



**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

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

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(916) 263-3804

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

DATE: Thursday, March 3, 2022

TIME: 10:00 a.m.

LOCATION: Zoom Location
<https://us02web.zoom.us/j/84223039532?pwd=TzVmVXVGGeGMzWUxJamxHVkxGbktWZz09>

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/84223039532?pwd=TzVmVXVGGeGMzWUxJamxHVkxGbktWZz09>. 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 +16699006833,84223039532# US (San Jose). Meeting ID: 842 2303 9532. Passcode: 712570. Find your local number: <https://us02web.zoom.us/j/84223039532?pwd=TzVmVXVGGeGMzWUxJamxHVkxGbktWZz09>. 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**

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1. Approval of Non-Competitive Procurement Finding and Approval of Funding Augmentation Recommendations for Bach Viet Association, Inc.	23-25

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Program Year 2021-2022 (Michelle O’Camb)

B. CHILDREN AND FAMILY SERVICES: No Items

IV. Information Items

- A. Fiscal Monitoring Reports (D’et Saurbourne) 26-32
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- B. Employer Success Stories and Activity Report (William Walker) 33-42

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

VI. Adjournment

DISTRIBUTION DATE: Wednesday, February 23, 2022

SETA Governing Board meeting hosted by:
Councilmember Eric Guerra (Chair) & Supervisor Patrick Kennedy (Vice Chair)

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE FEBRUARY 3, 2022 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the February 3, 2022 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, February 3, 2022
10:00 a.m.

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

Mr. Kennedy called the meeting to order at 10:00 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
Eric Guerra, Vice Chair; Councilmember, City of Sacramento (*joined at 10:02 a.m.*)
Patrick Kennedy, Member, Board of Supervisors

II. Consent Items

- A. Approval of Minutes of the January 6, 2022 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Ratification of the Acceptance of Strong Workforce Program (SWP) Funding from the Los Rios Community College District to Provide Job Development Services, and the Execution of the Contract by the Executive Director
- D. Approval to Receive, Adopt and File the Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2022 (D’et Saurbourne)

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

- A. Approval of Minutes of the January 6, 2022 Regular Board Meeting
- B. Approval of Claims and Warrants for 12/20/2021 through 1/26/2022
- C. Ratification of the Acceptance of Strong Workforce Program (SWP) Funding from the Los Rios Community College District to Provide Job Development Services, and the Execution of the Contract by the Executive Director
- D. Approval to Receive, Adopt and File the Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2022

Roll call vote:

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

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

Moved/Kennedy, second/Scherman, 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, Vang, Scherman, Nottoli, Kennedy)

Nay: 0

Abstention: 0

2. Approval of an Appointment to the Sacramento Works Board

Mr. Kim reviewed this item. The appointment is to fill an open seat under the private sector to Sacramento Works Board.

Ms. Scherman asked what is the turnover percentage for the Sacramento Works Board.

Mr. Kim replied the turnover rate is not high, approximately ten percent a year. Reasons for resigning are usually retirement or other transitions. Most members serve multiple terms. Villara was represented by Mr. Rick Wylie, CEO. Ms. Hosokawa, Human Resources Manager, was recommended to represent Villara.

Moved/Scherman, second/Kennedy, to approve the appointment of Ms. Lynn Hosokawa to the Sacramento Works Board

Roll call vote:

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

Nay: 0

Abstention: 0

3. Approval of the Head Start COVID-19 Vaccine Mandate Policy

Ms. Saurbourne reviewed this item. On November 30, 2021, the Office of Head Started released a COVID-19 Vaccine Interim Final Rule (IFC). All staff paid with Head Start funds are required to be fully vaccinated by January 31, 2022. SETA worked with the Union to develop a vaccine policy and procedure. Staff members exempt from the COVID-19 vaccine will be required to be tested for COVID-19 weekly, at SETA's expense. The recommended changes to the policy were reviewed. As of February 1, 2022, SETA met the mandate; there were no formal separation letters that needed to be sent.

Moved/Vang, second/Scherman, to approve the Head Start COVID-19 Vaccine Mandate Policy and Procedure with the noted modifications

Roll call vote:

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

Nay: 0

Abstention: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT

1. Approval to Submit an Application to the U.S. Department of Commerce, Economic Development Administration for the American Rescue Plan Act, Good Jobs Challenge Funds, and Authorize the Executive Director to Execute the Agreement, Subgrant Agreements, Modifications and Any Other Documents Required to Implement a Successful Program

Mr. Kim reviewed this item. In July 2021, the Economic Development Administration (EDA) released a Good Jobs Challenge grants solicitation. Applicants can be awarded up to \$25 million. In August 2021, Valley Vision began planning sessions with multiple regional stakeholders, including SETA. It was agreed to pursue the Information Technology sector. SETA and Valley Vision have been working to develop an application for the region, focusing on Sacramento, Yolo, El Dorado, and Placer counties. SETA would be the lead entity; Valley Vision would be a co-applicant. If awarded SETA would subcontract out to other workforce boards to provide services in their respective areas. The application is for approximately \$12 million to serve 3,000 participants. This will require approval from the City Council and County Board of Supervisors, if awarded.

Moved/Nottoli, second/Vang, to approve the submission of an application to the U.S Department of Commerce, Economic Development Administration for up to \$12 million in American Rescue Plan Act Good Jobs Challenge funds. Upon approval of the County Board of Supervisors and City Council, authorize the Executive Director to execute the agreement, subgrant agreements, modifications and any other documents required to implement a successful program

Roll call vote:

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

Nay: 0

Abstention: 0

Community Services Block Grant: No Items

One Stop Services: No Items

Refugee Services:

2. Approval of Non-Competitive Procurement Finding and Funding Augmentation Recommendations for Refugee Support Services (RSS) Program—English Language Learner (ELL) Workforce Navigator and Employment Services (Stand Alone) Activities Program Year (PY) 2021-2022

Ms. O’Camb reviewed this item. SETA is asking to increase the number of refugees served for this program year and accompanying funding to provide housing, utility, and technology support services to the additional clients. The recommended amount of funding to increase enrollments for additional support services to the four providers is just under \$275,000. The recommended amount of funding for additional support services is just under \$35,000. The recommendations are based on providers reaching 70 to 100 percent of their enrollment goals within the first three months of this program year, as well as the cost per participant. All additional enrollments must occur before September 30, 2022.

Moved/Kennedy, second/Scherman, to approve the Non-Competitive Procurement Finding and Funding Augmentation Recommendations for Refugee Support Services (RSS) Program—English Language Learner (ELL) Workforce Navigator and Employment Services (Stand Alone) Activities Program Year (PY) 2021-2022

Roll call vote:

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

Nay: 0

Abstention: 0

- C. **CHILDREN AND FAMILY SERVICES: No Items**

IV. Information Items

- A. Forbes Article on SETA’s Homeless Transition Employment Program

Ms. Davis-Jaffe reviewed this item. Last year SETA was awarded funding from the Anthem Foundation. Ms. Ruddell was assigned to the project, enrolling 30 individuals. Ms. Ruddell was able to place 19 of the 30 into jobs. Ms. Ruddell turned one position

into four positions, and she coordinated direct training. The turnover rate was very low. SETA staff worked with the California Workforce Association on the project.

Mr. Nottoli commented that it was nice to see the featured employee. These are critical times for those who are out of work or homeless. This article provides a platform showing the value of what SETA does. He praised Ms. Ruddell for her diligent work.

B. Fiscal Monitoring Reports: No Questions

C. Employer Success Stories and Activity Report: No Questions

D. Dislocated Worker Update:

Mr. Walker highlighted that numbers are low and actual job loss has been low.

Mr. Kennedy asked about the Fortuna BMC numbers.

Mr. Walker said it was more of a transaction endeavor than job loss; moving from one employer to another employer.

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

F. Head Start Reports

Ms. Lee stated the Head Start Annual Report for program year 2021 was released and included in the packet. The results look a little different due to the impacts of COVID-19. She stated the COVID-19 surge in January highly impacted SETA-Operated programs, with 67 classrooms and four centers closed in the first 20 days of the year. Head Start is bouncing back. She thanked the team on their oversight of the COVID-19 impacts. The rules have changed, the Public Health Office has reduced the requirement of when and how operations will have to close due to a COVID-19 exposure at school.

Mr. Nottoli commented on the Head Start Annual Report's comprehensiveness and illustration of information.

V. Reports to the Board

A. Chair:

Mr. Guerra gave an update on the Executive Director position search. Board members should be receiving calls and information shortly. He thanked Ms. Denise Lee for her work at the stakeholders meeting.

B. Interim Executive Director: No Report

C. Deputy Directors:

Mr. Kim reported there is a vacant position on the Community Action Board (CAB) under Public Sector. The vacancy is due to the retirement of Ms. Rivkah Sass. He encouraged recommendations from the Board. Elected or appointed public officials are eligible to apply.

D. Counsel: No Report

E. Members of the Board: No Report

F. Public: None

VI. **Adjournment:** The meeting adjourned at 10:36 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Denise Lee, Interim Executive Director, has reviewed the claims for the period 1/26/2022 through 2/23/2022, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 1/26/2022 through 2/23/2022.

PRESENTER: Denise Lee

ITEM II-C-CONSENT

APPROVAL OF APPOINTMENT OF YOUTH COMMITTEE MEMBER

BACKGROUND:

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

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

Sent under separate cover for your review is Shawn O'Briant's, Vocational Specialist with the Sacramento County Office Education (SCOE), Youth Committee Application and Resume.

RECOMMENDATION:

Approve the appointment of Shawn O'Briant to the Sacramento Works Youth Committee.

ITEM II-D- CONSENT

APPROVAL OF MODIFICATION OF CONTRACT FOR LEGAL SERVICES

BACKGROUND:

The Agency has contracted for legal services with the Law Offices of Gregory D. Thatch (ATTORNEY) and its predecessor law firm, Spurlock and Thatch, since the inception of the Agency. Gregory D. Thatch has recently taken on a partner, Ryan M. Hooper, and they have formed the law partnership of Thatch & Hooper, LLP, as the successor firm to the Law Offices of Gregory D. Thatch. Mr. Thatch will continue to serve as the principal attorney in the firm to attend Board meetings. All references in the Contract for Legal Services to the Law Offices of Gregory D. Thatch and ATTORNEY will now be references to the law firm of Thatch & Hooper, LLP. There are no other changes to the contract. Legal services provided by ATTORNEY will remain consistent under the Contract.

RECOMMENDATION:

Approve the Modification of Contract for Legal Services and authorize the Chairperson to execute the Modification.

MODIFICATION OF CONTRACT FOR LEGAL SERVICES

This Contract Modification dated March 3, 2022 modifies the contract made by and between the SACRAMENTO EMPLOYMENT AND TRAINING AGENCY, hereinafter referred to as "AGENCY," and the LAW OFFICES OF GREGORY D. THATCH hereinafter referred to as "ATTORNEY," dated December 2, 1981 and modified on October 2, 1983, September 18, 1986, October 17, 1991 and December 16, 1999.

WITNESSETH:

I. AGREEMENT

The parties do mutually agree as follows:

Effective January 1, 2022, Gregory D. Thatch has brought on a new partner, Ryan M. Hooper. As a result, the LAW OFFICES OF GREGORY D. THATCH has changed the law firm name to THATCH & HOOPER, LLP.

All references to the LAW OFFICES OF GREGORY D. THATCH and ATTORNEY in the Contract will now reference THATCH & HOOPER, LLP. Legal services provided by ATTORNEY will remain consistent with the Contract.

Except as previously provided herein, nothing in this Modification shall be deemed to waive or modify any of the provisions of Contract. In the event of conflict between the Contract and this Modification, this Modification shall prevail.

II. COUNTERPARTS

This Contract Modification may be signed in counterparts, such that signatures appear on separate signature pages. A copy or original of this document with all signature pages appended together shall be deemed a fully executed Contract Modification. The parties agree that faxed signatures, signatures provided in electronic, portable document format (pdf), or electronic signatures are binding and may be treated as original signatures for all purposes.

IN WITNESS THEREOF, the parties hereto have executed this Modification of Contract for Legal Services on the dates set forth, below.

**SACRAMENTO EMPLOYMENT AND
TRAINING AGENCY**

THATCH & HOOPER, LLP

By: _____
ERIC GUERRA, Chairperson

By: _____
GREGORY D. THATCH, Partner

DATED: _____, 2022

DATED: _____, 2022

ITEM II-E-CONSENT

APPROVAL TO ADD JAD NUTRITION CONSULTING, LLC TO SETA'S VENDOR SERVICES LIST

BACKGROUND

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

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

JAD Nutrition Consulting, LLC submitted an application in response to SETA's RFQ to offer Nutrition Services. After evaluating the application, SETA determined that JAD Nutrition Consulting, LLC effectively demonstrated its ability to provide the proposed services.

Staff is seeking approval of the attached recommendation.

RECOMMENDATION:

Approve the attached recommendation to add JAD Nutrition Consulting, LLC to SETA's VS List.

PRESENTER: Lorena Correa

Vendor Services (VS) List

Staff Recommendation

Applicant: JAD Nutrition Consulting, LLC
Location: 132 Rockbolt Circle
Folsom, CA 95630

Applicant's Background:

JAD Nutrition Consulting, LLC provides nutrition education/training, counseling and dietician support to families and organizations. The nutrition services provided offer nutritional assessments, counseling, and education to families of children with nutritional risk, as well as organizations serving families with children.

As an approved vendor, JAD Nutrition Consulting, LLC will provide culturally appropriate nutritional guidance and support to Head Start families and the Head Start Health and Nutrition program staff, including assistance with the development and approval of menus for Head Start children, especially those with dietary restrictions.

Activity	Rates
Nutrition Services* <ul style="list-style-type: none">▪ Nutritional Assessment and Counseling▪ Nutritional Training and Education▪ Menu development▪ Registered Dietician Support	\$70.00 per hour (30-minute min., or \$35) (4-hour max., or \$280) No minimum; 50-participant maximum

*All services offered by JAD Nutrition Consulting, LLC shall be subject to prior approval by SETA management.

ITEM II-F- CONSENT

APPROVAL TO ADJUST ZONES IN THE BROADBAND/PERFORMANCE
MANAGEMENT POLICY

BACKGROUND:

On October 1, 1998 the SETA Governing Board approved a “Broadbanding Pay and Performance Management” program. The action taken by the Board was to approve the program as well as the adoption of the “Broadbanding Pay and Management Manual: Guidelines, Policies, and Procedures” in order to fully implement its structure and program. The index referenced as a means of adjusting the zones was the American Compensation Association Salary Survey of Compensation Trends. However, this index has changed and has not been available for a number of years. Therefore, the Agency is utilizing the Consumers Price Index – Urban Consumers (CPI_U), West Region.

Each exempt management position is placed in one of two salary zones. The range movement utilizes the Consumer Price Index for Urban Consumers (CPI-U), West Region for 2015-2021 as follows:

2015	2016	2017	2018	2019	2020	2021
1.8	2.5	3.1	3.1	2.8	1.5	7.1

ZONE 1	ZONE 2
Workforce Development Deputy Director Children & Family Services Deputy Director Administrative Services Deputy Director Information Technology Department Chief Fiscal Department Chief Administration Department Chief Personnel/Human Resources Department Chief	Workforce Development Manager Head Start Manager Human Resources Manager Fiscal Manager Public Information Officer Network Engineer Web Innovation Engineer

The use of CPI-U will move Zone 1 and Zone 2 to the following ranges:

Zone 1

2015	2016	2017	2018	2019	2020*	2021
\$65,065 - \$141,035	\$66,432 - \$143,997	\$67,827 - \$147,021	\$69,387 - \$150,402	\$70,982 - \$153,861	\$76,798 - \$166,468	\$82,250 - \$178,287

Zone 2

2015	2016	2017	2018	2019	2020*	2021
\$49,862 - \$99,722	\$50,909 - \$101,816	\$51,978 - \$103,954	\$53,173 - \$106,345	\$54,396 - \$108,791	\$58,852 - \$117,705	\$63,030 - \$126,062

* Amounts were adjusted in June 2021 to reflect the corrected CPI-U, West Region values.

ITEM II-F-CONSENT (continued)
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This action does not result in salary increases for management staff.

RECOMMENDATION:

Staff is recommending a modification to the salary ranges of Zone 1 to \$82,250 - \$178,287 and Zone 2 to \$63,030 - \$126,062.

PRESENTER: D'et Saurbourne

ITEM II-G– CONSENT

APPROVAL TO USE FUND BALANCE

BACKGROUND:

During the course of a Department of Industrial Relations Occupational Safety and Health review, SETA was issued a regulatory citation for not reporting the hospitalization of an employee for a serious illness within the 24-hour required timeframe in accordance with Title 8 California Code of Regulation 342(a). No other violations or citations were noted during the course of the review. The penalty for the citation is a fixed amount of \$5,000. A copy of the citation is being sent under separate cover. Fines and penalties are not an allowable use of federal funds; therefore, staff is recommending the use of fund balance to cover the cost.

RECOMMENDATION:

Approve the use of fund balance to cover the regulatory citation in the amount of \$5,000.

PRESENTER: D’et Saurbourne

ITEM III-A –1- ACTION

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

BACKGROUND:

California Governor Gavin Newsom has recently extended until 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 March 3, 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.
 - i State or local officials continue to impose or recommend measures to promote social distancing.

ITEM III-A-1-ACTION (continued)

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

PRESENTER: Legal Counsel

ITEM III-A-2-ACTION

APPROVAL OF REAPPOINTMENTS TO THE SACRAMENTO WORKS WORKFORCE DEVELOPMENT BOARD

BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) was passed in 2014 to replace the 1998 Workforce Investment Act (WIA) and to provide state and local areas the flexibility to collaborate across systems in an effort to better address the employment and skills needs of current employees, job seekers, and employers. WIOA prescribes a stronger alignment of the workforce, education, and economic development systems.

In January, 2016 the SETA Governing Board approved the application process for appointing members to the Workforce Development Board, identifying five separate categories for Workforce Development Board membership: Business; Labor/Workforce; Education/Training; Government and Economic/Community Development; and Others deemed by the Governing Board to be appropriate.

In order to implement the WIOA, Sacramento Works, Inc., the local Workforce Development Board, approved a series of amendments to Article III of its bylaws at its January 27, 2016 meeting. The SETA Governing Board approved these bylaws changes at its February 4, 2016 meeting. The changes included the size of the board with a range of 15 to 30 members, staggered terms as required under WIOA, and the process to set up staggered terms.

As part of its action on February 4, 2016 the Governing Board satisfied the desire for a smaller Workforce Development Board by setting the size of the Board at twenty-five members and allocated the twenty-five membership positions to the five membership categories in the following manner: Thirteen members were allocated to Business (a majority of the membership); four members were allocated to Labor and Apprenticeship (at least 15% of the membership); six members were allocated to specific programs in the workforce system (community based organizations, Adult Education, Higher Education, Economic Development, Wagner-Peyser (EDD) and Vocational Rehabilitation; and two members were allocated to the "Other" category permitted by WIOA to provide the Governing Board with flexibility in appointing members to this catch-all category. On May 27, 2020 the Sacramento Works Board took action to increase the board size to 27 based on a request from the City of Sacramento to add an additional Economic Development seat, which in turn required an additional business seat to keep the Business sector a majority of the seats. On August 6, 2020 the Governing Board appointed two individuals to fill the two additional seats. Attached to this item is a table showing the approved allocation of positions.

Based on the Governing Board's February 4, 2016 approval of staggered terms, on March 3, 2016 the Governing Board appointed 8 members whose initial term was two

ITEM III-A-2-ACTION (continued)
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years, 8 members whose initial term was three years, and 9 members whose initial term was four years. The Board appointed members to staggered terms of two, three, or four years by lot, with the term to begin April 1, 2016.

The term of seven of the members (or their replacements) who were initially appointed for a three-year term (and subsequently extended for three years) will expire on March 31, 2022. Each of the seven members has been polled to determine their desire to continue to serve on the board. Seven members affirmed their commitment to continue service. Staff will provide an oral report.

RECOMMENDATION

Review the attached summary and approve the reappointment of the seven members to the Sacramento Works Workforce Development Board for a three-year term beginning April 1, 2022.

Private Business	
Name & Position	COMPANY
Lisa Clawson, Human Resource Leader	Kaiser Permanente
Johnny Perez	Clutch Contracts & Consulting
Anette Smith, Director of Diversity Equity, and Inclusion	Roth Staffing Companies, L.P.
Labor/Workforce	
Karl Pineo, Business Manager, Financial Secretary, Treasurer	Ironworkers Local 118 JATC Member
Wagner-Peyser	
Janet Neitzel, Chief	Employment Development Department Workforce Services Branch
Higher Education	
Jamey Nye, Deputy Chancellor	Los Rios Community College District
Other	
Kristin Gibbons, Human Services Division Manager	County Department of Human Assistance

ITEM III-A-3-ACTION

APPROVAL OF LICENSE FOR FACILITIES USE AGREEMENT WITH THE HIGHLANDS COMMUNITY CHARTER SCHOOL, AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT

BACKGROUND

In September 2014, the office lease between SETA and Franklin Business Center Associates for property located at 7000 Franklin Blvd. (Franklin Job Center) expired. Since its expiration, SETA has continued to remain in possession of the premises on a month-to-month tenancy, while exploring other options for the operation of a Job Center in the South Sacramento area. The current rent for this location is approximately \$154,000 per year.

In mid-2021, SETA was approached by Lao Family Community Development (Lao Family) and Highlands Community Charter School (Highlands), regarding approximately 11,142 square feet of shared office location at 3801 Florin Road that could function as a Sacramento Works Job Center. Over the next few months, SETA, Highlands, Lao Family, and the County Department of Human Assistance, developed a plan whereby Highlands would enter into a lease agreement, then execute license for use agreements with the other parties.

On January 18, 2022, Highlands executed a lease agreement for the 3801 Florin Road office space. Tenant improvements are currently underway and it is anticipated that the space will be available to begin operating as a Sacramento Works Job Center by April 1, 2022.

Consistent with the original plan, SETA staff has negotiated a License for Use Agreement with Highlands authorizing SETA to use the Florin Road facility for the operation of a Sacramento Works Job Center. The terms of the agreement include the payment to Highlands of up to \$2,000 per month in license fees.

The License for Use Agreement has been reviewed by legal counsel, and has been sent under separate cover.

RECOMMENDATION

Approve the License for Facilities Use Agreement with Highlands Community Charter School, subject to final approval by legal counsel, and authorize the Executive Director to execute the agreement.

PRESENTER: Roy Kim

ITEM III-B-1-ACTION

APPROVAL OF NON-COMPETITIVE PROCUREMENT FINDING AND APPROVAL OF FUNDING AUGMENTATION RECOMMENDATIONS FOR BACH VIET ASSOCIATION, INC. UNDER THE REFUGEE SUPPORT SERVICES GRANT FOR EMPLOYMENT PROGRAM ACTIVITIES, PROGRAM YEAR 2021-2022

BACKGROUND:

As the designated administrator of the Refugee Support Services (RSS) programs for the County of Sacramento, the Sacramento Employment and Training Agency (SETA) is responsible for the planning, procurement, and oversight of the programs to meet the local employment service and acculturation needs of refugees residing in Sacramento County.

RSS funds originate from the United States Department of Health and Human Services (HHS), Administration for Children and Families (ACF), Office of Refugee Resettlement (ORR) and, through employment, are intended to result in early economic self-sufficiency and the reduced dependency on public assistance among refugees, asylees, certified victims of human trafficking, and individuals holding Special Immigrant Visas (SIVs).

In September 2021, the Board approved funding extensions for SETA's RSS program providers for the new year, beginning October 1, 2021. Although the approved RSS funding extensions considered the increases in planned refugee and SIV arrivals to Sacramento due to the increase in the Presidential ceiling for refugee admissions to the U.S., it was difficult to anticipate the specific number of Afghan evacuees under Operation Allies Welcome that would resettle in Sacramento following the U.S. military's departure from Afghanistan. As the rapid departure proceeded, staff were aware that some of the funded programs could reach high or full-enrollment levels early in the year due to atypical flows in arrivals, and have monitored the enrollment numbers of providers very closely on a monthly basis.

Through January 31, 2022, Bach Viet Association, Inc. has reached 100 percent of the organization's planned enrollment numbers for the year under all three employment programs for which it is funded. Therefore, staff is recommending the following funding augmentations in the total amount of \$223,800 for Bach Viet Association, Inc. to expand its enrollment capacity, as well as to mitigate any lapse in service to newly arriving refugees:

Provider	Activity	Current Funding	Current #s	Augmented Amount	Augmented #s	New #s to Serve	New Amount
Bach Viet Association, Inc.	VESL/ES	\$570,000	190	\$120,000	40	230	\$690,000
	ES (SA)	\$242,000	121	\$40,000	20	141	\$282,000
	VESL/OJT	\$280,000	35	\$63,800	20	55	\$343,800

ITEM III-B-1-ACTION (continued)
Page 2

Additionally, staff is recommending the following augmented funding in the total amount of \$27,520 for additional support services to accompany Bach Viet’s augmented numbers of refugees to be served:

Provider	Activity	Current Funding	Current #s	Augmented Amount	Augmented #s	New #s to Serve	New Amount
Bach Viet Association, Inc.	VESL/ES	\$65,360	190	\$13,760	40	230	\$79,120
	ES (SA)	\$41,624	121	\$6,880	20	141	\$48,504
	VESL/OJT	\$12,040	35	\$6,880	20	55	\$18,920

This recommended funding is specifically awarded for the provision of housing, utilities, and technology supports, including computer equipment or supplies that support virtual/remote learning efforts, virtual case management, and/or access to digital literacy. The recommended amounts are based on the additional number of refugees to be served multiplied by the cost per participant of \$344.

On September 1, 2021, the California Department of Social Services (DSS) issued the attached letter that determined that the evacuation and resettlement of Afghans presents a humanitarian crisis and authorized implementation of streamlined administrative and programmatic processes to expedite use of RSS funds, including necessary emergency actions, such as augmenting existing RSS program providers to facilitate seamless, uninterrupted services. Based on the DSS letter, and consistent with the Federal Refugee Resettlement Program Regulations, OMB Uniform Guidance 2 CFR 200.320, and SETA’s procurement policies, which state that non-competitive procurement is appropriate when a public exigency or emergency will not permit a delay resulting from publicizing a competitive solicitation, SETA’s Interim Executive Director has determined that emergency procurement for the augmentations is authorized and appropriate. Based on the DSS and Interim Executive Director’s emergency determinations, staff seek Board approval to find that non-competitive procurement for this RSS funding augmentation is appropriate due to the existing emergency. If approved, a copy of this finding and the Board Item shall be retained with the procurement documentation for all contracts augmented under this agenda item.

RECOMMENDATION:

Find that non-competitive procurement for the augmentations is appropriate due to the existing emergency set forth in the DSS letter and approve the RSS funding augmentation recommendations for Bach Viet Association, Inc., PY 2021-22, as indicated above.

PRESENTER: Michelle O’Camb



KIM JOHNSON
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



GAVIN NEWSOM
GOVERNOR

September 1, 2021

Kathy Kossick, Executive Director
Sacramento Employment and Training Agency
925 Del Paso Boulevard
Sacramento, CA 95815

Dear Kathy Kossick:

The evacuation and resettlement in California of thousands of Afghan Special Immigrant Visa (SIV) holders/refugees presents a humanitarian crisis for both the United States and the State of California. Accordingly, the California Department of Social Services authorizes counties and service providers to implement streamlined administrative and programmatic processes to expedite the use of Refugee Support Services (RSS) funding to provide immediate access to services for the increased number of Afghan SIV/refugees evacuees resettling in Sacramento County. This includes any necessary emergency actions like augmenting existing RSS program providers to facilitate seamless, uninterrupted access.

Should you have any questions regarding this letter, please contact Brian Tam, Section Chief, Refugee Programs Bureau at (916) 215-7050 or brian.tam@dss.ca.gov.

Sincerely,

KATHY YANG, State Refugee Coordinator
Refugee Programs Bureau
Office of Equity

ITEM IV-A- INFORMATION

FISCAL MONITORING REPORTS

BACKGROUND:

Attached for your information are copies of the latest fiscal monitoring reports. Staff will be available to answer questions.

PRESENTER: D'et Saurbourne

MEMORANDUM

TO: Ms. Janet Anderson **DATE:** January 31, 2022

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Fiscal Monitoring desk review of Elk Grove Unified School District-Head Start

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & COLA	\$3,539,436	8/1/2020-7/31/21	2/1/2021-7/31/21
Head Start	T & TA	\$14,040	8/1/2020-7/31/21	2/1/2021-7/31/21
Head Start	Covid-19	\$386,675	8/1/2020-7/31/21	2/1/2021-7/31/21
Head Start	CarryOver	\$190,727	8/1/2020-7/31/21	2/1/2021-7/31/21

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

Date of review: October 2021; 10/26, 11/13, 11/19, 11/22, 1/27/22

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

Program Operator: Elk Grove Unified School District-Head Start

Findings and General Observations:

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

Recommendations for Corrective Action:

None

cc: Denise Lee
Governing Board

Program Operator: EGUSD Adult & Community Education

Findings and General Observations:

We have reviewed the

- CSBG CARES Act, Family Self-Sufficiency and Safety Net programs from November 2, 2020 to June 30, 2021
- RESS ELL Navigator program from April 1, 2020 to June 30, 2021,
- RESS ELL COVID program from November 1, 2020 to June 30, 2021.

The costs reported for these 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: Denise Lee
Governing Board

MEMORANDUM

TO: Ms. Cindy Newton **DATE:** February 1, 2022
FROM: David B. Clark, SETA Fiscal Monitor
RE: Desk Monitoring of North Central Counties Consortium

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	TET-DWG/Dislocated Worker	\$275,000	2/1/19 – 9/30/2021	4/1/20 – 9/30/2021

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

Date of review: 11/17/2021
Follow Up: 12/6, 12/14, 12/15

	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: North Central Counties Consortium

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

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 February 18, 2022

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
California Department of Social Services	9	Administrative Law Judge II Department of Social Services	1
City of Elk Grove	9	Animal Services Officer	1
	9	Associate Civil Engineer	1
	9	Capital Improvement Program Manager	1
	9	Community Center Attendant	1
	9	Community Engagement and Government Relations Manager	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	Management Analyst	1
	9	Multimedia Specialist	1
	9	Police Officer	2
	9	Police Records Technician I	1
	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
9	Senior Transportation Planner	1	
City of Sacramento	9	311 Customer Service Specialist	1
	9	Accountant Auditor	1
	9	Administrative Analyst	2
	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
	7	Applications Developer	1

SETA- Employer Activity Report

The following is an update of information as of February 18, 2022

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	Aquatics Recreation Coordinator	1
	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	2
	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-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 Director	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
	9	Equipment Mechanic I	1
9	Events Associate	1	
9	Events Duty Person	2	

SETA- Employer Activity Report

The following is an update of information as of February 18, 2022

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Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
City of Sacramento	9	Events Services Supervisor	1
	9	Events Services Supervisor -Asst Performing Arts & Auditorium Manager	1
	9	Events Services Supervisor -Guest Service Manager	1
	9	Finance Program 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	Marina Aide	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
	9	Personnel Analyst	1
	9	Personnel Analyst -Employment, Classification & Development	1
	9	Personnel Technician-Benefit Services	1
9	Personnel Transaction Coordinator	1	
9	Police Chief	1	
9	Police Clerk II	1	
9	Police Officer	3	
9	Police Officer Recruit	2	

SETA- Employer Activity Report

The following is an update of information as of February 18, 2022

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	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	2
	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
	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
	9	Senior Development Project Manager	1
	3	Senior Engineer	2
	9	Senior Lifeguard	1
	9	Senior Maintenance Worker	1
	3	Senior Painter	1
	9	Senior Planner	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	
3	Supervising Engineer-Electrical Engineer	1	
3	Supervising Engineer-Water Policy & Regional Planning	1	

SETA- Employer Activity Report

The following is an update of information as of February 18, 2022

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	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
	9	Veterinarian	1
	2	Water Conservation Representative	1
	9	Youth Aide	1
Clement Law Group PC	9	Legal Assistant	1
Cordova Recreation & Parks District	9	Golf Course Maintenance Worker Aide	2
	9	Office Assistant/Clerical II	1
	9	Park Maintenance Worker I	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/Rancho San Miguel	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
Gateway Community Charters	4	ASES Para Educator	8
	4	Business Technician @ GCC Central Office	1
	4	CTE Teacher -Manufacturing	1
	4	Custodian @ Gateway Community Charters	1
	4	Independent Study Teacher @ SAVA EGUSD	1
	4	Math Specialist @ CCCS Firehouse	1
	4	Para Educator	11
	4	Register Behavior Technician @ COA Elementary	1

SETA- Employer Activity Report

The following is an update of information as of February 18, 2022

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			
Gateway Community Charters	4	RSP Specialist @ SAVA SCUSD	1
	4	School Nurse @ Gateway Community Charters	1
	4	School Psychologist Intern @ Gateway Community Charters	1
	4	School Social Worker @ COA Elementary	1
	4	Spanish Teacher @ Futures High School	1
	4	Speech, Language, & Hearing Pathologist @ GCC Central Office	1
	4	Substitute ASES Supervisor	1
	4	Substitute ASES/ASP Para Educator	1
	4	Substitute Clerical Pool	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	2
	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
	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 February 18, 2022

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	Administrative Assistant I	1
	4	Administrative Assistant II	1
	4	Administrative Assistant III	1
	4	Art New Media Adjunct Assistant Professor Pool	1
	4	Asian American, Native American Pacific Islander Serving Institution (AANAPISI) Grant Project Director	1
	4	Associate Vice President of Equity, Institutional Effectiveness and Innovation	1
	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	2
	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	3
	4	Child Development Center Lead Teacher	1
	4	Child Development Center Teacher	1
	4	Clerk III	1
	4	College Nurse Adjunct	1
	4	College Nurse Clinician 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	Data Communications Security Specialist	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	

SETA- Employer Activity Report

The following is an update of information as of February 18, 2022

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	Director IV of Workforce Development	1
	4	Director V of Degree Planning Initiatives	2
	4	Drafting (CADD) Adjunct Assistant Professor	1
	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	Grant Coordination Clerk	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	3
	4	Librarian Adjunct Assistant Professor	1
	4	Maintenance Electrician	1
	4	Maintenance HVAC Mechanic	2
	4	Maintenance Plumber	1
	4	Nursing RN Assistant Professor -Medical Surgical Focus	2
	4	Outreach Specialist	1
	4	Physical Education Adjunct Assistant Professor	1
	4	Physics/Astronomy Adjunct Assistant Professor	1
4	Police Cadet to Officer Program	1	
4	Police Communication Dispatcher	1	
4	Police Officer	2	
4	Project Director for TRIO Educational Talent Search	1	
4	Psychology Assistant Professor	3	
4	Research Analyst	1	

SETA- Employer Activity Report

The following is an update of information as of February 18, 2022

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	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
More Than A Mailbox	9	Sales Associate	2
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
Safety Center Inc	6	ADP Counselor	1
	9	Program Staff	1
	4	WPS Instructor	1
Soesbe Financial	9	Administrative Assistant	1
Walmart	9	Power Equipment Operator	1
	9	Warehouse Associate	20
Women's Empowerment	9	Safety Monitor	1
Total			438

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 February 18, 2022

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	Rescinded	217	Sacramento, CA	Yes	N
Central Freight Lines, Inc. 3610 52nd Avenue Sacramento, CA 95823	Transportation	12/17/2021	Permanent	8	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
JOON Café 5401 H Street Sacramento, CA 95814	Restaurant	2/11/2022	Permanent	8	Sacramento, CA	Yes	N
Hospital Couriers LLC dba Service Contract Facilities 2500 Marconi Ave. Ste. 212 Sacramento, CA 95821	Transportation	2/28/2022	Permanent	8	Sacramento, CA	Yes	N
Emerald Textiles, LLC 8360 Belvedere Ave. Sacramento, CA 95826	Healthcare Laundry	3/27/2022	Permanent	112	Sacramento, CA	Yes	N
TOTAL				460			

ITEM IV-D- 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

Update on Early Childhood Education and Childcare Sector Initiative

On November 4, 2021, the SETA Governing Board approved the launch of an Early Childhood Education and Childcare Sector Initiative and authorized staff to identify and pursue funding, execute agreements, and take other action in furtherance of the initiative.

Project Leads

- Denise Lee, Interim Executive Director (SETA)
- Roy Kim, Deputy Director/Workforce Department (SETA)
- Janine Cooper, Childcare Manager (City of Sacramento)

The team continues to work collaboratively with various stakeholders and community partners to further the initiative. Cumulative tasks to date include:

Strategic Directive #1: *Improve access to affordable and quality childcare, particularly for working parents.*

Develop an **ASSET MAP** highlighting where childcare services are available and where there are deserts in Sacramento County

- Denise, Janine and representatives from Child Action, Inc. met to develop a method for gathering data and creating a format for reporting child care supply
- An interactive software platform has been identified and is being piloted at Child Action Inc.
- Next meeting is March 8th

EXPAND HEAD START and State funded services in underserved areas of Sacramento County

- SETA is exploring new childcare opportunities for fall 2022, including new center locations, new partnerships with school districts, transitional kindergarten, and community college/ARC

Explore alternate **FUNDING** sources to expand childcare services in Sacramento

- Assembly Bill 130 established an early learning initiative to expand access to universal prekindergarten (UPK)
 - o By 2025-26, universal pre-k will be offered to four-year-old children in CA
 - o This will be done through a mixed delivery system that includes transitional kindergarten (TK), CA State Preschool Program (CSPP), Head Start programs, other early learning and care providers, and additional partners
- California Department of Social Services (CDSS) announced \$100M available for minor renovations and repair as allocated by the American Rescue Plan Act of 2021 (ARPA). A RFA webinar will be offered on February 15th @ 10:00 a.m.
- CDSS released a Request for Applications to expand general childcare (CCTR) for full-day, full-year services for children up to age 13. Applications were due January 14, 2022. Notification of scores will be provided by March 9th. Awards will be announced by April 30, 2022.

DEVELOP **PARTNERSHIPS** to ensure families who are over-income for Head Start have access to quality childcare in Sacramento

- SETA and its delegate agencies are exploring co-located classroom models that offer various funded enrollment to ensure families are able to enroll without barriers due to income level (mixed funded between Head Start, State Preschool and TK)

Strategic Directive #2: *Increase access to self-sufficient career pathways in the Early Childhood Education/Childcare sector.*

Perform a *LABOR MARKET STUDY* to identify Sacramento market trends such as: salaries, pay practices, staffing structures, competition, job matches and workforce needs

- SETA, the City of Sacramento, Valley Vision, Los Rios/Center of Excellence have convened a group of stakeholders to begin discussions and data collection for an early childhood education labor market study
- Interviews/research are led by Renee John, Valley Vision and Aaron Wilcher, Los Rios/Center of Excellence
- Next meeting is March 3rd

Develop a DIR-approved *APPRENTICESHIP PROGRAM* for entry-level pathways to ECE positions (this could be adopted by other childcare programs in Sacramento)

- SETA worked with Los Rios District/American River College to develop a DIR-approved apprenticeship program for entry-level pathways to ECE
- SETA will launch its first cohort of 30 new apprentices in March 2022
- This program could easily be adopted/replicated by other childcare providers in Sacramento

**City of Sacramento (Janine Cooper)
Strategic Plan to Increase Access to Childcare and Early Learning.**

Ease Childcare and Early Learning COSTS

- Monitoring the Build Back Better Bill and possible future funding to support families in subsidizing the cost of childcare

SUPPORT Childcare Providers

- ARPA Childcare spending plan proposal includes stipend for providers to help with hiring staff, providing staff bonuses, and covering operating expenses

CONNECT Childcare to Early Childhood Education and Parent supports

- ARPA Childcare spending plan proposal includes ECE Apprenticeship program to provide on the job training, mentoring, ECE education and Child Development Associate Teacher permits for apprentices
- ARPA Childcare spending plan proposal includes Family Child Care Home (FCCH) start-up program consisting of training and pathway to ECE education

Provide Leadership to Ensure an INTEGRATED APPROACH to Childcare

- Early Learning and Childcare Taskforce Meeting scheduled monthly with community stakeholders to help move strategic plan forward
- Meeting with County representatives on February 9th to help align the city's Early Learning and Childcare strategies with the county

ADVOCATE for Increased Funding and Support

- Met with Supervisor Kennedy on January 20th (plan to develop proposal for funding with SETA)
- Meeting with Koy Saeteurn, Chief of Staff for Mayor Pro Tem Guerra and Marlon Lara, Senior Legislative Aide for Senator Dr. Richard Pan on February 10th
- Met with Assembly Member Kevin McCarty's staff on February 18th

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.