078	27,538	0

**Total Amount of Meals and Snacks Prepared**

**Purchases:**

Food	\$85,777.17
Non - Food	\$11,472.90

Building Maintenance and Repair:	\$0.00
Janitorial & Restroom Supplies:	\$0.00
Kitchen Small Wares and Equipment:	\$0.00
Vehicle Maintenance and Repair :	\$16.00
Vehicle Gas / Fuel:	\$1,947.41
Normal Delivery Days	20

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

**Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment <i>(11/30/21)</i>	(b) % Actual to Funded
Elk Grove USD	440	411	93%
Sacramento City USD	736	401	54%
SETA	1,736	1,343	77%
San Juan USD	1,044	687	66%
Twin Rivers USD	160	157	98%
WCIC/Playmate	120	83	69%
<b>Total</b>	<b>4,236</b>	<b>3,082</b>	<b>73%</b>

**Early Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment <i>(11/30/21)</i>	(b) % Actual to Funded
SETA	653	567	87%
San Juan USD	163	147	90%
TRUSD	56	54	96%
<b>Total</b>	<b>872</b>	<b>768</b>	<b>88%</b>

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30-day allowable period.
- (b) If enrollment is less than 85%, agency includes corrective plan of action.

## **Reasons for Program Under Enrollment**

### ***SETA***

- Families continue to be hesitant to enroll due to possible exposure and changing variants of COVID-19.
- Waiting list is exhausted at 7 centers, there are limited number of families that are income eligible on waitlists, families are being contacted by multiple sites/agencies for enrollment.
- Waivers allocated for enrollment of 10% over income families is met or exceeded at this time, over income waivers capped.
- Classes capped due to limited staffing at the following sites: Bannon Creek; Bright Beginnings; Franklin; Fruitridge; Nedra Court; North Ave; Solid Foundations; Strizek Park- totaling 130 vacant enrollment slots, Spinelli and Florin were recently licensed- 80 enrollment slots are vacant. Combined: 210 enrollment slots account for 12% of the total enrollment.
- Families contacted for Part-day slots are requesting to remain on waitlist until Full-day option is available.

### ***Sacramento City USD***

- All sites with the exception of Bear Flag, Golden Empire, Martin Luther King, and Woodbine are under enrolled due to COVID-19.
- Exhausted waiting list at 8 sites. Families are not consistent in following through with enrollment process, appointments and/or paperwork.
- Increased need for over-income waivers due to families exceeding income eligibility guidelines (Over income waivers are capped countywide).
- Limited accessibility to sites for families to receive enrollment packet.

### ***San Juan USD***

- Due to lack of teachers/subs classes were capped at half capacity at Garfield, General Davie and Ralph Richardson, one class at Coleman is closed completely, and temporally paused on enrollment of new families until the end of November at these sites.
- With increase numbers of COVID-19 cases, families want to keep children at home from risk of being exposed to new variants.
- Income guidelines are lower than the average family income applying for enrollment, the program needs over-income waivers.
- The uncertainty on the format of educational learning dictated the recruitment and enrollment schedule for the 21-22 program year, which started approximately three months later than usual due to COVID-19 restrictions.
- Many four-year-old applicants went to Transitional Kindergarten.

### ***WCIC/Playmate***

- Parents continue to express concern with enrolling children due to fear of COVID-19 exposure.
- Few families on waiting list.

## **Strategies/Action Step(s) for Under Enrollment**

### ***SETA***

- Provide families and staff with COVID-19 resources and information on mobile vaccination clinics and rapid response testing. SETA hosted a vaccination clinic in collaboration with Mobil Med Work Health Solutions on November 5<sup>th</sup>.

- Engage in outreach for recruitment of eligible families with the following community partners: Volunteer of America; Rancho Cordova Library; Galt Public Library; Sacramento Works Career Center- Galt, and Child Action.
- List employment postings/virtual recruitment, including job announcements on SETA's career web page for various continuous filing vacancies.

### ***Sacramento City USD***

- Attended community events as outreach to recruit families for the program.
- In order increase accessibility for parents, explore ways to refine the on-line application.
- Revamp flyers and brochures to include a QR code so families can be immediately directed to our on-line application.
- Ensure that recruitment banners are visible at locations.

### ***San Juan USD***

- Provide flexible registration opportunities to meet parents schedule and offer on-line registration.
- Registration packets and enrollment materials are printed and available in multiple languages (English, Spanish, Dari/Farsi/Pashto and Arabic).
- Attended district wide fairs and enrollment events to recruit eligible families for preschool program.
- Placed preschool program flyers and advertisements about the program in local establishments such as libraries, laundry rooms of apartment complexes, grocery and thrift stores in lower income areas; and via social media (Facebook, Instagram), SJUSD media (District wide publications to parents and announcement on school marquees) and third-party media sites (such as Craigslist).
- Employment postings to recruit candidates for numerous classified and certified positions.

### ***WCIC/Playmate***

- Staff conduct recruitment of eligible families once a week with local family community resource agencies: Oak Park Christine Center; Well Space Health; WIC; Well Springs Women's Center.

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**November 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	110	6%	589	90	15%
Twin Rivers USD	140	34	24%	40	7	18%
Elk Grove USD	440	38	9%			
Sac City USD	736	29	4%			
San Juan USD	1052	118	11%	160	20	13%
WCIC	120	2	2%			
EHS CCP				80	10	13%
<b>COUNTY TOTAL</b>	<b>4244</b>	<b>331</b>	<b>8%</b>	<b>869</b>	<b>127</b>	<b>15%</b>

*AFE: Annual Funded Enrollment*

## ITEM V - REPORTS TO THE BOARD

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

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

- B. INTERIM EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Interim 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 Interim Executive Director's Report also allows the opportunity for the SETA Interim 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.