



**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, April 7, 2022

TIME: 10:00 a.m.

LOCATION: Zoom Location

<https://us02web.zoom.us/j/83111052891?pwd=bFhZRIJFbG1kei9YWVhpNXM3aVVIldz09>

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/83111052891?pwd=bFhZRIJFbG1kei9YWVhpNXM3aVVIldz09>. 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,,83111052891# US (San Jose). Meeting ID: 831 1105 2891. Passcode: 858475. Find your local number: <https://us02web.zoom.us/j/83111052891?pwd=bFhZRIJFbG1kei9YWVhpNXM3aVVIldz09>. 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.

A G E N D A

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

II. <u>Consent Items</u>	<u>Page Number</u>
A. Approval of Minutes of the March 3, 2022 Regular Board Meeting	1-6
B. Approval of Claims and Warrants	7
C. Approval of Non-Competitive Procurement Finding for License for Facilities Use Agreement with the Highlands Community Charter School	8-9
D. Approval of the Summer Training and Employment Program for Students (STEPS) Contract Extension with Foundation for California Community Colleges in Partnership with the Department of Rehabilitation and Authorize the Executive Director to Execute the Agreement, Modifications and Future Extensions, and Any Other Documents Required by the Funding Source	10
III. <u>Action Items</u>	
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 (Legal Counsel)	11-12
2. Approval to Extend Audit Services Agreement for Fiscal Year Ending June 30, 2022 and Authorize the Executive Director to Sign the Agreement (D'et Saurbourne)	13
3. Approval of Trust Resolution to Adopt the Amended and Restated Mission Square Retirement 401(A) Money Purchase Plan Adoption Agreement and Authorize the Executive Director to Submit the Agreement to Mission Square Retirement and to Take Other Action Required to Finalize the Agreement (D'et Saurbourne)	14-30
4. Approval to Negotiate an Agreement with the City of Sacramento for the Aggie Square Community Workforce Ambassador Program, and Authorize the Executive Director to Execute the Agreement, Modifications, and Any Other Documents Required by the Funding Source, Subject to Legal Counsel Approval (Terri Carpenter)	31
5. Approval of Selection of Janitorial Companies and Authorize the Executive Director to Negotiate with Each Vendor and Execute Each Agreement (Denise Lee)	32-34

B. WORKFORCE DEVELOPMENT DEPARTMENT

Community Services Block Grant: No Items

One Stop Services: No Items

Refugee Services: No Items

C. CHILDREN AND FAMILY SERVICES: No Items

IV. Information Items

A.	Preview of the SETA Website Redesign (Terri Carpenter)	35
B.	Report on American Express Corporate Account Rewards Points Program as of December 31, 2021 (D’et Saurbourne)	36-37
C.	Fiscal Monitoring Reports (D’et Saurbourne) <ul style="list-style-type: none">• Asian Resources. Inc.• EGUSD Adult & Community Education• Loa Family Community Development	38-44
D.	Employer Success Stories and Activity Report (William Walker)	45-55
E.	Dislocated Worker Update (William Walker)	56-57
F.	Unemployment Update/Press Release from the Employment Development Department (Roy Kim)	58-64
G.	Head Start Reports (Denise Lee)	65-75
V.	<u>Reports to the Board</u>	76

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

VI. Adjournment

DISTRIBUTION DATE: Friday, April 1, 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 MARCH 3, 2022 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the March 3, 2022 meeting for your review.

RECOMMENDATION:

That the 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, March 3, 2022
10:00 a.m.

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

Mr. Guerra called the meeting to order at 10:01 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, Member, Public Representative
Eric Guerra, Chair; Councilmember, City of Sacramento
Patrick Kennedy, Vice Chair, Board of Supervisors

II. Consent Items

- A. Approval of Minutes of the February 3, 2022 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Youth Committee Member
- D. Approval of Modification of Contract for Legal Services
- E. Approval to Add JAD Nutrition Consulting, LLC to SETA's Vendor Services List
- F. Approval to Adjust Zones in Broadband/Performance Management Policy
- G. Approval to Use Fund Balance

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

- A. Approval of Minutes of the February 3, 2022 Regular Board Meeting
- B. Approval of Claims and Warrants of 1/26/22 through 2/23/22
- C. Approval of Youth Committee Member
- D. Approval of Modification of Contract for Legal Services
- E. Approval to Add JAD Nutrition Consulting, LLC to SETA's Vendor Services List
- F. Approval to Adjust Zones in Broadband/Performance Management Policy
- G. Approval to Use Fund Balance

Roll call vote:

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

Nay: 0

Abstention: 0

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Findings and Authorization to Extend Use of Teleconferencing Procedures for Board Meetings During Declared State of Emergency and/or While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing

Mr. Thatch reviewed this item, which allows for virtual meetings during a state of emergency. This may terminate per the Bill in process. Once it expires, the Board will need to return to in-person meetings. This would affect the April 7, 2022 meeting. Recommendation would allow for one more virtual meeting.

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

Roll call vote:

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

Nay: 0

Abstention: 0

2. Approval of Reappointments to the Sacramento Works Workforce Development Board

Mr. Kim reviewed this item. There are seven Sacramento Works Board members whose term ends March 31, 2022. The recommendation is to reappoint for another three-year term.

Mr. Guerra asked if there are no new changes to the Board, just a renewal of current Board members.

Mr. Kim replied that is correct.

Ms. Scherman and Mr. Guerra thanked the Board members renewing their term.

Moved/Scherman, second/Kennedy, to approve the reappointment of the seven members to the Sacramento Works Workforce Development Board for a three-year term beginning April 1, 2022

Roll call vote:

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

Nay: 0

Abstention: 0

3. Approval of License for Facilities Use Agreement with the Highlands Community Charter School, and Authorize the Executive Director to Execute the Agreement

Mr. Kim reviewed this item. In 2014, the lease for the Franklin Boulevard Job Center expired. Since then, SETA has been paying rent month to month. In the middle of 2021, SETA started working with Lao Family Community Development, Highlands Community Charter School, and the Sacramento County Department of Human Assistance (DHA). Under this new plan, Highlands would be the lessee and would execute license for use agreements with SETA and Lao Family. Tenant improvements are underway; the move is anticipated in April 2022. SETA will pay up to \$2,000 in fees to use the facilities. DHA will move along with SETA. The new location is one block south of the current location.

Moved/Kennedy, second/Scherman, to 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

Roll call vote:

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

Nay: 0

Abstention: 0

B. **WORKFORCE DEVELOPMENT DEPARTMENT**

Community Services Block Grant: No Items

One Stop Services: No Items

Refugee Services:

1. 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

Ms. O’Camb reviewed this item. Seeking approval to augment all three of the Bach Viet Association’s refugee employment service programs. They reached full enrollment in the month of February. The augmentation would increase the number of refugees served by 80. There is accompanying funding in the form of

support services for housing, utilities, and technology supports for those individuals.

Moved/ Kennedy, second/Scherman, to approve the Non-Competitive Procurement Funding Augmentation Recommendations for Bach Viet Association, Inc. Under the Refugee Support Services Grant for Employment Program Activities, Program Year 2021-2022

Roll call vote:

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

Nay: 0

Abstention: 0

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

IV. **Information Items**

A. Fiscal Monitoring Reports: No Questions

B. Employer Success Stories and Activity Report:

Mr. Walker commented on the new Rancho San Miguel grocery store in Oak Park that opened yesterday. SETA was instrumental in the hiring of their employees; about 80 to 90 percent of individuals hired were from the Oak Park community.

C. Dislocated Worker Update:

Mr. Walker stated Emerald Textile is closing their plants in Pittsburg and Sacramento; they were formerly Elica. At the Sacramento location, there will be 112 employees affected. SETA will work with the employees to place them.

Mr. Guerra asked what is the timing for closure and the schedule to support the workers.

Mr. Walker replied the schedule starts now. The date of closure is March 19, 2022. SETA has already started working with the union and employer.

Mr. Guerra asked what communication is happening for training programs to help them focus into higher wage jobs, versus just trying to place them into another employment focus.

Mr. Walker replied SETA will reach out to employers looking for individuals that match the workers' skill sets. Wages stay the same.

Mr. Guerra asked what temporary status means regarding Sacramento Mattress King.

Mr. Walker said they experienced a fire. We are waiting for them to reopen. He will follow up on their anticipated reopening date.

Mr. Nottoli left the meeting at 10:22 a.m.

- D. Unemployment Update/Press Release from the Employment Development Department: No Report
- E. Head Start Reports

Ms. Lee gave an updated on the effects of COVID-19 on Head Start. In January there were 67 classrooms and four centers closed, affecting 1,250 children in the SETA Operated Program. There were no closures in February. Head Start/Early Head Start met the vaccine mandate deadline of January 31, 2022; no release letters were sent. Those who are exempt from the COVID-19 vaccine are testing weekly for COVID-19. Normal routines are starting to return to classrooms. Centers are moving back to family style meal services, reintroducing soft items into classrooms, and parents signing their children in and out of school in the classrooms, instead of outside/in the lobby.

Ms. Scherman asked about the purpose of self-service for meal time.

Ms. Lee replied it helps with self-help, dexterity and fine motor skills development.

V. Reports to the Board

- A. Chair:
Mr. Guerra commented there was an engaged parent community meeting held earlier in the week and the week prior. The take away from the meeting was significant progress is being make in the parent identified issues.
- B. Interim Executive Director: No Report
- C. Deputy Directors: No Report
- D. Counsel: No Report
- E. Members of the Board: No Report
- F. Public: None

VI. Adjournment: The meeting adjourned at 10:30 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Denise Lee, Interim Executive Director, has reviewed the claims for the period 2/23/2022 through 3/30/2022, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 2/23/2022 through 3/30/2022.

PRESENTER: Denise Lee

ITEM II-C – CONSENT

APPROVAL OF NON-COMPETITIVE PROCUREMENT FINDING FOR LICENSE FOR FACILITIES USE AGREEMENT WITH THE HIGHLANDS COMMUNITY CHARTER SCHOOL

BACKGROUND:

In March 2014, the SETA Governing Board approved the release of an RFP for office and classroom space to provide Job Center services in the South Sacramento area. The RFP was distributed to over 50 real estate brokers in Sacramento County and SETA did not receive any proposals by the proposal submission deadline.

The Board extended the proposal deadline at its April 2014 meeting. Only one proposal was submitted by the extended deadline, and the Board further extended the proposal submission deadline at its June 2014 meeting. Three proposals were received by the additional extended deadline, but all three proposals were found to be non-responsive. As a result, the Board authorized a third extension to the deadline at its August 2014 meeting. SETA finally received one responsive proposal by this thrice extended deadline with a proposed location near West Stockton Blvd. and Elk Grove Blvd. At its September 2014 meeting, the Board authorized staff to enter lease negotiations. Negotiations commenced but were ultimately unsuccessful.

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.

SETA staff, partners and real estate brokers have conducted exhaustive attempts to find comparable office space in the South Sacramento area since 2014, and have experienced unprecedented difficulty in finding available space.

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. The location is approximately one city block south of the current Franklin Job Center location. 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, for a maximum annual cost of not more than \$24,000, which will result in unprecedented cost savings to SETA of \$120,000 per year when compared to rent at the existing location. This unique opportunity provides SETA with the ability to leverage resources with Highlands and the other licensees and is not available from any other source.

Federal regulations and SETA's procurement policies authorize the use of non-competitive procurement when, after solicitation of a number of proposals, competition is deemed inadequate and the facilities are available from only a single source. Consistent with federal regulations and SETA's procurement policies, SETA has determined that non-competitive procurement is appropriate due to the lengthy and unsuccessful solicitation of proposals for office space in the South Sacramento area, and the availability of this office space from only a single source.

This finding is being made to support the Board's approval of the license agreement which was made at its March 3, 2022 meeting.

RECOMMENDATION:

In support of its approval of the license agreement at its March 3, 2022 meeting, the Board finds that non-competitive procurement of the License space at 3801 Florin Road is justified due to the to the lengthy and unsuccessful solicitation of proposals for office space in the South Sacramento area, and the availability of this office space from only a single source.

ITEM II-D-CONSENT

APPROVAL OF THE SUMMER TRAINING AND EMPLOYMENT PROGRAM FOR STUDENTS (STEPS) CONTRACT EXTENSION WITH FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES IN PARTNERSHIP WITH THE DEPARTMENT OF REHABILITATION AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT, MODIFICATIONS AND FUTURE EXTENSIONS, AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND

In May 2021, SETA was awarded a \$350,000 grant through the California Department of Rehabilitation (DOR), in coordination with the Foundation for California Community Colleges (FCCC), to serve 70 students with disabilities ages 16-21 who have intellectual, physical, developmental, and/or mental health disabilities. The project successfully met all contract goals.

On March 15, 2022, SETA received notice that the DOR is renewing its agreement with FCCC to fund the STEPS Program beginning July 1, 2022. As a current grantee, SETA is eligible to extend its contract with the FCCC in the amount of \$350,000 to serve 70 students with disabilities. The Summer Training and Employment Program for Students (STEPS) will provide each student with 40 hours of employability skills training and placement with an employer in a paid work experience at \$15.00 per hour for up to 175 hours.

RECOMMENDATION:

Approve the contract extension with FCCC in the amount of \$350,000 to operate the STEPS program beginning July 1, 2022 through June 30, 2023 and authorize the Executive Director to execute the agreement, modifications and future extensions, and any other documents required by the funding source.

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 issued long-existing state of emergency related to COVID-19, which remains in effect. 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. In September 2021, 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.

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 II-A –2 -ACTION

APPROVAL TO EXTEND AUDIT SERVICES AGREEMENT FOR FISCAL YEAR ENDING JUNE 30, 2022 AND AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN THE AGREEMENT

BACKGROUND:

On April 30, 2020, the SETA Governing Board approved the selection of Eide Bailly to provide audit services for one year with the option of extending the agreement for two additional one-year terms. The audit fee for the fiscal year ended June 30, 2020 was \$47,000. On April 1, 2021, the Governing Board approved the extension of the Audit Services Contract to cover the fiscal year ending June 30, 2021 for a fee of \$47,658. The agreement allows for an increase of 5% or the Consumer Price Index, whichever is smaller. The Consumer Price Index increased by 7.0% during 2021.

Staff is recommending extending the agreement for audit services in the amount of \$50,041 (\$47,658 x 5%) for the fiscal year ending June 30, 2022 which includes the single audit for two major federal programs. The current agreement also includes a provision for additional major program audits, if required, at an additional cost of \$4,000 each which staff recommends retaining in the extended agreement.

Additionally, the Governmental Accounting Standards Board (GASB) issued *Statement No. 87 Leases (GASB 87)* which goes into effect during the fiscal year ended June 30, 2022. The primary objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. Due to the complexity of the new requirements, and to ensure compliance with GASB 87, Eide Bailly will need to conduct additional testing and set-up that were not previously included in the scope of work. Staff is recommending to include up to an additional \$12,000 for GASB 87 related work. The additional cost would be invoiced based on actual hours worked.

RECOMMENDATION:

Approve the extension of the agreement with Eide Bailly for audit services for the fiscal year ending June 30, 2022, plus GASB 87 assistance, for a total amount up to \$62,041 for two major federal programs, plus \$4,000 for any additional major program audits if required, and authorize the Executive Director to sign the agreement.

PRESENTER: D'et Saurbourne

ITEM III-A –3– ACTION

APPROVAL OF TRUST RESOLUTION TO ADOPT THE AMENDED AND RESTATED MISSION SQUARE RETIREMENT 401(A) MONEY PURCHASE PLAN ADOPTION AGREEMENT AND AUTHORIZE THE EXECUTIVE DIRECTOR TO SUBMIT THE AGREEMENT TO MISSION SQUARE RETIREMENT AND TO TAKE OTHER ACTION REQUIRED TO FINALIZE THE AGREEMENT

BACKGROUND:

The Mission Square Retirement Governmental Money Purchase Plan (“401(a) Plan”) is a defined contribution plan that allows employers to contribute a certain percentage of money each year to deposit into the eligible employee’s retirement account. Mission Square Retirement was formerly known as International City Management Association Retirement Corporation (ICMA-RC). On July 12, 2021, ICMA-RC announced a rebranding to Mission Square Retirement. Plan documentation prior to July 12, 2021, still references ICMA-RC.

The SETA is a Plan Sponsor that uses the Mission Square Retirement 401(a) Plan to provide specified retirement benefits to exempt and confidential employees. On December 16, 1999, the Governing Board approved the adoption of an ICMA-RC 401(a) Plan for exempt management employees effective January 1, 2000. Subsequently, on October 5, 2000, the Board approved the compensation package for the Unrepresented Confidential and Management personnel that allowed confidential employees to participate in the 401(a) Plan effective January 1, 2001.

The IRS has a six-year review schedule for these types of retirement plans and the ICMA-RC 401(a) Plan was submitted for review in 2006 and 2012. Based on the IRS reviews, plan amendments can be required. In the past, ICMA-RC utilized a negative adoption process for plan amendments, which permitted them to become effective unless rejected by a Plan Sponsor. No affirmative action of a Plan Sponsor was necessary to effect required revisions to the 401(a) Plan.

In 2014, the ICMA-RC Trust received a favorable opinion letter from the IRS on its 2012 Plan – the ICMA-RC Governmental Money Purchase Plan and Trust document, which SETA utilizes. Rather than utilizing an amendment process, the IRS required that ICMA Plan Sponsors who use the ICMA-RC document must now affirmatively adopt a restated plan, rather than just an amendment. On April 7, 2016, the SETA Governing Board approved the restated plan. In order to continue compliance with IRS regulations, SETA must execute a new adoption agreement by July 31, 2022.

There are no substantive changes in the plan document. The new document incorporates amendments for legislative and regulatory changes. None of the changes will have any financial impact on SETA as a Plan Sponsor.

ITEM III-A-3-ACTION (continued)

Page 2

Currently, the Agency contributes four percent (4%) of salary to the 401(a) Plan for exempt management employees, with a mandatory employee contribution of three percent (3%) of salary to the Plan. The Agency also contributes two percent (2%) of salary to the 401(a) Plan for confidential employees, with no required contribution. The plan participants may also contribute up to ten percent (10%) of additional after-tax dollars into the 401(a) Plan. Under the restated 401(a) Plan, these contribution criteria will remain the same as set forth in Attachment A of the Amended and Revised 401(a) Plan.

As part of the adoption process, Mission Square Retirement requires an affirmative statement or a resolution to adopt the Amended and Restated 401(a) Plan. Attached is a copy of the plan and a resolution for the Board to adopt the plan. The plan approval process provides for electronic submission of the plan to Mission Square Retirement for final review and approval.

RECOMMENDATION:

Approve the Resolution to Adopt the Amended and Restated Mission Square Retirement Governmental Money Purchase Plan Adoption Agreement and authorize the Executive Director to submit the plan document to Mission Square Retirement for final review and approval and to take any other action necessary to finalize the Agreement.

PRESENTER: D'et Saurbourne

RESOLUTION FOR THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY 401(a) MONEY PURCHASE PLAN

Plan Number: 107113

Name of Employer: Sacramento Employment and Training Agency (SETA) (Employer) State: California

WHEREAS, the Employer has employees rendering valuable services; and

WHEREAS, the Employer has established a qualified retirement plan for such employees that serves the interest of the Employer by enabling it to provide reasonable retirement security for its employees, by providing increased flexibility in its personnel management system, and by assisting in the attraction and retention of competent personnel; and

WHEREAS, the Employer has determined that the continuance of the qualified retirement plan will serve these objectives; and

NOW THEREFORE BE IT RESOLVED that the Employer hereby amends and restates the qualified retirement plan (the "Plan") in the form of: (select one)

The Mission Square Retirement Governmental Money Purchase Plan

OR

The Plan and any associated amendments provided by the Employer (executed copies attached hereto)

BE IT FURTHER RESOLVED that the assets of the Plan shall be held in trust, with the Employer serving as trustee ("Trustee"), for the exclusive benefit of Plan participants and their beneficiaries, and the assets shall not be diverted to any other purpose. The Trustee's beneficial ownership of Plan assets held in Vantage Trust shall be held for the further exclusive benefit of the Plan participants and their beneficiaries;

BE IT FURTHER RESOLVED that the employer hereby agrees to serve as Trustee under the Plan.

BE IT FURTHER RESOLVED that the employer hereby authorizes the SETA Executive Director to execute all necessary agreements under the Plan.

I, _____, Clerk of the Board of SETA, do hereby certify that the foregoing resolution, proposed by SETA Governing Board, was duly passed and adopted in the SETA Governing Board of SETA at a regular meeting thereof assembled this _____ day of _____, 20_____, by the following vote:

AYES:

NAYS:

ABSENT:

(Seal)

CLERK OF THE BOARD

SACRAMENTO EMPLOYMENT & TRAINING AGENCY
401(a) MONEY PURCHASE PLAN & TRUST ADOPTION AGREEMENT

PLAN NUMBER: 107113
PLAN NAME: SACRAMENTO EMPL & TRAINING
ATTACHMENT A

VI. CONTRIBUTION PROVISIONS

1(a). EMPLOYER CONTRIBUTIONS WITH MANDATORY PARTICIPANT CONTRIBUTIONS
FOR EXEMPT MANAGEMENT EMPLOYEES.

- A. Employer Contributions. The Employer shall contribute on behalf of each Participant 4.0% of Earnings for the Plan Year (subject to the limitations of Article V of the Plan).
- B. Mandatory Participant Contributions. A Participant is required to contribute (subject to the limitations of Article V of the Plan) 3.0% of Earnings for the Plan Year.

1(b). EMPLOYER CONTRIBUTIONS WITHOUT MANDATORY PARTICIPANT
CONTRIBUTIONS FOR CONFIDENTIAL EMPLOYEES.

- A. Employer Contributions. The Employer shall contribute on behalf of each Participant 2.0% of Earnings for the Plan Year (subject to the limitations of Article V of the Plan).
- B. Without Mandatory Participant Contributions. A Participant is not required to contribute to the Plan.

ICMA Retirement Corporation
doing business as

MissionSquare Retirement Governmental Money Purchase Plan Adoption Agreement



MissionSquare Retirement Governmental Money Purchase Plan Adoption Agreement

Plan Number: 107113

The Employer hereby establishes a Money Purchase Plan to be known as SACRAMENTO EMPL & TRAINING
_____ (the "Plan") in the form of the MissionSquare Retirement Governmental Money Purchase Plan.

New Plan or Amendment and Restatement (Check One):

Amendment and Restatement

This Plan is an amendment and restatement of an existing defined contribution Money Purchase Plan. Please specify the name of the defined contribution Money Purchase Plan which this Plan hereby amends and restates:

SACRAMENTO EMPL & TRAINING

Effective Date of Restatement. The effective date of the Plan shall be:

(Note: The effective date can be no earlier than the first day of the Plan Year in which this restatement is adopted. If no date is provided, by default, the effective date will be the first day of the Plan Year in which the restatement is adopted.)

New Plan

Effective Date of New Plan. The effective date of the Plan shall be the first day of the Plan Year during which the Employer adopts the Plan, unless an alternate effective date is hereby specified: _____

(Note: An alternate effective date can be no earlier than the first day of the Plan Year in which the Plan is adopted.)

I. EMPLOYER: SACRAMENTO EMPL AND TRAINING

(The Employer must be a governmental entity under Internal Revenue Code § 414(d))

II. SPECIAL EFFECTIVE DATES

Please note here any elections in the Adoption Agreement with an effective date that is different from that noted above.

(Note provision and effective date.)

III. PLAN YEAR

The Plan Year will be:

January 1 – December 31 (**Default**)

The 12 month period ending _____
Month Day

IV. Normal Retirement Age shall be age 65 (not less than 55 nor in excess of 65).

Important Note to Employers: Normal Retirement Age is significant for determining the earliest date at which the Plan may allow for in-service distributions. Normal Retirement Age also defines the latest date at which a Participant must have a fully vested right to his/her Account. There are IRS rules that limit the age that may be specified as the Plan's Normal Retirement Age. The Normal Retirement Age cannot be earlier than what is reasonably representative of the typical retirement age for the industry in which the covered workforce is employed.

In 2016, the Internal Revenue Service proposed regulations that would provide rules for determining whether a governmental pension plan's normal retirement age satisfies the Internal Revenue Code's qualification requirements. A normal retirement age that is age 62 or later is deemed to be not earlier than the earliest age that is reasonably representative of the typical retirement age for the industry in which the covered workforce is employed. Whether an age below 62 satisfies this requirement depends on the facts and circumstances, but an Employer's good faith, reasonable determination will generally be given deference. A special rule, however, says that a normal retirement age that is age 50 or later is deemed to be not earlier than the earliest age that is reasonably representative of the typical retirement age for the industry in which the covered workforce is employed if the participants to which this normal retirement age applies are qualified public safety employees (within the meaning of section 72(t)(10)(B)). These regulations are proposed to be effective for employees hired during plan years beginning on or after the later of: (1) January 1, 2017; or (2) the close of the first regular legislative session of the legislative body with the authority to amend the plan that begins on or after the date that is 3 months after the final regulations are published in the Federal Register. In the meantime, however, governmental plan sponsors may rely on these proposed regulations.

In lieu of age-based Normal Retirement Age, the Plan shall use the following age and service-based Normal Retirement Age _____

Important Note to Employers: Before using a Normal Retirement Age based on age and service, a plan sponsor should review the proposed regulations (81 Fed. Reg. 4599 (Jan. 27, 2016)) and consult counsel.

V. COVERED EMPLOYMENT CLASSIFICATIONS

1. The following group or groups of Employees are eligible to participate in the Plan:

- All Employees
- All Full Time Employees
- Salaried Employees
- Non union Employees
- Management Employees
- Public Safety Employees
- General Employees
- Other Employees (Specify the group(s) of eligible Employees below. Do not specify Employees by name. Specific positions are acceptable.) Confidential and Exempt Management Employees

The group specified must correspond to a group of the same designation that is defined in the statutes, ordinances, rules, regulations, personnel manuals or other material in effect in the state or locality of the Employer. The eligibility requirements cannot be such that an Employee becomes eligible only in the Plan Year in which the Employee terminates employment.

Note: As stated in Sections 4.08 and 4.09, the Plan may, however, provide that Final Pay Contributions or Accrued Leave Contributions are the only contributions made under the Plan.

2. Period of Service required for participation

N/A – The Employer hereby waives the requirement of a Period of Service for participation. Employees are eligible to participate upon employment. (“N/A” is the default provision under the Plan if no selection is made.)

Yes. The required Period of Service shall be _____ months (not to exceed 12 months).

The Period of Service selected by the Employer shall apply to all Employees within the Covered Employment Classification.

3. Minimum Age (Select One) – A minimum age requirement is hereby specified for eligibility to participate.

Yes. Age 18 (not to exceed age 21).

N/A – No minimum age applies (“N/A” is the default provision under the Plan if no selection is made.)

VI. CONTRIBUTION PROVISIONS

1. The Employer shall contribute as follows: (Choose all that apply, but at least one of Options A or B. If Option A is not selected, Employer must pick up Mandatory Participant Contributions under Option B.)

Fixed Employer Contributions With or Without Mandatory Participant Contributions. (If Option B is chosen, please complete section C.)

A. Fixed Employer Contributions. The Employer shall contribute on behalf of each Participant _____ % of Earnings or \$ _____ for the Plan Year (subject to the limitations of Article V of the Plan).

Mandatory Participant Contributions

are required are not required

to be eligible for this Employer Contribution.

B. Mandatory Participant Contributions for Plan Participation

Required Mandatory Contributions. A Participant is required to contribute (subject to the limitations of Article V of the Plan) the specified amounts designated in items (i) through (iii) of the Contribution Schedule below:

Yes No

Employee Opt-In Mandatory Contributions. To the extent that Mandatory Participant Contributions are not required by the Plan, each Employee eligible to participate in the Plan shall be given the opportunity, when first eligible to participate in the Plan or any other plan or arrangement of the Employer described in Code section 219(g)(5)(A) to irrevocably elect to contribute Mandatory Participant Contributions by electing to contribute the specified amounts designated in items (i) through (iii) of the Contribution Schedule below for each Plan Year (subject to the limitations of Article V of the Plan):

Yes No

Contribution Schedule. (Any percentage or dollar amount entered below must be greater than 0% or \$0.)

i. Attach % of Earnings,

ii. \$ _____, or

iii. a whole percentage of Earnings between the range of _____ (*insert range of percentages between 1% and 20% inclusive (e.g., 3%, 6%, or 20%; 5% to 7%)*), as designated by the Employee in accordance with guidelines and procedures established by the Employer for the Plan Year as a condition of participation in the Plan. A Participant must pick a single percentage and shall not have the right to discontinue or vary the rate of such contributions after becoming a Plan Participant.

Employer "Pick up". The Employer hereby elects to "pick up" the Mandatory Participant Contributions¹ (pickup is required if Option A is not selected)

Yes No (**"Yes" is the default provision under the Plan if no selection is made.**)

C. Election Window (Complete if Option B is selected):

Newly eligible Employees shall be provided an election window of N/A days (no more than 60 calendar-days) from the date of initial eligibility during which they may make the election to participate in the Mandatory Participant Contribution portion of the Plan. Participation in the Mandatory Participant Contribution portion of the Plan shall begin the first of the month following the end of the election window.

An Employee's election is irrevocable and shall remain in force until the Employee terminates employment or ceases to be eligible to participate in the Plan. In the event of re-employment to an eligible position, the Employee's original election will resume. In no event does the Employee have the option of receiving the pick-up contribution amount directly.

2. The Employer may also elect to make Employer Matching Contributions as follows:

Fixed Employer Match of After-Tax Voluntary Participant Contributions. (Do not complete this section unless the Plan permits after-tax Voluntary Participant Contributions under Section VI.3 of the Adoption Agreement.)

The Employer shall contribute on behalf of each Participant _____ % of Earnings for the Plan Year (subject to the limitations of Article V of the Plan) for each Plan Year that such Participant has contributed _____ % of Earnings or \$ _____. Under this option, there is a single, fixed rate of Employer Contributions, but a Participant may decline to make the Voluntary Participant Contributions in any Plan Year, in which case no Employer Contribution will be made on the Participant's behalf in that Plan Year.

¹Neither an IRS opinion letter nor a determination letter issued to an adopting Employer is a ruling by the Internal Revenue Service that Participant contributions that are "picked up" by the Employer are not includable in the Participant's gross income for federal income tax purposes. Pick-up contributions are not mandated to receive private letter rulings; however, if an adopting Employer wishes to receive a ruling on pick-up contributions they may request one in accordance with Revenue Procedure 2012-4 (or subsequent guidance).

Variable Employer Match of After-Tax Voluntary Participant Contributions. (Do not complete unless the Plan permits after-tax Voluntary Participant Contributions under Section VI.3 of the Adoption Agreement.)

The Employer shall contribute on behalf of each Participant an amount determined as follows (subject to the limitations of Article V of the Plan):

_____ % of the Voluntary Participant Contributions made by the Participant for the Plan Year (not including Voluntary Participant Contributions exceeding _____ % of Earnings or \$ _____);

PLUS _____ % of the contributions made by the Participant for the Plan Year in excess of those included in the above paragraph (but not including Voluntary Participant Contributions exceeding in the aggregate _____ % of Earnings or \$ _____).

Employer Matching Contributions on behalf of a Participant for a Plan Year shall not exceed \$ _____ or _____ % of Earnings, whichever is more or less.

Fixed Employer Match of Participant 457(b) Plan Deferrals. The Employer shall contribute on behalf of each Participant _____ % of Earnings for the Plan Year (subject to the limitations of Article V of the Plan) for each Plan Year that such Participant has deferred _____ % of Earnings or \$ _____ to the Employer's 457(b) deferred compensation plan. Under this option, there is a single, fixed rate of Employer Contributions, but a Participant may decline to make the required 457(b) deferrals in any Plan Year, in which case no Employer Contribution will be made on the Participant's behalf in that Plan Year.

Variable Employer Match of Participant 457(b) Plan Deferrals.

The Employer shall contribute on behalf of each Participant an amount determined as follows (subject to the limitations of Article V of the Plan):

_____ % of the elective deferrals made by the Participant to the Employer's 457(b) plan for the Plan Year (not including Participant contributions exceeding _____ % of Earnings or \$ _____);

PLUS _____ % of the elective deferrals made by the Participant to the Employer's 457(b) plan for the Plan Year in excess of those included in the above paragraph (but not including elective deferrals made by a Participant to the Employer's 457(b) plan exceeding in the aggregate _____ % of Earnings or \$ _____).

Employer Matching Contributions on behalf of a Participant for a Plan Year shall not exceed \$ _____ or _____ % of Earnings, whichever is more or less.

3. Each Participant may make a Voluntary Participant Contribution, subject to the limitations of Section 4.06 and Article V of the Plan

Yes No (*"No" is the default provision under the Plan if no selection is made.*)

4. Employer contributions for a Plan Year shall be contributed to the Trust in accordance with the following payment schedule (no later than the 15th day of the tenth calendar month following the end of the calendar year or fiscal year (as applicable depending on the basis on which the Employer keeps its books) with or within which the particular Limitation Year ends, or in accordance with applicable law):

Weekly Biweekly Monthly Annually in _____ (*specify month*)

5. Participant contributions for a Plan Year shall be contributed to the Trust in accordance with the following payment schedule (no later than the 15th day of the tenth calendar month following the end of the calendar year or fiscal year (as applicable depending on the basis on which the Employer keeps its books) with or within which the particular Limitation Year ends, or in accordance with applicable law):

Weekly Biweekly Monthly Annually in _____ (*specify month*)

6. In the case of a Participant performing qualified military service (as defined in Code section 414(u)) with respect to the Employer:

A. Plan contributions will be made based on differential wage payments:

Yes No (*“Yes” is the default provision under the Plan if no selection is made.*)

B. Participants who die or become disabled will receive Plan contributions with respect to such service:

Yes No (*“No” is the default provision under the Plan if no selection is made.*)

VII. Earnings

Earnings, as defined under Section 2.09 of the Plan, shall include:

1. Overtime

Yes No (*“No” is the default provision under the Plan if no selection is made.*)

2. Bonuses

Yes No (*“No” is the default provision under the Plan if no selection is made.*)

3. Other Pay (specifically describe any other types of pay to be included below)
-

VIII. ROLLOVER PROVISIONS

1. The Employer will permit Rollover Contributions in accordance with Section 4.13 of the Plan:

Yes No (*“Yes” is the default provision under the Plan if no selection is made.*)

IX. LIMITATION ON ALLOCATIONS

If the Employer maintains or ever maintained another qualified plan in which any Participant in this Plan is (or was) a participant or could possibly become a participant, the Employer hereby agrees to limit contributions to all such plans as provided herein, if necessary in order to avoid excess contributions (as described in Section 5.02 of the Plan).

1. If the Participant is covered under another qualified defined contribution plan maintained by the Employer, the provisions of Section 5.02(a) through (e) of the Plan will apply, unless another method has been indicated below.

Other Method. (Provide the method under which the plans will limit total Annual Additions to the Maximum Permissible Amount, and will properly reduce any Excess Amounts, in a manner that precludes Employer discretion.) _____

2. The Limitation Year is the following 12 consecutive month period: January - December

X. VESTING PROVISIONS

The Employer hereby specifies the following vesting schedule, subject to (1) the Code's vesting requirements in effect on September 1, 1974 and (2) the concurrence of the Plan Administrator. (For the blanks below, enter the applicable percentage - from 0 to 100 (with no entry after the year in which 100% is entered), in ascending order.)

The following vesting schedule may apply to a Participant's interest in his/her Employer Contribution Account. The vesting schedule does not apply to Elective Deferrals, Catch-up Contributions, Mandatory Participant Contributions, Rollover Contributions, Voluntary Participant Contributions, Deductible Employee Contributions, Employee Designated Final Pay Contributions, and Employee Designated Accrued Leave Contributions, and the earnings thereon.

Period of Service Completed	Percent Vested
Zero	100%
One	%
Two	%
Three	%
Four	%
Five	%
Six	%
Seven	%
Eight	%
Nine	%
Ten	%

XI. WITHDRAWALS AND LOANS

1. In-service distributions are permitted under the Plan after a Participant attains (select one of the below options):
 - Normal Retirement Age
 - 70 ½ (*"70 ½" is the default provision under the Plan if no selection is made.*)
 - Alternate age (after Normal Retirement Age): _____
 - Not permitted at any age

2. A Participant shall be deemed to have a severance from employment solely for purposes of eligibility to receive distributions from the Plan during any period the individual is performing service in the uniformed services for more than 30 days.
 - Yes No (*"Yes" is the default provision under the Plan if no selection is made.*)

3. Tax-free distributions of up to \$3,000 for the direct payment of Qualified Health Insurance Premiums for Eligible Retired Public Safety Officers are available under the Plan.
 - Yes No (*"No" is the default provision under the Plan if no selection is made.*)

4. In-service distributions of the Rollover Account are permitted under the Plan as provided in Section 9.07
 - Yes No (*"No" is the default provision under the Plan if no selection is made.*)

5. Loans are permitted under the Plan, as provided in Article XIII of the Plan:
 - Yes No (*"No" is the default provision under the Plan if no selection is made.*)

XII. SPOUSAL PROTECTION

The Plan will provide the following level of spousal protection (select one):

- 1. Participant Directed Election. The normal form of payment of benefits under the Plan is a lump sum. The Participant can name any person(s) as the Beneficiary of the Plan, with no spousal consent required.
- 2. Beneficiary Spousal Consent Election (Article XII of the Plan will apply if option 2 is selected). The normal form of payment of benefits under the Plan is a lump sum. Upon death, the surviving spouse is the Beneficiary, unless he or she consents to the Participant's naming another Beneficiary. (*"Beneficiary Spousal Consent Election" is the default provision under the Plan if no selection is made.*)
- 3. QJSA Election (Article XVII). The normal form of payment of benefits under the Plan is a 50% qualified joint and survivor annuity with the spouse (or life annuity, if single). In the event of the Participant's death prior to commencing payments, the spouse will receive an annuity for his or her lifetime. (If option 3 is selected, the spousal consent requirements in Article XII of the Plan also will apply.)

XIII. FINAL PAY CONTRIBUTIONS

(Under the Plan's definitions, Earnings automatically include leave cashouts paid by the later of 2 ½ months after severance from employment or the end of the calendar year. If the Plan will provide additional contributions based on the Participant's final paycheck attributable to Accrued Leave, please provide instructions in this section. Otherwise, leave this section blank.)

The Plan will provide for Final Pay Contributions if either 1 or 2 below is selected. The following group of Employees shall be eligible for Final Pay Contributions:

- 1. Employees within the Covered Employment Classification identified in section V of the Adoption Agreement.
- 2. Other: _____
(This must be a subset of the Covered Employment Classification identified in section V of the Adoption Agreement.)

Final Pay shall be defined as (select one):

- A. Accrued unpaid vacation
- B. Accrued unpaid sick leave
- C. Accrued unpaid vacation and sick leave
- D. Other (insert definition of Final Pay - must be leave that Employee would have been able to use if employment had continued and must be bona fide vacation and/or sick leave):

1. Employer Final Pay Contribution. The Employer shall contribute on behalf of each Participant _____% of their Final Pay to the Plan (subject to the limitations of Article V of the Plan).

2. Employee Designated Final Pay Contribution. Each Employee eligible to participate in the Plan shall be given the opportunity at enrollment to irrevocably elect to contribute _____% (insert fixed percentage of Final Pay to be contributed) or up to _____% (insert maximum percentage of Final Pay to be contributed) of Final Pay to the Plan (subject to the limitations of Article V of the Plan).

Once elected, an Employee's election shall remain in force and may not be revised or revoked.

XIV. ACCRUED LEAVE CONTRIBUTIONS

The Plan will provide for unpaid Accrued Leave Contributions annually if either 1 or 2 is selected below. The following group of Employees shall be eligible for Accrued Leave Contributions:

- 1. Employees within the Covered Employment Classification identified in section V of the Adoption Agreement.
- 2. Other: _____
(This must be a subset of the Covered Employment Classification identified in section V of the Adoption Agreement.)

Accrued Leave shall be defined as (select one):

- A. Accrued unpaid vacation
- B. Accrued unpaid sick leave
- C. Accrued unpaid vacation and sick leave
- D. Other (insert definition of Accrued Leave that is bona fide vacation and/or sick leave):

1. Employer Accrued Leave Contribution. The Employer shall contribute as follows

(choose one of the following options):

For each Plan Year, the Employer shall contribute on behalf of each eligible Participant the unused Accrued Leave in excess of _____ (insert number of hours/days/weeks (circle one)) to the Plan (subject to the limitations of Article V of the Plan).

For each Plan Year, the Employer shall contribute on behalf of each eligible Participant _____% of un- used Accrued Leave to the Plan (subject to the limitations of Article V of the Plan).

2. Employee Designated Accrued Leave Contribution

Each eligible Participant shall be given the opportunity at enrollment to irrevocably elect to annually contribute _____% (insert fixed percentage of unpaid Accrued Leave to be contributed) or up to _____% (insert maximum percentage of unpaid Accrued Leave to be contributed) of unpaid Accrued Leave to the Plan (subject to the limitations of Article V of the Plan). Once elected, an Employee's election shall remain in force and may not be revised or revoked.

XV. The Employer hereby attests that it is a unit of state or local government or an agency or instrumentality of one or more units of state or local government.

XVI. The Employer understands that this Adoption Agreement is to be used with only the MissionSquare Retirement Money Purchase Plan. This MissionSquare Retirement Governmental Money Purchase Plan is a restatement of a previous plan, which was submitted to the Internal Revenue Service for approval on December 31, 2018 and received approval on June 30, 2020.

The Plan Administrator will inform the Employer of any amendments to the Plan made pursuant to Section 14.05 of the Plan or of the discontinuance or abandonment of the Plan. The Employer understands that an amendment(s) made pursuant to Section 14.05 of the Plan will become effective within 30 days of notice of the amendment(s) unless the Employer

notifies the Plan Administrator, in writing, that it disapproves of the amendment(s). If the Employer so disapproves, the Plan Administrator will be under no obligation to act as Administrator under the Plan.

XVII. The Employer hereby appoints the ICMA Retirement Corporation, doing business as MissionSquare Retirement, as the Plan Administrator pursuant to the terms and conditions of the MISSIONSQUARE RETIREMENT GOVERNMENTAL MONEY PURCHASE PLAN.

The Employer hereby agrees to the provisions of the Plan.

XVIII. The Employer understands that it must complete a new Adoption Agreement upon first adoption of the Plan. Additionally, upon any modifications to a prior election, making of new elections, or restatements of the Plan, a new Adoption Agreement must be completed. The Employer hereby acknowledges it understands that failure to properly fill out this Adoption Agreement may result in disqualification of the Plan.

XIX. An adopting Employer may rely on an Opinion Letter issued by the Internal Revenue Service as evidence that the Plan is qualified under section 401 of the Internal Revenue Code only to the extent provided in Rev. Proc. 2017-41. The Employer may not rely on the Opinion Letter in certain other circumstances or with respect to certain qualification requirements, which are specified in the Opinion Letter issued with respect to the Plan and in Rev. Proc. 2017-41.

In Witness Whereof, the Employer hereby causes this Money Purchase Plan Adoption Agreement to be executed.

EMPLOYER SIGNATURE & DATE

Signature of Authorized Plan Representative: _____

Print Name: _____

Title: _____

Attest: _____

Date: ____/____/____.

For inquiries regarding adoption of the plan, the meaning of plan provisions, or the effect of the Opinion Letter, contact:

MissionSquare Retirement
777 N. Capitol St. NE Suite 600
Washington, DC 20002
800-326-7272

52582-0621-W1304

ITEM III-A-4-ACTION

APPROVAL TO NEGOTIATE AN AGREEMENT WITH THE CITY OF SACRAMENTO FOR THE AGGIE SQUARE COMMUNITY WORKFORCE AMBASSADOR PROGRAM, AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT, MODIFICATIONS, AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE, SUBJECT TO LEGAL COUNSEL APPROVAL

BACKGROUND

Aggie Square is a \$1.1 billion project located at the UC Davis Sacramento campus near Stockton Boulevard and Broadway. Unlike the typical university campus, the project will locate private industry and community organizations alongside university programs. Aggie Square will create a state-of-the-art hub for research, innovation and education, designed to propel inclusive economic development for Sacramento neighborhoods and for the greater region.

The City of Sacramento, Office of Innovation & Economic Development (OIED) is requesting the administrative and project management services of SETA's Workforce Development Department, to oversee and implement the City's Aggie Square Community Workforce Ambassador Project.

Under the project design, the City of Sacramento will provide SETA with \$250,000 to support an initial six-month effort. The Sacramento Works Job Centers operated by community-based organizations, and other designated service providers within the Aggie Square project area, will serve as Hubs for Community Ambassadors. These Hubs will work with local community members as ambassadors, to conduct outreach through an employment-needs survey, to ensure that local residents are meaningfully engaged in the Aggie Square development. The Hubs will have expertise in managing/coordinating outreach activities and will be responsible for the selection of Community Workforce Ambassadors that are connected to the local community. Hubs will coordinate all training, deployments and tracking of metrics and outcomes of Workforce Ambassador activities.

This agreement between the City's Office of Innovation & Economic Development and SETA's Workforce Development Department is critical to the implementation of the Aggie Square Workforce Ambassador Project, and will provide a strong foundation for necessary employment resources and services to prepare local residents for the current and emerging jobs in the Aggie Square project area.

RECOMMENDATION:

Approve the negotiation of an agreement with The City of Sacramento for the Aggie Square Community Workforce Ambassador Program, and authorize the Executive Director to execute the agreement, modifications, and any other documents required by the funding source, subject to legal counsel approval.

PRESENTER: Terri Carpenter

ITEM III-A-5- ACTION

APPROVAL OF SELECTION OF JANITORIAL COMPANIES AND AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE WITH EACH VENDOR AND EXECUTE EACH AGREEMENT

BACKGROUND:

On January 7, 2022, SETA released a Request for Proposals (RFP) to procure janitorial services for the Children and Family Services Department. The RFP solicited janitorial services for thirty-six (36) Early Learning Centers and one central kitchen. Under the terms of the RFP, the resulting contract(s) will be of 2-year duration, with three 1-year extension options, subject to the right of either party to terminate the contract upon ten (10) days written notice. A Public Notice announcement was posted in the Sacramento Bee and on the SETA website. SETA emailed and faxed copies of the Public Notice and RFP to twenty (20) janitorial companies, including SETA's current janitorial contractors, and the RFP was available to download from SETA's website. On January 21, 2022, an Offerors' Conference was held with three janitorial companies in attendance.

The RFP outlined eight Groups of early learning center locations and one central kitchen location for which proposals could be submitted for evaluation. Five (5) companies submitted proposals by the deadline of February 10, 2022 – Custom Hi Tech, J's Janitorial Cleaning Service, MCH Building and Maintenance, New Generations and TEE Janitorial & Maintenance. Three of the five proposers are current janitorial contractors with SETA.

The proposal evaluation committee, consisting of individuals from SETA's Children and Family Services Department, Fiscal Department and Facilities Unit evaluated and ranked each proposal submitted, including consideration of each company's responsiveness, cost, experience, size and structure, and past performance. Rankings for each Group and staff recommendations are attached.

The results of the ranking were reviewed to determine best fit and reasonable price for each Group. SETA currently has three contractors providing janitorial services to its early learning centers – New Generations, Custom Hi Tech and MCH Building and Maintenance. Since SETA has multiple locations, it is in the program's best interest to not be tied to one company for all centers. Based on the ranking of each proposal, staff are recommending to maintain services with two of the three current contractors – Custom Hi Tech and New Generations. These two contractors scored highest on the proposals and have the two lowest proposed costs. To balance the workload and provide consistent services to the early learning centers, the Groups were divided between the two highest scoring proposers.

Staff will be available to answer questions.

ITEM III-A-5-ACTION (continued)
Page 2

RECOMMENDATION

Approve the selection of companies for each Group for janitorial services for the SETA Head Start/Early Head Start early learning centers and central kitchen and authorize the Executive Director to negotiate and execute each agreement.

PRESENTER: Denise Lee

Staff Recommendations for Head Start Janitorial Services

Rank	Company	Price Quote	Current Vendor	Staff Recommendation	Amount
Group #1 (<i>Bannon Creek, Elkhorn, Norma Johnson, North Avenue</i>)					
1	New Generations	\$71,872.24		New Generations	\$71,872.24
2	Custom Hi Tech	\$76,728.00	Custom Hi Tech		
3	TEE Janitorial and Maintenance	\$90,500.00			
4	MCH Building and Maintenance	\$88,684.80			
5	J's Janitorial Cleaning Service	\$133,858.36			
Group #2 (<i>Crossroad Gardens, Job Corps, Kennedy Estates, LaVerne Stewart, Florin Grammar</i>)					
1	New Generations	\$87,588.46		New Generations	\$87,588.46
2	Custom Hi Tech	\$75,176.00	New Generations		
3	TEE Janitorial & Maintenance	\$109,000.00			
4	MCH Building and Maintenance	\$108,720.00			
5	J's Janitorial Cleaning Service	\$170,242.00			
Group #3 (<i>16th Avenue, Franklin, Hopkins Park, Illa Collin, Parker Avenue, Phoenix Park, Solid Foundation</i>)					
1	New Generations	\$112,324.76		New Generations	\$112,324.76
2	Custom Hi Tech	\$98,768.00	New Generations		
3	MCH Building and Maintenance	\$115,640.00			
4	J's Janitorial Cleaning Service	\$150,768.00			
Group #4 (<i>Dudley, Freedom Park, Hillside, Spinelli, Strizek Park</i>)					
1	New Generations	\$61,114.48		Custom Hi Tech	\$52,800.00
2	Custom Hi Tech	\$52,800.00	MCH Building and Maintenance		
3	TEE Janitorial & Maintenance	\$102,420.00			
4	MCH Building and Maintenance	\$69,060.00			
5	J's Janitorial Cleaning Service	\$69,397.00			
Group #5 (<i>Bright Beginnings, Fruitridge, Mather</i>)					
1	New Generations	\$57,495.00		New Generations	\$57,495.00
2	Custom Hi Tech	\$55,480.00	New Generations		
3	TEE Janitorial & Maintenance	\$70,400.00			
4	MCH Building and Maintenance	\$69,410.00			
5	J's Janitorial Cleaning Service	\$84,899.00			
Group #6 (<i>Galt, Grizzly Hollow</i>)					
1	New Generations	\$43,200.00		Custom Hi Tech	\$33,502.00
2	Custom Hi Tech	\$33,502.00	MCH Building and Maintenance		
3	MCH Building and Maintenance	\$50,160.00			
4	J's Janitorial Cleaning Service	\$64,385.00			
Group #7 (<i>Alder Grove I/T, Alder Grove ELC, Marina Vista, Nedra Court</i>)					
1	New Generations	\$74,194.16		Custom Hi Tech	\$47,246.00
2	Custom Hi Tech	\$47,246.00	Custom Hi Tech		
3	MCH Building and Maintenance	\$78,360.00			
4	J's Janitorial Cleaning Service	\$96,424.00			
Group #8 (<i>American Legion, Bret Harte, Capital City, CP Huntington, Freeport, Hiram Johnson</i>)					
1	New Generations	\$113,580.44		Custom Hi Tech	\$98,532.00
2	Custom Hi Tech	\$98,532.00	New Generations		
3	MCH Building and Maintenance	\$115,760.00			
4	J's Janitorial Cleaning Service	\$131,784.00			
Group #9 (<i>Central Kitchen</i>)					
1	New Generations	\$15,889.44		Custom Hi Tech	\$9,600.00
2	Custom Hi Tech	\$9,600.00	Custom Hi Tech		
3	MCH Building and Maintenance	\$17,800.00			
4	J's Janitorial Cleaning Service	\$32,184.00			
Total Contract(s) Amount					\$570,960.46
TEE Janitorial & Maintenance did not submit a proposal for Groups 3, 6, 7, 8 or 9.					
Current Contractual Amount					\$543,582.00
% Change in Costs from Current SETA Governing Board					5%

ITEM IV-A- INFORMATION

PREVIEW OF THE SETA WEBSITE REDESIGN

BACKGROUND:

Board members, partners, stakeholders and community members have stated that clarity is needed on what SETA's programs and services are, how customers benefit from them, and how SETA invests in the community.

One of the most visible vehicles SETA has to communicate to the public is its website. In March 2021, SETA's leadership team began working with a local copywriter and EMRL, SETA's website design and maintenance vendor, on a website redesign that:

- Clarifies SETA's programs/services
- Shares success stories
- Demonstrates SETA's long history of community investment

SETA staff and EMRL will provide a preview of the SETA website redesign.

PRESENTER: Terri Carpenter

ITEM IV B - INFORMATION

REPORT ON AMERICAN EXPRESS CORPORATE ACCOUNT REWARDS POINTS PROGRAM AS OF DECEMBER 31, 2021

BACKGROUND:

Since 2003, SETA has maintained an American Express (AMEX) Corporate Account used for travel, online payments, and miscellaneous purchases. The AMEX account has allowed staff to more timely pay invoices and reduced the volume of transactions that flow through the County Department of Finance.

In January, 2010 SETA added the Membership Rewards program to its AMEX account, which allows SETA to accrue one point for every dollar charged on its AMEX account. In January, 2011 the SETA Governing Board approved the implementation of the American Express Corporate Account Policy and Procedure, including the use of the AMEX points to defray Agency travel and other costs, provide supportive services and incentives to enrolled customers, and provide employee recognition, board recognition and employee health and wellness activities.

Attached for your information is the American Express Corporate Account Rewards Points Program for the period ending December 31,2021.

Staff will be available to answer questions.

PRESENTER: D'et Saurbourne

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

**REPORT ON AMERICAN EXPRESS CORPORATE ACCOUNT
REWARDS POINTS PROGRAM
AS OF DECEMBER 31, 2021**

Total REWARDS points as of December 31, 2020 (last reported to Board)	4,591,176
REWARDS points accumulated from January 1, 2021 to December 31, 2021	619,454
REWARDS points used for:	
Supplies, travel and miscellaneous expenses	(55,756)
Customer supports and incentives	-
Employee/Board recognition/wellness activities	-
Total REWARDS points used since the last reporting period	<u>(55,756)</u>
Total REWARDS points available/remaining	<u><u>5,154,874</u></u>

ITEM IV-C– INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

PRESENTER: D'et Saurbourne

MEMORANDUM

TO: Ms. Stephanie Nguyen **DATE:** March 10, 2022

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Fiscal monitoring desk review of Asian Resources, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RSS	VESL	\$348,750	10/1/2020-9/30/2021	4/1/2021-9/30/2021
RSS	ES/Std AI	\$140,500	10/1/2020-9/30/2021	4/1/2021-9/30/2021
RSS	OJT	\$109,600	10/1/2020-9/30/2021	4/1/2021-9/30/2021
RSS	COVID-19	\$79,800	10/1/2020-9/30/2021	4/1/2021-9/30/2021

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: September, 2021; 12/02/21, 3/11/22, 3/14

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

Program Operator: Asian Resources, Inc.

Findings and General Observations:

- 1) We have reviewed the RSS programs from April 1, 2021 to September 30, 2021. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Denise T. Lee
Governing Board

MEMORANDUM

TO: Ms. Gina Wandell **DATE:** March 24, 2022

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of EGUSD Adult & Community Education

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Adult	\$260,000	7/1/2021-6/30/2022	7/01/2021-12/31/2021
WIOA	DW	\$65,000	7/1/2021-6/30/2022	7/01/2021-12/31/2021
WIOA	OSY	\$232,512	7/1/2021-6/30/2022	7/01/2021-12/31/2021
RSS	ELL	\$78,793	10/01/2020-9/30/2021	7/01/2021-09/30/2021
RSS	ELL COVID	\$9,660	10/01/2020-9/30/2021	7/01/2021-09/30/2021
RSS	ELL	\$207,350	10/01/2021-9/30/2022	10/01/2021-12/31/2021
RSS	ELL COVID	\$4,770	10/01/2021-9/30/2022	10/01/2021-12/31/2021

Monitoring Purpose:	Initial: <u>X</u>	Follow-up	Special	Final <u>X</u>
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Date of review: March 2022

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

Program Operator: EGUSD Adult & Community Education

Findings and General Observations:

We have reviewed the WIOA Adult, Dislocated Worker and Out-of-School Youth programs and the Refugee ELL Navigator programs from July 1, 2021 to December 31, 2022. 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:

1) None

cc: Denise Lee
Governing Board

MEMORANDUM

TO: Ms. Kathy Rothberg **DATE:** March 14, 2022
FROM: Tracey Anderson, SETA Fiscal Monitor
RE: Desk Fiscal Monitoring of Lao Family Community Development

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RESS	VESL	\$465,300	10/1/2020-9/30/2021	4/1/2021-9/30/2021
RESS	ES Stand Alone	\$162,200	10/1/2020-9/30/2021	4/1/2021-9/30/2021
RESS	OJT	\$189,600	10/1/2020-9/30/2021	4/1/2021-9/30/2021
RESS	COVID Supple	\$104,160	10/1/2020-9/30/2021	4/1/2021-9/30/2021

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: December 2021, 2/02, 3/08

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

Program Operator: Lao Family Community Development

Findings and General Observations:

- 1) The total costs as reported to SETA from April 1, 2021 to September 30, 2021 RESS programs have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None

cc: Denise Lee
Governing Board

ITEM IV-D- 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 March 28, 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	Accounting Technician	2
	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

SETA- Employer Activity Report

The following is an update of information as of March 28, 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	Applications Developer	1
	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 Coordinator	1	

SETA- Employer Activity Report

The following is an update of information as of March 28, 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	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	Finance Manager	1
	9	Finance Program Manager	1
	9	Geographic Information Systems 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 Landscape Assistant	1
	9	Junior Planner	1
	9	Landscape Assistant	1
	9	Legal Secretary - Litigation	1
	9	Legal Staff Assistant	1
	9	Lifeguard	1
	9	Maintenance Worker	1
	9	Marina Aide	1
	9	Media and Communications Specialist	1
	6	Nurse Adaptive Recreation	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	

SETA- Employer Activity Report

The following is an update of information as of March 28, 2022

EMPLOYER	CRITICAL CLUSTER	JOB	# 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	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	2
	7	Program Specialist -Senior IT Business Analyst	1
	9	Recreation Aide	2
	9	Recreation General Supervisor	1
	9	Recreation Leader Adaptive Recreation	1
	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 Budget Analyst	1
	9	Senior Deputy City Attorney	1
	9	Senior Development Project Manager	1
	3	Senior Engineer	2
	9	Senior Engineering Technician-Wastewater	1
9	Senior Lifeguard	1	
9	Senior Maintenance Worker	1	
3	Senior Painter	1	

SETA- Employer Activity Report

The following is an update of information as of March 28, 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	Senior Planner	1
	9	Senior Plant Operator-Water Division	1
	9	Senior Recreation Aid	2
	7	Senior Systems Engineer	1
	9	Staff Assistant-Mayor Council	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
	7	Systems Engineer	1
	7	Telecommunications Technician I	1
	9	Traffic Worker I	1
	9	Traffic Worker III	1
	9	Traffic Worker Trainee	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 Division Manager	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
EliteHR Logistics	9	CDL Drivers	10

SETA- Employer Activity Report

The following is an update of information as of March 28, 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			
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	15
	4	Register Behavior Technician @ COA Elementary	1
	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

SETA- Employer Activity Report

The following is an update of information as of March 28, 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	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
	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	Confidential Human Resources Specialist I	1	

SETA- Employer Activity Report

The following is an update of information as of March 28, 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	Construction Management Technology Adjunct Assistant Professor	1
	4	Cosmetology Adjunct Assistant Professor	1
	4	Counseling Clerk II	1
	4	Counseling Supervisor	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
	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	Educational Center Clerk	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	

SETA- Employer Activity Report

The following is an update of information as of March 28, 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	Laboratory Technician-Science	3
	4	Librarian Adjunct Assistant Professor	1
	4	Maintenance Electrician	1
	4	Maintenance HVAC Mechanic	2
	4	Maintenance Plumber	1
	4	Music Assistant Professor-Instrumental	1
	4	Nursing RN Assistant Professor -Medical Surgical Focus	2
	4	Outreach Specialist	1
	4	Philosophy Assistant Professor	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	Purchasing Supervisor	1
	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
More Than A Mailbox	9	Sales Associate	2

SETA- Employer Activity Report

The following is an update of information as of March 28, 2022

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
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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
Rite Aid Headquarters Corp	9	Shift Supervisor	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
Southgate Recreation & Park District	9	Senior Recreation Leader	3
United Rentals	4	Power & HVAC Mechanic	1
Walmart	9	Power Equipment Operator	1
	9	Warehouse Associate	20
Women's Empowerment	9	Safety Monitor	1
Total			478

ITEM IV-E- 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 March 28, 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
Rite Aid 831 K Street Sacramento, CA 95811 2211 F Street Sacramento, CA 95811	Pharmacy and Wellness Retailer	3/4/2022	Permanent	20	Sacramento, CA	Yes	N
Emerald Textiles, LLC 8360 Belvedere Ave. Sacramento, CA 95826	Healthcare Laundry	3/27/2022	Permanent	112	Sacramento, CA	Yes	N
Charming Charlie 330 Palladio Pkwy Folsom, CA 95630	Jewelry and Clothing Retailer	3/30/2022	Permanent	22	Sacramento, CA	Yes	N
Party Concierge 601 North 10th Street Sacramento, CA 95814	Event Décor and Design	4/30/2022	Permanent	12	Sacramento, CA	Yes	N
Meriliz Inc. dba Dome Printing 2031 Dome Lane Sacramento, CA 95652	Commerical Design and Printer	5/1/2022	Rescinded	-31	Sacramento, CA	Yes	N
TOTAL				483			

ITEM IV-F- INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for the Sacramento MSA for the month of February was 4.3 %.

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

Staff will be available to answer questions.

PRESENTER: Roy Kim

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

Contact: Cara Welch
(916) 227-0298

**SACRAMENTO—ROSEVILLE—ARDEN-ARCADE METROPOLITAN STATISTICAL AREA (MSA)
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)
Leisure and hospitality posted the largest month-over and year-over job growth**

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 4.3 percent in February 2022, down from a revised 5.0 percent in January 2022, and below the year-ago estimate of 7.8 percent. This compares with an unadjusted unemployment rate of 4.8 percent for California and 4.1 percent for the nation during the same period. The unemployment rate was 3.9 percent in El Dorado County, 3.2 percent in Placer County, 4.7 percent in Sacramento County, and 4.5 percent in Yolo County.

Between January 2022 and February 2022, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 13,400 to total 1,040,300 jobs.

- Leisure and hospitality (up 3,000 jobs) posted the largest employment gain, after losing 1,300 jobs in January. Accommodation and food services increased by 2,500 jobs. Arts, entertainment, and recreation added 500 jobs.
- Education and health services (up 2,400 jobs) continued to gain employment from January to February. Healthcare and social assistance expanded by 2,000 jobs, while educational services picked up 400 jobs.
- Professional and business services increased by 1,900 jobs. Employment additions were reported in administrative and support and waste services (up 1,500 jobs), professional, scientific, and technical services (up 300 jobs), and management of companies and enterprises (up 100 jobs).
- Financial activities (down 100 jobs) was the only industry to report month-over decline.

Between February 2021 and February 2022, total jobs in the region increased by 51,400, or 5.2 percent.

- Leisure and hospitality led year-over gains for the region, adding 19,700 jobs. Accommodation and food services grew by 15,500 jobs. Arts, entertainment, and recreation picked up 4,200 jobs.
- Employment in government expanded by 7,500 jobs. Job growth was in local government (up 4,700 jobs), state government (up 2,500 jobs), and federal government (up 300 jobs).
- Education and health services payrolls grew by 6,100 jobs. Health care and social assistance accounted for 82 percent of the growth, adding 5,000 jobs. Educational services picked up 1,100 jobs.

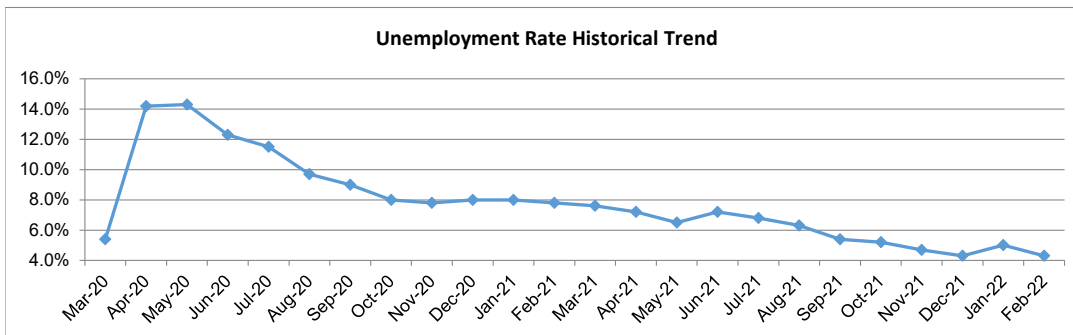
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- Trade, transportation, and utilities increased by 5,800 jobs, with gains in transportation, warehousing, and utilities (up 3,200 jobs), retail trade (up 2,200 jobs), and wholesale trade (up 400 jobs).

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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 4.3 percent in February 2022, down from a revised 5.0 percent in January 2022, and below the year-ago estimate of 7.8 percent. This compares with an unadjusted unemployment rate of 4.8 percent for California and 4.1 percent for the nation during the same period. The unemployment rate was 3.9 percent in El Dorado County, 3.2 percent in Placer County, 4.7 percent in Sacramento County, and 4.5 percent in Yolo County.



Industry	Jan-2022	Feb-2022	Change		Feb-2021	Feb-2022	Change
	Revised	Prelim				Prelim	
Total, All Industries	1,026,900	1,040,300	13,400		988,900	1,040,300	51,400
Total Farm	7,100	7,600	500		7,500	7,600	100
Total Nonfarm	1,019,800	1,032,700	12,900		981,400	1,032,700	51,300
Mining, Logging, and Construction	73,200	74,700	1,500		71,600	74,700	3,100
Mining and Logging	700	700	0		600	700	100
Construction	72,500	74,000	1,500		71,000	74,000	3,000
Manufacturing	37,500	37,700	200		36,000	37,700	1,700
Trade, Transportation & Utilities	166,500	168,100	1,600		162,300	168,100	5,800
Information	10,200	10,200	0		9,600	10,200	600
Financial Activities	52,000	51,900	(100)		51,600	51,900	300
Professional & Business Services	136,600	138,500	1,900		135,200	138,500	3,300
Educational & Health Services	170,500	172,900	2,400		166,800	172,900	6,100
Leisure & Hospitality	98,100	101,100	3,000		81,400	101,100	19,700
Other Services	32,700	34,400	1,700		31,200	34,400	3,200
Government	242,500	243,200	700		235,700	243,200	7,500

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

Labor force data are revised month to month

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

Data Not Seasonally Adjusted

	Feb 21	Dec 21	Jan 22 Revised	Feb 22 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,095,200	1,102,400	1,110,300	1,122,000	1.1%	2.4%
Civilian Employment	1,009,500	1,055,000	1,054,800	1,073,200	1.7%	6.3%
Civilian Unemployment	85,700	47,400	55,500	48,800	-12.1%	-43.1%
Civilian Unemployment Rate (CA Unemployment Rate)	7.8%	4.3%	5.0%	4.3%		
(U.S. Unemployment Rate)	8.9%	4.8%	5.5%	4.8%		
	6.6%	3.7%	4.4%	4.1%		

Total, All Industries (2)	988,900	1,038,600	1,026,900	1,040,300	1.3%	5.2%
Total Farm	7,500	8,000	7,100	7,600	7.0%	1.3%
Total Nonfarm	981,400	1,030,600	1,019,800	1,032,700	1.3%	5.2%
Total Private	745,700	787,100	777,300	789,500	1.6%	5.9%
Goods Producing	107,600	111,200	110,700	112,400	1.5%	4.5%
Mining, Logging, and Construction	71,600	73,300	73,200	74,700	2.0%	4.3%
Mining and Logging	600	700	700	700	0.0%	16.7%
Construction	71,000	72,600	72,500	74,000	2.1%	4.2%
Construction of Buildings	14,500	14,500	15,000	15,500	3.3%	6.9%
Specialty Trade Contractors	49,400	49,400	48,800	49,600	1.6%	0.4%
Building Foundation & Exterior Contractors	13,800	13,600	13,300	14,000	5.3%	1.4%
Building Equipment Contractors	20,600	20,200	19,800	20,100	1.5%	-2.4%
Building Finishing Contractors	10,400	10,700	10,500	10,600	1.0%	1.9%
Manufacturing	36,000	37,900	37,500	37,700	0.5%	4.7%
Durable Goods	22,700	23,500	23,400	23,500	0.4%	3.5%
Computer & Electronic Product Manufacturing	4,500	4,500	4,400	4,400	0.0%	-2.2%
Nondurable Goods	13,300	14,400	14,100	14,200	0.7%	6.8%
Food Manufacturing	4,900	5,500	5,400	5,400	0.0%	10.2%
Service Providing	873,800	919,400	909,100	920,300	1.2%	5.3%
Private Service Providing	638,100	675,900	666,600	677,100	1.6%	6.1%
Trade, Transportation & Utilities	162,300	173,100	166,500	168,100	1.0%	3.6%
Wholesale Trade	26,100	26,400	26,200	26,500	1.1%	1.5%
Merchant Wholesalers, Durable Goods	15,400	15,500	15,500	15,700	1.3%	1.9%
Merchant Wholesalers, Nondurable Goods	9,400	9,600	9,500	9,500	0.0%	1.1%
Retail Trade	99,400	106,000	101,500	101,600	0.1%	2.2%
Motor Vehicle & Parts Dealer	14,100	14,700	14,500	14,700	1.4%	4.3%
Building Material & Garden Equipment Stores	9,000	9,100	8,600	8,800	2.3%	-2.2%
Grocery Stores	20,800	20,300	19,600	19,800	1.0%	-4.8%
Health & Personal Care Stores	5,400	6,100	6,100	6,000	-1.6%	11.1%
Clothing & Clothing Accessories Stores	5,400	7,200	6,500	6,300	-3.1%	16.7%
Sporting Goods, Hobby, Book & Music Stores	3,600	4,100	3,900	3,800	-2.6%	5.6%
General Merchandise Stores	20,300	22,900	21,000	20,900	-0.5%	3.0%
Transportation, Warehousing & Utilities	36,800	40,700	38,800	40,000	3.1%	8.7%
Information	9,600	10,300	10,200	10,200	0.0%	6.3%
Publishing Industries (except Internet)	2,200	2,100	2,100	2,100	0.0%	-4.5%
Telecommunications	2,900	2,700	2,700	2,700	0.0%	-6.9%
Financial Activities	51,600	52,900	52,000	51,900	-0.2%	0.6%
Finance & Insurance	34,900	35,100	34,500	34,400	-0.3%	-1.4%
Credit Intermediation & Related Activities	10,900	10,700	10,600	10,500	-0.9%	-3.7%
Depository Credit Intermediation	5,700	5,400	5,400	5,400	0.0%	-5.3%
Nondepository Credit Intermediation	2,600	2,600	2,600	2,600	0.0%	0.0%
Insurance Carriers & Related	20,600	20,900	20,500	20,500	0.0%	-0.5%
Real Estate & Rental & Leasing	16,700	17,800	17,500	17,500	0.0%	4.8%
Real Estate	13,700	14,700	14,500	14,500	0.0%	5.8%
Professional & Business Services	135,200	137,700	136,600	138,500	1.4%	2.4%
Professional, Scientific & Technical Services	59,300	59,500	59,400	59,700	0.5%	0.7%
Architectural, Engineering & Related Services	10,200	10,800	10,700	10,800	0.9%	5.9%
Management of Companies & Enterprises	13,600	13,200	13,000	13,100	0.8%	-3.7%
Administrative & Support & Waste Services	62,300	65,000	64,200	65,700	2.3%	5.5%
Administrative & Support Services	59,300	61,700	60,900	62,400	2.5%	5.2%
Employment Services	20,700	23,000	22,300	22,900	2.7%	10.6%

Data Not Seasonally Adjusted

	Feb 21	Dec 21	Jan 22	Feb 22	Percent Change	
			Revised	Prelim	Month	Year
Services to Buildings & Dwellings	17,900	18,500	18,600	18,900	1.6%	5.6%
Educational & Health Services	166,800	170,300	170,500	172,900	1.4%	3.7%
Education Services	11,600	12,500	12,300	12,700	3.3%	9.5%
Health Care & Social Assistance	155,200	157,800	158,200	160,200	1.3%	3.2%
Ambulatory Health Care Services	55,800	57,600	57,900	58,200	0.5%	4.3%
Hospitals	25,400	25,500	25,500	25,900	1.6%	2.0%
Nursing & Residential Care Facilities	16,800	16,700	16,600	17,200	3.6%	2.4%
Leisure & Hospitality	81,400	99,400	98,100	101,100	3.1%	24.2%
Arts, Entertainment & Recreation	11,300	14,700	15,000	15,500	3.3%	37.2%
Accommodation & Food Services	70,100	84,700	83,100	85,600	3.0%	22.1%
Accommodation	6,400	7,900	7,700	7,800	1.3%	21.9%
Food Services & Drinking Places	63,700	76,800	75,400	77,800	3.2%	22.1%
Restaurants	61,500	72,700	71,400	73,800	3.4%	20.0%
Full-Service Restaurants	22,800	31,200	30,800	31,200	1.3%	36.8%
Limited-Service Eating Places	38,700	41,500	40,600	42,600	4.9%	10.1%
Other Services	31,200	32,200	32,700	34,400	5.2%	10.3%
Repair & Maintenance	10,300	10,600	10,500	11,000	4.8%	6.8%
Government	235,700	243,500	242,500	243,200	0.3%	3.2%
Federal Government	14,200	14,600	14,300	14,500	1.4%	2.1%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	221,500	228,900	228,200	228,700	0.2%	3.3%
State Government	125,600	128,600	127,600	128,100	0.4%	2.0%
State Government Education	30,000	30,900	30,100	30,300	0.7%	1.0%
State Government Excluding Education	95,600	97,700	97,500	97,800	0.3%	2.3%
Local Government	95,900	100,300	100,600	100,600	0.0%	4.9%
Local Government Education	51,900	55,600	56,100	56,000	-0.2%	7.9%
Local Government Excluding Education	44,000	44,700	44,500	44,600	0.2%	1.4%
County	19,000	18,900	19,000	19,000	0.0%	0.0%
City	9,300	9,600	9,500	9,500	0.0%	2.2%
Special Districts plus Indian Tribes	15,700	16,200	16,000	16,100	0.6%	2.5%

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
February 2022 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,332,300	18,396,400	935,900	4.8%
ALAMEDA	9	827,700	796,400	31,300	3.8%
ALPINE	37	580	550	30	5.8%
AMADOR	28	14,400	13,660	740	5.2%
BUTTE	26	93,200	88,400	4,700	5.1%
CALAVERAS	13	21,550	20,670	870	4.0%
COLUSA	58	10,820	9,260	1,570	14.5%
CONTRA COSTA	15	553,700	531,100	22,700	4.1%
DEL NORTE	35	9,290	8,760	530	5.7%
EL DORADO	10	93,200	89,600	3,600	3.9%
FRESNO	48	455,200	420,600	34,600	7.6%
GLENN	37	12,730	11,990	730	5.8%
HUMBOLDT	18	59,600	57,000	2,500	4.2%
IMPERIAL	57	70,500	60,600	9,900	14.0%
INYO	19	8,260	7,910	350	4.3%
KERN	51	389,200	356,900	32,300	8.3%
KINGS	52	57,300	52,400	4,800	8.5%
LAKE	39	28,520	26,850	1,670	5.9%
LASSEN	26	8,850	8,400	450	5.1%
LOS ANGELES	31	5,081,500	4,809,500	272,000	5.4%
MADERA	46	64,500	59,900	4,600	7.1%
MARIN	2	130,800	127,200	3,600	2.8%
MARIPOSA	42	6,360	5,950	410	6.5%
MENDOCINO	22	37,430	35,720	1,710	4.6%
MERCED	55	116,400	105,600	10,800	9.3%
MODOC	46	3,140	2,910	220	7.1%
MONO	15	9,520	9,130	390	4.1%
MONTEREY	53	207,100	188,900	18,200	8.8%
NAPA	10	69,800	67,100	2,700	3.9%
NEVADA	10	47,930	46,070	1,860	3.9%
ORANGE	8	1,589,000	1,530,900	58,100	3.7%
PLACER	5	192,700	186,500	6,200	3.2%
PLUMAS	56	6,850	6,170	680	9.9%
RIVERSIDE	24	1,163,800	1,106,400	57,400	4.9%
SACRAMENTO	23	727,400	693,300	34,100	4.7%
SAN BENITO	41	32,700	30,700	2,000	6.1%
SAN BERNARDINO	25	1,018,800	967,700	51,100	5.0%
SAN DIEGO	13	1,586,900	1,522,800	64,100	4.0%
SAN FRANCISCO	4	568,100	551,200	16,900	3.0%
SAN JOAQUIN	44	337,300	315,200	22,100	6.6%
SAN LUIS OBISPO	6	137,800	133,200	4,500	3.3%
SAN MATEO	1	449,300	437,100	12,100	2.7%
SANTA BARBARA	19	219,800	210,500	9,300	4.3%
SANTA CLARA	3	1,040,800	1,011,000	29,900	2.9%
SANTA CRUZ	40	134,300	126,200	8,100	6.0%
SHASTA	29	73,700	69,800	3,900	5.3%
SIERRA	35	1,300	1,220	70	5.7%
SISKIYOU	48	16,070	14,840	1,220	7.6%
SOLANO	29	202,200	191,500	10,700	5.3%
SONOMA	7	248,800	240,200	8,600	3.5%
STANISLAUS	42	240,800	225,300	15,500	6.5%
SUTTER	50	45,500	41,900	3,600	8.0%
TEHAMA	33	25,270	23,880	1,390	5.5%
TRINITY	34	4,260	4,020	240	5.6%
TULARE	54	206,500	187,600	19,000	9.2%
TUOLUMNE	31	19,990	18,910	1,080	5.4%
VENTURA	15	413,100	396,100	17,000	4.1%
YOLO	21	108,700	103,800	4,900	4.5%
YUBA	44	31,400	29,300	2,100	6.6%

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 2021 benchmark and Census Vintage 2021 population controls at the state level.

ITEM IV–G– 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



Quality Assurance Summary Report

TO: Policy Council and SETA Governing Board members
 RE: SETA Quality Assurance/Monitoring Results – February 2022

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
Elk Grove Unified School District	Head Start Center-based <i>Prairie (2)</i> <i>Irene.B. West (2)</i> <i>Leimbach (2)</i> <i>Markofer (2)</i>	4 centers 8 classes 18 files	Feb 1-25, 2022	Comprehensive Review <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

This monitoring review was performed using the 2019 Monitoring for Compliance and Quality Improvement tool (MCQI). MCQI is comprised of 21 monitoring checklists representing performance indicators aligned with the Head Start Program Performance Standards (HSPPS), the Head Start Act, Community Care Licensing, and other local, state and federal regulations.

Highlighted Program Strengths and Positive Observations:

- Monitors observed classroom inclusion where children with disabilities and typically developing children participated equally and are engaged with others in the various classroom activities.
- Classes have very well-organized learning activities and lessons.
- Review of child assessment data reflects that goals and activities are supporting the continued development of the child. In the Desired Results Developmental Profile (DRDP), there are videos, photos, writing, and art that demonstrate teachers consistently and closely work with children and parents.
- Program has systems in place for enrollment with strong program operation procedures. It is evident that there is tracking, reporting and engagement in meeting funded enrollment.
- Family Partnership Agreements (FPA) were detailed and showed a system in place that was easy to follow. It was evident that the program was setting goals with individual families, conducting quarterly follow-ups, and providing resources to families.
- Wonderful conversations between children and staff were observed during meal times.

Areas Reviewed	Non-compliance / Areas Needing Improvement
Enrollment and Eligibility File Review <i>(Eligibility, Recruitment, Selection, Enrollment and Attendance)</i>	- Data in ChildPlus did not match the contents of the file - Some forms in the file were incomplete, left blank and/or missing signatures
Education File Review and Classroom Observation <i>(Screenings, Referrals, Follow-up, Individual Education Plans, and Classroom Observation)</i>	- Not all home visits/parent conferences were up to date - Education documentation was not well organized and/or timely/current - Safety/supervision practices are not consistent and/or well implemented

Areas Reviewed	Non-compliance / Areas Needing Improvement
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	<ul style="list-style-type: none"> - Some required postings are outdated (Meal patterns and proper hand-washing routines) - Diapering procedures are not consistently followed - Indoor premises need improvement (excessive dust/cob webs), electrical outlets not covered, exits doors contain paper postings, etc. - Fire extinguishers tags show outdated inspections - Drinking water was not always available during outdoor time
Disabilities Services <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>	No significant noted findings/concerns
Family and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	No significant noted findings/concerns
Mental Health Services <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	No significant noted findings/concerns
Nutrition Services <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	<ul style="list-style-type: none"> - Special dietary needs and food substitutions due to unavailable food supply were confusing and hard to track - Meal service and food safety procedures were not consistently followed (time of service, temperatures taken, amount of time food was left out)
Health Services <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	<ul style="list-style-type: none"> - Health screenings were expired and/or not up to date - Physical exams were not completed within 30 days of enrollment
Program Design, Management and Human Resources <i>(Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)</i>	No significant noted findings/concerns

Note: Individual indicators in each area reviewed are scored on a 1-100% scale. Scores between 90-99% will be addressed by the program but do not require a formal Corrective Action Plan. Scores less than 90% require a program-level Corrective Action Plan. Determination of a Comprehensive Review and/or Differentiated Review will be based on historic data.

Follow-up and Corrective Action Plans:

A program-level Corrective Action Plan (CAP) to address above areas of non-compliance is due to SETA within 45 days of receipt of this report. Governing Board/School Board notification of monitoring results is within 60 days.

Programs complete the program-level CAP using the ChildPlus Internal Monitoring Module to resolve systems-level areas of non-compliance identified during the MCQI review. Each agency remains responsible to correct Non-Compliant indicators at the classroom/center level.



**2021-22 Head Start/California Department of Education (CDE) Review
Monitoring Review Executive Summary Report**
Report Date: February 25, 2022

Program Option: Center-Based Program	Monitoring Type: File review on ChildPlus	Review Period: January 6-31, 2022
Program Year: 2021-22	<p>Number of Child Files: 85</p> <p>Number of centers: 16 <i>16th Avenue, Alder Grove I/T, American Legion, CP Huntington, Crossroads, Elkhorn, Freedom Park, Freeport, Hillsdale, Job Corps, Marina Vista, Mather, Norma Johnson, North Avenue, Phoenix Park, and Sharon Neese</i></p> <p>Number of classrooms: 39 <i>16th Avenue (2), Alder Grove I/T (2), American Legion (2), CP Huntington (2), Crossroads (4), Elkhorn (3), Freedom Park (4), Freeport (1), Hillsdale (2), Job Corps (3), Marina Vista (4), Mather (3), Norma Johnson (2), North Avenue (1), Phoenix Park (2), and Sharon Neese (2)</i></p>	<p>Monitors: Jessica Roenfeldt Rosalind Barajas Sherri Arfsten</p>

Strengths:

Overall improvement in majority of indicators. Please see those indicators highlighted in yellow. They have improved from last review of September of 2021. The error rate was greatly reduced for some indicators.

Organization:

There is a structure in place for the organization of documents uploaded into the digital file recordkeeping system. Some files even had a checklist for the files that were uploaded. Documents on record were labeled and provided an easy flow to follow.

Improvements on:

- Collection of required documents for enrollment eligibility, especially for self-employment proof documents.
- Documentation of information on application and/or eligibility, especially for single parent certification.
- Completion of the Notice of Action.

Overall Compliance

Percentage reflects number of performance indicators marked Compliant over the total number of performance indicators monitored in a program service area.

Indicator	Percentage of Compliance
1 - Completed, accurate and signed application for services in the file.	54%
2 - The recertification occurred no later than 50 days following the last day of the twelve (12) month certification period. <i>There were no children that recertified in this review sample.</i>	N/A
3 - The file contains all child health and current emergency information.	68%
4 - The file contains residency requirements.	92%
5 - The at-risk child has a written referral from a legal, medical, social service agency or emergency shelter, dated within six (6) months immediately preceding the date of the application for service.	100%
6 - There is a release authorizing the contractor to contact the employer(s). (If applicable)	81%
7 - There are payroll check stubs, a letter from the employer, or other record of wages issued by the employer for the month of the two-month (8 weeks) window immediately preceding the initial certification or recertification.	99%
8 - Income documentation (if applicable) is verified.	93%
9 - For self-employed, there is a combination of documentation such as a letter from the source of income or most recently signed and completed tax returns with a statement of current estimated income for tax purposes or other business records, such as ledgers, receipts, or business logs.	100%
10 - The parent provided a combination of documentation necessary to establish current eligibility from either month of the two-month window immediately preceding the initial certification or recertification.	100%
11 - Self-employment income documentation is verified. (If applicable)	100%
12 – File contains the parent self-certified income signed under penalty of perjury.	93%
13 - If current Aid Recipient, documentation of public cash-aid assistance is provided.	100%
14 – There is a written parental declaration, signed under penalty of perjury, that the family is experiencing homelessness or a written referral which identifies the child as experience homelessness from one of the following entities: legal, medical or social service agency, local educational agency liaison for homeless children and youth, a Head Start Program, or an emergency or transitional shelter.	99%
15 - There is documentation for all the children reported in the family size that indicates the relationship of the child to the parent.	82%
16 - The parent who signed the application for services appropriately self-certified their single-parent status under penalty of perjury (if applicable).	91%
17 - The family size is documented correctly on the application for services.	89%
18 - There is an income calculation worksheet in the file.	100%

19 - The income has been correctly calculated and documented to include all individuals counted in the family size.	78%
20 - The documentation of need indicates the days and hours of employment.	95%
21 – For self-employed parent(s), there is a declaration of the employment, estimated days and hours worked per week.	100%
22 – There is a written parental deceleration for seeking employment, signed under penalty of perjury, in the file that includes all the plan and general description of when services will be needed. (If applicable).	89%
23 – Contractor-determined services for no more than 5 days per week and for less than 30 hours per week are in the file.	89%
24 - Vocational training: documentation includes a current class schedule that is either an electronic printout OR a document that includes the classes in which the parent is currently enrolled, the days of the week and times of day of the classes, and the signature or stamp of the training institution’s registrar.	99%
25 - Parental Incapacitation: there is documentation provided by a legally qualified health professional.	100%
26 – If homeless, There is a written parental declaration, signed under penalty of perjury, that the family is experiencing homelessness, which includes the parents general search plan to secure a fixed, regular, and adequate residence.	100%
27- If seeking housing, services shall be as requested by the parent and shall occur one more than five (5) days per week and for less than 30 hours	99%
28 – There is a statement from the local County Welfare Department Child Protective Services Unit certifying that the child is receiving child protective services and that child care and development services are a necessary component of the child protective services plan.	100%
29 - There is a statement by a legally qualified professional that the child is at risk of abuse or neglect and childcare and development services are needed to reduce or eliminate that risk.	100%
30 - The days and hours of child care and development services approved and documented by the contractor meet the family’s need for child care.	80%
31 - The contractor mailed or delivered a completed Notice of Action to the parents within thirty (30) calendar days from the date the parent signed the application for services for approval or denial of childcare and development services.	71%
32 - The Notice of Action is complete and accurate.	63%
Grand Total	90%

Areas of Non-Compliance: Any indicator with a compliance rate below 90% are considered areas of concern.

Follow Up and Corrective Action Plan: Follow-up on missing information and/or items needing correction are due within 30 days of receipt of this report.



SETA Head Start Food Service Operations Monthly Report *February 2022

No school closures and/or special activities to report for February

Lunch	PM Snack	Breakfast	Field Trips
32,836	26,686	27,916	0

Total Amount of Meals and Snacks Prepared

Purchases:

Food	\$91,529.15
Non - Food	\$24,936.51

Building Maintenance and Repair:	\$0.00
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Janitorial & Restroom Supplies:	\$0.00
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Kitchen Small Wares and Equipment:	\$0.00
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Vehicle Maintenance and Repair :	\$94.80
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Vehicle Gas / Fuel:	\$1,844.46
Normal Delivery Days	19

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
February 2022**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (2/28/22)	(b) % Actual to Funded
Elk Grove USD	440	403	92%
Sacramento City USD	736	456	61%
SETA	1,736	1,444	83%
San Juan USD	1,044	766	73%
Twin Rivers USD	160	156	98%
WCIC/Playmate	120	88	73%
Total	4,236	3,313	78%

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (2/28/22)	(b) % Actual to Funded
SETA	653	570	87%
San Juan USD	164	141	86%
TRUSD	56	55	98%
Total	873	766	88%

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30-day allowable period.
 (b) If enrollment is less than 100%, agency includes corrective plan of action.

Reasons for Program Under Enrollment

SETA

- Small percentage of families contacted for enrollment requesting to wait until the 2022-2023 program year due to uncertainty of Covid-19 exposure. However, there has been a steady increase in enrollment monthly by 2-3%.
- Classrooms capped due to limited staffing at the following sites: 16th Ave; Florin; Hiram; North Ave; Spinelli; Walnut Grove - totaling 122 enrollment slots.
- Sites in area code of 95824, 95820 and 95690 continue to report waitlist with 0 or < 10 families. Family Service Workers have reported 2 out of 10 families contacted weekly on waitlist have relocated away from Sacramento.
- The 10% over income maximum has been met at this time. Over income waivers capped with the exception of families transitioning from Early Head Start to Head Start for continuity of care.

Elk Grove USD

- Limited teaching staff has led to the absorption of enrolled students throughout classrooms. Additional staff is needed for licensing and ratio caps.
- Low interest in enrollment at Prairie and William Daylor. Waiting list at Prairie and William Daylor continue to be exhausted.

Sacramento City USD

- Enrollment Technicians are working with families that have started the enrollment process but need follow-up on eligibility documents in order to complete enrollment.
- Exhausted waiting list at the following sites: Isador Cohen, James Marshall, John Bidwell, John Cabrillo, Lisbon, Pacific and Susan B. Anthony.

San Juan USD

- Continue to have difficulty staffing open positions for Teachers and Child Development Assistants.
- One classroom at Coleman and Davie remain closed due to staffing and low enrollment.
- Although there is an increase in enrollment, some families still express hesitancy for in-person during this program year.

Twin Rivers USD

- Working with medical providers to obtain documentation required to identify medical condition/diagnosis for children enrolling in the Head Start inclusion spots.

WCIC/Playmate

- Although there was an increase in enrollment by 5% from previous months, there continues to be a challenge with enrollment of new families due to continued hesitation to Covid-19.

Strategies/Action Step(s) for Under Enrollment

SETA

- Engage in outreach for recruitment of eligible families, advertise and present in various media outlets on services Head Start provides with the following community partners: Crisis Nursery, I-Can (Crimes Against Victims Assistance Network) and My Sisters House.
- SETA conducted Empathy Interviews with the following Community Partners in efforts to identify quality of collaboration when referring eligible families to Head Start services: Mustard Seed, Urban Strategies, Sacramento Food Bank and Crisis Nursery.
- Launched social media campaign on Facebook and Google to increase awareness and boost enrollment.

Elk Grove USD

- Continued engagement in community recruitment efforts for qualified families in the 95823-zip code. In addition to Countywide recruitment efforts include the following: post on social media platforms, recruitment flyers mailed to zip codes with low enrollment.

Sacramento City USD

- Onboard new Enrollment Technicians, which will increase enrollment processing and accessibility for families to receive enrollment packet.
- Continue to revamp recruitment flyers, brochures and website.
- Continue to look at registration process and possible ways to streamline enrollment process for families.
- Countywide recruitment efforts include the following: post on their social media platforms, recruitment flyers mailed to zip codes with low enrollment.

San Juan USD

- Registration team continues to work with the Family and Community Engagement Office and outreach at family events across the district to advertise longstanding open positions.
- This outreach is also inclusive of advertising the program to attract enrollment via flyers that are distributed and posted at all schools where there is a HS and/or EHS classroom.
- Advertising the program to attract possible enrollment on social media platforms and mailing of specific zip code flyers.

Twin Rivers USD

- Recruitment activities include the following: posting on social media platforms, referrals from past parents and mailed recruitment flyers to zip codes with low enrollment.

WCIC/Playmate

- Contacting past parents to assist in recruitment efforts. Continuing community outreach on Fridays to recruit with local family community resource agencies: Wellspring Women's Center and WIC.

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

February 2022

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	132	8%	589	116	20%
Twin Rivers USD	140	41	29%	40	9	23%
Elk Grove USD	440	46	10%			
Sac City USD	736	45	6%			
San Juan USD	1052	121	12%	160	21	13%
WCIC	120	5	4%			
EHS CCP				80	10	13%
COUNTY TOTAL	4244	390	9%	869	156	18%

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.