



**SPECIAL MEETING OF THE
SETA GOVERNING BOARD**

GOVERNING BOARD

ERIC GUERRA
Councilmember
City of Sacramento

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

SOPHIA SCHERMAN
Public Representative

MAI VANG
Councilmember
City of Sacramento

DENISE LEE

Interim Executive Director

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

Main Office
(916) 263-3800

Head Start
(916) 263-3804

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

DATE: Wednesday, April 27, 2022

TIME: 1:00 p.m.

LOCATION: Zoom Location
<https://us02web.zoom.us/j/83521111023?pwd=MmdicWtXcTBUC004dnE1cGpvSjBQZz09>

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/83521111023?pwd=MmdicWtXcTBUC004dnE1cGpvSjBQZz09>. 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,,83521111023# US (San Jose). Meeting ID: 835 2111 1023. Passcode: 568201. Find your local number: <https://us02web.zoom.us/j/83521111023?pwd=MmdicWtXcTBUC004dnE1cGpvSjBQZz09>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: Monica.Newton@seta.net. Any member of the public who wishes to speak directly to the board regarding any item on the agenda may contact Monica Newton at (916) 263-3753, or Monica.Newton@seta.net. Please include in your request on which item you would like to participate. Additionally, during the meeting any questions or comments may be submitted via the Q&A or chat features on Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the Governing Board and included in the record.

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

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

AGENDA

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

II. <u>Consent Items</u>	<u>Page Number</u>
A. Approval of Minutes of the April 7, 2022 Regular Board Meeting	1-8
B. Approval of Claims and Warrants	9
C. Approval of an Appointment to the Community Action Board	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 of Appointment to the Sacramento Works Board (Roy Kim)	13
B. WORKFORCE DEVELOPMENT DEPARTMENT	
1. Approval of First Amendment to Restated Memorandum of Understanding with the City of Sacramento, Subject to Legal Counsel Approval, and Authorize the Executive Director to Execute the Agreement and Any Other Documents Pertaining to the Agreement (William Walker)	14
<u>Community Services Block Grant:</u> No Items	
<u>One Stop Services:</u> No Items	
<u>Refugee Services:</u> No Items	
C. CHILDREN AND FAMILY SERVICES:	
1. Approval of Annual Self-Assessment for 2021-2022 and Resulting Program Improvement Plan for the SETA-Operated Program (Denise Lee)	15-26
2. Approval of Program Year 2022-2023 Head Start and Early Head Start Refunding Application (Denise Lee)	27-29
3. Approval of the SETA Head Start and Early Head Start Budgets for Program Year 2022-2023 (Denise Lee)	30

C. CHILDREN AND FAMILY SERVICES: (continued)

- | | | |
|----|--|-------|
| 4. | Approval of the 2022-2023 Head Start and Early Head Start Program Options and Center Locations for Sacramento County (Denise Lee) | 31-36 |
| 5. | Approval of 2022-2023 Training/Technical Assistance Plan for the SETA Head Start and Early Head Start Program, as Aligned with Established Five-Year Goals and Objectives (Denise Lee) | 37-47 |
| 6. | Approval of Selection Criteria for Enrollment in Head Start or Early Head Start Programs (Denise Lee) | 48-50 |
| 7. | Approval of Budget Modification Request for Head Start and Early Head Start in Program Year 2021-2022 (Denise Lee) | 51-52 |

IV. Information Items

- | | | |
|----|--|--------|
| A. | Fiscal Monitoring Reports (D'et Saurbourne) | 53-75 |
| | <ul style="list-style-type: none">• Asian Resources, Inc.• Bach Viet Association, Inc.• Folsom Cordova Unified School District – Adult Education• International Rescue Committee• JUMA Ventures, Inc.• Lao Family Community Development• River City Food Bank• Rose Family Creative Empowerment• The Salvation Army• Twin Rivers Unified School District• Waking the Village | |
| B. | Employer Success Stories and Activity Report (William Walker) | 76-86 |
| C. | Dislocated Worker Update (William Walker) | 87-88 |
| D. | Unemployment Update/Press Release from the Employment Development Department (Roy Kim) | 89-94 |
| E. | Head Start Reports (Denise Lee) | 95-100 |

V. Reports to the Board 101

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

F. Public

VI. **Adjournment**

DISTRIBUTION DATE: Wednesday, April 20, 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 APRIL 7, 2022 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the April 7, 2022 meeting for your review.

RECOMMENDATION:

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

PRESENTER: Denise Lee

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

Minutes/Synopsis

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

Meeting Held Electronically

Thursday, April 7, 2022
10:00 a.m.

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

Mr. Kennedy called the meeting to order at 10:02 a.m. The roll was called and a quorum confirmed.

Members Present:

Don Nottoli, Member, Board of Supervisors
Mai Vang, Councilmember, City of Sacramento
Eric Guerra, Chair; Councilmember, City of Sacramento (*joined at 10:12 a.m.*)
Patrick Kennedy, Vice Chair, Board of Supervisors

Members Absent:

Sophia Scherman, Member, Public Representative

The agenda was reordered, Action item III-A-1 was addressed prior to the consent items.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

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

Mr. Thatch reviewed this item, the State of Emergency order is still in effect through March 31, 2022, this order could continue through June 2022.

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

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Vang)

Nay: 0

Abstention: 0
Absent: 2 (Scherman, Guerra)

II. Consent Items

- A. Approval of Minutes of the March 3, 2022 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Non-Competitive Procurement Finding for License for Facilities Use Agreement with the Highlands Community Charter School

Mr. Thatch stated this is a sole source finding, retroactive based on a determination made by the Board at the March 3rd meeting. He suggested the following addition, "In addition, SETA will enjoy considerable cost savings."

- 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

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

- A. Approval of Minutes of the March 3, 2022 Regular Board Meeting
- B. Approval of Claims and Warrants for 2/23/22 through 3/30/22
- C. Approval of Non-Competitive Procurement Finding for License for Facilities Use Agreement with the Highlands Community Charter School, with suggested amended language by legal counsel
- 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

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Vang)

Nay: 0

Abstention: 0

Absent: 2 (Scherman, Guerra)

III. Action Items (continued)

A. GENERAL ADMINISTRATION/SETA

2. Approval to Extend Audit Services Agreement for Fiscal Year Ending June 30, 2022 and Authorize the Executive Director to Sign the Agreement

Ms. Saurbourne reviewed SETA has one more year left of the three-year procurement cycle with Eide Bailly for audit services. The base contract amount is being increased by 5% in accordance with the contract and original RFP. An additional amount of up to \$12,000 for the implantation of GASB 87 was recommended. This is the first year GASB 87 is being implemented and anticipate there will be a significant amount of work.

Moved/Nottoli, second/Vang, to 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.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Vang)

Nay: 0

Abstention: 0

Absent: 2 (Scherman, Guerra)

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

Ms. Saurbourne reviewed SETA has a 401(A) plan for management and confidential employees. The IRS has a six-year review rule, which has to go before the Board for review to continue with the plan. The Governing Board last took action in 2016, there has been no substantive changes.

Moved/Vang, second/Nottoli, to 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.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Vang)

Nay: 0

Abstention: 0

Absent: 2 (Scherman, Guerra)

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

Ms. Carpenter reviewed this agreement is crucial to provide support to set up an ambassador program to support the Aggie Square project area. The support would help by identifying community ambassadors and establishing hubs in the Aggie Square area that will be able to deploy community ambassadors to identify employment resources and needs. To provide the necessary support for residents to be able to compete and apply for the emerging jobs in the Aggie Square project area.

Ms. Vang thanked Ms. Carpenter and Ms. Palone for their hard work.

Moved/Vang, second/Kennedy, to 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.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Vang)

Nay: 0

Abstention: 0

Absent: 2 (Scherman, Guerra)

5. Approval of Selection of Janitorial Companies and Authorize the Executive Director to Negotiate with Each Vendor and Execute Each Agreement

Ms. Lee reviewed this is a follow up from the approved RFP released in January. Five proposals were received to provide janitorial services at the 36 learning centers and one central kitchen. A team of seven reviewed and scored the proposals; recommending the proposals with the top two scores and the two lowest prices. The recommendation is to move forward with two of the three current contractors.

Moved/Nottoli, second/Vang, to 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.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Scherman)

Mr. Eric Guerra joined the meeting at 10:12 a.m.

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

Ms. Carpenter stated the last update to the SETA website was in 2012. SETA programs have changed. SETA contracted with a copywriter and is working with the web developer, EMRL, to clearly communicate SETA's updated message.

Mr. Floyd Diebel with EMRL presented the draft website. He shared that focus groups revealed that there was a lack of understanding and clarity of what SETA does. Staff worked with a copywriter to create a clear story reflecting what SETA does and its history. "Connect people to their potential" is the new brand to encompass what SETA is and does. Design goals for the website are people first, simplicity, and accessibility. The estimated completion date is end of fiscal year.

Mr. Kennedy commented this update is long overdue, great work. Mr. Guerra agreed, the interface update is much needed. There are two ways to look at it, dislocated workers and Head Start are not isolated entities; they are working together under SETA. Need to make sure people know all are part of SETA. There should be ease in the interface for employers looking for workforce resources. They should be able to know what resources are available/offered. Mobile friendly/accessibility is important too.

Ms. Vang asked is the design user friendly for mobile phones, as this aspect will be critical.

Mr. Diebel replied it will be.

Mr. Guerra acknowledged Ms. Jaclyn Moreno's chat comment.

Mr. Diebel answered for something like Head Start users will be led to the Head Start website proper for something else we would build it out on the SETA site. All public notices will remain on the site, and the footer navigation. The staff section will be removed and become a stand-alone site. Public traffic is mixed with staff traffic. There will be more detailed content.

Ms. Lee commented the update included an updated SETA logo. This change will affect letterhead, signage, etc.

- B. Report of American Express Corporate Account Rewards Points Program as of December 31, 2021

Ms. Vang asked how the points are being used.

Ms. Saurbourne answered the Board approved them to be used for travel, customer support and incentives, and employee recognition/activities. This last year SETA used the points for small appliances (i.e. microwaves) for the staff breakroom.

- C. Fiscal Monitoring Reports: No Questions
- D. Employer Success Stories and Activity Report: No Questions
- E. Dislocated Worker Update:

Mr. Guerra asked for an update on Emerald Textiles

Mr. Walker answered they are laying off 112 individuals. Employees are largely monolingual, Punjabi or Hindi, thus creating a challenge in communicating with staff. The secondary languages are Spanish and Hmong. It became apparent the employer was not interested in SETA going out to the site. SETA did visit the site. The facilities are not closing entirely. It will remain as a distribution site. What that looks like we are still figuring out. Mr. Walker also shared that Dome Printing did rescind their layoff.

- F. Unemployment Update/Press Release from the Employment Development Department: No Questions
- G. Head Start Reports

Ms. Lee reviewed during the Sacramento City USD strike, the grantee program offered families to temporarily receive services at an alternate SETA location. Twenty-eight (28) families took advantage of the temporary transfer and returned back to Sac City USD for services when the strike ended. The countywide electronic system made it easier to transition with no new paperwork since documentation is available online. This was a positive result of COVID-19.

V. **Reports to the Board**

- A. Chair:
Mr. Guerra stated that in the future he and the Vice Chair would like to make sure we have a strong labor compliance with all our contract work. We have different grants SETA receives from the State and Federal level. As we move forward,

that becomes a critical point, as an employment agency, to make sure we are supporting our workers.

B. Interim Executive Director:

Ms. Lee reminded board members there are two meetings in April. The next meeting is scheduled for Thursday, April 28 for Head Start/Early Head Start refunding applications. There will be no meeting in May.

C. Deputy Directors: No Report

D. Counsel: No Report

E. Members of the Board:

Mr. Nottoli stated he has a conflict for the April 28th meeting. Ms. Vang has a scheduling conflict as well. Due to the scheduling conflicts, a new date and time will be determined in order to reach a quorum.

F. Public: None

VI. **Adjournment:** The meeting adjourned at 10:49 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Denise Lee, Interim Executive Director, has reviewed the claims for the period 3/30/2022 through 4/20/2022, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 3/30/2022 through 4/20/2022.

PRESENTER: Denise Lee

ITEM II-C – CONSENT

APPROVAL OF AN APPOINTMENT TO THE COMMUNITY ACTION BOARD

BACKGROUND:

The SETA Community Action Board (CAB) is an advisory body to the SETA Governing Board on matters relating to the Community Services Block Grant program. The CAB is a tri-partite board that is composed of twelve members, with four members representing each of the three constituent groups:

1. Public Officials or their representatives
2. Private Sector
3. Low Income Sector

There is currently one vacancy in the Public Sector. The vacancy became available on November 29, 2021.

As listed in the CAB Bylaws, the SETA Governing Board selects elected public officials to serve on the Board. If there are not enough elected public officials reasonably available and willing to serve on the CAB, the SETA Governing Board may select appointive officials to serve on the CAB. The SETA Governing Board approved the Sacramento Public Library Authority to represent the Public Sector at the August 6, 2015 Board meeting, and a representative of the library served in that position until her retirement and accompanying resignation from the CAB in November, 2021.

The new Director and CEO of the Sacramento Public Libraries, Peter Coyl, has applied to serve as her replacement. The application has been received and is sent under separate cover.

RECOMMENDATION:

Approve the appointment of the Sacramento Public Library Authority's new Director and CEO to represent the Public Sector on the SETA Community Action Board.

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

PRESENTER: Legal Counsel

ITEM III-A-2-ACTION

APPROVAL OF AN APPOINTMENT TO THE SACRAMENTO WORKS BOARD

BACKGROUND:

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

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

Due to the departure of Ms. Christine Laster, Siemens, there is one business sector vacancy. Staff recently received an application from Ms. Shelly Valenton, Sacramento Regional Transit's Vice President of Integrated Services & Strategic Initiatives and Chief of Staff. Historically, the Executive Committee of Sacramento Works has recommended the name(s) of individual applicants for appointment to the business sector seats by the SETA Governing Board. The Sacramento Works Executive Committee met on April 25, 2022, and is forwarding Ms. Valenton's application for the business sector seat with a recommendation for appointment. The application for Ms. Valenton is being sent under separate cover.

RECOMMENDATION:

Review the application of Ms. Shelly Valenton from Sacramento Regional Transit and appoint her to fill the vacant business sector seat.

PRESENTER: Roy Kim

ITEM III-B – 1 - ACTION

APPROVAL OF FIRST AMENDMENT TO RESTATED MEMORANDUM OF UNDERSTANDING WITH THE CITY OF SACRAMENTO, SUBJECT TO LEGAL COUNSEL APPROVAL, AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT AND ANY OTHER DOCUMENTS PERTAINING TO THE AGREEMENT

BACKGROUND:

On August 21, 2018, the City of Sacramento (City) established a Local Hire and Community Workforce Training Program and entered into a Community Workforce Training Agreement with the local trade unions to facilitate the employment of residents from the City, as well as the County of Sacramento and the surrounding nine others counties, on the City's Capital Improvement Projects, and to develop increased numbers of local skilled construction workers to meet the requirements of the region's construction economy. Under the Program, General Contractors and Subcontractors are required to utilize workers, including Priority Apprentices, who are residents of the Local Area. The Program includes goals for numbers of hours worked by residents of the Local Area.

Since March 2019, SETA has provided eligibility determinations and documentation on behalf of the City, contractors and subcontractors, and union hiring halls, to determine whether workers are residents of the Local Area and/or are Priority Apprentices under the Program along with analyses of Project(s) status. The initial Memorandum of Understanding (MOU) provided compensation of up to \$100,000 per year for these eligibility determination services. In December 2020, the MOU was renewed and the total amount increased to \$249,999.

The MOU ended on June 30, 2021. SETA has continued to provide services as described in the MOU while working with the City to negotiate a new agreement for these services. Attached under separate cover is a proposed *First Amendment to Restated MOU* negotiated by the City and SETA. The terms under this proposed Amendment include extending the MOU through August 31, 2023, and increasing the total amount, not to exceed \$512,000.

RECOMMENDATION:

Approve the First Amendment to Restated MOU with the City of Sacramento, subject to legal counsel approval, and authorize SETA's Executive Director to execute the agreement and any other documents pertaining to the agreement.

PRESENTER: William Walker

ITEM III-C-1 - ACTION

APPROVAL OF ANNUAL SELF-ASSESSMENT FOR 2021-2022
AND RESULTING PROGRAM IMPROVEMENT PLAN
SETA OPERATED PROGRAM

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to review and approve the results of the Head Start/Early Head Start Annual Self-Assessments and Program Improvement Plan (PIP).

In February/March 2022, a team of staff was assembled for a Head Start/Early Head Start self-assessment. Teams reviewed and analyzed service areas including Program Governance, Education/School Readiness, Disabilities, Mental Health, Health, Nutrition, Safe Environments, Family and Community Engagement, Eligibility/ Recruitment/ Selection/ Enrollment/Attendance, and Human Resources. A summary report of program strengths, areas of improvement and a resulting Program Improvement Plan are attached.

Staff will be available to answer questions.

RECOMMENDATION:

Approve Program Year 2021-2022 Self-Assessment and resulting Program Improvement Plan for the Head Start/Early Head Start program.

PRESENTER: Denise Lee

Sacramento Employment and Training Agency (SETA)
Children and Family Services Department (CFS)
Includes: Head Start, Early Head Start and CDE CSPP/CCTR Programs

Self-Assessment Summary of Results
2021-2022

Background

Different units in the Child and Family Services Department conducted self-assessment activities in November-December 2021 and in January-February 2022. Overall, there were four committees and each was comprised of various staff members who have different responsibilities in the service areas that were assessed. Parents' voice was represented through the use of the Family Outcome survey results and interviews with parents. The committees utilized data from staff surveys, ChildPlus, CLASS, DRDP, Learning Genie, ASQ Online, classroom observations, internal monitoring checklists and ReadyRosie. Additionally, each committee used a SWOT (Strengths, Weaknesses, Opportunities and Threats) Analysis as an approach to discuss and understand the relationships between the various data points and qualitative information collected.

Quality Improvement Project

For the second year, SETA is participating in the Quality Improvement Network (QIN), a cohort of Head Start and Early Head Start programs nationwide where teams come together for online seminars to learn various tools used in quality improvement process. Agencies submit data on child assessment, family outcomes survey, enrollment, attendance and health to be aggregated and organized on the agency's dashboard three times in the program year. Analysis between data sets provides insights for future projects. In early March 2022, the team analyzed rates of absenteeism and school readiness skills using DRDP scores from Fall 2021 and Winter 2022 assessment. The team studied the classes with high number of children that are chronically absent (children's individual attendance at 85% or less), the reasons for the absences, and how it might be affecting children's school readiness skills (based on the child's DRDP assessment, if performing at or above age expectations). SETA is using the data to set goals and develop specific strategies for classes and for families who are missing many school days.

As participating member of the cohort, each QIN team embarks on a quality improvement project guided by a QIN Coach. For 2021-2022, the SETA team has identified enrollment as its "Problem of Practice" due to the decrease in enrollment by 11% in HS and 12% in EHS since 2016. The team's objective or AIM statement is *To increase enrollment from 83% to 97% by November 30, 2022 in Head Start and Early Head Start eligible students and families.* The team has gathered data through empathy interviews with parents, staff and community members and currently reviewing the current processes through a process map and a journey mapping exercise. With this QIN project, SETA CFS aims to develop and test a change in enrollment procedures resulting in an increase enrollment number.

Summary of Program Strengths

The SETA's Children and Family Services programs have many notable strengths, including some of the following:

Education, Mental Health and Disabilities

- There was an overall alignment of responses between leadership and field staff on Strengths, Weaknesses, Opportunities and Threat SWOT Analysis and the staff survey results. This reflects that the leadership team's assessment of program operations agrees with teaching staff's preferences and opinions.
- From the survey, 81% of field staff responses and 60% of leadership responses cited resources, support and ongoing training as top important topics for both leadership and field staff. TOSA's and Intervention Specialist support were specifically noted as valued resources and highly regarded by staff.
- *STEMFest* and the *Summer Series* are mentioned by field staff as offering more content retention than traditional trainings
- SETA practices for CLASS implementation were compared with the OHS report on Summary of CLASS Practices of High Performing Grantees. SETA is implementing 90% of the same strategies. This includes CLASS component mini-trainings, observations feedback within a 24-48-hour turn-around time period and regular dual coding.
- At time of Self-Assessment, 30% of classrooms have received a CLASS observation. The first scores post pandemic closure are showing an increased understanding and implementation by teachers.
 - Emotional Support 6.3
 - Classroom Organization 5.84
 - Instructional Support 3.53
- Strong partnerships with CSU Sacramento and Los Rios for Substitute and Apprentice projects
- WestEd Math Project identified most at-risk children for COVID-19 learning loss and is providing weekly intervention.
- Learning Genie data shows that most teaching staff are meeting anecdotal monitoring percentage timelines.
- Associate Teachers are more involved in the DRDP evidence gathering process.
- Monthly Coaching with the UC Davis Mind Institute has provided support to Intervention Specialists.

Parent and Family Engagement

- Expanded use of technology tools to engage with parents, including cell phones, tablets, and iPads for Zoom meetings. Staff used ChildPlus Messenger and Learning Genie to stay in contact with enrolled families. Virtual parent meetings were offered with varying success rates.
- 69% of families accepted the parenting curriculum ReadyRosie invitation, a steady number since August 2020 at 68.61%, and a remarkable increase since 2019 at 33% (pre-COVID-19 pandemic). A total of 6,205 videos were viewed in the program year, averaging 517 videos viewed per month. Playlists are curated by program's Education

Coordinator to support development of parenting skills related to meeting school readiness goals.

- Program uses data from PIR and Family Outcomes survey to guide topics for workshops and parent meetings. Program uses insights from data analysis between Family Outcomes Survey, Child Assessment data (DRDP) and Attendance for program planning and quality improvement projects.
- Staff continues to demonstrate flexibility to engage parents in different ways as program moved from distance learning to in-person services.

Health and Nutrition

- Program has the personnel capacity, policies and procedures, and resources such as screening instruments (OAE/Puretone for Hearing Screenings, LEA charts for vision screenings, growth charts, etc.) to deliver health and nutrition services that impact children's health and physical development critical to their school readiness.
- As of February 2022, 19% of children enrolled have a health care plan and 50% of them have medications. SETA centers have housed 225 medications for 153 children.
- Balanced and nutritious meals meeting California's standard requirements of CACFP meal pattern are being provided. Program accommodates medical, religious, and cultural diets. At time of Self-Assessment, the program has accommodated 262 special diets or 15% of children enrolled in the HS/EHS programs. Of these special diets, 69% are medically prescribed and 31% are preference diets (religious or cultural). SETA has also introduced few new foods such as hummus, refried beans, enchiladas, pozole, teriyaki chicken, and sunomono cucumber salad to expose enrolled children to foods from different cultures.
- Improved accessibility to health and oral health services through community partnerships and program consultants that provide assistance in navigating children through the medical insurance process and provide a health/oral health screening, service, resource, and/or referral.
- Digital capability improves communication within SETA CFS units and with medical and dental offices. Staff use E-Fax allowing efficient communication with medical and dental offices to obtain children's digital health records. Virtual meetings and teleconference calls are used reducing time needed to meet in-person and leaving more time for other tasks. This option has also helped with transportation barriers experienced by some families.

ERSEA

- System of electronic filing and uploading of documents to ChildPlus is consistently followed by enrollment staff allowing for efficient monitoring of family applications.
- Creativity in strategies used and flexibility by staff in obtaining needed documents from families amidst COVID-19 pandemic challenges.
- Active and engaging outreach efforts with many community partners and families. Virtual presentations about the program were provided to Network Café, Family Resource Center, Sacramento Food bank, and Birth and Beyond, WIC offices, and Urban League. SETA staff were able to attend in-person, drive-by events that allowed parents to have recruitment flyers and giveaways were handed to them.

- SETA established an ongoing marketing plan with EMRL to publicize Head Start. This includes use of social media, direct mailing, and TV advertisements.
- Staff were trained on the Attendance Module in ChildPlus, which allowed parents to sign in at the entrance of the childcare center. Use of the Attendance Module has allowed SETA to monitor attendance more efficiently.
- Systematic training on ERSEA occurred for returning staff, and a robust training plan has been instituted for all new staff.

Governance

- Parent Advisory Council (PAC) and Policy Council (PC) parents demonstrate and encourage positive teamwork. Seasoned PC/PAC Representatives mentor new parent representatives and this helps in developing a strong bond among members and it demonstrates exemplary leadership to new members.
- Policy Council and Governing Board meeting minutes and the required monthly program reports were provided according to the PC/PAC Bylaws, Brown Act and HS Performance Standards. Program information provided to the boards are adequate to assist members in making sound decisions at committee and board meetings. There is consistent and regular communication between the program and the Board and Policy Council.
- Program provides adequate training to board members pertaining to board training, leadership training, officer training and ethics training.
- Parents are passionate about Head Start and Early Head Start and eager to learn about program operations. They are actively engaged by providing input on curriculum planning, participating in Human Resource recruitment of staff, and in decision-making related to use of funds for program improvement.
- Program provides PAC/PC parents who are transitioning out of the program the training and pathways to school district and other community leadership opportunities, assisting them with self-sufficiency skills and competencies to succeed outside of Head Start.

Summary of Program Growth Opportunities

During the Self-Assessment process, teams identified areas for improvement and opportunities for growth. Areas of improvement do not necessarily indicate systemic issues and/or areas of non-compliance, but opportunities to improve program quality. Below is a summary of some of the highlighted areas. A complete Program Improvement Plan (PIP) with action steps, timelines, and staff responsible is attached.

Education, Mental Health and Disabilities

- Re-write Curriculum and environment guidance to reflect removal of COVID-19 protocols as pandemic restrictions eased
- Use the Creative Curriculum Fidelity Checklist- Environments to assess classrooms as programs return to standard expectations
- Schedule authorized observer ECERS/ITERS with individual teacher feedback sessions
- Develop and schedule a DRDP refresher training for both Teachers and Associate Teachers
- Implement a Quality Portfolio pilot group to participate in guided collection process
- Refresh and reinstitute Teacher/ Associate Teacher passport system for new staff

- Implement the Quality Observations Monitoring Checklist with training for Site Supervisors
- Continue 3-part CLASS series training to include Associate Teachers
- Conduct multi-department refresher training on program's Case Management process

Parent and Family Engagement

- Train key staff in offering Parent Cafes, a strength-based program focused on families' protective factors. This model will allow families to feel validated and feel connected to other parents in the program.
- Conduct two surveys during the program year, a family engagement needs survey in the fall and a family engagement outcomes survey in the spring to determine families' growth in the areas that Head Start intends to help them with, and to assess if families felt that their needs were met by the program.
- Focus on a new emphasis on family engagement and family partnership process using strategies involving technology and in-person meetings
- Use ChildPlus Family Engagement Module to track staff-family contacts and to enter FPA goals and outcomes.
- Re-establish an ongoing monitoring schedule to ensure parent meetings, and family partnerships are being completed

Health and Nutrition

- Communication and collaboration between Health and Nutrition Services Unit and other Child and Family Services (CFS) units can be improved by introducing the role and responsibility of HNS within SETA Head Start, participating in other team meetings to understand how teams impact each other's work, and implementing pre-and post customer service surveys on services provided by HNS to staff, partners and parents.
- COVID-19 has impacted operations of community agencies and collaboration with other community agencies can be improved by re-introducing SETA to community partners, update contact list and inquire about agency services and processes.
- Invest in CFS employee training in the use of ChildPlus by appointing a ChildPlus expert in charge of coordinated training. As the department increased its use of ChildPlus during and post COVID-19 pandemic, staff need to increase their proficiency in the use of computers, technology tools and office equipment, and learn how to troubleshoot issues that affect productivity.
- Increase internal monitoring activities or create internal department check systems that may crossover to other units to promote accountability and team work

ERSEA

- Review all enrollment documents with a goal of reducing paperwork for families and to ensure there is no duplicative documents.
- ERSEA unit and Family Service Workers to create a streamlined system of reaching out to families on the Inquiry List, documenting where families heard of SETA for marketing purposes, and getting families' eligibility documents uploaded in ChildPlus in order to move families from Inquiry to the Wait list.

- Work with Program Analysts to review and submit ERSEA checklist in a timely manner to ensure that enrollment documents are correct on the front end of the process. Re-establish an ongoing monitoring system to ensure applications are completed correctly.
- Engage and encourage families to bring children to school regularly and focus on regular attendance. Attendance was affected by disruption from closing and opening of centers due to COVID-19 safety protocols.

Governance

- Engage and brainstorm with parents and staff to generate new ideas and strategies on how to recruit parents to PAC/PC and increase overall enrollment in HS/EHS.
- Provide parents more opportunities to learn about how they can continue their leadership and advocacy role after the leave the program. This includes introducing them to parent organizations in schools such as PTAs, PTO. School Site Councils.
- Provide more opportunities for parents to increase awareness of the workforce and build their employment skills by participating in SETA activities like screening applicants and interviewing. Educate PAC/PC parents on the Sacramento Works Career Center which offers parent job training skills, job search and employment opportunities. Invite community agencies to program centers to share community resources and information with parents. Create internship programs for community (college students) who are ready to graduate.
- Provide more workshops on effective parenting skills.

<i>Action Steps:</i>	<i>Responsible Person(s)/Unit</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
<i>EDUCATION, DISABILITIES AND MENTAL HEALTH - SYSTEMS, SERVICES AND STAFF DEVELOPMENT</i>				
Re-write guidance aligned with the Creative Curriculum Fidelity Checklist- Environments to assess classrooms as program returns to standard expectations	Karen Griffith Susan Garland Betsy Uda	March 2022		
Schedule authorized observer ECERS/ITERS with individual teacher feedback sessions	Karen Griffith Ashlee Russell	May 2022		
Develop and schedule a DRDP refresher training for both Teachers and Associate Teachers	Patricia Marshall Kelly Sprake Nikki Hill	August 2022		
Implement a Quality Portfolio pilot group to participate in guided collection process	Karen Griffith Susan Garland	March 2022		
Continue 3-part CLASS series training to include Associate Teachers	Susan Garland Cher Her Kelly Sprake Laura Moore	June 2022		
Refresh and reinstitute Teacher/ Associate Teacher passport system for new staff	Karen Griffith Nikki Hill	May 2022		
Conduct multi-department refresher training on program's Case Management process	Karen Griffith Kelly Sprake Lynda de la Mora	April 2022		
Implement the Quality Observations Monitoring Checklist with training for Site Supervisors	Nikki Hill Patricia Marshall	March 2022		

PARENT AND FAMILY ENGAGEMENT – SYSTEMS, SERVICES AND STAFF DEVELOPMENT

<p>Train key staff in offering Parent Cafes, a strength-based program focused on family’s protective factors. The goal is to offer at least four Parent Cafes, in the 2022-2023 school year.</p>	<p>Lisa Carr, Manger Program Support</p>	<p>March 2022 for the training and begin offering the program in the summer of 2022</p>		
<p>Use the <i>Strengths, Needs and Interests Parent Survey</i> (SNIPS) Needs Assessment in the Fall for all enrolled parents, and use the Parent Outcomes Survey in the Spring to determine if the program is meeting the needs of parents.</p>	<p>Lisa Carr, Manager Rebel Rickansrud- Young, Program Officer FSW and Home- Based staff</p>	<p>October 2022 March 2023</p>		
<p>Move toward using the Family Engagement module in ChildPlus in order to track goals and outcomes, and to integrate with program’s <i>Quality Improvement Network</i> (QIN) data dashboard.</p>	<p>Rebel Rickansrud- Young Program Officer Reta Keirse- y-Program Officer Monica Avila- Program Officer</p>	<p>September 2022</p>		
<p>Reinstitute and train on the Family Alignment Curriculum for parent meetings as a way of connecting parents to school readiness activities in the classroom. The goal is to increase attendance and participation in parent meetings and educate parents on school readiness goals.</p>	<p>Rebel Rickansrud- Young-Program Officer Reta Keirse- y - Program Officer Monica Avila - Program Officer Laura Correa- DeAlmeida- Education Coordinator</p>	<p>August 2022 and on-going</p>		

HEALTH AND NUTRITION – SYSTEMS, SERVICES AND STAFF DEVELOPMENT

<p>Strengthen system of data collection, documentation and input for health records into ChildPlus. This includes setting up an internal monitoring system with the intention of increasing data entry and tracking of follow-up, reducing errors in data entry, and identifying staff who need additional training.</p>	<p>Judy Lema- HNS Coordinator Rebel Rickansrud- Young-Program Officer Reta Keirse - Program Officer Monica Avila - Program Officer</p>	<p>March 2022 and on-going</p>	<p>Currently in development.</p>	
<p>Conduct training on updated health and nutrition policy and procedure, case management, and data collection and tracking to improve coordination of services.</p>	<p>Judy Lema- HNS Coordinator HNS Unit</p>	<p>August 2022 and on-going</p>	<p>Currently working on health and nutrition policy updates. HNS Unit is working on updating health and nutrition training binder. This includes creating training presentations.</p>	
<p>Create a training plan to educate parents and program staff on the importance of following up on health and dental concerns, and to inform all stakeholders on the agency’s role so that parents, staff and community partners can collaborate in meeting children’s health outcomes that are critical in school readiness.</p>	<p>Judy Lema- HNS Coordinator HNS Unit</p>	<p>August 2022 and on-going</p>		
<p>Strengthen community partnerships by re-engaging with past and current partners and create new collaborations with agencies that provide health and oral health services, health education, and resources.</p>	<p>Gricelda Ocegueda- Manager Judy Lema- HNS Coordinador</p>	<p>March 2022 and on-going</p>	<p>Currently working on new partnership with Sacramento Department of Public Health, Dental Program and Oral Health Solutions to begin use of a pilot dental service navigation program</p>	

			to help parents obtain services. Also working with Sacramento Department of Public Health, Obesity Prevention Program to target centers with high childhood obesity rates.	
Conduct monitoring for the assessment of follow-up services and data collection for health and nutrition content by an external unit (CFS Quality Assurance Unit) to identify gaps in service and staff who need additional training.	Gricelda Ocegueda- Manager Quality Assurance Unit	December 2022- February 2023		
<i>ERSEA – SYSTEMS, SERVICES AND STAFF DEVELOPMENT</i>				
Develop a system for review of all Head Start and Early Head Start applications with the intention of reducing errors, tracking completion rates, and to alert Program Officers to staff who need additional training.	Veronica Jones- Program Officer Program Analysts- ERSEA	April/May 2022		
Review all enrollment documents with a goal of reducing paperwork for families and to ensure there is no duplicative documents. This will be done for both home-base and center-based enrollment documents.	ERSEA team to lead, with support from staff in H/N and Education	June/July 2022		
Create a more streamlined system of reaching out to families on the Inquiry list. The goal being to ensure all families are contacted, and encourage them to upload the necessary eligibility documents and to track where they learned about the program.	Lisa Carr, Manager Veronica Jones- Program Officer ERSEA Program Analyst	August 2022		

Engage and encourage families to bring children to school regularly and focus on regular attendance and to be educated on the effect of chronic absence on learning loss.	Lisa Carr-Manager Laura Correa-DeAlmeida-Education Coordinator Family Service Workers	September 2022 and on-going		
<i>GOVERNANCE – SYSTEMS, SERVICES AND STAFF DEVELOPMENT</i>				
Engage and brainstorm with parents and staff to generate new ideas and strategies on how to recruit parents to PAC/PC and increase overall enrollment in HS/EHS.	Marie Desha – SS/PI Coordinator Lisa Carr- Manager (ERSEA and FE) Family Services Workers	May 2022 and July 2022		
Provide parents more opportunities to learn about how they can continue their leadership and advocacy role after the leave the program.	Marie Desha – SS/PI Coordinator Laura DeAlmeida – Education Coordinator	June 2022 and November 2022		
Provide more opportunities for parents to increase awareness of the workforce and build their employment skills by participating in SETA activities like screening applicants and interviewing.	Marie Desha – SS/PI Coordinator Lisa Savori, HR Manager	Monthly		
Provide more workshops on effective parenting skills	Lisa Carr – Manager FE Family Services Workers	At least quarterly at center parent meetings		

ITEM III-C-2 – ACTION

APPROVAL OF PROGRAM YEAR 2022-2023 HEAD START AND EARLY HEAD START REFUNDING APPLICATION

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the Program Year 2022-2023 Head Start/Early Head Start Refunding Application. The refunding application is for Year 3 of a 4-year funding cycle. Normally, Head Start grants are a 5-year funding cycle. However, due to a consolidation of the Head Start, Early Head Start and Child Care Partnership grants in 2021-2022, the funding cycle was shortened by one fiscal year, utilizing the funding cycle that would expire first. Should SETA require additional time to complete unfinished projects after the funding cycle ends on July 31, 2024, it may request a no-cost extension for up to 12 months to complete those projects.

A detailed Program Narrative is attached under separate cover. A few highlights for 2022-23 include:

Relinquished Enrollment Slots/Funding - Sacramento City USD requested to voluntarily relinquish 60 enrollment slots to SETA due to Transitional Kindergarten/ Universal Pre-Kindergarten (TK/UPK) expansion and historic declining enrollment in Head Start classrooms. Enrollment slots and funding will be redistributed as follows:

- The Elk Grove USD will serve an additional forty (40) children with disabilities in inclusion classrooms.
 - This model will ensure that four (4) enrollment slots are reserved for children with special needs in 10 additional classrooms within District boundaries.
 - The inclusion classroom will be supported by three staff with an 8:1 child-teacher ratio including a Head Start qualified teacher, two Head Start qualified teacher assistants and a roaming special education teacher
- The SETA Operated Program will serve twenty (20) children at Spinelli Elementary, which opened as a temporary location during the 2021-22 program year to cover the Northview closure during construction. The 20 additional slots will keep the center open in this service area.
- This relinquishment will be effective August 1, 2022.

New Head Start Locations – There are five (5) new Head Start locations proposed for the 2022-23 program year, including:

ITEM III-C-2-ACTION (continued)

Page 2

Site Name Zip Code	Agency	Funded Enrollment	Service Options
Spinelli (from temporary to permanent) 95843	SETA	20 preschool	6.5 hours/day 5 days/week Traditional school year
Florin East Grammar School (from temporary to permanent) 95828	SETA	40 preschool	6.5 hours/day 5 days/week Traditional school year
Foulks Ranch Elementary 95758	Elk Grove USD	24 preschool	3.5 hours/day 4 days/week Traditional school year
Miwok Village Elementary 95757	Elk Grove USD	24 preschool	3.5 hours/day 4 days/week Traditional school year
Pleasant Grove Elementary 95624	Elk Grove USD	24 preschool	3.5 hours/day 4 days/week Traditional school year

Proposed Center Changes

Center Name Agency	Current Funded Enrollment	Rationale for Change
American Legion SETA	16	SCUSD will offer its own infant/toddler program on this campus.
Florence Markofer Elk Grove USD	40	Enrollment slots moved to new center within District boundaries
Sierra Enterprise Elk Grove USD	20	Enrollment slots moved to new center within District boundaries
AM Winn Sacramento City USD	16	Head Start class will be replaced with alternate preschool services
Isador Cohen Sacramento City USD	16	Head Start class will be replaced with alternate preschool services
Mark Twain Sacramento City USD	16	Head Start class will be replaced with alternate preschool services

Head Start–Early Head Start Enrollment Conversion - The SETA Operated Program will be requesting a Head Start-Early Head Start conversion, converting 60 Head Start (preschool) enrollment slots to 8 Early Head Start (infant/toddler) slots. This conversion will help expand part-day services to full-day services in three (3) Early Learning Centers (Strizek Park, Elkhorn and Crossroad Gardens) and offer additional infant/toddler enrollment slots in high need, under-served communities. With the conversion,

- Three AM Head Start classes will extend operational hours from 4 hours/day to 6.5 hours/ day, displacing 60 PM enrollment slots.

ITEM III-C-2-ACTION (continued)

Page 3

- With the high demand for longer hours and the low enrollment in afternoon (PM) sessions, increased operational hours will better meet family’s needs and better align with elementary school schedules.
- No current families will be displaced as a result of this change. Current children not transitioning to Kindergarten will remain at the center with longer hours. Enrollment will be reduced through attrition.
- For families who chose to remain in part-day classes, a transfer to an alternate center in close proximity with part-day hours will be offered.
- The 60 displaced enrollment slots will be converted to 8 new infant/toddler slots, adding one additional enrollment slot at 8 existing EHS centers (Bret Harte, Grizzly Hollow, Hillsdale, Job Corps, Marina Vista, Norma Johnson, North Avenue, Sharon Neese).
- Changes will be effective in August 1, 2022.
- Some of the Head Start cost savings will be used to add an additional Head Start associate teacher to the full-day class to maintain ratios during breaks, lunch periods and off-the-floor time for planning. The remaining funds will be transferred to Early Head Start to support the 8 added enrollment slots. Budget details can be found in the Budget and Budget Justification narrative.

Total Funded Enrollment for 2022-23

Agency	Funded Enrollment 2022-2023	
	Head Start	Early Head Start
SETA Operated Program	1,696	660
Elk Grove USD	480	
Sacramento City USD	676	
San Juan USD	1,044	164
Twin Rivers USD	160	56
WCIC	120	
Total	4,176¹	880¹

¹ Includes a pending HS-EHS conversion of 60 Head Start enrollment slots to 8 EHS enrollment slots

Services for the 2022-2023 program year will commence on August 1, 2022.

A detailed program narrative will be sent under separate cover.

RECOMMENDATION:

Approve the Program Year 2022-2023 Head Start and Early Head Start Refunding Applications.

PRESENTER: Denise Lee

ITEM III-C-3 – ACTION

APPROVAL OF THE SETA HEAD START AND EARLY HEAD START
BUDGETS FOR PROGRAM YEAR 2022-2023

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the 2022-2023 Head Start and Early Head Start budgets. The budgets include Basic and Training and Technical Assistance (TTA) funding for the SETA Operated Program, its five delegate agencies, and two partners. The proposed budgets for 2022-2023, including a conversion of \$298,564 from Head Start to Early Head Start, are as follows:

Head Start Basic (4,176 children/families w/conversion)	\$49,671,768
Head Start Training and Technical Assistance	<u>\$ 527,209</u>
Sub-Total	\$50,198,977

Early Head Start Basic (880 children/families w/conversion)	\$13,457,817
Early Head Start Training and Technical Assistance	<u>\$ 280,062</u>
Sub-Total	\$13,737,880

TOTAL	<u>\$63,936,857</u>
-------	---------------------

In accordance with the Program Instruction, ACF-PI-HS-22-02, issued on April 14th, a Cost of Living Adjustment (COLA) increase of 2.28% and an allocation for Quality Improvement (QI) funding will be forthcoming to address wages, fringe benefits and increased operating costs. In anticipation of the funding guidance letter, SETA is meeting with labor union representatives to negotiate use of the funds in the SETA Operated Program. Funds will also be allocated to delegate agencies and partners. The COLA/QI application will be included on the next meeting agenda.

A copy of the 2022-2023 Head Start and Early Head Start budgets for Basic and Training/Technical Assistance will be sent under separate cover.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the Program Year 2022-2023 Head Start and Early Head Start Budgets for Basic and Training/Technical Assistance (TTA) in the amount of \$63,936,857.

ITEM III-C-4 – ACTION

APPROVAL OF THE 2022-2023 HEAD START AND EARLY HEAD START
PROGRAM OPTIONS AND CENTER LOCATIONS FOR
SACRAMENTO COUNTY

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the program options and center locations for the SETA Operated Program and its delegate agencies and partner for the 2022-2023 Program Year. Proposed changes include:

New Head Start locations proposed for 2022-2023 include:

Site Name Zip Code	Agency	Funded Enrollment	Service Options
Spinelli (from temporary to permanent) 95843	SETA	20 preschool	6.5 hours/day 5 days/week Traditional school year
Florin East Grammar School (from temporary to permanent) 95828	SETA	40 preschool	6.5 hours/day 5 days/week Traditional school year
Foulks Ranch Elementary 95758	Elk Grove USD	24 preschool	3.5 hours/day 4 days/week Traditional school year
Miwok Village Elementary 95757	Elk Grove USD	24 preschool	3.5 hours/day 4 days/week Traditional school year
Pleasant Grove Elementary 95624	Elk Grove USD	24 preschool	3.5 hours/day 4 days/week Traditional school year

Proposed center changes for 2022-2023:

Center Name Agency	Current Funded Enrollment	Rationale for Change
American Legion <i>SETA</i>	16	SCUSD will offer its own infant/toddler program on this campus.
Florence Markofer <i>Elk Grove USD</i>	40	Enrollment slots moved to new center within District boundaries
Sierra Enterprise <i>Elk Grove USD</i>	20	Enrollment slots moved to new center within District boundaries
AM Winn <i>Sacramento City USD</i>	16	Head Start class will be replaced with alternate preschool services
Isador Cohen <i>Sacramento City USD</i>	16	Head Start class will be replaced with alternate preschool services
Mark Twain <i>Sacramento City USD</i>	16	Head Start class will be replaced with alternate preschool services

ITEM III-C-4-ACTION (continued)
Page 2

A detailed list of the program options and center locations is attached.

RECOMMENDATION:

Approve the Head Start and Early Head Start countywide program options and center locations for the 2022-2023 program year.

PRESENTER: Denise Lee

Program Options – Countywide 2022-2023

Head Start

(Children age 3-5)

Agency	Programs with 5 Days/Week						Programs with 4 Days/Week				Home-base	TOTAL	
	Year Round					Traditional School Year		Year Round		Traditional School Year			
	4 hrs/day	6.5 hrs/day	7 hrs/day	8 hrs/day	9 hrs/day	6 hrs/day	6.5 hrs/day	6.5 hrs/day	3.5 hrs/day	6.5 hrs/day			7.5 hrs/day
SETA	480	80		260	220		80	113	40	300		123	1,696
Elk Grove USD						60			420				480
Sac. City USD			48				628						676
San Juan USD							1,044						1,044
Twin Rivers USD										160			160
WCIC											120		120
TOTAL	480	80	48	260	220	60	1,752	113	460	460	120	123	4,176¹

¹ Includes 60 less Head Start enrollment slots due to a pending HS-EHS enrollment slot conversion (pending ACF approval)

Early Head Start

(Children age birth - 3 and pregnant women)

Agency	Programs with 5 Days/Week						Home-base	TOTAL
	Traditional School Year			Year Round				
	6.5 hrs/day	7 hrs/day	8 hrs/day	7 hrs/day	8 hrs/day	9 hrs/day		
SETA			9		177	124	350	660
San Juan USD		32		48			84	164
Twin Rivers USD	56							56
TOTAL	56	32	9	48	177	124	434	880¹

¹ Includes 8 additional enrollment slots due to a pending HS-EHS conversion (pending ACF approval)

**SETA OPERATED
HEAD START PROGRAM
Funded Enrollment:
1,696**

Administrative Office:

925 Del Paso Blvd.,
Suite 100
Sacramento, CA 95815
(916) 263-3804

16th Avenue

4104 Martin Luther King Jr.
Blvd.
Sacramento, CA 95820

Alder Grove ELC

816 Revere Street
Sacramento, CA 95818

Bannon Creek

2775 Millcreek Drive
Sacramento, CA 95833

Bret Harte

2761 9th Avenue
Sacramento, CA 95818

Bright Beginnings

10487 White Rock Road, P52
Rancho Cordova, CA 95670

Capital City

7220 24th Street
Sacramento, CA 95822

Collis P Huntington

5917 26th Street
Sacramento, CA 95822

Crossroad Gardens

7322 Florinwood Drive
Sacramento, CA 95823

Dudley

8000 Aztec Way
Antelope, CA 95843

Elkhorn

5249 Elkhorn Blvd.
Sacramento, CA 95660

Florin Grammar

8383 Florin Road
Sacramento, CA 95828

Franklin

6929 Franklin Blvd.
Sacramento, CA 95823

Freedom Park

6015 Watt Avenue, Suite 5
North Highlands, CA 95660

Freeport

2118 Meadowview Drive
Sacramento, CA 95832

Fruitridge

5746 40th Street
Sacramento, CA 95824

Galt

615 2nd Street
Galt, CA 95632

Grizzly Hollow

805 Elk Hills Drive
Galt, CA 95632

Hillsdale

5665 Hillsdale Ave., Bldg. 4
Sacramento, CA 95842

Hopkins Park

2317 Matson Drive
Sacramento, CA 95822

Illa Collins

3530 41st Avenue
Sacramento, CA 95824

Job Corps

3100 Meadowview Road
Sacramento, CA 95832

Kennedy Estates

6501 Elder Creek Road
Sacramento, CA 95824

LaVerne Stewart

5545 Sky Parkway
Sacramento, CA 95823

Marina Vista

263 Seavey Circle
Sacramento, CA 95818

Mather

10546 Peter A. McCuen Road
Mather, CA 95655

Nedra Court

60 Nedra Court
Sacramento, CA 95822

Norma Johnson

3265 Norwood Avenue
Sacramento, CA 95838

North Avenue

1281 North Avenue
Sacramento, CA 95838

Northview

2401 Northview Drive
Sacramento, CA 95833

Parker Avenue

4516 Parker Avenue
Sacramento, CA 95820

Phoenix Park

4400 Shining Star Drive
Sacramento, CA 95823

Sharon Neese

925 Del Paso Blvd., Suite 300
Sacramento, CA 95815

Solid Foundation

7505 Franklin Blvd.
Sacramento, CA 95823

Spinelli

3401 Scotland Drive
Antelope, CA 95843

Strizek Park

3829 Stephen Drive
North Highlands, CA 95660

Walnut Grove

14273 River Road
Walnut Grove, CA 95690

SETA Home Base Program

**ELK GROVE USD
HEAD START
Funded Enrollment:
480**

Administrative Office:

9510 Elk Grove-Florin Rd.,
Room 214
Elk Grove, CA 95624
(916) 686-7595

Charles E. Mack Elementary

4701 Brookfield Drive
Sacramento, CA 95823

David Reese Elementary

7600 Lindale Drive
Sacramento, CA 95828

Foulks Ranch Elementary

6211 Laguna Park Drive
Elk Grove, CA 95758

Franklin Elementary

5401 Dorsey Drive
Elk Grove, CA 95757

Florin Elementary

7300 Kara Drive
Sacramento, CA 95828

**Herman Leimbach
Elementary**

8010 Grandstaff Drive
Room B2
Sacramento, CA 95823

Irene B. West Elementary

8625 Serio Way
Elk Grove, CA 95758

**Isabelle Jackson
Elementary**

8351 Cutler Way
Sacramento, CA 95828

James McKee Elementary

8701 Halverson Drive
Elk Grove, CA 95624

John Reith

8401 Valley Lark Drive
Sacramento CA 95823

Maeola Beitzel Elementary

8140 Caymus Drive
Sacramento CA 95829

Miwok Village Elementary

10070 Lousada Drive
Elk Grove, CA 95757

Pleasant Grove Elementary

10160 Pleasant Grove School
Road
Elk Grove, CA 95624

Prairie Elementary

5251 Valley Hi Drive
Sacramento, CA 95823

**Samuel Kennedy
Elementary**

7037 Briggs Drive
Sacramento, CA 95828

Union House Elementary

7850 Deer Creek Dr.
Sacramento, CA 95823

William Daylor High School

6131 Orange Ave.
Sacramento, CA 95823

**SACRAMENTO CITY USD
HEAD START
Funded Enrollment:
676**

Administrative Office:

Serna Center
5735 47th Avenue
Sacramento, CA 95824
(916) 395-5500

Abraham Lincoln

3324 Glenmoor Drive
Sacramento, CA 95827

Bear Flag

6620 Gloria Drive
Sacramento, CA 95831

Bowling Green - Chacon

6807 Franklin Blvd.
Sacramento, CA 95823

Bowling Green - McCoy

4211 Turnbridge Drive
Sacramento, CA 95823

Camelia

6600 Cougar Drive
Sacramento, CA 95828

Earl Warren

5420 Lowell Street
Sacramento, CA 95820

Edward Kemble

7495 29th Street
Sacramento, CA 95822

Elder Creek

7800 Lemon Hill Avenue
Sacramento, CA 95824

Ethel I. Baker

5717 Laurine Way
Sacramento, CA 95824

Ethel Phillips

2930 21st Avenue
Sacramento, CA 95820

Fr. Keith B. Kenny

3525 Martin Luther King Jr.
Blvd.
Sacramento, CA 95817

Golden Empire

9045 Canberra Drive
Sacramento, CA 95826

H. W. Harkness Elementary
2147 54th Avenue
Sacramento, CA 95822

Hiram Johnson
3535 65th Avenue
Sacramento, CA 95820

James W. Marshall
9525 Goethe Road
Sacramento, CA 95827

John Bidwell
1730 65th Avenue
Sacramento, CA 95822

John Cabrillo
1141 Seamas Avenue
Sacramento, CA 95822

John Sloat
7525 Candlewood Way
Sacramento, CA 95822

John Still
2200 John Still Drive
Sacramento, CA 95832

Leataata Floyd
401 McClatchy Way
Sacramento, CA 95818

Lisbon
7555 S. Land Park Drive
Sacramento, CA 95831

Martin Luther King Jr.
480 Little River Way
Sacramento, CA 95831

Nicholas
6601 Steiner Drive
Sacramento, CA 95823

Oak Ridge Elementary
4501 Martin Luther King Jr.
Blvd.
Sacramento, CA 95820

Pacific
6201 41st Street
Sacramento, CA 95824

Parkway
4720 Forest Parkway
Sacramento, CA 95823

Peter Burnett
6032 36th Avenue
Sacramento, CA 95824

Susan B. Anthony
7864 Detroit Blvd.
Sacramento, CA 95832

Washington
520 18th Street
Sacramento, CA 95814

Woodbine
2500 52nd Ave.
Sacramento, CA 95822

**SAN JUAN USD
HEAD START
Funded Enrollment:
1,044**

Administrative Office:
5309 Kenneth Avenue
Carmichael, CA 95608
(916) 971-7375

Arlington Heights
6401 Trenton Way
Citrus Heights, CA 95621

Choices Charter School
4425 Laurelwood Way
Sacramento, CA 95864

Coleman Elementary
6504 Beech Avenue
Orangevale, CA 95662

Cottage Elementary
2221 Morse Avenue
Sacramento, CA 95825

Coyle
6330 Coyle Avenue
Carmichael, CA 95608

Dyer Kelly
2236 Edison Avenue
Sacramento, CA 95821

Encina
1400 Bell Street
Sacramento, CA 95825

Garfield
3700 Garfield Avenue
Carmichael, CA 95608

General Davie Jr. Center
1500 Dom Way
Sacramento, CA 95864

Grand Oaks
7901 Rosswood Dr.
Citrus Heights, CA 95621

Howe Elementary
2404 Howe Avenue
Sacramento, CA 95825

Kingswood Elementary
5700 Primrose Drive
Citrus Heights, CA 95610

Lichen Elementary
8319 Lichen Drive
Citrus Heights, CA 95621

Mariposa
7940 Mariposa Avenue
Citrus Heights, CA 95610

Marvin Marshall
5309 Kenneth Avenue
Carmichael, CA 95608

Pasadena Elementary
4330 Pasadena Avenue
Sacramento, CA 95821

Ralph Richardson Elementary
4848 Cottage Way
Carmichael, CA 95608

Skycrest Elementary
5641 Mariposa Ave.
Citrus Heights, CA 95610

Sunrise Elementary
7322 Sunrise Blvd.
Citrus Heights, CA 95610

**TWIN RIVERS USD
HEAD START
Funded Enrollment:
160**

Administrative Office:
155 Morey Avenue
Sacramento, CA 95838
(916) 566-3485

Morey Avenue School
155 Morey Avenue
Sacramento, CA 95838

Oakdale Preschool Center
3708 Myrtle Avenue
North Highlands, CA 95660

Rio Linda Preschool Center
631 L Street
Rio Linda, CA 95673

Village Preschool Center
6845 Larchmont Drive
North Highlands, CA 95660

**WOMEN'S CIVIC
IMPROVEMENT CLUB
HEAD START
Funded Enrollment:
120**

Administrative Office:
W.C.I.C./
3555 3rd Avenue
Sacramento, CA 95817
(916) 457-8661

Playmate #1
3930 8th Avenue
Sacramento, CA 95817

Playmate #2
3555 3rd Avenue
Sacramento, CA 95817

**SETA OPERATED
EARLY HEAD START
Funded enrollment:
660**

**SETA Early Head Start
Administrative Office:**
925 Del Paso Blvd.,
Suite 100
Sacramento, CA 95815
(916) 263-3804

16th Avenue
4104 Martin Luther King Jr
Blvd.
Sacramento, CA 95820

Alder Grove I/T
2640 A/B Muir Way
Sacramento, CA 95818

Bret Harte
2761 9th Avenue
Sacramento, CA 95818

Capital City
7220 24th Street
Sacramento, CA 95822

Collis P Huntington
5917 26th Street
Sacramento, CA 95822

Crossroad Gardens
7322 Florinwood Drive
Sacramento, CA 95823

Elkhorn
5249 Elkhorn Blvd.
Sacramento, CA 95660

Freedom Park
6015 Watt Avenue, Suite 5
North Highlands, CA 95660

Galt
615 2nd Street
Galt, CA 95632

Grizzly Hollow
805 Elk Hills Drive
Galt, CA 95632

Hillsdale
5665 Hillsdale Ave., Bldg. 4
Sacramento, CA 95842

Hiram Johnson
3535 65th Street
Sacramento, CA 95820

Hopkins Park
2317 Matson Drive
Sacramento, CA 95822

Job Corps
3100 Meadowview Road
Sacramento, CA 95832

Marina Vista
263 Seavey Circle
Sacramento, CA 95818

Mather
10546 Petersen Avenue
Mather, CA 95655

Norma Johnson
3265 Norwood Avenue
Sacramento, CA 95838

North Avenue
1281 North Avenue
Sacramento, CA 95838

Northview
2401 Northview Drive
Sacramento, CA 95833

Phoenix Park
4400 Shining Star Drive
Sacramento, CA 95823

Sharon Neese
925 Del Paso Blvd., Suite 300
Sacramento, CA 95815

**SETA/SCOE/ROCC EHS
Home Base**

**SAN JUAN USD
EARLY HEAD START
Funded Enrollment:
164**

**San Juan USD
Administrative Office:**
5309 Kenneth Avenue
Carmichael, CA 95608
(916) 971-7375

**Encina Infant/Toddler
Center**
1400 Bell Street
Sacramento, CA 95825

**Fair Oaks Infant/Toddler
Center**
10700 Fair Oaks Blvd.
Fair Oaks, CA 95628

General Davie Jr. Center
1500 Dom Way
Sacramento, CA 95864

**Marvin Marshall Toddler
Center**
5309 Kenneth Avenue
Carmichael, CA 95608

**San Juan Infant/Toddler
Center**
7551 Greenback Lane
Citrus Heights, CA 95610

SJUSD EHS Home Base

**TWIN RIVERS USD
EARLY HEAD START
Funded Enrollment:
56**

Administrative Office:
155 Morey Avenue
Sacramento, CA 95838
(916) 566-3485

Morey Avenue School
155 Morey Avenue
Sacramento, CA 95838

**Oakdale Early Learning
Center**
3708 Myrtle Avenue
North Highlands, CA 95660

**Rio Linda Early Learning
Center**
631 I Street
Rio Linda, CA 95673

**Village Early Learning
Center**
6845 Larchmont Drive
North Highlands, CA 95660

ITEM III-C-5 – ACTION

APPROVAL OF 2022-2023 TRAINING/TECHNICAL ASSISTANCE PLAN FOR
THE SETA HEAD START AND EARLY HEAD START PROGRAM, AS ALIGNED
WITH ESTABLISHED FIVE-YEAR GOALS AND OBJECTIVES

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the Program Year 2022-2023 Head Start and Early Head Start Training/Technical Assistance Plan (TTA).

The TTA Plans were developed to ensure continued quality and improvement and to support training activities for staff and parent development.

The Training and Technical Assistance Plan and Countywide 5-year goals are attached.

RECOMMENDATION:

Approve the Program Year 2022-2023 SETA Head Start and Early Head Start Training/Technical Plan as aligned with established 5-year goals and objectives.

PRESENTER: Denise Lee

PHILOSOPHY

SETA Head Start's program philosophy is based on the premise that all families share certain basic needs and that the Head Start population, in particular, can reap even greater benefits from a comprehensive service delivery system that ensures their needs are met. Our program mission is to improve the lives of low-income children by providing comprehensive child development services that are family focused, including education, health, nutrition, mental health and social services. SETA Head Start's goals are accomplished by involving parents in the complete operation and administration of the program and by supporting the growth of families and staff through the development of advocacy skills, enhanced self-esteem and empowerment. The overall goal is to develop a greater degree of independence among families and the decisions which impact their lives. Finally, SETA Head Start has established as its vision, "Touching Families, Making A Difference."

SETA continually strives to recruit, train and retain the highest quality staff. Ongoing training and technical assistance ensure that all staff are knowledgeable about the Head Start philosophy, goals and objectives, mission, values and Performance Standards of the Head Start and Early Head Start programs.

PLANNING PROCESS

SETA employs a planning process to identify and accomplish the training and professional development needs of Head Start staff, parents, and delegate agencies. This process results in a T/TA Plan which carefully incorporates needs identified through PIR, OHS Monitoring Protocol, Self Assessment, Community Assessment, on-going monitoring results, Desired Results and Child Outcomes, as well as analysis of embedded program and operational reporting systems such as ERSEA reports, ADA reports, etc., and established countywide goals. Ultimately, under the direction of SETA's strong parent organizations (PC/PAC), specific dollars are allocated to these prioritized needs (see attached budget) to ensure staff, parents and delegate agencies receive the necessary training and professional development to move SETA's organization forward.

Several T/TA planning sessions take place in late winter. Participants in the T/TA planning include the SETA Leadership team, Policy Council and Parent Advisory Committee members and delegate agency directors. Participants share information about their community assessment results, Program Self Assessment, most recent ERSEA and health and child outcomes reports, i.e., DRDP-r. Participants identify program strengths and service gaps. A number of areas are identified through these meetings as priorities for T/TA and countywide goal statements are formulated.

Sub-committees, which include staff, parents and countywide content coordinators, update written program area plans and modify or develop policies and procedures for key management systems.

The Training and Technical Assistance Plan was the direct result of an exhaustive and highly collaborative partnership between Head Start Grantee staff, parents, and delegate agencies.

APPROACH TO TRAINING, TECHNICAL ASSISTANCE AND PROGRAM IMPROVEMENT

Adjustments to the Training and Technical Assistance Plan (T/TA) proposed for PY 2022-2023 reflect the combined needs identified and prioritized by parents on the Refunding Grant Application Planning Committee and parents on the Budget/Planning Review Committee. The resulting goals established in the 2022-2023 Self-Assessment Action Plan through careful analysis of results from: PIR, Community Assessment, countywide goals, on-going monitoring, DRDP and ERSEA reports.

A systematic approach was taken to ensure that our 2022-2023 Self-Assessment Action Plan, and associated budget, would reflect current needs identified through a) on-going monitoring, b) PIR results, c) committee reviews of the existing T/TA Plan, as well as the continuing Five-Year Goals and Objectives.

The T/TA Plan was adjusted to align with The Five-Year Goals and Objectives, and the Self-Assessment Action Plan. Items, which were modified on the current T/TA to support specific PIP goals, are denoted with an asterisk *.

OUTCOMES AND TIMETABLES

Outcomes and timetable attainment of the Program Improvement Plan will be tracked and measured on a monthly basis. Leadership Team and Management meetings are conducted weekly with specific agenda content. Agendas will include status reports and check-ins on a bi-weekly basis. This process will allow for careful tracking of progress as it relates to timetables and outcomes attainment in the defined priorities and sub-groups: Early Intervention and Prevention; Record Keeping and Reporting; Planning; Communication; Human Resources/Staff Development/Training; and Health and Nutrition Services.

[NOTES LEGEND: M=Mandated; GNO= Goals and Objectives; PIP= Program Improvement Plan BP=Best Practice,

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes
					HS	EHS	
Child Services and Consultants							
A. Consultants							
The program will use consultants as subject-area experts to ensure that HS/EHS services are aligned with Performance Standards.	HS/EHS Staff	Consultants	Depending on the consultants used, staff will utilize the services of consultants to ensure best practices and adherence to Performance Standards are met. Consultants may also be used as a training resource for staff, and provide coaching when necessary.	Consultants will be scheduled as needed in the program year 22/23	\$3,000	\$1,500	BP
Parent Services							
A. Parent Opportunities							
Parents will be recruited to train for a variety of apprentice type jobs, including working with facilities, office work, working in the kitchen.	HS/EHS parents	Head Start staff	HS/EHS parents will be offered the opportunity to learn skills, including soft skills that potentially may lead to permanent employment opportunities in the community.	October 2022 July 2023	ARP		BP
Parents will have the opportunity to attend Head Start California Parent and Family Engagement Conference, and other conferences in the state.	HS/EHS parents	Conference	Staff and parents will have the opportunity to attend a national Head Start conference. Both parents and staff will be expected to report out to their boards or their peers, on the information they learned and felt was the most impactful.	August 2022-ongoing	\$4,000	\$1,000	GNO

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes
					HS	EHS	
B. Family Literacy Project							
Workforce/Head Start Parent Tuition Reimbursement	HS/EHS parents	Approved vendors from Sacramento County	This reimbursement will be used for parents who request to attend a job training program and the cost is not fully covered by other providers. The expected outcome includes providing opportunities to enrolled HS/EHS parents to become job ready and to provide opportunities for increased economic mobility.	2022-2023	\$3,000	\$1,500	GNO
Parents will be provided books and activities to take home monthly.	HS/EHS parents	SS/PI Coordinator	Parents will be given a book bi-monthly, and activity sheets monthly to do with their child. Activity sheets will focus on literacy and math skills that parents can easily do at home with their child. The expected outcome will be increased literacy scores in children's assessment data, and increased knowledge about the importance of parent participation in school readiness activities	August 2022- July 2023	\$33,000	\$6,000	BP
Parent Safety Training	HS/EHS Parents	Consultants	Home safety workshops will be offered to parents. These workshops will focus on home safety tips including smoke detector maintenance, disaster preparedness and other personal safety topics.	March 2023	HS Basic	EHS Basic	BP

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes
					HS	EHS	
Parent CPR	PAC/PC parents	HS staff	Spaces will be set aside for PAC and PC parents to attend CPR classes held at SETA Head Start. The goal of the training is to offer parents' the opportunity to be trained both in CPR and first aid.	August 2022- July 2023	No Cost	No Cost	BP
Training and Staff Development							
On-going training and conference opportunities and other resources	EHS and HS staff	Trainers, conferences, and resources to be determined.	Staff will be offered the opportunity to engage in a variety of staff development activities with the expected outcome to include increased knowledge in the areas of school readiness, curriculum implementation, and improved CLASS scores.	August 2022- July 2023	\$9,600	\$3,688	M
Out of State Conferences	HS/EHS Staff	ChildPlus, WIPFLI, NHSA Leadership Conference, Parent's as Teachers National	Staff will be offered the opportunity to travel to identified out-of-state conferences to enhance job related competencies.	August 2022- July 2023	\$24,000		BP
Teaching Pyramid	HS Staff	Sacramento County Office of Education	Teaching Pyramid training will continue for HS staff in order to ensure best practices continue in the area of social/emotional support for HS children.	To be determined	\$9,000		BP
CLASS Observer Training/Coaching and CLASS certificates	Grantee and Delegate staff	TeachStone	Teach Stone will be contracted to provide refresher training for HS staff on the use of the CLASS tool. The expected outcome	To be determined	\$15,000	\$2,000	BP

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes
					HS	EHS	
			includes increased confidence and knowledge in the areas that CLASS assess. Expected outcomes also include increased scores on classroom assessment evaluations and CLASS scores.				
Learning Genie	SCUSD	SETA Staff	SETA staff will provide T/TA services to teachers in SCUSD. Allocated money will be used to buy licenses for the program. The expected outcome is a better alignment with countywide practice and more effective implementation of the DRDP for children's assessment.	August, 2022	HS Basic		SA
ReadyRosie Parenting Curriculum	Grantee	SETA Staff	ReadyRosie is the on-line parenting program used with parents to provide video support on topics aligned with the PFCE Framework	August 2022-2023	HS Basic		GO
Parents as Teachers Home-based curriculum training	Home Based Staff	Parents as Teachers	Home visitors will be given an opportunity to participate in on-going training in the PAT curriculum. Funds will also be allocated for annual subscription costs.	To be determined.		\$15,000	GO
ECERS/ITERS Observers	HS/EHS Staff	Consultants	Consultants will be used to independently assess HS/EHS classrooms using the ECERS and ITERS tool. Consultants will also provide reports to staff for continuous improvement and feedback.	March 2023	\$6,000	\$1,000	SA

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes
					HS	EHS	
Family Development Credential	FSW and Home Visitors		Countywide staff will be given the opportunity to participate in this monthly training. The expected outcomes include increased quality services to parents, looking at strength-based approaches to family engagement, and an opportunity to network and collaborate across agencies.	October 2022- July 2023	\$8,000		BP
Trauma-Informed Care Training	HS/EHS Staff	Trainers, resources and coaching	To improve knowledge about trauma and its impact on young children's learning and development Understand how to use strategies that are sensitive to children who may have experienced trauma and that support the health, healing, resilience, and well-being of these children.	March 2023	\$6,000	\$2,000	SA
Curriculum Focus- STEM	HS Staff	SETA Staff	Staff will be given an opportunity to participate in on-going training in the area of STEM practices. Money will be used to provide materials for make and take and to enhance curriculum activities in the classroom.	To be determined	QRIS	QRIS	BP
CCEI Online Professional Development	HS/EHS Staff	CCEI	This is a subscription service that allows teaching staff to engage in on-line professional growth opportunities.	August 2022- July 2023	\$2,000	\$1,000	SA

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes
					HS	EHS	
Quality Improvement Network (QIN)	HS/EHS Staff – with SJUSD and EGUSD	Early Intel/ CCR Analytics	The cost of this year long training gives staff the opportunity to take a deep dive into a problem statement and be guided through the process using data to make decisions and improve practices.	August 2022- July 2023	HS Basic		BP
Career Incentive Plan Funds	HS/EHS Staff	Community College and Universities and Teacher Credentialing	Staff will have the opportunity to be reimbursed a set amount of money annually to continue their education and to keep up required teaching credentials.	August 2022 July 2023	\$15,000	\$1,000	BP
Delegate Support Services							
Delegate/Partner Support Services	Delegate Staff	Delegate Support Staff	The expected outcomes include continued support on policies and procedures and monitoring processes between the grantee and delegate and partner agencies. The grantee may also host its annual Delegate Kick-off meeting.	November 2022	\$4,000		BP
CLASS Reliability Training	EGUSD/SCUSD /TWUSD	TeachStone	<i>TeachStone</i> will be contracted to provide training on reliability training in order to monitor their programs' CLASS scores and act as a CLASS Reliable Observer.	October 2022	\$5,000		BP
Creative Curriculum	Delegate staff	SETA Education Coordinators	SETA Education Coordinators will work with delegate education staff to ensure that delegates are up-	August 2022- July 2023	No cost		BP

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes
					HS	EHS	
			to-date on best practices in using the classroom curriculum.				
Personnel Fringe Benefits	Countywide Training and Technical Assistance Support	Content Coordinators and Specialists	Grantee staff provides ongoing training and technical assistance to SETA Operated and/or delegate agency/partner staff. Training/Technical Assistance is provided upon request, as a result of monitoring outcomes and/or corrective action/program improvement opportunities.	August 2022- July 2023	\$172,210 \$100,484	\$126,145 \$ 73,606	BP
TOTAL					\$419,294	\$235,439	

Sacramento County Head Start and Early Head Start 5-Year Goals 2020-2025

Goal #1 – School Readiness

Increase child outcomes by developing and strengthening Social/Emotional competencies, family partnerships and staff development.

Goal #2 – Health and Wellness

Increase the health and well-being of children birth to age 5 by improving the number of children who are up-to-date on a schedule of age-appropriate preventive and primary health care.

Goal #3 – Attendance

Improve the rate of attendance for children in the Head Start and Early Head Start program.

Goal #4 – Family Engagement

Increase and promote parent and family engagement that is culturally responsive, reflective, and goal oriented in order to support families.

ITEM III-C-6– ACTION

APPROVAL OF SELECTION CRITERIA FOR ENROLLMENT IN
HEAD START OR EARLY HEAD START PROGRAMS

BACKGROUND:

In accordance with Head Start Program Performance Standards (HSPPS), the Governing Board is required, on an annual basis, to review and approve the Countywide Enrollment Selection Criteria for prioritizing enrollment into the Head Start and Early Head Start programs. In March 2022, a team of countywide Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) stakeholders met to review and update the Head Start (preschool) Selection Criteria and the Early Head Start (infants/toddlers/pregnant women) Selection Criteria. As a result of the meeting, there were no recommended changes to either Criteria for the upcoming year.

A copy of each Selection Criteria is attached for review.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the Head Start Enrollment Selection Criteria and the Early Head Start Enrollment Selection Criteria for Sacramento County as attached.

PRESENTER: Denise Lee

EARLY HEAD START SELECTION CRITERIA: SACRAMENTO COUNTY

Unless otherwise indicated, all applicants must meet Head Start Family Income Guidelines

INSTRUCTIONS: Place an "X" by the highest applicable category on the scale (#1 being the highest).

The following criteria is to be used when prioritizing Waiting Lists for enrollment:

- For #1-8, within the same priority ranking, selection is based on age, with the youngest child receiving priority.
- For #9-12, within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, selection for enrollment will be based on individual family needs.
- Center based availability to be determined by individual child's age and family need.
- For State Collaboratives, families must meet Early Head Start income and age requirements (unless waived) and State admissions priorities.

The Early Head Start program can consider individual child and family needs

- _____ 1. Transfer Early Head Start child within Sacramento County with documentation.
(copy of Application and Eligibility Verification Form must be attached to wait list)
- _____ 2. Transfer homeless child or child in foster care from outside of Sacramento County*
*(Now living in Sacramento County)
- _____ 3. Family with a child birth to 36 months of age with a current IFSP.
(up to 10% may exceed Federal Income Guidelines) (waiver necessary)
- _____ 4. A previously enrolled child (who dropped on good standing)
who requests to return to original agency within 60 days.
- _____ 5. Pregnant woman/parent/guardian with a child birth to 12 months of age having
one or more documented family situations within the past year such as:
 - Abuse (physical, substance, sexual & emotional)
 - High Risk Pregnancy (includes moms >35 or <18)
 - Death of a parent/guardian, sibling
 - Parent with developmental delay or other disabling condition
 - Teen Parent
 - Homelessness
 - Foster care
 - CPS
- _____ 6. Pregnant woman/parent/guardian with a child 13 to 36 months of age having
one or more documented family situations within the past year such as:
 - Abuse (physical, substance, sexual & emotional)
 - High Risk Pregnancy (includes moms >35 or <18)
 - Death of a parent/guardian, sibling
 - Parent with developmental delay or other disabling condition
 - Teen Parent
 - Homelessness
 - Foster care
 - CPS
- _____ 7. Pregnant woman/parent/guardian with a child birth to 12 months of age.
- _____ 8. Pregnant woman/parent/guardian with a child 13 to 36 months of age.
- _____ 9. Pregnant woman/parent/guardian with a child birth to 12 months of age
who exceeds Federal Income Guidelines 101 to 130% (waiver necessary).
- _____ 10. Pregnant woman/parent/guardian with a child 13 to 36 months of age
who exceeds Federal Income Guidelines 101 to 130% (waiver
necessary).
- _____ 11. Pregnant woman/parent/guardian with a child birth to 12 months of age
who exceeds Federal Income Guidelines with no cap (waiver necessary).
- _____ 12. Pregnant woman/parent/guardian with a child 13 to 36 months of age who
exceeds Federal Income Guidelines with no cap (waiver necessary).

HEAD START SELECTION CRITERIA SACRAMENTO COUNTY

Instructions: Place an “X” by the category that is applicable to applicant. Selection is based on the “X” that is the highest on the scale.

The following criteria is to be used when prioritizing Waiting Lists for enrollment:

- Within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, the oldest child will be selected.
- Each delegate/grantee agency has the option to determine transfer criteria within its own program.
- All efforts will be made to enroll children with certified Special Education needs to meet the mandated minimum service level of 10% per program.
- For State Collaborative, families must meet Head Start income and age requirements (unless waived) and State admissions priorities.

- _____ 1. 2nd year enrollment within Sacramento County.
- _____ 2. Transition from Early Head Start whose family meets Federal Income Guidelines.
- _____ 3. Transfer Head Start child to the same or another Sacramento Head Start agency.
- _____ 4. Transfer Homeless child or child in foster care from outside of Sacramento County.*
* (Now living in Sacramento County)
- _____ 5. Documented High Risk Families (with child 4-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency:
- abuse (physical, substance, sexual & emotional abuse)
 - homeless
 - foster child (age 5 or under)
 - death of a parent/guardian, sibling
 - other special circumstances (which shall include a child with diagnosed disability (s)).
 - Foster youth with a child (AB 12)
- _____ 6. A previously enrolled child (who dropped on good standing) who requests to return within 60 days whose family meets Federal Income Guidelines.
- _____ 7. 4-year-old child whose family meets Federal Income Guidelines.
- _____ 8. Documented High Risk families (with child 3-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency:
- abuse (physical, substance, sexual & emotional abuse)
 - homeless
 - foster child (age 5 or under)
 - death of a parent/guardian, sibling
 - other special circumstances (which shall include a child with diagnosed disability (s)).
 - Foster youth with a child (AB 12)
- _____ 9. 3-year-old child whose family meets Federal Income Guidelines.
- _____ 10. 4-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary).
- _____ 11. 3-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary).
- _____ 12. 4-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary).
- _____ 13. 3-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary).

ITEM III-C-7 – ACTION

APPROVAL OF BUDGET MODIFICATION REQUEST FOR
HEAD START AND EARLY HEAD START IN PROGRAM YEAR 2021-2022

BACKGROUND:

This agenda item provides the opportunity for the Governing Board to approve a Head Start and Early Head Start Budget Modification, in the amount of \$1,150,000 for program year 2021-22 for the Northview Early Learning Center tenant improvement project. Specifically, \$274,477 will be reprogrammed from Early Head Start CARES Act funding and \$875,523 will be reprogrammed Head Start Basic funding. Both funding sources are on a No Cost Extension from 2019-2020, which will expire on July 31, 2022.

On December 2, 2021, the Governing Board approved a Budget Modification and No Cost Extension request to utilize CARES Act funding for the Northview tenant improvement project. During the planning phase for Northview construction, staff proposed using 50% Head Start/Early Head Start Basic funds and 50% CARES Act funds. While the entire project qualified for CARES Act funding, management decided to reserve a portion of the one-time CARES Act funding to cover increased costs to respond to and recover from COVID-19. This included the purchase of COVID-19 related health and safety supplies including personal protection equipment (PPE). With the pandemic subsiding and expenditures slowing down, staff recommends using the remaining under-spent CARES Act funds, estimated to be \$274,477, toward the Northview project. The remaining \$875,523 will be reprogrammed from 2019-2020 under-spent funds in Head Start Basic. As a result of under-spent funds from a previous year, the program will have a cost savings in the current Head Start and Early Head Start grant that can be used toward future construction/deferred maintenance projects through July 31, 2024.

The Budget Modification will utilize under-spent funds in the Fringe Benefits, Supplies, Contractual and Other cost categories and reprogram to the Construction cost category to complete the Northview project. Specifically, the funding will be reprogrammed from Head Start and Early Head Start as follows:

Head Start Basic Budget (\$875,523)

Grant # 09CH010182 – 05			
Cost Category	Budget	Budget Modification	Updated Budget
Personnel	12,858,611	-	12,858,611
Fringe Benefits	7,479,258	(33,899)	7,445,359
Travel	-	-	-
Equipment	492,989	-	492,989

ITEM III-C-7-ACTION (continued)

Page 2

Supplies	919,572	(220,816)	698,756
Contractual	20,767,257	(306,932)	20,460,325
Contractual (Duration Start-Up)	1,206,091	-	1,206,091
Construction	-	875,523	875,523
Other	4,925,573	(313,876)	4,611,697
Total	48,649,351	-	48,649,351

Early Head Start CARES Act Budget (\$274,477)

Grant #09CH010182 - 05			
Cost Category	Budget	Budget Modification	Updated Budget
Personnel	-	-	-
Fringe Benefits	-	-	-
Travel	-	-	-
Equipment	-	-	-
Supplies	169,535	(121,915)	47,620
Contractual	264,309	-	264,309
Construction	90,000	274,477	364,477
Other	169,535	(152,562)	16,973
Total	693,379	-	693,379

Northview is anticipated to be completed by July 1, 2022.

Staff will present information and be available to answer questions.

RECOMMENDATION:

Approve a budget modification request for Head Start Basic and Early Head Start CARES Act, in the amount of \$1,150,000, to complete the Northview Early Learning Center tenant improvements.

PRESENTER: Denise Lee

ITEM IV-A- INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

PRESENTER: D'et Saurbourne

MEMORANDUM

TO: Ms. Stephanie Nguyen **DATE:** March 29, 2022
FROM: Tracey Anderson, SETA Fiscal Monitor
RE: Desk Fiscal Monitoring of Asian Resources, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Adult	\$220,856	7/1/2021-6/30/2022	7/1/2021-12/31/2021
WIOA	DW	\$55,214	7/1/2021-6/30/2022	7/1/2021-12/31/2021
WIOA	OSY	\$148,019	7/1/2021-6/30/2022	7/1/2021-12/31/2021

Monitoring Purpose: Initial Follow-up Special Final

Date of review: desk review, March 2022

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

Program Operator: Asian Resources, Inc.

Findings and General Observations:

- 1) We have reviewed the WIOA programs from July 1, 2021 to December 31, 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 Lee
Governing Board

MEMORANDUM

TO: Mr. Mel Demoff **DATE:** March 23, 2022

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of Bach Viet Association, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RSS	VESL/ES	\$445,200	10/01/2020-9/30/2022	4/01/2021-9/30/2021
RSS	ES	\$158,500	10/01/2020-9/30/2022	4/01/2021-9/30/2021
RSS	OJT	\$326,800	10/01/2020-9/30/2022	4/01/2021-9/30/2021
RSS	COVID	\$109,200	10/01/2020-9/30/2022	4/01/2021-9/30/2021

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: November 2021, 2/09/2022, 3/21

	AREAS EXAMINED	COMMENTS			
		SATISFACTORY		RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records		X	X	
2	Internal Control	X			
3	Bank Reconciliations	X			
4	Disbursement Control		X	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: Bach Viet Association, Inc.

Findings and General Observations:

- 1) We have reviewed the RESS programs for the period of April 1, 2021 to September 30, 2021. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order except as noted below.
- 2) During support services testing of the COVID supplemental award, it was discovered that Bach Viet made a purchase of laptops but did not have the following records, which establish a need due to COVID, and/or confirm distribution to an active participant.
 - a. COVID Declaration forms
 - b. Sign-outs for the laptops
- 3) During disbursement testing of all Refugee awards it was noted that Bach Viet allocates the total mileage driven by an employee during a month based on percentage of each grant rather than the direct charge method.
- 4) During the final review of the 2018/2019 program year, it was recommended that Bach Viet write a policy and procedure manual to address concerns like those above. Bach Viet has not addressed this recommendation.

Recommendations for Corrective Action:

- 1) Submit a Corrective Action Plan to SETA addressing the observations stated above
- 2) SETA recommends Bach Viet have a set policy and procedure in place for the processing and distribution of electronic devices, which includes having a properly completed sign-out form and "COVID Declaration form" for all COVID related support services. Bach Viet will refund the amount of each laptop (plus tax) that was not given out during the program year or for which SETA does not have appropriate backup documentation.
- 3) SETA recommends Bach Viet have a set policy and procedure in place to tabulate mileage by individual trip based on grant. Moving forward, Bach Viet will then charge the appropriate grant as a direct cost.
- 4) SETA recommends that Bach Viet complete a policy and procedure manual by May 31, 2022.

cc: Denise Lee
Governing Board

MEMORANDUM

TO: Ms. Balmain
FROM: David B. Clark, SETA Fiscal Monitor

DATE: April 7, 2022

RE: Fiscal Desk Monitoring of Folsom Cordova Unified School District – Adult Education

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RSS	ELL	\$73,600	10/1/20 - 9/30/21	10/1/20 - 9/30/21
RSS	Covid-19 Sup.	\$ 9,660	10/1/20 - 9/30/21	10/1/20 - 9/30/21

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: January 31, 2022

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

Program Operator: Folsom Cordova Unified School District – Adult Education

Findings and General Observations:

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

Recommendations for Corrective Action:

None.

cc: Denise Lee
Governing Board

MEMORANDUM

TO: Ms. Lisa Welze **DATE: April 14, 2022 David**
FROM: B. Clark, SETA Fiscal Monitor
RE: Fiscal Desk Monitoring of International Rescue Committee

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RSS	VESL/ES	\$475,200	10/1/20 - 9/30/21	10/1/20 - 9/30/21
RSS	ES TA	\$169,400	10/1/20 - 9/30/21	10/1/20 - 9/30/21
RSS	ELL	\$100,352	10/1/20 - 9/30/21	10/1/20 - 9/30/21
OSY	WIOA	\$108,343	7/1/20 - 6/30/21	7/1/20 - 6/30/21
CSBG	FSS	\$65,001	1/1/20 - 12/31/20	10/1/20 - 12/31/20
CSBG	FSS	\$65,001	1/1/21 - 12/31/21	1/1/21 - 9/30/21
CSBG	SN	\$31,000	1/1/21 - 12/31/21	1/1/21 - 9/30/21
CSBG	SN	\$31,000	1/1/20 - 12/31/20	10/1/20 - 12/31/20
CSBG	CARES-SN	\$60,000	11/2/20 - 3/31/22	11/2/20 - 9/30/21
RSS	Covid19 Supp	\$112,560	11/1/20 - 9/30/21	11/1/20 - 9/30/21

Monitoring Purpose: Initial X Follow-Up ___ Special ___ Final X
Date of review: November 2, 2021
Follow Up: 11/15, 11/16, 11/22, 1/18, 2/1, 2/7, 2/17, 2/18, 2/24

	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 Contract/Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Program Operator: International Rescue Committee

Findings and General Observations:

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

Recommendations for Corrective Action:

None.

cc: Denise Lee
Governing Board

MEMORANDUM

TO: Mr. Stephen Norris DATE: April 4, 2022
FROM: Tracey Anderson, SETA Fiscal Monitor
RE: Desk Fiscal Monitoring of JUMA Ventures, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	OSY	\$100,827	7/1/2021-6/30/2022	7/1/2021-12/31/2021

Monitoring Purpose: Initial X Follow-up Special Final

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		X		
4	Disbursement Control		X		
5	Staff Payroll/Files		X		
6	Fringe Benefits		X		
7	Participant Payroll		X		
8	OJT-Contracts/Files/Payment		X		
9	Indirect Cost Allocation		N/A		
10	Adherence to Budget		X		
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Program Operator: JUMA Ventures, Inc.

Findings and General Observations:

- 1) We have reviewed the WIOA Out-of-School Youth program from July 1, 2021 to December 31, 2021. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Denise Lee
Governing Board

MEMORANDUM

TO: Ms. Kathy Rothberg DATE: April 13, 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>
CSBG	FSS	\$50,000	1/1/2021-12/31/2021	1/1/2021-12/31/2021
WIOA	Adult	\$200,000	7/1/2020-6/30/2021	1/1/2021-6/30/2021
WIOA	DW	\$50,000	7/1/2020-6/30/2021	1/1/2021-6/30/2021
WIOA	OSY	\$120,680	7/1/2020-6/30/2021	1/1/2021-6/30/2021

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

Date of review: March 2022

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

Program Operator: Lao Family Community Development

Findings and General Observations:

- 1) We have reviewed the CSBG Family Self-Sufficiency CARES Act from November 2, 2020 to June 30, 2021 and the WIOA Adult, Dislocated Worker and Out-of-School Youth from January 1, 2021 to June 30, 2021. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Denise Lee
Governing Board

Program Operator: River City Food Bank

Findings and General Observations:

- 1) We have reviewed the CSBG Safety Net and CSBG CARES Act-Safety Net program from January 1, 2021 to March 31, 2022. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Denise Lee
Governing Board

MEMORANDUM

TO: Ms. Jacqueline Rose **DATE:** March 29, 2022

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of Rose Family Creative Empowerment

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	YSS	\$40,000	1/1/2021-12/31/2021	1/1/2021-12/31/2021
CSBG	CARES-Safety Net	\$33,286	11/2/2020-3/31/2022	11/2/2020-9/30/2021

Monitoring Purpose: Initial: Follow-up Special Final:

Date of review: October 2021, 11/17, 12/3, 2/2/2022, 2/25, 3/17, 3/25

	AREAS EXAMINED	COMMENTS			
		SATISFACTORY YES	NO	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	N/A			
8	OJT-Contracts/Files/Payment	N/A			
9	Indirect Cost Allocation	N/A			
10	Adherence to Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

Program Operator: Rose Family Creative Empowerment Center, Inc.

Findings and General Observations:

- 1) We have reviewed the CSBG, YSS and CSBG CARES Safety Net programs from November 2, 2020 to December 31, 2021. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order.
- 2) Many challenges were encountered as Rose Family Creative Empowerment (RFCE) was asked to provide the necessary documentation to complete a fiscal monitoring review. All requested documents were eventually made available, however in order to make the monitoring process more efficient going forward, SETA makes the following recommendations:

Recommendations for Corrective Action:

SETA recommends that RFCE ensure day-to-day financial transactions are entered properly into financial software and keep all supporting documentation readily available.

SETA, to date, has not received any form of financial statements from RFCE. We recommend the Executive Director work with a CPA that is able to provide a financial statement package and a copy be submitted to SETA as soon as possible.

cc: Denise T. Lee
Governing Board

MEMORANDUM

TO: Lt. Larry Carmichael **DATE:** April 13, 2022
FROM: Tracey Anderson, SETA Fiscal Monitor
RE: Desk Fiscal Monitoring of The Salvation Army

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$75,000	1/1/2021-3/31/2022	10/1/2021-3/31/2022
CSBG	SN-CARES	\$60,000	11/2/2020-3/31/2022	10/1/2021-3/31/2022

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: March 2022

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

Program Operator: The Salvation Army

Findings and General Observations:

- 1) We have reviewed the CSBG Safety Net and the CSBG Safety Net CARES Act programs from October 1, 2021 to March 31, 2022. 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 Lee
Governing Board

MEMORANDUM

TO: Ms. Vasseliki Vervilos **DATE:** April 14, 2022
FROM: David B. Clark, SETA Fiscal Monitor
RE: Fiscal Desk Monitoring of Twin Rivers Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RSS	ES/SA	\$ 131,737	10/1/20 - 9/30/21	2/1/21 – 9/30/21
RSS	VESL/ES	\$ 341,107	10/1/20 - 9/30/21	2/1/21 – 9/30/21
RSS	Employment Prog.	\$ 147,000	11/1/20 – 9/30/21	2/1/21 – 9/30/21
RSS	ES/SA	\$ 185,455	10/1/21 - 9/30/22	10/1/21 – 12/31/21
RSS	VESL/ES	\$ 414,300	10/1/21 - 9/30/22	10/1/21 – 12/31/21
RSS	C-19 Addt'l Supp	\$ 153,080	10/1/21 - 9/30/22	10/1/21 – 12/31/21
RSS	COVID 19	\$ 47,170	10/1/21 - 9/30/22	10/1/21 – 12/31/21

Monitoring Purpose: Initial Interim X Special Final X
Date of review: February 9, 2022
Follow up: 2/28, 3/2, 3/3, 3/4

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

Program Operator: Twin Rivers Unified School District

Findings and General Observations:

The total costs as reported to SETA for the RSS programs have been traced to the subgrantee's fiscal records.

Recommendations for Corrective Action:

There are no findings for corrective action in this fiscal desk monitoring.

cc: Denise Lee
Governing Board

MEMORANDUM

TO: Ms. Bridget Alexander **DATE:** April 4, 2022
FROM: Tracey Anderson, SETA Fiscal Monitor
RE: Desk Fiscal Monitoring of Waking the Village

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	OSY	\$122,493	7/1/2021-6/30/2022	7/1/2021-12/31/2021
CSBG	YSS	\$40,000	1/1/2021-12/31/2021	1/1/2021-12/31/2021

Monitoring Purpose: Initial Follow-up Special Final

Date of review: March 2022

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

Program Operator: Waking the Village

Findings and General Observations:

- 1) We have reviewed the WIOA Out-of-School Youth program from July 1, 2021 to December 31, 2021 and the CSBG Youth and Senior Support programs from January 1, 2021 to December 31, 2021. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Denise Lee
Governing Board

ITEM IV-B- INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

PRESENTER: William Walker

SETA- Employer Activity Report

The following is an update of information as of 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
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			
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-C- INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

PRESENTER: William Walker

Dislocated Worker Information PY 2021/2022

The following is an update of information as of April 19, 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
Vestra Labs Serna Center. 5735 47th Avenue Sacramento, CA 95824	Healthcare	30/5/2022	Permanent	72	Sacramento, CA	No	N
TOTAL				555			

ITEM IV-D- INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for the Sacramento MSA for the month of March was 3.7 %.

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

Staff will be available to answer questions.

PRESENTER: Roy Kim

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

Contact: Cara Welch
(916) 227-0298

**SACRAMENTO—ROSEVILLE—ARDEN-ARCADE METROPOLITAN STATISTICAL AREA (MSA)
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)
Most major industry sectors posted month-over and year-over job growth**

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 3.7 percent in March 2022, down from a revised 4.4 percent in February 2022, and below the year-ago estimate of 7.6 percent. This compares with an unadjusted unemployment rate of 4.2 percent for California and 3.8 percent for the nation during the same period. The unemployment rate was 3.3 percent in El Dorado County, 2.8 percent in Placer County, 4.0 percent in Sacramento County, and 3.7 percent in Yolo County.

Between February 2022 and March 2022, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 9,600 to total 1,050,500 jobs.

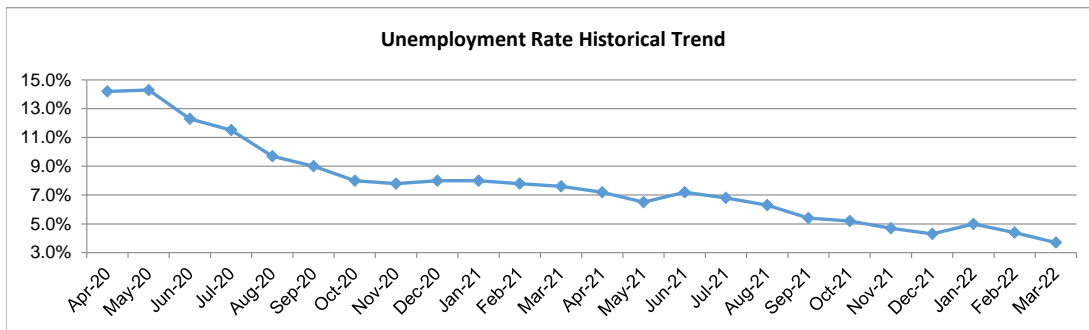
- Employment in leisure and hospitality continued to increase from February to March, adding 2,300 jobs. Accommodation and food services (up 2,100 jobs) posted the largest gain for the industry. Arts, entertainment, and recreation picked up 200 jobs.
- Government added 1,900 jobs in March with job growth in local government (up 1,800 jobs) and state government (up 200 jobs). Meanwhile, federal government lost 100 jobs.
- Trade, transportation, and utilities reported a month-over increase of 1,200 jobs. Retail trade (up 1,100 jobs) was responsible for a majority of the growth, while wholesale trade picked up 300 jobs. These gains were partially offset by a decline in transportation, warehousing, and utilities (down 200 jobs), following a large increase in the previous month.
- Additional employment gains of 500 jobs or more occurred in professional and business services (up 1,000 jobs), construction (up 1,000 jobs), education and health services (up 700 jobs), other services (up 600 jobs), and farm (up 500 jobs).

Between March 2021 and March 2022, total jobs in the region increased by 53,100, or 5.3 percent.

- Leisure and hospitality continued to lead year-over gains for the region, adding 17,600 jobs. Accommodation and food services added 13,900 jobs. Arts, entertainment, and recreation picked up 3,700 jobs.
- Trade, transportation, and utilities employment rose by 7,300 jobs since last March. Employment gains were reported in transportation, warehousing, and utilities (up 3,400 jobs), retail trade (up 3,200 jobs), and wholesale trade (up 700 jobs).
- Government payrolls expanded by 6,600 jobs with job growth in local government (up 4,900 jobs) and state government (up 1,700 jobs).

IMMEDIATE RELEASE
 SACRAMENTO--ROSEVILLE--ARDEN-ARCADE METROPOLITAN STATISTICAL AREA (MSA)
 (El Dorado, Placer, Sacramento, and Yolo Counties)

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 3.7 percent in March 2022, down from a revised 4.4 percent in February 2022, and below the year-ago estimate of 7.6 percent. This compares with an unadjusted unemployment rate of 4.2 percent for California and 3.8 percent for the nation during the same period. The unemployment rate was 3.3 percent in El Dorado County, 2.8 percent in Placer County, 4.0 percent in Sacramento County, and 3.7 percent in Yolo County.



Industry	Feb-2022	Mar-2022	Change		Mar-2021	Mar-2022	Change
	Revised	Prelim				Prelim	

Total, All Industries	1,040,900	1,050,500	9,600		997,400	1,050,500	53,100
Total Farm	7,600	8,100	500		8,000	8,100	100
Total Nonfarm	1,033,300	1,042,400	9,100		989,400	1,042,400	53,000
Mining, Logging, and Construction	75,700	76,700	1,000		71,900	76,700	4,800
Mining and Logging	700	700	0		600	700	100
Construction	75,000	76,000	1,000		71,300	76,000	4,700
Manufacturing	37,700	37,900	200		36,600	37,900	1,300
Trade, Transportation & Utilities	167,900	169,100	1,200		161,800	169,100	7,300
Information	10,200	10,200	0		9,800	10,200	400
Financial Activities	51,900	52,100	200		51,500	52,100	600
Professional & Business Services	139,600	140,600	1,000		135,500	140,600	5,100
Educational & Health Services	173,200	173,900	700		167,700	173,900	6,200
Leisure & Hospitality	99,900	102,200	2,300		84,600	102,200	17,600
Other Services	34,400	35,000	600		31,900	35,000	3,100
Government	242,800	244,700	1,900		238,100	244,700	6,600

Notes: Data not adjusted for seasonality. Data may not add due to rounding
 Labor force data are revised month to month
 Additional data are available on line at www.labormarketinfo.edd.ca.gov

April 15, 2022

Employment Development Department
 Labor Market Information Division
 (916) 262-2162

Sacramento--Roseville--Arden-Arcade MSA
(El Dorado, Placer, Sacramento, and Yolo Counties)
 Industry Employment & Labor Force
 March 2021 Benchmark

Data Not Seasonally Adjusted

	Mar 21	Jan 22	Feb 22 Revised	Mar 22 Prelim	Percent Change Month	Year
Civilian Labor Force (1)	1,097,100	1,110,300	1,122,500	1,130,200	0.7%	3.0%
Civilian Employment	1,014,200	1,054,800	1,073,500	1,088,200	1.4%	7.3%
Civilian Unemployment	82,900	55,500	49,000	41,900	-14.5%	-49.5%
Civilian Unemployment Rate (CA Unemployment Rate)	7.6%	5.0%	4.4%	3.7%		
(U.S. Unemployment Rate)	8.6%	5.5%	4.9%	4.2%		
	6.2%	4.4%	4.1%	3.8%		

Total, All Industries (2)	997,400	1,026,900	1,040,900	1,050,500	0.9%	5.3%
Total Farm	8,000	7,100	7,600	8,100	6.6%	1.3%
Total Nonfarm	989,400	1,019,800	1,033,300	1,042,400	0.9%	5.4%
Total Private	751,300	777,300	790,500	797,700	0.9%	6.2%
Goods Producing	108,500	110,700	113,400	114,600	1.1%	5.6%
Mining, Logging, and Construction	71,900	73,200	75,700	76,700	1.3%	6.7%
Mining and Logging	600	700	700	700	0.0%	16.7%
Construction	71,300	72,500	75,000	76,000	1.3%	6.6%
Construction of Buildings	14,500	15,000	15,900	16,200	1.9%	11.7%
Specialty Trade Contractors	49,600	48,800	50,100	50,800	1.4%	2.4%
Building Foundation & Exterior Contractors	13,900	13,300	13,800	14,000	1.4%	0.7%
Building Equipment Contractors	20,500	19,800	20,400	20,500	0.5%	0.0%
Building Finishing Contractors	10,500	10,500	10,800	10,900	0.9%	3.8%
Manufacturing	36,600	37,500	37,700	37,900	0.5%	3.6%
Durable Goods	22,800	23,400	23,500	23,600	0.4%	3.5%
Computer & Electronic Product Manufacturing	4,500	4,400	4,400	4,400	0.0%	-2.2%
Nondurable Goods	13,800	14,100	14,200	14,300	0.7%	3.6%
Food Manufacturing	5,200	5,400	5,400	5,400	0.0%	3.8%
Service Providing	880,900	909,100	919,900	927,800	0.9%	5.3%
Private Service Providing	642,800	666,600	677,100	683,100	0.9%	6.3%
Trade, Transportation & Utilities	161,800	166,500	167,900	169,100	0.7%	4.5%
Wholesale Trade	26,100	26,200	26,500	26,800	1.1%	2.7%
Merchant Wholesalers, Durable Goods	15,400	15,500	15,700	15,900	1.3%	3.2%
Merchant Wholesalers, Nondurable Goods	9,300	9,500	9,500	9,600	1.1%	3.2%
Retail Trade	99,400	101,500	101,500	102,600	1.1%	3.2%
Motor Vehicle & Parts Dealer	14,300	14,500	14,600	14,800	1.4%	3.5%
Building Material & Garden Equipment Stores	9,400	8,600	8,800	9,100	3.4%	-3.2%
Grocery Stores	20,800	19,600	19,700	19,900	1.0%	-4.3%
Health & Personal Care Stores	5,300	6,100	6,000	6,000	0.0%	13.2%
Clothing & Clothing Accessories Stores	5,400	6,500	6,300	6,400	1.6%	18.5%
Sporting Goods, Hobby, Book & Music Stores	3,500	3,900	3,800	3,900	2.6%	11.4%
General Merchandise Stores	20,000	21,000	20,800	20,600	-1.0%	3.0%
Transportation, Warehousing & Utilities	36,300	38,800	39,900	39,700	-0.5%	9.4%
Information	9,800	10,200	10,200	10,200	0.0%	4.1%
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	51,500	52,000	51,900	52,100	0.4%	1.2%
Finance & Insurance	34,800	34,500	34,500	34,700	0.6%	-0.3%
Credit Intermediation & Related Activities	10,800	10,600	10,500	10,500	0.0%	-2.8%
Depository Credit Intermediation	5,600	5,400	5,400	5,400	0.0%	-3.6%
Nondepository Credit Intermediation	2,600	2,600	2,600	2,600	0.0%	0.0%
Insurance Carriers & Related	20,600	20,500	20,600	20,600	0.0%	0.0%
Real Estate & Rental & Leasing	16,700	17,500	17,400	17,400	0.0%	4.2%
Real Estate	13,700	14,500	14,400	14,300	-0.7%	4.4%
Professional & Business Services	135,500	136,600	139,600	140,600	0.7%	3.8%
Professional, Scientific & Technical Services	59,500	59,400	60,400	60,900	0.8%	2.4%
Architectural, Engineering & Related Services	10,200	10,700	10,900	10,900	0.0%	6.9%
Management of Companies & Enterprises	13,600	13,000	13,200	13,400	1.5%	-1.5%
Administrative & Support & Waste Services	62,400	64,200	66,000	66,300	0.5%	6.3%
Administrative & Support Services	59,400	60,900	62,700	62,900	0.3%	5.9%
Employment Services	20,600	22,300	23,100	23,100	0.0%	12.1%

Data Not Seasonally Adjusted

	Mar 21	Jan 22	Feb 22 Revised	Mar 22 Prelim	Percent Change	
					Month	Year
Services to Buildings & Dwellings	18,100	18,600	19,100	19,200	0.5%	6.1%
Educational & Health Services	167,700	170,500	173,200	173,900	0.4%	3.7%
Education Services	11,900	12,300	12,700	12,700	0.0%	6.7%
Health Care & Social Assistance	155,800	158,200	160,500	161,200	0.4%	3.5%
Ambulatory Health Care Services	56,000	57,900	59,200	59,900	1.2%	7.0%
Hospitals	25,700	25,500	25,900	26,000	0.4%	1.2%
Nursing & Residential Care Facilities	16,700	16,600	17,000	17,000	0.0%	1.8%
Leisure & Hospitality	84,600	98,100	99,900	102,200	2.3%	20.8%
Arts, Entertainment & Recreation	11,900	15,000	15,400	15,600	1.3%	31.1%
Accommodation & Food Services	72,700	83,100	84,500	86,600	2.5%	19.1%
Accommodation	6,400	7,700	7,800	8,000	2.6%	25.0%
Food Services & Drinking Places	66,300	75,400	76,700	78,600	2.5%	18.6%
Restaurants	63,800	71,400	72,700	74,600	2.6%	16.9%
Full-Service Restaurants	24,800	30,800	30,700	31,900	3.9%	28.6%
Limited-Service Eating Places	39,000	40,600	42,000	42,700	1.7%	9.5%
Other Services	31,900	32,700	34,400	35,000	1.7%	9.7%
Repair & Maintenance	10,400	10,500	10,900	11,000	0.9%	5.8%
Government	238,100	242,500	242,800	244,700	0.8%	2.8%
Federal Government	14,300	14,300	14,400	14,300	-0.7%	0.0%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	223,800	228,200	228,400	230,400	0.9%	2.9%
State Government	126,200	127,600	127,700	127,900	0.2%	1.3%
State Government Education	30,400	30,100	29,900	30,200	1.0%	-0.7%
State Government Excluding Education	95,800	97,500	97,800	97,700	-0.1%	2.0%
Local Government	97,600	100,600	100,700	102,500	1.8%	5.0%
Local Government Education	53,100	56,100	56,000	57,400	2.5%	8.1%
Local Government Excluding Education	44,500	44,500	44,700	45,100	0.9%	1.3%
County	19,200	19,000	19,200	19,200	0.0%	0.0%
City	9,400	9,500	9,500	9,700	2.1%	3.2%
Special Districts plus Indian Tribes	15,900	16,000	16,000	16,200	1.3%	1.9%

Notes:

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

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

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

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

#####

REPORT 400 C
Monthly Labor Force Data for Counties
March 2022 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,374,100	18,551,100	823,000	4.2%
ALAMEDA	9	832,800	805,900	26,800	3.2%
ALPINE	40	560	530	30	5.3%
AMADOR	27	14,520	13,860	660	4.5%
BUTTE	26	93,000	88,900	4,100	4.4%
CALAVERAS	14	21,700	20,940	770	3.5%
COLUSA	58	10,850	9,490	1,350	12.5%
CONTRA COSTA	14	556,700	537,400	19,300	3.5%
DEL NORTE	38	9,390	8,920	480	5.1%
EL DORADO	11	93,900	90,800	3,100	3.3%
FRESNO	49	453,900	422,800	31,100	6.9%
GLENN	36	12,690	12,050	640	5.0%
HUMBOLDT	20	59,900	57,800	2,200	3.7%
IMPERIAL	57	70,300	61,600	8,700	12.3%
INYO	18	8,310	8,010	300	3.6%
KERN	53	380,100	351,000	29,200	7.7%
KINGS	51	56,600	52,400	4,300	7.5%
LAKE	36	28,790	27,340	1,450	5.0%
LASSEN	27	8,840	8,440	400	4.5%
LOS ANGELES	35	5,072,300	4,824,600	247,700	4.9%
MADERA	47	63,600	59,500	4,100	6.4%
MARIN	2	132,000	128,800	3,100	2.4%
MARIPOSA	42	6,360	6,000	360	5.7%
MENDOCINO	22	37,600	36,150	1,460	3.9%
MERCED	54	116,800	107,100	9,700	8.3%
MODOC	46	3,170	2,980	190	5.9%
MONO	18	9,550	9,200	350	3.6%
MONTEREY	52	207,700	191,900	15,800	7.6%
NAPA	9	70,100	67,900	2,300	3.2%
NEVADA	11	48,120	46,510	1,600	3.3%
ORANGE	8	1,597,500	1,547,700	49,800	3.1%
PLACER	5	194,400	189,000	5,400	2.8%
PLUMAS	56	6,980	6,380	600	8.6%
RIVERSIDE	24	1,165,800	1,116,200	49,600	4.3%
SACRAMENTO	23	732,300	702,900	29,400	4.0%
SAN BENITO	40	32,700	31,000	1,700	5.3%
SAN BERNARDINO	24	1,020,200	976,200	44,100	4.3%
SAN DIEGO	13	1,596,800	1,542,100	54,700	3.4%
SAN FRANCISCO	3	572,100	557,600	14,500	2.5%
SAN JOAQUIN	42	339,200	319,900	19,200	5.7%
SAN LUIS OBISPO	5	139,000	135,100	3,900	2.8%
SAN MATEO	1	452,600	442,200	10,400	2.3%
SANTA BARBARA	14	221,700	213,900	7,800	3.5%
SANTA CLARA	3	1,047,800	1,022,100	25,700	2.5%
SANTA CRUZ	39	134,700	127,600	7,100	5.2%
SHASTA	29	74,100	70,700	3,400	4.6%
SIERRA	33	1,320	1,260	60	4.8%
SISKIYOU	48	16,070	15,030	1,040	6.5%
SOLANO	29	202,600	193,300	9,200	4.6%
SONOMA	7	249,100	241,700	7,400	3.0%
STANISLAUS	42	241,900	228,200	13,700	5.7%
SUTTER	50	45,900	42,700	3,200	7.0%
TEHAMA	33	25,340	24,130	1,210	4.8%
TRINITY	31	4,320	4,120	200	4.7%
TULARE	55	203,600	186,500	17,100	8.4%
TUOLUMNE	31	20,010	19,080	930	4.7%
VENTURA	14	414,700	400,300	14,400	3.5%
YOLO	20	109,500	105,500	4,100	3.7%
YUBA	42	31,500	29,700	1,800	5.7%

Notes

- 2) Labor force data for all geographic areas now reflect the March 2021 benchmark and Census Vintage 2021 population controls at the state level.
 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.

ITEM IV–E– INFORMATION

HEAD START REPORTS

BACKGROUND:

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

Staff will provide an update on the process of re-opening Head Start centers. Staff will be available to answer questions.

PRESENTER: Denise Lee



SETA Head Start Food Service Operations Monthly Report March, 2022

3/11/2022 – Crossroads Class M was closed due to staffing shortage.
 3/14/2022 – Crossroads Class U was closed due to staffing shortage.
 3/14/2022 – Freeport was closed due to staffing shortage.
 3/21/2022 – Norma Johnson PM Class was closed due to staffing shortage.
 3/25/2022 – Homebase had a field trip to Safetyville USA, we made meals for 75.

	Lunch	PM Snack	Breakfast	Field Trips
	38,742	31,452	32,652	1
Total Amount of Meals and Snacks Prepared				102,921

Purchases:

Food	\$127,969.71
Non - Food	\$33,719.76

Building Maintenance and Repair:	\$0.00
Janitorial & Restroom Supplies:	\$0.00
Kitchen Small Wares and Equipment:	\$0.00
Vehicle Maintenance and Repair :	\$3,633.17
Vehicle Gas / Fuel:	\$2,614.88
Normal Delivery Days	21

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

March 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	148	8%	589	122	21%
Twin Rivers USD	140	45	32%	40	9	23%
Elk Grove USD	440	48	11%			
Sac City USD	736	50	7%			
San Juan USD	1052	125	12%	160	21	13%
WCIC	120	6	5%			
EHS CCP				80	11	14%
COUNTY TOTAL	4244	422	10%	869	163	19%

AFE: Annual Funded Enrollment

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (3/31/22)	(b) % Actual to Funded
Elk Grove USD	440	417	95%
Sacramento City USD	736	484	66%
SETA	1,736	1,515	87%
San Juan USD	1,044	784	75%
Twin Rivers USD	160	158	99%
WCIC/Playmate	120	96	80%
Total	4,236	3,454	82%

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (3/31/22)	(b) % Actual to Funded
SETA	653	572	88%
San Juan USD	164	151	92%
TRUSD	56	55	98%
Total	873	778	89%

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

Reasons for Program Under Enrollment

SETA

- Classroom(s) capped due to limited staffing at the following sites: 16th Ave; Florin, Spinelli, and Strizek – totaling 88 enrollment slots.
- Waiting list exhausted at the following sites: American Legion, Bright Beginnings, Fruitridge, Nedra Court, Strizek Park, and Walnut Grove.

Elk Grove USD

- Enrollment capped at William Daylor and a classroom at Prairie due to limited teaching staff.

Sacramento City USD

- Enrollment capped at the following sites due to limit staffing: Bowling Green, Edward Kemble, John Still and Susan B. Anthony.
- Waiting list exhausted at the following sites: Isador Cohen, John Bidwell, John Cabrillo, and John Sloat.
-

San Juan USD

- Capped classroom(s) at the following sites due to limited teaching staff: Colman, General Davie, Skycrest, and Sunrise.

Twin Rivers USD

- Two openings at Oakdale and one at Rio Linda are pending medical clearance.

WCIC/Playmate

- Remaining families contacted from waiting list declined opportunity to enroll this program year and expressed interest in enrolling 2022-2023 program year.
- Waiting list is currently exhausted. However, enrollment has increased by 7% from last month.

Strategies/Action Step(s) for Under Enrollment

SETA

- Engaged in outreach for recruitment of eligible families, advertised and present in various media outlets on services Head Start provides with the following community partners: I-Can (Crimes Against Victims Assistance Network) and Network Cafe.
- Follow up with Community Partner(s) - Sacramento Loaves and Fishes on referral process and point of contact for families in need of Head Start services.
- Finalizing rollout of television recruitment commercial of Head Start services countywide.

Elk Grove USD

- Interviews were conducted in efforts to fill Paraeducators and Enrollment Technician positions.
- Performed community recruitment through social media platforms, recruitment flyers mailed out to communities in zip codes with low enrollment.

Sacramento City USD

- Recruiting candidates for Enrollment Technician position to increase enrollment processing.
- In addition to posting on social media platforms, mailing recruitment flyers to zip codes with under-enrollment, we will update the Early Learning & Care website to notify families within SCUSD of enrollment opportunities.

San Juan USD

- Used SJUSD media (District wide publications to parents and announcement on school marquees) and social media (Facebook, Instagram) platform for recruitment efforts.
- Posted employment opportunities to recruit candidates for open classified and certified positions.

Twin Rivers USD

- Mail recruitment flyer, post on various social media platforms, connect with past families to build onto current waiting list.

WCIC/Playmate

- Continuing community outreach on Fridays to recruit with local family community resource agencies: Wellspring Women's Center and WIC.

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.