



**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

GOVERNING BOARD

ERIC GUERRA
Councilmember
City of Sacramento

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

SOPHIA SCHERMAN
Public Representative

MAI VANG
Councilmember
City of Sacramento

DENISE LEE

Interim Executive Director

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

Main Office
(916) 263-3800

Head Start
(916) 263-3804

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

DATE: Thursday, June 2, 2022

TIME: 10:00 a.m.

LOCATION: Zoom Location

<https://us02web.zoom.us/j/89267854176?pwd=WTA0SHRyZ2pzOE1UT25md0ppS2tmQT09>

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/89267854176?pwd=WTA0SHRyZ2pzOE1UT25md0ppS2tmQT09>. 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,,89267854176# US (San Jose). Meeting ID: 892 6785 4176. Passcode: 7240751. Find your local number: <https://us02web.zoom.us/u/kc3vUbBmSj>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: Monica.Newton@seta.net. Any member of the public who wishes to speak directly to the board regarding any item on the agenda may contact Monica Newton at (916) 263-3753, or Monica.Newton@seta.net. Please include in your request on which item you would like to participate. Additionally, during the meeting any questions or comments may be submitted via the Q&A or chat features on Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the Governing Board and included in the record.

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

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

A G E N D A

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3. <u>TIMED ITEM 10:00 A.M. AND PUBLIC HEARING</u> Approval of Revision to the Job Specification for Workforce Development Manager (Exempt) (D'et Saurbourne)	24-30
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6. Approval of Sublease Agreement with the California Workforce Association, and Authorize the Executive Director to Execute the Agreement (Roy Kim)	35

B. WORKFORCE DEVELOPMENT DEPARTMENT

One Stop Services:

1. Approval of Funding Extension Recommendations for the Workforce Innovation and Opportunity Act (WIOA), Title I, Youth Program, Program Year 2022-2023 (Terri Carpenter) 36-42
2. Agree with the Sacramento Works, Inc. Board to Approve the Workforce Innovation and Opportunity Act (WIOA) Resource Allocation Plan for 2022-2023 (Roy Kim) 43-44
3. Approval of Funding Extension Recommendations for the Workforce Innovation and Opportunity Act (WIOA), Title I, Adult and Dislocated Worker Programs, Program Year (PY) 2022-2023 (Michelle O'Camb) 45-49

Community Services Block Grant: No Items

Refugee Services:

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C. CHILDREN AND FAMILY SERVICES

1. Approval of Budget Modification Request for Head Start and Early Head Start in Program Year 2021-2022 (Denise Lee) 55-56
2. Approval of the Submission of the Head Start/Early Head Start Cost of Living Adjustment (COLA) and Quality Improvement Application for Program Year 2022-2023 (Denise Lee) 57

IV. Information Items

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 - Twin Rivers Unified School District

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F.	Head Start Reports (Denise Lee)	98-113
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V.	<u>Reports to the Board</u>	114
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C.	Deputy Directors	
D.	Counsel	
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VI.	<u>CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR</u>	
	Pursuant to Government Code Section 54957.6	
	<u>Agency Negotiator</u> : Dee Contreras	
	<u>Employee Organization</u> : AFSCME Local 146	
VII.	<u>Adjournment</u>	

DISTRIBUTION DATE: Thursday, May 26, 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 27, 2022 SPECIAL BOARD MEETING

BACKGROUND:

Attached are the minutes of the April 27, 2022 meeting for your review.

RECOMMENDATION:

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

PRESENTER: Denise Lee

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

Minutes/Synopsis

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

Meeting Held Electronically

Thursday, April 27, 2022
1:00 p.m.

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

Mr. Guerra called the meeting to order at 1:02 p.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
Patrick Kennedy, Vice Chair, Board of Supervisors
Sophia Scherman, Member, Public Representative

II. Consent Items

- A. Approval of Minutes of the April 7, 2022 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of an Appointment to the Community Action Board

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

- A. Approval of Minutes of the April 7, 2022 Regular Board Meeting
- B. Approval of Claims and Warrants for 3/30/22 through 4/20/22
- C. Approval of an Appointment to the Community Action Board

Roll call vote:

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

Nay: 0

Abstention: 0

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval of Findings and Authorization to Extend Use of Teleconferencing Procedures for Board Meetings During Declared State of Emergency and/or

While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing

Mr. Thatch reviewed this item. There are two bills in the legislative process that would extend teleconferencing beyond the state of emergency to be a more normal course.

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

Roll call vote:

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

Nay: 0

Abstention: 0

2. Approval of Appointment to the Sacramento Works Board

Mr. Thatch reported this item was pulled from the agenda and will be re-noticed. No action or discussion was taken.

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

Mr. Walker reviewed in August of 2018 the City of Sacramento established a workforce training agreement with the labor trades/unions. Since 2019, SETA has provided eligibility determinations on behalf of city contractors, subcontractors, and unions to identify priority workers, local hires and individuals who are currently working on these projects. The MOU ended June 2021. SETA continues to provide reports to the City of Sacramento. Currently SETA is in negotiations with the City of Sacramento to extend the contract to August 2023.

Mr. Guerra stated there have been concerns regarding contractors meeting the labor compliance requirements. He would like to receive updates on the project.

Moved/Vang, second/Nottoli, to 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

Roll call vote:

Aye: 5 (Nottoli, Vang, Guerra, Kennedy, Scherman)
Nay: 0
Abstention: 0

Community Services Block Grant: No Items

One Stop Services: No Items

Refugee Services: 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
2. Approval of Program Year 2022-2023 Head Start and Early Head Start Refunding Application
3. Approval of the SETA Head Start and Early Head Start Budgets for Program Year 2022-2023
4. Approval of the 2022-2023 Head Start and Early Head Start Program Options and Center Locations for Sacramento County
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
6. Approval of Selection Criteria for Enrollment in Head Start or Early Head Start Programs

Ms. Denise Lee presented items III-C-1-6 via a PowerPoint presentation. She thanked Ms. Melanie Nicolas for her work on the grant writing process. The annual refunding application is for program year 2022-20223, which is August 1, 2022 through July 21, 2023. We are currently in year two of a five-year funding cycle. This application is for year three. The program will operate in 112 centers, 247 classes. Funded enrollment for Head Start will be 4,176 preschool children. Funded enrollment for Early Head Start will be 880 infants/toddlers. The budget will be \$63,936,857 for Basic operations and Training/Technical Assistance (T/TA). This is the funding amount before the cost of living adjustment (COLA) increase and quality improvement (QI) increase. There are a few anticipated program changes including a voluntary relinquishment of 60 enrollment slots and associated funding from Sacramento City Unified School District to SETA. SETA is proposing to reallocate the 40 enrollment slots and associated funding to Elk Grove Unified School District to expand services to children with disabilities. The remaining twenty (20) enrollment slots will be assigned to Spinelli, which was a temporary center during the Northview construction. There are three classrooms in the Head Start program that will expand from 4 hours/day to 6.5 hours/day.

This would displace the afternoon classes in each of these locations. Instead of losing the 60 displaced enrollment slots, the program will convert them to eight (8) infant/toddler slots and expand services at the Hiram Johnson Early Learning Center. Six centers will close across the county and five new centers will open. Those centers closing will be replaced with alternate preschool/TK services. Countywide program options include full day, part day, year-round, traditional school year, and home-based. The most popular model for Head Start is the traditional school day at 6.5 hours/day. Early Head Start does not have part day options, as they were designed to operate year-round.

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

1. Approval of Annual Self-Assessment for 2021-2022 and Resulting Program Improvement Plan for the SETA-Operated Program
2. Approval of Program Year 2022-2023 Head Start and Early Head Start Refunding Application
3. Approval of the SETA Head Start and Early Head Start Budgets for Program Year 2022-2023
4. Approval of the 2022-2023 Head Start and Early Head Start Program Options and Center Locations for Sacramento County
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
6. Approval of Selection Criteria for Enrollment in Head Start or Early Head Start Programs

Roll call vote:

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

Nay: 0

Abstention: 0

7. Approval of Budget Modification Request for Head Start and Early Head Start in Program Year 2021-2022

Ms. Lee shared this request will move Northview project costs from the current grant year to under-spent funds from a previous grant year. As a result, the current grant year will have under-spent funds that could be reprogrammed for alternate deferred maintenance projects and/or new building/construction.

Moved/Vang, second/Nottoli, to approve the 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

Roll call vote:

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

Nay: 0

Abstention: 0

IV. Information Items

A. Fiscal Monitoring Reports: No Questions

B. Employer Success Stories and Activity Report:

Mr. Walker reported SETA is currently working with a casino in Elk Grove that is part of the Wilton Rancheria; they will be hiring approximately 2,000 individuals.

C. Dislocated Worker Update:

Mr. Walker commented that Vestra Labs was added to the report. They are negotiating to keep staff on, instead of laying off workers.

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

E. Head Start Reports: No Report

V. Reports to the Board

A. Chair: No Report

B. Interim Executive Director: No Report

C. Deputy Directors: No Report

D. Counsel: No Report

E. Members of the Board: No Report

F. Public: None

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

Closed Session was entered at 1:27 p.m. Returned from Closed Session at 1:36 p.m. There was nothing to report out.

VII. Adjournment: The meeting adjourned at 1:36 p.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Denise Lee, Interim Executive Director, has reviewed the claims for the period 4/20/2022 through 5/25/2022, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 4/20/2022 through 5/25/2022.

PRESENTER: Denise Lee

ITEM II-C-CONSENT

APPROVAL TO ADD ANITA R. JOHNSON & ASSOCIATES, INC. TO SETA'S VENDOR SERVICES LIST

BACKGROUND:

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

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

Anita R. Johnson & Associates, Inc. submitted an application in response to SETA's RFQ to offer Financial Literacy/Planning. After evaluating the application, SETA determined that Anita R. Johnson & Associates, Inc. effectively demonstrated its ability to provide the proposed services.

Staff is seeking approval of the attached recommendation.

RECOMMENDATION:

Approve the attached recommendation to add Anita R. Johnson & Associates, Inc. to SETA's VS List.

PRESENTER: Lorena Correa

Vendor Services (VS) List
Staff Recommendation

Applicant: Anita R. Johnson & Associates, Inc.
Location: 225 30th Street, Suite 306
Sacramento, CA 95816

Applicant's Background:

Anita R. Johnson & Associates, Inc. was established in 1998 to promote financial literacy. The organization educates clients in managing their financial affairs assisting them in creating financial spending plans, in saving/investing, applying better home purchasing skills, and improving credit scores. In addition, they help individuals understand their spending behaviors and formulate positive mindsets of change that enable healthy financial decision-making.

As an approved vendor, Anita R. Johnson & Associates, Inc. will provide Financial Literacy/Planning services for adults served within the Sacramento Works AJCC system.

Activity	Rates	Workshop Rate
<p style="text-align: center;">Financial Literacy/Planning*</p> <ul style="list-style-type: none"> ▪ Financial DNA ▪ Financial Spending Plan/Budgeting ▪ Saving/Investing ▪ Purchasing a Home ▪ Credit, Spending, and Debt ▪ Understanding Taxes 	<p>\$125.00 per hour (2-hour min., or \$250) (12-hour max., or \$1,500)</p>	<p>\$100.00 per hour/per person (5 – 20 Participants) (2-hour min., or \$1,000) (12-hour max., or \$24,000)</p>

*All services offered by Anita R. Johnson & Associates, Inc. shall be subject to prior approval by SETA management.

ITEM II-D -CONSENT

APPROVAL TO EXTEND THE AGREEMENT WITH COMMUNITY LINK CAPITAL REGION FOR THE 2-1-1 SACRAMENTO HUMAN SERVICES DATABASE

BACKGROUND:

SETA partners with the County of Sacramento Departments of Human Assistance and Health and Human Services to fund the 2-1-1 Sacramento Human Services Database, the central resources database administered by the Community Link Capital Region. Each department or agency pays a portion of the Community Link cost for the database through a master contract held by the County of Sacramento. SETA has shared the cost of maintaining the database with the County for over 20 years.

The 2-1-1 Sacramento Human Services Database is an important information resource for Sacramento County service providers and residents. Community Link maintains a searchable, comprehensive, human services database of more than 2,400 non-profit and public health and human services organizations. It is the information resource used extensively by SETA for developing the required plans for the Community Service assessment data for grant applications. The information also helps to:

- Connect residents with community resources
- Highlight gaps in services
- Plan emergency services
- Assist with outreach efforts
- Develop neighborhood profiles

Under the master agreement, the amount of \$150,601 is shared among the three benefiting agencies or departments at an allocation of 25% from SETA, 25% from the County Department of Human Services, and 50% from the County Department of Human Assistance. SETA's share will be \$37,650 for fiscal year 2022-2023.

Approval is requested to provide Community Link \$37,650, through the County of Sacramento Master Contract, as SETA's share of the cost of maintaining the 2-1-1 Sacramento Human Services Database for the 2022-2023 fiscal year.

Federal regulations and SETA's procurement policies permit non-competitive procurement when services are available from only a single source. The 2-1-1 Sacramento Human Services Database is only available through the County of Sacramento's central resources database administered under a County Master Agreement by the Community Link Capital Region and this vital service is used extensively by SETA to develop community service assessment data for various plans, policies and grant applications. Therefore, staff is requesting that the Governing Board funds that these services, provided under the County's Master Agreement, are only

ITEM II-D -CONSENT (continued)
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available from a single source and justifies SETA's 25% contribution for its share of the costs to administer the Master Agreement.

RECOMMENDATION:

1. Find that 2-1-1 services, provided under the County's Master Agreement, are only available from a single source and justifies SETA's 25% contribution for its share of costs to administer the Master Agreement.
2. Approve \$37,650 for Community Link to update and maintain the 2-1-1 Sacramento Human Services Database for fiscal year 2022-2023.

PRESENTER: Julie Davis-Jaffe

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

PRESENTER: Legal Counsel

ITEM III-A-2 - ACTION
Public Hearing and Timed Item

APPROVAL OF CHANGES TO THE SETA PERSONNEL POLICIES AND
PROCEDURES REGARDING HIRING OF HEAD START GRANTEE
OPERATED PROGRAM STAFF

BACKGROUND

The SETA Personnel Policies and Procedures provide direction to staff and periodically need to be updated in response to changes to Head Start Standards, the work environment, and the business needs of the Agency.

Currently, the SETA Personnel Policy and Procedures have specific provisions that require the Policy Council to review/approve eligible lists for Head Start positions prior to making a hiring offer. In a highly competitive hiring market, applicants are less likely to wait through lengthy recruitment processes to accept a job offer. Since the Policy Council meets only once per month, SETA risks applicants no longer being available after the Policy Council has reviewed and approved Eligible Lists. The proposed modifications permit Human Resources staff to continue through the hiring process, including making job offers, without delays between Policy Council meetings and/or requiring Special Policy Council meetings for Closed Session to approve Eligible Lists. Hence, the changes allow for more flexibility and faster timelines in the hiring process without removing vital parent participation in the hiring process.

The Agency values the involvement of Head Start parents and the Policy Council in the recruitment process of hiring Head Start staff. In order to continue with this appreciated involvement and hire qualified candidates without delay, some aspects of the policy were modified, as follows:

Eligible Lists (Section 4.05)

- E. ~~Eligible lists for Head start positions will be submitted to the Policy Council for approval.~~ **Recruitment information will be shared with the Policy Council at minimum every other month.**
- F. ~~Only after the eligible list has been approved by the Policy Council may a candidate be officially offered a Head Start position, employed, and report for work.~~

Filling Vacant Positions (Section 5.01)

- E. ~~A vacancy within the Head Start Grantee Operated Program will not be filled until concurrence is reached between the GFS Deputy Director and the Policy Council.~~

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

Appointments (Section 5.02)

F. After the interview and any investigation desired, the Executive Director or Appointing Authority may make appointment from among those candidates approved by the Appointing Authority. ~~and Policy Council, as applicable.~~

The redlined version and final version of each policy are attached.

The Head Start Policy Council approved these changes at their May 24, 2022 meeting.

Staff will be available to answer questions.

RECOMMENDATION:

Open a public hearing, take public testimony, and take action to close the public hearing and approve the updated policies regarding the hiring of Head Start grantee operated program staff.

PRESENTER: D'et Saurbourne

Eligible Lists

Section 4.05

As soon as possible after an examination has been completed, the Executive Director or Appointing Authority shall prepare an eligible list consisting of the names of persons successfully passing the examination and scoring high enough to be included on the eligible list.

- A. Eligible lists are established in rank order of names or scores of those persons available for certification for employment to existing vacancies.
- B. There are the following types of eligible lists:
 - 1. Re-employment: Employees with regular status laid off due to lack of work or reduction in force. Appointment of persons from this list is mandatory.
 - 2. Internal Only List: Employees who have successfully completed all components within an internal only examination.
 - 3. Open List: Persons qualifying as a result of having successfully completed all components within an Open examination.
 - 4. Reinstatement: Persons who have resigned from Agency service, were in good standing with regular status, and have petitioned for reinstatement within one (1) year from the date of resignation.
- C. The life of eligible lists shall be no longer than one (1) year from the date established, unless extended up to one (1) additional year by the Executive Director. However, names shall remain on the reemployment list for two (2) years from the date of layoff.
- D. Eligible lists for the same classification may be merged or combined. This occurs when an eligible list does not have sufficient numbers of candidates needed to fill the anticipated number of vacancies, and additional recruitment is necessary. The two lists are combined or merged to create one eligible list. Candidates from the first list are merged into the new list by score. A new ranking is given and the candidates are notified of their placement on the new list. Candidates merged into the new list may remain on the list for the life of the new list.
- ~~E. Eligible lists for Head Start positions will be submitted to the Policy Council for approval. **Recruitment information will be shared with the Policy Council at minimum every other month.**~~
- ~~F. Only after the eligible list has been approved by the Policy Council may a candidate be officially offered a Head Start position, employed and report to work.~~

Section 5: Certifications, Appointments & Transfers

Filling Vacant Positions

Section 5.01

The Agency is an Equal Opportunity Employer and will consider all applicants accordingly, without regard to race, color, creed, religion, national origin, ancestry, age, genetic information, gender identity and gender expression, physical and/or mental disability, medical condition, sexual orientation, sex (including pregnancy, child birth and related medical conditions), marital status, military and veteran status, political affiliation, or Union membership activity. All vacancies in the Agency shall be filled by transfer, promotion, demotion, reemployment, reinstatement, or from a certified eligible list.

- A. Recruitment procedures for the position of the Executive Director shall be determined by the Governing Board of the Agency.
- B. When recruiting employees for the exempt service, the Executive Director shall use such procedures and methods as deemed appropriate.
- C. The Executive Director shall make an appointment to all available exempt positions as soon as it is reasonably possible to do so; however, as an alternative, a regular employee may be designated to temporarily assume the duties of an exempt position until such time as the exempt position may be filled. During the period in which the regular employee is performing the exempt duties, the employee shall retain all of the rights of a regular employee.
- D. Prior to appointment, candidates may be required to complete a declaration pertaining to possible conflicts of interest or contractual relationships with the Agency.
- ~~E. A vacancy within the Head Start Grantee Operated Program will not be filled until concurrence is reached between the CFS Deputy Director and the Policy Council.~~

Appointments

Section 5.02

- A. For each vacancy in the regular service, the Human Resources Department Chief shall certify those on the eligible list(s). With exception of a reemployment list, if an eligible list contains less than five (5) available candidates, or does not exist for the class in which requisition is made, the Human Resources Chief may certify from a comparable eligible list of substantially the same or higher level.
- B. No Head Start funds may be obligated for payment of salary to any regular employee until the employee has cleared fingerprinting, passed a physical examination, successfully completed a Tuberculosis screen and obtained appropriate adult immunizations.
- C. The Appointing Authority may examine applications, examination records, and any reports of background investigation of the eligible person certified.
- D. The Appointing Authority may conduct any additional investigations or tests of fitness, which are job related.
- E. Appointments made may be subjected to a probation period.
- F. After the interview and any investigation desired, the Executive Director or Appointing Authority may make appointments from among those candidates approved by the Appointing Authority ~~and Policy Council, as applicable.~~
- G. Appointments are made by the Executive Director normally at the first step in the salary range. Appointments at a step higher than the first step will only be made with the approval of the Executive Director and notice will be provided to the Union.
- H. If the eligible person(s) fails to present her/himself for duty at the time and place agreed upon, without a good cause, she/he shall be deemed to have declined the appointment.
- I. Appointments may be made to exempt, probationary, regular, or temporary status.
- J. Probationary Appointment
 1. An appointment where the incumbent will serve a six-month or designated probationary period during which she/he must demonstrate satisfactory performance in order to achieve regular status.
 2. During her/his probation the employee may be released from Agency service, with or without cause, without the right of appeal.

K. Regular Appointment

1. An appointment where the probation period has been satisfactorily served by the incumbent.
2. Continuity of employment is contingent continued funding.
3. There is no status, or right of transfer, to either the City of Sacramento or County of Sacramento.

L. Temporary Appointment

1. An appointment where the incumbent is hired to perform specific tasks in relation to a specific project and for a specified period of days.
2. When deemed essential to the work program, the Executive Director may establish temporary positions that are not provided for in the position and salary plans, subject to confirmation by the Governing Board and Policy Council at its next regular meeting.
3. The salaries established for such positions will not exceed the hourly rate of pay set forth in the salary plan for the full-time employees with comparable qualifications or duties.
4. A probation period does not apply to a temporary employee, nor will she/he be entitled to any benefits afforded regular or full-time employees.

M. Exempt Appointment

1. The appointment of a qualified person to fill a position for which there is no probationary period and the incumbent serves at the pleasure of the appointing authority. Just cause is not required for discipline and there is no appeal right.

N. Appointment at Lower Levels

1. The Executive Director, Head Start Department Chief or Appointing Authority may, when she/he deems it appropriate, fill vacant positions at a lower classification level than that authorized in the position plan.

Eligible Lists

Section 4.05

As soon as possible after an examination has been completed, the Executive Director or Appointing Authority shall prepare an eligible list consisting of the names of persons successfully passing the examination and scoring high enough to be included on the eligible list.

- A. Eligible lists are established in rank order of names or scores of those persons available for certification for employment to existing vacancies.
- B. There are the following types of eligible lists:
 - 1. Re-employment: Employees with regular status laid off due to lack of work or reduction in force. Appointment of persons from this list is mandatory.
 - 2. Internal Only List: Employees who have successfully completed all components within an internal only examination.
 - 3. Open List: Persons qualifying as a result of having successfully completed all components within an Open examination.
 - 4. Reinstatement: Persons who have resigned from Agency service, were in good standing with regular status, and have petitioned for reinstatement within one (1) year from the date of resignation.
- C. The life of eligible lists shall be no longer than one (1) year from the date established, unless extended up to one (1) additional year by the Executive Director. However, names shall remain on the reemployment list for two (2) years from the date of layoff.
- D. Eligible lists for the same classification may be merged or combined. This occurs when an eligible list does not have sufficient numbers of candidates needed to fill the anticipated number of vacancies, and additional recruitment is necessary. The two lists are combined or merged to create one eligible list. Candidates from the first list are merged into the new list by score. A new ranking is given and the candidates are notified of their placement on the new list. Candidates merged into the new list may remain on the list for the life of the new list.
- E. Recruitment information will be shared with the Policy Council at minimum every other month.

Section 5: Certifications, Appointments & Transfers

Filling Vacant Positions

Section 5.01

The Agency is an Equal Opportunity Employer and will consider all applicants accordingly, without regard to race, color, creed, religion, national origin, ancestry, age, genetic information, gender identity and gender expression, physical and/or mental disability, medical condition, sexual orientation, sex (including pregnancy, child birth and related medical conditions), marital status, military and veteran status, political affiliation, or Union membership activity. All vacancies in the Agency shall be filled by transfer, promotion, demotion, reemployment, reinstatement, or from a certified eligible list.

- A. Recruitment procedures for the position of the Executive Director shall be determined by the Governing Board of the Agency.
- B. When recruiting employees for the exempt service, the Executive Director shall use such procedures and methods as deemed appropriate.
- C. The Executive Director shall make an appointment to all available exempt positions as soon as it is reasonably possible to do so; however, as an alternative, a regular employee may be designated to temporarily assume the duties of an exempt position until such time as the exempt position may be filled. During the period in which the regular employee is performing the exempt duties, the employee shall retain all of the rights of a regular employee.
- D. Prior to appointment, candidates may be required to complete a declaration pertaining to possible conflicts of interest or contractual relationships with the Agency.

Appointments

Section 5.02

- A. For each vacancy in the regular service, the Human Resources Department Chief shall certify those on the eligible list(s). With exception of a reemployment list, if an eligible list contains less than five (5) available candidates, or does not exist for the class in which requisition is made, the Human Resources Chief may certify from a comparable eligible list of substantially the same or higher level.
- B. No Head Start funds may be obligated for payment of salary to any regular employee until the employee has cleared fingerprinting, passed a physical examination, successfully completed a Tuberculosis screen and obtained appropriate adult immunizations.
- C. The Appointing Authority may examine applications, examination records, and any reports of background investigation of the eligible person certified.
- D. The Appointing Authority may conduct any additional investigations or tests of fitness, which are job related.
- E. Appointments made may be subjected to a probation period.
- F. After the interview and any investigation desired, the Executive Director or Appointing Authority may make appointments from among those candidates approved by the Appointing Authority.
- G. Appointments are made by the Executive Director normally at the first step in the salary range. Appointments at a step higher than the first step will only be made with the approval of the Executive Director and notice will be provided to the Union.
- H. If the eligible person(s) fails to present her/himself for duty at the time and place agreed upon, without a good cause, she/he shall be deemed to have declined the appointment.
- I. Appointments may be made to exempt, probationary, regular, or temporary status.
- J. Probationary Appointment
 1. An appointment where the incumbent will serve a six-month or designated probationary period during which she/he must demonstrate satisfactory performance in order to achieve regular status.
 2. During her/his probation the employee may be released from Agency service, with or without cause, without the right of appeal.

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L. Temporary Appointment

1. An appointment where the incumbent is hired to perform specific tasks in relation to a specific project and for a specified period of days.
2. When deemed essential to the work program, the Executive Director may establish temporary positions that are not provided for in the position and salary plans, subject to confirmation by the Governing Board and Policy Council at its next regular meeting.
3. The salaries established for such positions will not exceed the hourly rate of pay set forth in the salary plan for the full-time employees with comparable qualifications or duties.
4. A probation period does not apply to a temporary employee, nor will she/he be entitled to any benefits afforded regular or full-time employees.

M. Exempt Appointment

1. The appointment of a qualified person to fill a position for which there is no probationary period and the incumbent serves at the pleasure of the appointing authority. Just cause is not required for discipline and there is no appeal right.

N. Appointment at Lower Levels

1. The Executive Director, Head Start Department Chief or Appointing Authority may, when she/he deems it appropriate, fill vacant positions at a lower classification level than that authorized in the position plan.

ITEM -III-A-3- ACTION
Public Hearing and Timed Item

APPROVAL OF REVISED JOB SPECIFICATION FOR WORKFORCE
DEVELOPMENT MANAGER (EXEMPT)

BACKGROUND:

The Workforce Development Manager job specification was last updated in April 2002. In an effort to recruit for an upcoming vacancy, it is necessary to update the job specification to ensure it complies with federal and state regulations and clarifies employment standards and required qualifications. This will assist in the recruitment process.

Attached is a red-lined version and clean version of the job specification.

RECOMMENDATION:

Open a Public Hearing, receive input, and take action to close the public hearing and approve the revised job specification for the Workforce Development Manager (Exempt).

PRESENTER: D'et Saurbourne

**WORKFORCE DEVELOPMENT MANAGER
(EXEMPT)**

ORGANIZATIONAL RESPONSIBILITY

A Workforce Development Manager is responsible to the Workforce Development Deputy Dire

DEFINITION

Under administrative direction, plans, develops, implements and operates the programs and services assigned to the Workforce Development Department. Responsibilities may include: directing the marketing of programs to employers, planning, implementing, and operating SETA systems and programs; overseeing procurement processes; overseeing the development and modification of plans with a variety of Federal and State agencies; developing applications for funding and grant proposals, preparing program services and conducting workshops; operating the Sacramento Works Job Center system; providing suppo policy boards and their committees, representing the department with service providers, members of the community and other government agencies; coordinating implementation of new programs w organizations and agency staff; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for the position, which has overall responsibility for planning, implementing, and operating SETA workforce development, family self-sufficiency, and emergency services programs.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Plans, organizes, develops, and implements SETA's planning, procurement, system development and program operational functions;
2. Oversees the development of and modifications to SETA's Job Center system a Development Plan, Refugee Services Block Grant plan, and Strategic Business Plans for SETA and Sacramento Works, Inc.;
3. Oversees the implementation and oversight of the Sacramento Works Job Center system and the Workforce Investment Act;
4. Oversees the development of Requests for Proposals procuring program services;
5. Conducts informational workshops;
6. Directs the evaluation and analysis of submitted proposals;
7. Develops SETA funding recommendations of proposals;
8. Organizes and analyzes planning documents and information for the Agency;
9. Develops policy directives;
10. Provides input and assistance in the development of program and department budgets and programs;
11. Oversees the development of public relations for workforce development, serves on various specialized task forces and committees, develops and provides staff support to the SETA policy boards;
12. Implements and directs a comprehensive program for developing and maintaining positive relations with business entities in the region;
13. Assists with the selection of new employees;
14. Trains and supervises staff on assigned responsibilities;
15. Evaluates the work of staff;
16. Makes written and oral reports;
17. Makes presentations to community organizations and groups;

18. Coordinates with other SETA programs.

19. Coordinates proposals which establish collaborative partnerships and leverage resources.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles of organization, administration, program planning and implementation, procurement, supervision and management;
- Laws and regulations affecting the planning, contracting and operations of workforce development systems;
- Development of information materials and manuals;
- Principles and practices of program planning and administration;
- Principles and practices of supervision and training;
- Budget development and fiscal controls;
- Marketing and public relations principles and techniques.

AND

Ability to:

- Plan, organize, coordinate and supervise procurement, planning, and program operation;
- Develop and implement effective planning procedures;
- Develop and implement strategies for budget and expenditure controls;
- Plan, organize and supervise the work of others at various locations;
- Communicate effectively both verbally and in writing;
- Train, supervise, and evaluate the work of others;
- Use a variety of computer software applications to develop and prepare of a variety of reports;
- Oversee development and evaluation of funding levels for program providers;
- Serve as a major resource for solving problems regarding assigned functions;
- Make oral presentations to groups and organizations;
- Effectively represent the agency to community organizations, other government agencies, and concerned people;
- Establish and maintain cooperative working relationships.

AND

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

- I. Graduation from an accredited college or university with major coursework in business administration, economics, social sciences, social work, communications, liberal arts, public relations, government, or a closely related field

AND

- II. Five years of increasingly responsible work experience managing, supervising, planning and/or implementing self-sufficiency and workforce development programs funded by public grants and management or supervisory position.

Essential Physical Attributes:

<u>Required Activity</u>	<u>Description</u>
<u>Dexterity</u>	<u>Constantly picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in typing.</u>
<u>Talking</u>	<u>Frequently expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</u>
<u>Hearing</u>	<u>Often perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</u>
<u>Repetitive Motion</u>	<u>Constant substantial movements (motions) of the wrists, hands, and/or fingers.</u>
<u>Sedentary Work</u>	<u>Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</u>
<u>Visual Acuity</u>	<u>The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.</u>
<u>Environment</u>	<u>The worker is not substantially exposed to adverse environmental conditions.</u>
<u>Relational</u>	<u>The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.</u>

**WORKFORCE DEVELOPMENT MANAGER
(EXEMPT)****ORGANIZATIONAL RESPONSIBILITY**

A Workforce Development Manager is responsible to the *Workforce Development* Deputy Director..

DEFINITION

Under administrative direction, plans, develops, implements and operates the programs and services assigned to the Workforce Development Department. Responsibilities may include: directing the marketing of programs to employers, planning, implementing, and operating SETA systems and programs; overseeing procurement processes; overseeing the development and modification of plans with a variety of Federal and State agencies; developing applications for funding and grant proposals, preparing program services and conducting workshops; operating the Sacramento Works Job Center system; providing support to the SETA policy boards and their committees, representing the department with service providers, members of the community and other government agencies; coordinating implementation of new programs with community organizations and agency staff; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for the position, which has overall responsibility for planning, implementing, and operating SETA workforce development, family self-sufficiency, and emergency services programs.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Plans, organizes, develops, and implements SETA's planning, procurement, system development and program operational functions;
2. Oversees the development of and modifications to SETA's Job Center system and Workforce Development Plan, Refugee Services plan, Community Services Block Grant plan, and Strategic Business Plans for SETA and Sacramento Works, Inc.;
3. Oversees the implementation and oversight of the Sacramento Works Job Center system and the Workforce Investment Act;
4. Oversees the development of Requests for Proposals procuring program services;
5. Conducts informational workshops;
6. Directs the evaluation and analysis of submitted proposals;
7. Develops SETA funding recommendations of proposals;
8. Organizes and analyzes planning documents and information for the Agency;
9. Develops policy directives;
10. Provides input and assistance in the development of program and department budgets and programs;
11. Oversees the development of public relations for workforce development, serves on various specialized task forces and committees, develops and provides staff support to the SETA policy boards;
12. Implements and directs a comprehensive program for developing and maintaining positive relations with business entities in the region;
13. Assists with the selection of new employees;
14. Trains and supervises staff on assigned responsibilities;
15. Evaluates the work of staff;
16. Makes written and oral reports;
17. Makes presentations to community organizations and groups;
18. Coordinates with other SETA programs.
19. Coordinates proposals which establish collaborative partnerships and leverage resources.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles of organization, administration, program planning and implementation, procurement, supervision and management;
- Laws and regulations affecting the planning, contracting and operations of workforce development systems;
- Development of information materials and manuals;
- Principles and practices of program planning and administration;
- Principles and practices of supervision and training;
- Budget development and fiscal controls;
- Marketing and public relations principles and techniques.

AND

Ability to:

- Plan, organize, coordinate and supervise procurement, planning, and program operation;
- Develop and implement effective planning procedures;
- Develop and implement strategies for budget and expenditure controls;
- Plan, organize and supervise the work of others at various locations;
- Communicate effectively both verbally and in writing;
- Train, supervise, and evaluate the work of others;
- Use a variety of computer software applications to develop and prepare of a variety of reports;
- Oversee development and evaluation of funding levels for program providers;
- Serve as a major resource for solving problems regarding assigned functions;
- Make oral presentations to groups and organizations;
- Effectively represent the agency to community organizations, other government agencies, and concerned people;
- Establish and maintain cooperative working relationships.

AND

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

- I. Graduation from an accredited college or university with major coursework in business administration, economics, social sciences, social work, communications, liberal arts, public relations, government, or a closely related field

AND

- II. Five years of increasingly responsible work experience managing, supervising, planning and/or implementing self-sufficiency and workforce development programs funded by public grants and management or supervisory position.

Essential Physical Attributes:

Required Activity	Description
Dexterity	<i>Constantly picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in typing.</i>
Talking	<i>Frequently expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</i>
Hearing	<i>Often perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</i>
Repetitive Motion	<i>Constant substantial movements (motions) of the wrists, hands, and/or fingers.</i>
Sedentary Work	<i>Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</i>
Visual Acuity	<i>The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.</i>
Environment	<i>The worker is not substantially exposed to adverse environmental conditions.</i>
Relational	<i>The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.</i>

ITEM III-A-4-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 the 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 Mr. Matt Lege, SEIU-United Healthcare Workers West, there is one labor sector vacancy. Staff recently received an application from Ms. Denise Tugade, SEIU-United Healthcare Workers West's Government Relations Advocate.

The application was reviewed by legal counsel and is being sent under separate cover.

Staff will be available to answer questions.

RECOMMENDATION:

Review the application of Ms. Denise Tugade from SEIU-United Healthcare Workers West and appoint her to the Sacramento Works, Inc. Board of Directors to fill the vacant labor sector seat.

PRESENTER: Roy Kim

ITEM III-A –5- ACTION

APPROVAL OF SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
RECOMMENDED BUDGET FOR FISCAL YEAR 2022-2023

BACKGROUND:

Under applicable procedures set forth in the California Government Code, the SETA Governing Board is required to approve a Recommended Budget prior to June 30th of each year, with the adoption of the Final Agency Budget occurring no later than October 2nd of each Fiscal Year. The Recommended Budget, as approved by the Governing Board, provides authority to operate in the new fiscal year until adoption of a Final Budget for that fiscal year.

As funding becomes more definite in several programs, the Final Budget presented at the August Governing Board meeting will reflect actual available funding. A public hearing on the Final Budget should commence on August 4, 2022 at 10:00 a.m. or as soon thereafter as is practicable in the Governing Board meeting room at 925 Del Paso Boulevard, Sacramento, California (or via an electronic Board meeting, if necessary) and staff should cause to be posted and published notice of that meeting. The final budget will be submitted to the County and City after SETA Governing Board approval.

A copy of the Recommended Budget will be sent under separate cover.

RECOMMENDATION:

Approve the Recommended Budget and direct staff to print the Recommended Budget and make it available to the public. Schedule a Public Hearing on the Final Budget and direct staff to post and publish notice of that Public Hearing on the Final Budget to commence on August 4, 2022 at 10:00 a.m. or as soon thereafter as is practicable in the Governing Board meeting room at 925 Del Paso Boulevard, Sacramento, California, or via an electronic Board meeting, if necessary.

PRESENTER: D'et Saurbourne

Resolution # 2022-02

BUDGET ADOPTION RESOLUTION
BEFORE THE GOVERNING BOARD OF

Sacramento Employment & Training Agency
Joint Powers Agency of the City & County of Sacramento
State of California

RESOLUTION ADOPTING RECOMMENDED BUDGET

WHEREAS, hearings have been terminated during which time all additions and deletions to the recommended budget for 2022-23 were made, and

THEREFORE, IT IS HEREBY RESOLVED in accordance with Chapter 1 of Division 3, Title 2 of the Government Code (Section 29000, et. seq.), the recommended budget for the Fiscal Year 2022-23 be and is hereby adopted in accordance with the following:

(1) Salaries and employees benefits	\$49,548,170
(2) Services and Supplies	12,045,754
(3) Other charges	51,940,921
(4) Fixed Assets	
(A) Land	0
(B) Structures and improvements	1,359,398
(C) Equipment	0
(5) Expenditure transfers	0
(6) Contingencies	0
(7) Provision for reserve increases	0
TOTAL BUDGET REQUIREMENTS	<u>\$ 114,894,243</u>

BE IT FURTHER RESOLVED that means of financing the expenditures program will be by monies derived from Current Financing and Fund Balance.

BE IT FURTHER RESOLVED that the recommended budget be and is hereby adopted in accordance with the listed attachments which show in detail the approved appropriations, revenues and methods of financing, appropriations limit, total annual appropriations subject to limitations attached hereto and by reference made a part hereof.

BE IT FURTHER RESOLVED AND ORDERED, that the Auditor-Controller be hereby authorized and directed to transfer funds and adjust the reserve accounts in the amounts as shown in the recommended budget adopted herewith.

On a motion by _____, seconded by _____, the foregoing resolution is passed and adopted by the Sacramento Employment and Training Agency Governing Board, this second day of June, 2022 by the following vote, to wit:

Ayes:

Noes:

Absent:

Abstain:

Chair of the SETA Governing Board

ATTACHMENTS:

- Schedule of Changes – FY21-22 to FY22-23
- Schedule of Appropriations
- Schedule A – WIOA Grants
- Schedule of Out-of-State Travel
- Schedule of Fixed Assets
- Schedule of Personnel
- Schedule of Appropriations by Line Item
- Financing Requirements Summary Schedule

ITEM III-A-6-ACTION

APPROVAL OF SUBLEASE AGREEMENT WITH THE CALIFORNIA WORKFORCE ASSOCIATION, AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT

BACKGROUND

The California Workforce Association (CWA) is the state-wide association that represents local workforce development boards throughout California. SETA is a member and SETA's Executive Director serves as a voting member on CWA's Board of Directors. SETA staff work closely with CWA on regional capacity building activities and various workforce development initiatives, including a state-wide joint apprenticeship committee, a homeless employment program, and multiple workgroups on state-wide workforce development policy/procedure.

In late-2021, CWA approached SETA about subleasing office space at the 925 Del Paso Blvd. headquarters. Over the next few months, SETA staff worked with CWA, legal counsel, and Sacramento CA I MG, LLC (landlord), to develop a proposed sublease agreement to sublease approximately 568 sq. ft. that is currently available for use by CWA. The anticipated start date is July 1, 2022.

The proposed Sublease Agreement has been sent under separate cover. Staff will be available to answer questions.

RECOMMENDATION

Approve the Sublease Agreement with the California Workforce Association, subject to final approval by legal counsel, and authorize the Executive Director to execute the agreement.

PRESENTER: Roy Kim

ITEM III-B-1– ACTION

APPROVAL OF FUNDING EXTENSION RECOMMENDATIONS FOR THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA), TITLE I, YOUTH PROGRAM, PROGRAM YEAR 2022-2023

BACKGROUND:

In 2019, SETA procured WIOA Program Operators to provide In-School Youth and Out-of-School Youth services, which allowed one-year extensions for up to three additional years. Subgrants were extended for two twelve-month periods July 1, 2020 - June 30, 2021, and July 1, 2021 – June 30, 2022. SETA/Sacramento Works has the option to extend subgrants for up to one additional year.

The Sacramento WIOA youth funds are allocated in two categories: Individualized Services for In-School Youth and Individualized Services for Out-of-School Youth.

Individualized Services:

The Workforce Innovation and Opportunity Act identified specific program elements to be incorporated into the delivery of youth services.

1. Secondary School Completion Services
2. Alternative Secondary School Services
3. Paid or unpaid work experience that has academic and occupation education as a component of the work experience
4. Occupational Skills Training that leads to recognized post-secondary credentials that align with in-demand industry occupations
5. Education offered concurrently with and in the same context as workforce activities and training for a specific occupation
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive and civic behaviors
7. Supportive Services
8. Adult Mentoring
9. Comprehensive Guidance and Counseling
10. Follow-up Services for not less than 12 months after program completion
11. Financial literacy education
12. Entrepreneurial skills training
13. Career awareness, career counseling and career exploration services about in-demand industry sectors/occupations
14. Activities that help youth prepare for and transition to post-secondary education and training.

The WIOA Youth Program requires that these elements be part of a comprehensive and community-focused program design providing an age continuum of services to the target population. Program services address the barriers of the targeted youth and prepare them to obtain employment in a high wage/high growth industry or in an occupation with future career advancement opportunities, enter an education or training program, attain a degree/certificate, achieve measurable skill gains or return/remain in secondary/alternative secondary school.

Funding Recommendations

SETA is recommending the extension of subgrant awards for an additional year beginning July 1, 2022, and ending June 30, 2023. The funding recommendations are based on actual program enrollment numbers for PY 2021-2022 and the attainment of the state-negotiated performance goal of at least 68% in employment/education placement. See the attached WIOA Youth Program Performance Summary PY 2021-2022 for enrollment goals/actuals and percentages in employment/placement achieved by each provider. Those providers who met or exceeded their enrollment goals but did not meet the 68% placement in education/employment goal were recommended for one additional slot over their enrollment goal. The providers who met or exceeded their enrollment goals and met or exceeded the 68% placement in education/employment goal were recommended for two additional slots over the enrollment goal. Those providers who met the enrollment goal based on the allowable plan deviation of 15% (achieving 85% of their enrollment goal), were not funded for additional slots.

One provider that achieved less than 85% of their enrollment goal is not being recommended for funding:

Since Folsom Cordova Community Partnership is at 50% of their enrollment goal with 12 out of 24 youth enrolled for PY 2021-2022, they are not being recommended for continued funding.

The funding recommendations are contingent upon satisfactory year-end program performance on numbers achieved in employment and education placement, the 20% WEX expenditure requirement, the percentage of participants who achieved measurable skills gain, and the percentage of participants who obtain a credential or diploma.

Program Enrollment Numbers

Defined as the number of participants to be served in the program year including enrollment of target groups.

Placement in Employment or Education

Defined as employment, military service, enrolled in post-secondary education and/or advanced training or occupational skills training.

Attainment of 20% WEX Expenditures for Paid or Unpaid Work Experience

Defined as employment opportunities such as work experiences during the summer and throughout the school year; pre-apprenticeship programs; internships and job shadowing; and on-the-job training.

Measurable Skills Gain

Defined as the percentage of participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skills gains, defined as documented academic, technical, occupational, or other forms of progress, towards a credential or employment.

Credential Rate

Defined as the percentage enrolled in education or training program who attain a recognized postsecondary credential or secondary school diploma within 1 year after program exit.

FUNDING ALLOCATIONS

SETA has not received the Program Year (PY) 2022-2023 Youth funding allocation. The total youth funding recommendation for PY 22-23 is \$1,945,397 and is contingent upon the receipt of the final WIOA allocation. If the final WIOA allocation is less than the projected PY 22-23 allocation, then subgrantee contract amounts will be adjusted proportionately. Should the final WIOA allocation increase or additional funds be made available, service providers may be augmented based on program performance.

Additionally, the funding recommendation includes funding to support the “Youth Voice” Committee Initiative.

Out-of-School Youth Funding	\$ 1,806,181
In-School Youth Funding	\$ 89,216
2023 Youth Voice Committee Initiative	<u>\$ 50,000</u>
Total WIOA Youth Funding Recommendations	<u>\$1,945,397</u>

ITEM III-B-1– ACTION (continued)
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See the attached funding recommendation chart for details.

The Sacramento Works Inc. Board approved these recommendations at their May 25 meeting.

RECOMMENDATION:

Review and approve the staff funding extension recommendations for the WIOA Title I, Youth Program, PY 2022-2023. Approve with the stipulation that all funding recommendations are contingent upon satisfactory year-end program performance reviews and the final WIOA Youth funding allocation for PY 2022-2023. Forward this recommendation to the SETA Governing Board for agreement.

PRESENTER: Terri Carpenter

**WIOA Youth Funding Extension Recommendations
PY 2022-2023**

Out of School Youth Provider	2021-2022 Funding	# of Youth PY 21-22	2022-2023 Funding	# of Youth PY 22-23	Cost Per Participant	Area/Location
Lao Family Community Development	\$ 120,680	20	\$ 132,748	22	\$6,034	North Sacramento, Foothill Farms, Del Paso Heights, Arden-Arcade, Oak Park, South Sacramento, Meadowview, Florin/Hillsdale, EGACE, SCUSD, Galt, Mark Sanders and Franklin AJCCs
Waking the Village	122,493	21	128,326	22	5,833	Foothill Farms, Rio Linda, Del Paso Heights, Arden-Arcade, North Sacramento, Oak Park, Florin, Meadowview/South Sacramento, Downtown/Franklin and Asian Resources AJCCs
Elk Grove Unified School District	232,512	42	215,904	39	5,536	South Sacramento, Elk Grove/Franklin and Galt AJCCs
Sacramento City USD	165,950	25	172,588	26	6,638	South Sacramento, Meadowview, Fruitridge, Florin, Florin-Perkins, North Sacramento, Rancho Cordova, Arden Arcade, Del Paso Heights/SCUSD AJCC
California Human Development	120,000	20	132,000	22	6,000	Galt/Franklin and Galt AJCCs
JUMA Ventures	100,827	17	106,758	18	5,931	Oak Park, Meadowview, Del Paso Heights, Mather Field/Hillsdale and Asian Resources AJCCs
International Rescue Committee	116,500	20	110,675	19	5,825	Arden-Arcade/Hillsdale AJCC
Goodwill Industries	141,336	18	149,188	19	7,852	Downtown, Midtown/ Mark Sanders AJCC
La Familia Counseling Center	189,888	24	181,976	23	7,912	Downtown, Midtown, South Sacramento/Franklin and La Familia AJCCs
Asian Resources, Inc.	148,019	17	156,726	18	8,707	Downtown, Midtown, South Sacramento, Rancho Cordova, North Highlands, Arden-Arcade, South Natomas, Del Paso Heights/Asian Resources, Franklin and Mark Sanders AJCCs
North State Building Industry Foundation	176,712	24	191,438	26	7,363	Foothill Farms, North Highlands, Rancho Cordova, Arden Arcade, Meadowview, South Sacramento, Rosemont, Antelope/Hillsdale, Mather, Crossroads and Greater Sacramento Urban League AJCCs
Greater Sacramento Urban League	113,648	16	127,854	18	7,103	Del Paso Heights, Oak Park/Greater Sacramento Urban League and Hillsdale AJCCs
Folsom Cordova Community Partnership	141,888	24	-	-	-	Rancho Cordova, Rosemont, Folsom and Mather AJCCs
	\$ 1,890,453	288	\$ 1,806,181	272	\$6,640	

**WIOA Youth Funding Extension Recommendations
PY 2022-2023**

In School Youth Provider	2021-2022 Funding	# of Youth PY 21-22	2022-2023 Funding	# of Youth PY 22-23	Cost Per Participant	Area/Location
City of Sacramento Dept of Parks and Rec	83,640	15	89,216	16	5,576	South Natomas, North Sacramento, Del Paso Heights, Midtown, South Sacramento/SCUSD AJCC
	\$83,640	15	\$89,216	16	\$5,576	

Total WIOA Youth Funding	\$ 1,895,397
Youth Committee Initiatives	50,000
Total WIOA Youth Funding Recommendations	\$ 1,945,397

Out-of-School Youth Provider	Goal	Actual	Employment/ Education	Additional Slots Recommended
Lao Family Community Development	20	20	80%	Plus 2
Waking the Village	21	21	47.62%	Plus 1
Elk Grove Unified School District	42	39	40.48%	0
Sacramento City USD	25	26	58.33%	Plus 1
California Human Development	20	22	77.78%	Plus 2
Folsom Cordova Community Partnership	24	12	29.17%	Not recommended
JUMA Ventures	17	17	29.41%	Plus 1
International Rescue Committee	20	19	89.47%	0
Goodwill Industries	18	18	58.82%	Plus 1
La Familia Counseling Center	24	23	71.43%	0
Asian Resources, Inc.	17	17	64.71%	Plus 1
North State Building Industry Foundation	24	30	100%	Plus 2
Greater Sacramento Urban League	16	17	68.75%	Plus 2
In-School Youth Provider	Goal	Actual		
City of Sacramento	15	16	64.29%	Plus 1

Met or exceeded enrollment goal and less than the 68% placement in education/employment goal = Plus 1

Met or exceeded enrollment goal and greater or equal to the 68% placement in education/employment goal = Plus 2

ITEM III-B-2-ACTION

AGREE WITH THE SACRAMENTO WORKS, INC. BOARD TO APPROVE THE
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) RESOURCE
ALLOCATION PLAN FOR 2022-2023

BACKGROUND:

The Resource Allocation Plan (RAP) establishes how funds, allocated to Sacramento County through the Workforce Innovation and Opportunity Act (WIOA), Adult and Dislocated Worker programs, will support services, activities and functions within the Sacramento Works Job Center System (SWJC). Funds that are allocated provide activities and services that assist unemployed and underemployed individuals gain the skills necessary to enter high demand careers in the region and offer employers the services they need to hire qualified candidates. On an annual basis, Sacramento Works, Inc. (SWI) reviews the RAP and approves the percentage of funds that will be allocated to each activity for the next fiscal year.

The allocation for Program Year (PY) 2022-2023 for the WIOA Adult and Dislocated Worker program is pending and is anticipated to be approximately equivalent to the current PY 2021-2022 allocation of \$6,309,397.

For 2022-23, staff is recommending maintaining the current RAP categories and percentages as follows:

63.8%	Career Services
22.4%	Training Services
6.7%	Job Center Support
5.6%	Administration
<u>1.5%</u>	<u>Board Initiatives</u>
100%	Total

The proposed RAP chart and definitions are attached for your review.

The Sacramento Works Board took action to approve the RAP at its May 25, 2022 meeting.

RECOMMENDATION:

Agree with the Sacramento Works, Inc. Board to approve the WIOA Resource Allocation Plan for 2022-2023.

PRESENTER: Roy Kim

Recommended Resource Allocation Plan for FY 2022-2023

Job Center Services Activities and Functions	Allocation % for Fiscal Year 2021-2022	Allocation % for Fiscal Year 2022 2023	WIOA Adult and Dislocated Worker Funding 2021-2022	WIOA Adult and Dislocated Worker Funding 2022-2023	Increase/ Decrease from last year
Career Services: Costs associated with outreach, intake, orientation, registration, eligibility determination, skill review, initial/vocational assessments, career planning/coaching, short-term pre-vocational services, workforce preparation activities, financial literacy, English language acquisition, referral/coordination, information workshops, labor market information, and technology resources. This activity also includes ongoing comprehensive casemanagement services, business services, and facilities/operational costs.	63.8%	63.8%	\$ 4,023,970	\$ 4,023,970	\$ -
Training Services: Costs associated with customers in training activities, including Scholarships/Individual Training Accounts for occupational skills training, On-the-Job Training, pre-apprenticeship and apprenticeship, customized training, incumbent worker training, entrepreneurial training, job readiness training, and ongoing comprehensive case management services for customers in training activities.	22.4%	22.4%	\$ 1,414,730	\$ 1,414,730	\$ -
Job Center Support: Program Monitoring and Quality Control; SacWorks support, Client tracking, reporting and follow-up; capacity building.	6.7%	6.7%	\$ 422,730	\$ 422,730	\$ 0
Administration: General Administration, HR, Payroll, Information Systems, Fiscal and Contracts.	5.6%	5.6%	\$ 353,326	\$ 353,326	\$ (0)
Board Initiatives: Sacramento Works, Inc., Board initiatives, including employer outreach, research, and participation in workforce initiatives.	1.5%	1.5%	\$ 94,641	\$ 94,641	\$ 0
Total	100.02%	100.02%	\$ 6,309,397	\$ 6,309,397	\$ 0

ITEM III-B-3– ACTION

APPROVAL OF FUNDING EXTENSION RECOMMENDATIONS FOR THE WORKFORCE
INNOVATION AND OPPORTUNITY ACT (WIOA), TITLE I, ADULT AND DISLOCATED
WORKER PROGRAMS, PROGRAM YEAR (PY) 2022-2023

BACKGROUND:

On an annual basis, SETA receives Workforce Innovation and Opportunity Act, Title I, Adult and Dislocated Worker (DW) funding from the California Employment Development Department (EDD). These funds are utilized as established in a Resource Allocation Plan (RAP) approved annually by the Sacramento Works, Inc. (SWI) Board, Sacramento’s Local Workforce Development Board (LWDB), and the SETA Governing Board. A portion of the WIOA Adult and DW funds are reserved by SETA to fund SETA-hosted Sacramento Works America’s Job Centers of California (Job Centers) and administrative and support staff, and a portion of the funds are allocated through a Request for Proposals (RFP) process to organizations to host Job Centers. The WIOA, Title I, RFP process is required to be conducted at least once every four years.

On June 4, 2020, the SETA Governing Board approved funding ten organizations to host Job Centers that responded to the Sacramento Works America’s Job Centers System Services RFP released on March 6, 2020. The Job Centers are strategically located throughout Sacramento County and provide job seekers with universal access to a variety of tools and services intended to result in entry into career pathways in high demand occupations. Services include in-depth assessments, career coaching, computer and financial literacy, labor market information and career exploration, job search assistance, adult education and literacy, vocational and entrepreneurial training, and apprenticeship opportunities.

Contracts were negotiated and executed with the funded Job Centers for one-year, which began July 1, 2020. All contracts contain language that provides SETA the sole discretion to extend contracts for up to three additional one-year terms based on program performance and funding availability. All contracts were extended for PY 2021-2022.

As established in the Resource Allocation Plan approved by the Sacramento Works, Inc. (SWI) Board, the allocation for WIOA Adult and Dislocated Worker programs is anticipated to remain unchanged from PY 2021-2022 funding levels at \$6,309,397. After setting aside the allocations for SWI Board Initiatives (\$94,641), Administration (\$353,326) and Job Center Support (\$422,730), the funds available for direct services to customers are as follows:

Career Services: \$4,023,970
Training Services: \$1,414,730

Of the amounts allocated for direct services to customers, staff is recommending setting aside a total of \$2,953,411 (54%) to provide the following direct services to customers via:

SETA/Partner-hosted Job Center Services:	\$2,893,411
Individual Training Accounts/Support Services:	\$ 60,000

The remaining amounts allocated for direct services to customers, \$2,485,289 (46%), are covered in this funding recommendation.

The purpose of this item is to request the Board's approval to extend contracts for the subcontracted Job Centers to cover PY 2022-2023 services beginning July 1, 2022, as indicated in the attached funding charts. Recommended allocations are based on current program performance and anticipated 2022-2023 funding allocations for the WIOA Adult and Dislocated Worker programs. If approved, the staff funding extension recommendations would increase Job Center contracts by \$92,076 and increase scholarships for training and supportive services by \$100,000. The increases will be absorbed by reductions in SETA-hosted Job Center services, and program and administrative supports.

Through May 12, 2022, the Job Centers have provided Basic Career Services to approximately 21,000 customers and Individualized Career Services to approximately 1,500 customers. The subcontracted Job Centers account for approximately 44 percent of the Basic Career Services provided, and 72 percent of the Individualized Career Services provided system-wide.

SETA met or exceeded all WIOA core performance measures and actual outcomes were as follows:

	<u>Adult</u>	<u>Dislocated Worker</u>
Employment Rate (Q2):	68.00%	73.20%
Median Earnings (3 Mo.):	\$6,102	\$7,784

System-wide, the Job Centers have been limble and continued to successfully served customers despite the COVID pandemic, experiencing a 40 percent increase for Basic customers and a 9 percent decrease for Individualized customers.

The system continues to struggle to meet the State-added requirement that local areas expend at least 20 percent of all WIOA funds on training services. Therefore, staff is recommending that all Job Center contracts continue to include the provision requiring that a minimum of 20 percent of the funds be expended on training services.

SETA staff have monitored and evaluated Job Centers on overall past program performance and their ability to meet planned performance levels. Evaluation criteria reviewed for performance include:

- Achievement of planned performance goals
- Ability to enroll and serve target populations
- Achievement of WIOA Adult and Dislocated Worker Performance Outcomes
- Documentation of services and client progress towards goal attainment in the CalJOBS case management system
- Ability to provide required WIOA program elements and adhere to policies and program guidelines

A summary of Job Center program performance is attached. Staff have ranked the Job Centers based on overall performance. Job Centers in Rank 1 are recommended for a 10 percent increase in their Career Services allocations, Job Centers in Rank 2 are recommended for level funding in their Career Services allocations, and the Job Center in Rank 3 is recommended for a 10 percent decrease in its Career Services allocation.

RECOMMENDATIONS:

Approve staff funding extension recommendations for the WIOA Title I, Adult/Dislocated Worker Programs as listed on the attached chart, and approve the stipulation that all Job Center contracts will include the requirement that a minimum of 20 percent of the funds be expended on training services.

PRESENTER: Michelle O’Camb

Sacramento Employment and Training Agency
Workforce Innovation and Opportunity Act (WIOA) Title I, Adult/Dislocated Worker
Sacramento Works Job Center Services
Staff Funding Extension Recommendation
FY 2022 - 2023

Performance Ranking	Applicant Agency	CURRENT WIOA FUNDING 2021-22		WIOA FUNDING EXTENSION RECOMMENDATIONS 2022-23			
		Total Funding (Includes \$10,000 in Scholarships)	Numbers to be Served (Basic)	Funding Amounts (Basic and Individualized Career Services)	Scholarship Funding*	Cost Per Customer	Number to be Served** (Basic Career Services)
Subcontracted Sacramento Works America's Job Center System Services							
1	Sacramento City USD	\$ 220,000	1,167	\$ 231,000	\$ 20,000	\$ 180	1,283
1	Elk Grove USD	325,000	1,186	346,500	20,000	265	1,305
1	Asian Resources, Inc.	276,070	1,470	292,677	20,000	181	1,617
1	California Human Development Corporation	197,892	786	206,681	20,000	239	786
2	Lao Family Community Development	260,000	1,250	250,000	20,000	200	1,250
2	La Familia Counseling Center, Inc.	260,000	1,168	250,000	20,000	214	1,168
2	Fruitridge (Pivot Sac)	160,000	774	150,000	20,000	194	774
2	Folsom Cordova Community Partnership	310,000	1,402	300,000	20,000	214	1,402
2	Greater Sacramento Urban League	268,431	1,444	258,431	20,000	179	1,444
3	PRIDE Industries	158,205	1,120	142,385	20,000	132	1,076
Total Subcontracted		\$2,435,598	11,767	\$2,427,674	\$200,000	\$201	12,106

****A minimum of 10% of Total Customers must be served under Individualized Career Services.**

WIOA Job Center Performance PY2021-2022

Job Center Performance

Agency	"Basic Service" Score (10)	"Basic Service" Actual	"Enrollment" Score (10)	"Enrollment" Actual	New/Total Enrollment Score (10)	New/Total Enrollment Actual	"Placed at Exit" Score (10)	"Placed at Exit" Actual	"Median Wage" Score (10)	"Median Wage" Actual	Total Performance Score (50)
Sac City	9.9	1254.0	7.2	117.0	6.4	39%	8.7	52.0	10.0	20.0	42.09
Elk Grove	9.3	1201.0	7.0	117.0	10.0	62%	5.1	30.0	9.0	18.0	40.43
Asian Resources	10.0	1600.0	7.0	145.0	6.6	41%	8.3	75.0	8.3	16.5	40.12
Galt (CHD)	6.3	536.0	6.7	75.0	9.1	56%	10.0	30.0	8.0	16.0	40.11
Lao Family	7.4	1012.0	10.0	176.0	8.6	53%	2.5	28.0	9.0	18.0	37.56
La Familia	9.8	1251.0	5.8	94.0	7.1	44%	4.9	31.0	9.0	18.0	36.57
Fruitridge	5.1	427.0	8.1	88.0	8.1	50%	5.0	16.0	8.5	17.0	34.86
Folsom Cordova	6.4	982.0	4.6	91.0	6.1	37%	8.2	28.0	8.5	17.0	33.81
GSUL	4.0	624.0	4.7	96.0	9.5	58%	3.3	16.0	9.5	19.0	30.93
PRIDE	9.1	1108.0	5.1	81.0	3.4	21%	0.7	4.0	7.7	15.4	25.99
Average	7.7	999.5	6.6	108.0	7.5	46%	5.7	31.0	8.7	17.5	36.2

ITEM-III-B-4-ACTION

NON-COMPETITIVE PROCUREMENT FINDING AND APPROVAL OF FUNDING AUGMENTATION RECOMMENDATIONS FOR REFUGEE SUPPORT SERVICES (RSS) PROGRAM PROVIDERS, PROGRAM YEAR 2021-22

BACKGROUND:

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

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

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

Through April 30, 2022, five of the RSS provides were between 80 to 100 percent of their end of year enrollment goals under the following program activities:

- Vocational English-as-a-Second Language/Employment Services (VESL/ES)
- Employment Services (ES)
- Vocational English-as-a-Second Language/On-the-the-Job Training (VESL/OJT)
- English Language Learner (ELL) Workforce Navigator

As a result, staff is recommending the following funding augmentations in the total amount of \$1,459,600 for the five RSS providers to expand their enrollment

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capacity by an additional 480 clients, as well as to mitigate any lapse in service to newly arriving refugees:

VESL/ES						
Provider	Current Funding	Current #s	Augmented Amount	Augmented #s	New #s to Serve	New Amount
Bach Viet	\$690,000	230	\$360,000	120	350	\$1,050,000
IRC	\$600,000	200	\$90,000	30	230	\$690,000
Lao Family	\$690,000	230	\$150,000	50	280	\$840,000

ES						
Provider	Current Funding	Current #s	Augmented Amount	Augmented #s	New #s to Serve	New Amount
Bach Viet	\$282,000	141	\$200,000	100	241	\$482,000
IRC	\$200,000	100	\$80,000	40	140	\$280,000
Lao Family	\$240,000	120	\$100,000	50	170	\$340,000

VESL/OJT						
Provider	Current Funding	Current #s	Augmented Amount	Augmented #s	New #s to Serve	New Amount
Bach Viet	\$440,000	55	\$160,000	20	75	\$600,000
Lao Family	\$280,000	35	\$160,000	20	55	\$440,000

ELL Workforce Navigator						
Provider	Current Funding	Current #s	Augmented Amount	Augmented #s	New #s to Serve	New Amount
Elk Grove Adult	\$207,350	65	\$127,600	40	105	\$334,950
Folsom Cordova Adult	\$80,000	25	\$32,000	10	35	\$112,000

Additionally, staff is recommending the following augmented funding in the total amount of \$165,120 for “additional” RSS support services to accompany the five providers’ augmented numbers of refugees to be served:

VESL/ES						
Provider	Current Funding	Current #s	Augmented Amount	Augmented #s	New #s to Serve	New Amount
Bach Viet	\$79,120	230	\$41,280	120	350	\$120,400
IRC	\$68,800	200	\$10,320	30	230	\$79,120
Lao Family	\$79,120	230	\$17,200	50	280	\$96,320

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ES						
Provider	Current Funding	Current #s	Augmented Amount	Augmented #s	New #s to Serve	New Amount
Bach Viet	\$48,504	141	\$34,400	100	241	\$82,904
IRC	\$34,400	100	\$13,760	40	140	\$48,160
Lao Family	\$41,280	120	\$17,200	50	170	\$58,480

VESL/OJT						
Provider	Current Funding	Current #s	Augmented Amount	Augmented #s	New #s to Serve	New Amount
Bach Viet	\$18,920	55	\$6,880	20	75	\$25,800
Lao Family	\$12,040	35	\$6,880	20	55	\$18,920

ELL Workforce Navigator						
Provider	Current Funding	Current #s	Augmented Amount	Augmented #s	New #s to Serve	New Amount
Elk Grove Adult	\$22,360	65	\$13,760	40	105	\$36,120
Folsom Cordova Adult	\$8,600	25	\$3,440	10	35	\$12,040

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

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

ITEM-III-B-4-ACTION (continued)

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RECOMMENDATION

Find that noncompetitive procurement for the augmentations is appropriate due to the existing emergency set forth in the DSS letter and approve the RSS funding augmentation recommendations for the five RSS program providers for PY 2021-22, as indicated above.

PRESENTER: Michelle O’Camb

September 1, 2021

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

Dear Kathy Kossick:

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

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

Sincerely,



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

ITEM III-C-1 – 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 budget modification request for Grant Number 09CH011763-02 to reprogram 2021-2022 Basic funds, in the amount of **\$2,100,800**, from Personnel, Fringe and Construction to Equipment, Supplies and Other.

On April 27, 2022, the Governing Board approved a Head Start and Early Head Start Budget Modification, in the amount of \$1,150,000 for program year 2021-22. Specifically, the Budget Modification reprogrammed \$274,477 from Early Head Start CARES Act funding and \$875,523 from Head Start Basic funding to support the Northview construction project. As a result of the Budget Modification, funds that were budgeted for Northview construction in the 2021-2022 Basic budget would be available for other high priority deferred maintenance projects; projects that would otherwise not be afforded with Basic grant funds.

Additionally, SETA anticipates under-spent funds in Personnel and Fringe Benefits due to staff vacancies during the program year. Fund will be reprogrammed to cover increased operating costs.

The budget modification is as follows with a detailed narrative sent under separate cover.

Head Start Basic Budget (\$2,010,800)

Cost Category	Budget	Budget Modification	Updated Budget
Personnel	\$13,961,014	(\$723,600)	\$13,237,414
Fringe Benefits	8,399,271	(356,400)	8,042,871
Travel	-		-
Equipment	-	695,000	695,000
Supplies	451,000	130,000	581,000
Contractual	22,450,865		22,450,865
Construction	1,060,000	(930,800)	129,200
Other	4,708,182	1,185,800	5,893,982
Total	51,030,332	-	51,030,332

Early Start Basic¹ Budget (\$90,000)

Cost Category	Budget	Budget Modification	Updated Budget
Personnel	\$4,809,731		\$4,809,731
Fringe Benefits	2,872,172		2,872,172
Travel	-		-
Equipment	-		-
Supplies	209,500		209,500
Contractual	4,381,920		4,381,920
Construction	90,000	(90,000)	-
Other	885,930	90,000	975,930
Total	13,249,253	-	13,249,253

¹ includes EHS-CCP, which was consolidated in PY' 2021-22

A detail narrative is sent under separate cover.

Staff will be available to answer questions.

RECOMMENDATION:

Approve a budget modification request for Head Start Basic and Early Head Start, in the amount of \$2,100,800, for deferred maintenance projects and increased operating costs.

PRESENTER: Denise Lee

ITEM III-C-2-ACTION

APPROVAL OF THE SUBMISSION OF THE HEAD START/EARLY HEAD START
COST OF LIVING ADJUSTMENT (COLA) AND QUALITY IMPROVEMENT
APPLICATION FOR PROGRAM YEAR 2022-2023

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the Head Start/Early Head Start Cost of Living Adjustment (COLA) and Quality Improvement (QI) application for Program Year 2022-2023 for \$1,729,147, as follows:

	Head Start	Early Head Start
Cost of Living Adjustment (COLA) ¹	\$1,132,517	\$306,838
Quality Improvement (QI)	\$220,456	\$69,336
TOTAL	\$1,359,780	\$369,367

¹ The COLA amount has been adjusted by \$6,807 to reflect a HS-EHS conversion, pending ACF approval

On April 20, 2022, the Office of Head Start/Administration for Children and Families (OHS/ACF) released Consolidated Appropriations Act 2022 funding for Federal Fiscal Year (FY) 2021, making additional funds available to existing Head Start and Early Head Start programs.

The COLA supports a 2.28 percent adjustment above FY 2021 funding levels to increase the pay scale of Head Start and Early Head Start staff, including vacant positions, fringe benefits, and to offset higher operating costs. Quality Improvement (QI) funds are allocated proportionately based on federal funded enrollment levels. These funds are permanent increases effective at the start of the FY 2022 budget period and are retroactive if this period has already commenced.

Programs that use COLA funds to increase staff salaries must increase the hourly rate of pay and permanently increase the Head Start pay scale rather than only increase the salaries of current employees. SETA management and the union met and negotiated the use of funds. Details can be found in the Budget Narrative. Applications are due June 1, 2022.

Ms. Denise Lee will be available to answer questions.

RECOMMENDATION:

That the Governing Board approve the submission of the Cost of Living Adjustment (COLA) and Quality Improvement (QI) application for the Head Start and Early Head Start base grant in the amount of \$1,729,147 for Program Year 2022-2023.

PRESENTER: Denise Lee

ITEM IV-A-INFORMATION

CALIFORNIA WORKFORCE ASSOCIATION ARTICLE ON THE HOMELESS
TRANSITION EMPLOYMENT PROGRAM

BACKGROUND:

Included is web-link to an article published by the California Workforce Association regarding SETA's Homeless Transition Employment Program.

<https://calworkforce.org/cwa-news/making-a-difference-together-how-the-california-workforce-association-built-a-public-private-coalition-to-fight-homelessness-and-unemployment/>

PRESENTER: Julie Davis-Jaffe

ITEM IV-B- INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

PRESENTER: D'et Saurbourne

MEMORANDUM

TO: Mr. Thomas Stuebner DATE: April 26, 2022

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Fiscal Monitoring Desk Review of California Human Development

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Adult	\$158,314	7/1/21-6/30/22	7/1/2021-12/31/2021
WIOA	Dislocated Worker	\$39,578	7/1/21-6/30/22	7/1/2021-12/31/2021
WIOA	Out-of-School Youth	\$120,000	7/1/21-6/30/22	7/1/2021-12/31/2021

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

Date of review: March 2022; 4/16

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

Program Operator: California Human Development

Findings and General Observations:

- 1) We have reviewed the WIOA Adult, Dislocated Worker and Out of School Youth programs 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: Dr. Tabitha Thompson **DATE: May 3, 2022**

FROM: Tracey Anderson, SETA Fiscal Monitor

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

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & COLA	\$3,582,617	8/1/2021-7/31/22	8/1/2021-1/31/22
Head Start	T & TA	\$14,040	8/1/2021-7/31/22	8/1/2021-1/31/22
Head Start	Covid-19	\$238,688	8/1/2021-7/31/22	8/1/2021-1/31/22

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

Date of review: April 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	Indirect Cost Allocation		N/A		
9	Adherence to Budget		X		
10	In-Kind Contribution		X		
11	Equipment Records		N/A		

Program Operator: Elk Grove Unified School District-Head Start

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2021 to January 31, 2022 for the Head Start programs have been traced to the delegate agency records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

None

cc: Denise Lee
Governing Board
Policy Council

Program Operator: Folsom Cordova Community Partnership

Findings and General Observations:

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

Recommendations for Corrective Action:

None

cc: Denise Lee
Governing Board

MEMORANDUM

TO: Stephanie Goin

DATE: May 4, 2022

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Fiscal Monitoring Desk Review of PRIDE Industries

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Adult	\$126,564	7/1/2021-6/30/22	7/1/2021-12/31/2021
WIOA	DW	\$31,641	7/1/2021-6/30/22	7/1/2021-12/31/2021

Monitoring Purpose: Initial Follow-up Special Final

Date of review: April 25-29, 2022; 5/3

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

Program Operator: PRIDE Industries

Findings and General Observations:

- 1) We have reviewed the WIOA programs 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. Aida Buelna-Valenzuela **DATE:** May 5, 2022
FROM: David B. Clark, SETA Fiscal Monitor
RE: Fiscal Desk Monitoring of Sacramento City Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 6,228,346	8/1/21 – 7/31/22	8/1/21 – 2/28/22
Head Start	T & TA	\$ 31,200	8/1/21 – 7/31/22	8/1/21 – 2/28/22
Head Start	Covid-19	\$ 274,213	8/1/21 – 7/31/22	8/1/21 – 2/28/22
Head Start	ARP	\$ 880,624	4/1/21 – 3/31/23	4/1/21 – 2/28/22
Head Start	CRRSA	\$ 225,032	4/1/21 – 3/31/23	4/1/21 – 2/28/22

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: March 18, 2022
Follow Up: 3/24, 4/1

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

Program Operator: Sacramento City Unified School District

Findings and General Observations:

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

Recommendations for Corrective Action:

None

cc: Denise Lee
Governing Board
Policy Council

MEMORANDUM

TO: Mr. Lisa Teal **DATE:** May 3, 2022

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Fiscal Monitoring Desk Review of San Juan U. S. D.

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
Head Start	Basic & COLA	\$8,963,043	8/1/2021-7/31/22	8/1/2021-1/31/22
Head Start	T & TA	\$33,400	8/1/2021-7/31/22	8/1/2021-1/31/22
Head Start	COVID	\$478,671	8/1/2021-7/31/22	8/1/2021-1/31/22
Early HS	Basic & COLA	\$2,024,595	8/1/2021-7/31/22	8/1/2021-1/31/22
Early HS	T & TA	\$30,912	8/1/2021-7/31/22	8/1/2021-1/31/22
Early HS	COVID	\$95,450	8/1/2021-7/31/22	8/1/2021-1/31/22

Monitoring Purpose: Initial: Follow Up: Special: Final:

Date of Review: April 2022

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

Program Operator: San Juan Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2021 to January 31, 2022 for the Head Start and Early Head Start programs have been traced to the delegate agency's records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

None

cc: Denise Lee
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Vasseliki Vervilos **DATE:** April 29, 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>
Head Start	Basic	\$ 2,255,261	8/1/21 - 7/31/22	8/1/21 – 12/31/21
Head Start	T & TA	\$ 15,930	8/1/21 - 7/31/22	8/1/21 – 12/31/21
Head Start	ARP	\$ 191,440	4/1/21 - 3/31/23	4/1/21 - 12/31/21
Head Start	CRRSA	\$ 48,920	4/1/21 – 3/31/23	4/1/21 – 12/31/21
Early HS	Basic	\$ 1,005,011	8/1/21 - 7/31/22	8/1/21 – 12/31/21
Early HS	T & TA	\$ 13,712	8/1/21 - 7/31/22	8/1/21 – 12/31/21
Early HS	ARP	\$ 67,004	4/1/21 – 3/31/23	4/1/21 – 12/31/21
Early HS	CRRSA	\$ 17,122	4/1/21 – 3/31/23	4/1/21 – 12/31/21

Monitoring Purpose: Initial X Interim Special Final

Date of review: February 9, 2022
Follow up: Follow up: 2/28, 3/2, 3/3, 3/4

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

Program Operator: Twin Rivers Unified School District

Findings and General Observations:

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

There are no findings.

Recommendations for Corrective Action:

None

cc: Denise Lee
Governing Board
Policy Council

Program Operator: Women’s Civic Improvement Club

Findings and General Observations:

- 1) We have reviewed the Head Start, T & T/A, Duration and COVID-19 programs from August 1, 2021 to January 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
Policy Council

MEMORANDUM

TO: Ms. Lisa Culp **DATE:** May 5, 2022
FROM: David B. Clark, SETA Fiscal Monitor
RE: Fiscal Desk Monitoring of Women’s Empowerment

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	FSS	\$ 40,000	1/1/21 - 12/31/21	1/1/21 - 12/31/21

Monitoring Purpose: Initial Follow-Up Special Final

Scheduled Desk Monitoring Due Date: 3/18/22
Follow up: 4/14/22

AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
	YES	NO	YES	NO
1 Accounting System/Records	X			
2 Internal Control	X			
3 Bank Reconciliation	X			
4 Disbursement Control	X			
5 Staff Payroll/Files	X			
6 Fringe Benefits	X			
7 Tuition Payments		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		

Memorandum
Fiscal Monitoring Findings

Program Operator: Women's Empowerment

Findings and General Observations:

The total costs as reported to SETA CSBG program 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

ITEM IV-C- 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 May 25, 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 May 25, 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 May 25, 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 May 25, 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	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 May 25, 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 May 25, 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 May 25, 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 May 25, 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 May 25, 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 May 25, 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-D- 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 May 23, 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

Dislocated Worker Information PY 2021/2022

The following is an update of information as of May 23, 2022

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Contacted	COVID-19 Related
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	5/30/2022	Permanent	72	Sacramento, CA	No	N
LOFT Outlet Sacramento, CA	Retail	5/31/2022	Permanent	12	Sacramento, CA	Yes	N
Senate Rules Sacramento, CA	Government	6/5/2022	Permanent	80	Sacramento, CA	No	N
Telus International dba Voxpro 255 Parkshore Drive Folsom, CA 95630	Manufacturing/Distribution	6/30/2022		87	Sacramento, CA	Yes	N
TOTAL				734			

ITEM IV-E- INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for the Sacramento MSA for the month of April was 3.2%.

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

Staff will be available to answer questions.

PRESENTER: Roy Kim

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

Contact: Cara Welch
 (916) 227-0298

**SACRAMENTO—ROSEVILLE—ARDEN-ARCADE METROPOLITAN STATISTICAL AREA (MSA)
 (EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)**
Total wage and salary jobs up 7,600 over the month; 47,600 over the year

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 3.2 percent in April 2022, down from a revised 3.7 percent in March 2022, and below the year-ago estimate of 7.2 percent. This compares with an unadjusted unemployment rate of 3.8 percent for California and 3.3 percent for the nation during the same period. The unemployment rate was 2.8 percent in El Dorado County, 2.4 percent in Placer County, 3.5 percent in Sacramento County, and 3.2 percent in Yolo County.

Between March 2022 and April 2022, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 7,600 to total 1,058,000 jobs.

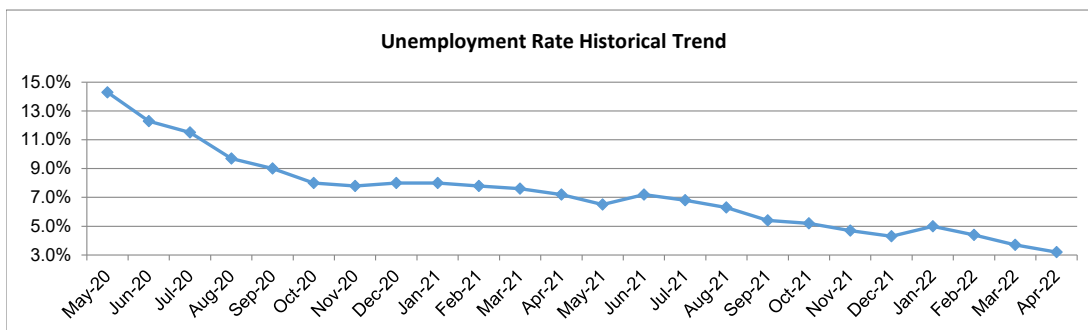
- Education and health services led month-over employment gains in April, adding 1,800 jobs. Healthcare and social assistance was responsible for the growth.
- Employment in leisure and hospitality continued to trend up from March to April, gaining 1,700 jobs. Accommodation and food services (up 1,300 jobs) posted the largest gain for the industry. Arts, entertainment, and recreation picked up 400 jobs.
- Construction grew by 1,100 jobs, reaching 77,300 jobs in the region. This is the third consecutive month of job growth for the industry.
- Additional employment gains occurred in government (1,000 jobs), farm (up 1,000 jobs), professional and business services (up 600 jobs), other services (up 500 jobs), and financial activities (up 400 jobs).
- Meanwhile, trade, transportation, and utilities (down 500 jobs) was the only industry to report month-over employment decline. Within the industry, job losses occurred in retail trade (down 500 jobs) and transportation, warehousing, and utilities (down 200 jobs). These reductions were offset by a gain in wholesale trade, which added 200 jobs.

Between April 2021 and April 2022, total jobs in the region increased by 47,600, or 4.7 percent.

- Leisure and hospitality led year-over gains for the region for the fifth consecutive month with the addition of 13,700 jobs. Accommodation and food services expanded by 11,100 jobs. Arts, entertainment, and recreation increased by 2,600 jobs.
- Employment in trade, transportation, and utilities rose by 8,000 jobs since last April, led by a gain in transportation, warehousing, and utilities (up 4,100 jobs). Job growth was also reported in retail trade (up 3,300 jobs) and wholesale trade (up 600 jobs).
- Education and health services expanded by 6,900 jobs with employment additions in health care and social assistance (up 6,500 jobs) and educational services (up 400 jobs).

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

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 3.2 percent in April 2022, down from a revised 3.7 percent in March 2022, and below the year-ago estimate of 7.2 percent. This compares with an unadjusted unemployment rate of 3.8 percent for California and 3.3 percent for the nation during the same period. The unemployment rate was 2.8 percent in El Dorado County, 2.4 percent in Placer County, 3.5 percent in Sacramento County, and 3.2 percent in Yolo County.



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

Total, All Industries	1,050,400	1,058,000	7,600		1,010,400	1,058,000	47,600
Total Farm	8,100	9,100	1,000		9,100	9,100	0
Total Nonfarm	1,042,300	1,048,900	6,600		1,001,300	1,048,900	47,600
Mining, Logging, and Construction	76,900	78,000	1,100		74,600	78,000	3,400
Mining and Logging	700	700	0		600	700	100
Construction	76,200	77,300	1,100		74,000	77,300	3,300
Manufacturing	37,900	37,900	0		36,800	37,900	1,100
Trade, Transportation & Utilities	169,100	168,600	(500)		160,600	168,600	8,000
Information	10,300	10,300	0		9,900	10,300	400
Financial Activities	52,100	52,500	400		51,000	52,500	1,500
Professional & Business Services	140,400	141,000	600		136,500	141,000	4,500
Educational & Health Services	173,800	175,600	1,800		168,700	175,600	6,900
Leisure & Hospitality	102,400	104,100	1,700		90,400	104,100	13,700
Other Services	34,800	35,300	500		33,000	35,300	2,300
Government	244,600	245,600	1,000		239,800	245,600	5,800

Notes: Data not adjusted for seasonality. Data may not add due to rounding Labor force data are revised month to month

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

May 20, 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

	Apr 21	Feb 22	Mar 22 Revised	Apr 22 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,089,200	1,122,500	1,130,300	1,117,500	-1.1%	2.6%
Civilian Employment	1,011,200	1,073,500	1,088,200	1,081,300	-0.6%	6.9%
Civilian Unemployment	78,000	49,000	42,200	36,200	-14.2%	-53.6%
Civilian Unemployment Rate	7.2%	4.4%	3.7%	3.2%		
(CA Unemployment Rate)	8.3%	4.9%	4.3%	3.8%		
(U.S. Unemployment Rate)	5.7%	4.1%	3.8%	3.3%		

Total, All Industries (2)	1,010,400	1,040,900	1,050,400	1,058,000	0.7%	4.7%
Total Farm	9,100	7,600	8,100	9,100	12.3%	0.0%
Total Nonfarm	1,001,300	1,033,300	1,042,300	1,048,900	0.6%	4.8%
Total Private	761,500	790,500	797,700	803,300	0.7%	5.5%
Goods Producing	111,400	113,400	114,800	115,900	1.0%	4.0%
Mining, Logging, and Construction	74,600	75,700	76,900	78,000	1.4%	4.6%
Mining and Logging	600	700	700	700	0.0%	16.7%
Construction	74,000	75,000	76,200	77,300	1.4%	4.5%
Construction of Buildings	14,700	15,900	16,300	16,700	2.5%	13.6%
Specialty Trade Contractors	51,300	50,100	50,500	51,100	1.2%	-0.4%
Building Foundation & Exterior Contractors	14,900	13,800	14,100	14,300	1.4%	-4.0%
Building Equipment Contractors	20,800	20,400	20,500	20,500	0.0%	-1.4%
Building Finishing Contractors	10,600	10,800	10,900	11,000	0.9%	3.8%
Manufacturing	36,800	37,700	37,900	37,900	0.0%	3.0%
Durable Goods	23,200	23,500	23,600	23,600	0.0%	1.7%
Computer & Electronic Product Manufacturing	4,400	4,400	4,400	4,400	0.0%	0.0%
Nondurable Goods	13,600	14,200	14,300	14,300	0.0%	5.1%
Food Manufacturing	4,900	5,400	5,400	5,400	0.0%	10.2%
Service Providing	889,900	919,900	927,500	933,000	0.6%	4.8%
Private Service Providing	650,100	677,100	682,900	687,400	0.7%	5.7%
Trade, Transportation & Utilities	160,600	167,900	169,100	168,600	-0.3%	5.0%
Wholesale Trade	26,400	26,500	26,800	27,000	0.7%	2.3%
Merchant Wholesalers, Durable Goods	15,500	15,700	15,900	16,200	1.9%	4.5%
Merchant Wholesalers, Nondurable Goods	9,600	9,500	9,600	9,600	0.0%	0.0%
Retail Trade	99,100	101,500	102,900	102,400	-0.5%	3.3%
Motor Vehicle & Parts Dealer	14,300	14,600	14,900	14,900	0.0%	4.2%
Building Material & Garden Equipment Stores	9,600	8,800	9,300	9,300	0.0%	-3.1%
Grocery Stores	20,400	19,700	19,800	19,800	0.0%	-2.9%
Health & Personal Care Stores	5,500	6,000	6,000	6,000	0.0%	9.1%
Clothing & Clothing Accessories Stores	5,500	6,300	6,400	6,400	0.0%	16.4%
Sporting Goods, Hobby, Book & Music Stores	3,500	3,800	4,000	4,000	0.0%	14.3%
General Merchandise Stores	19,300	20,800	20,700	20,600	-0.5%	6.7%
Transportation, Warehousing & Utilities	35,100	39,900	39,400	39,200	-0.5%	11.7%
Information	9,900	10,200	10,300	10,300	0.0%	4.0%
Publishing Industries (except Internet)	2,200	2,100	2,100	2,100	0.0%	-4.5%
Telecommunications	2,800	2,700	2,700	2,700	0.0%	-3.6%
Financial Activities	51,000	51,900	52,100	52,500	0.8%	2.9%
Finance & Insurance	34,100	34,500	34,600	34,800	0.6%	2.1%
Credit Intermediation & Related Activities	10,800	10,500	10,500	10,600	1.0%	-1.9%
Depository Credit Intermediation	5,600	5,400	5,500	5,500	0.0%	-1.8%
Nondepository Credit Intermediation	2,600	2,600	2,600	2,600	0.0%	0.0%
Insurance Carriers & Related	19,900	20,600	20,600	20,800	1.0%	4.5%
Real Estate & Rental & Leasing	16,900	17,400	17,500	17,700	1.1%	4.7%
Real Estate	13,800	14,400	14,600	14,700	0.7%	6.5%
Professional & Business Services	136,500	139,600	140,400	141,000	0.4%	3.3%
Professional, Scientific & Technical Services	60,400	60,400	60,600	61,400	1.3%	1.7%
Architectural, Engineering & Related Services	10,400	10,900	10,900	11,100	1.8%	6.7%
Management of Companies & Enterprises	13,700	13,200	13,400	13,600	1.5%	-0.7%
Administrative & Support & Waste Services	62,400	66,000	66,400	66,000	-0.6%	5.8%
Administrative & Support Services	59,500	62,700	63,000	62,600	-0.6%	5.2%
Employment Services	20,100	23,100	23,100	22,900	-0.9%	13.9%

Data Not Seasonally Adjusted

	Apr 21	Feb 22	Mar 22 Revised	Apr 22 Prelim	Percent Change	
					Month	Year
Services to Buildings & Dwellings	18,500	19,100	19,200	19,600	2.1%	5.9%
Educational & Health Services	168,700	173,200	173,800	175,600	1.0%	4.1%
Education Services	12,300	12,700	12,700	12,700	0.0%	3.3%
Health Care & Social Assistance	156,400	160,500	161,100	162,900	1.1%	4.2%
Ambulatory Health Care Services	56,400	59,200	59,800	60,600	1.3%	7.4%
Hospitals	25,600	25,900	26,000	26,200	0.8%	2.3%
Nursing & Residential Care Facilities	16,800	17,000	17,000	17,200	1.2%	2.4%
Leisure & Hospitality	90,400	99,900	102,400	104,100	1.7%	15.2%
Arts, Entertainment & Recreation	13,400	15,400	15,600	16,000	2.6%	19.4%
Accommodation & Food Services	77,000	84,500	86,800	88,100	1.5%	14.4%
Accommodation	6,800	7,800	7,900	8,100	2.5%	19.1%
Food Services & Drinking Places	70,200	76,700	78,900	80,000	1.4%	14.0%
Restaurants	67,300	72,700	74,800	76,200	1.9%	13.2%
Full-Service Restaurants	27,300	30,700	32,200	33,100	2.8%	21.2%
Limited-Service Eating Places	40,000	42,000	42,600	43,100	1.2%	7.8%
Other Services	33,000	34,400	34,800	35,300	1.4%	7.0%
Repair & Maintenance	10,600	10,900	11,000	11,100	0.9%	4.7%
Government	239,800	242,800	244,600	245,600	0.4%	2.4%
Federal Government	14,400	14,400	14,300	14,300	0.0%	-0.7%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	225,400	228,400	230,300	231,300	0.4%	2.6%
State Government	126,800	127,700	127,900	128,800	0.7%	1.6%
State Government Education	30,700	29,900	30,200	30,600	1.3%	-0.3%
State Government Excluding Education	96,100	97,800	97,700	98,200	0.5%	2.2%
Local Government	98,600	100,700	102,400	102,500	0.1%	4.0%
Local Government Education	53,800	56,000	57,400	57,300	-0.2%	6.5%
Local Government Excluding Education	44,800	44,700	45,000	45,200	0.4%	0.9%
County	19,100	19,200	19,200	19,100	-0.5%	0.0%
City	9,600	9,500	9,600	9,700	1.0%	1.0%
Special Districts plus Indian Tribes	16,100	16,000	16,200	16,400	1.2%	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
April 2022 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,190,200	18,453,600	736,600	3.8%
ALAMEDA	10	820,900	797,700	23,200	2.8%
ALPINE	42	510	490	20	4.7%
AMADOR	28	14,310	13,750	560	3.9%
BUTTE	25	92,600	89,000	3,600	3.8%
CALAVERAS	15	21,590	20,940	650	3.0%
COLUSA	57	11,000	9,880	1,110	10.1%
CONTRA COSTA	18	548,300	531,500	16,900	3.1%
DEL NORTE	35	9,300	8,880	420	4.5%
EL DORADO	10	92,600	90,000	2,600	2.8%
FRESNO	50	453,300	425,900	27,400	6.0%
GLENN	35	12,580	12,010	570	4.5%
HUMBOLDT	21	59,400	57,500	1,900	3.3%
IMPERIAL	58	67,600	59,700	7,900	11.7%
INYO	18	8,160	7,900	260	3.1%
KERN	54	382,900	356,900	26,000	6.8%
KINGS	53	56,100	52,400	3,700	6.6%
LAKE	35	28,410	27,150	1,270	4.5%
LASSEN	22	8,890	8,580	310	3.5%
LOS ANGELES	42	5,029,100	4,791,000	238,000	4.7%
MADERA	48	62,200	58,600	3,600	5.7%
MARIN	2	128,700	126,100	2,700	2.1%
MARIPOSA	40	6,570	6,270	300	4.6%
MENDOCINO	22	37,070	35,780	1,290	3.5%
MERCED	55	115,500	107,100	8,500	7.3%
MODOC	35	3,210	3,070	150	4.5%
MONO	13	9,280	9,010	270	2.9%
MONTEREY	49	215,100	202,600	12,400	5.8%
NAPA	8	69,600	67,700	1,900	2.7%
NEVADA	13	47,220	45,870	1,350	2.9%
ORANGE	8	1,580,000	1,536,800	43,300	2.7%
PLACER	5	192,300	187,600	4,600	2.4%
PLUMAS	52	7,080	6,630	450	6.4%
RIVERSIDE	25	1,151,300	1,108,000	43,300	3.8%
SACRAMENTO	22	723,800	698,300	25,500	3.5%
SAN BENITO	40	32,700	31,200	1,500	4.6%
SAN BERNARDINO	25	1,008,200	969,900	38,300	3.8%
SAN DIEGO	15	1,575,100	1,527,500	47,600	3.0%
SAN FRANCISCO	4	567,400	555,100	12,300	2.2%
SAN JOAQUIN	44	333,500	316,700	16,800	5.0%
SAN LUIS OBISPO	5	136,600	133,300	3,300	2.4%
SAN MATEO	1	448,600	439,900	8,700	1.9%
SANTA BARBARA	10	222,600	216,300	6,300	2.8%
SANTA CLARA	2	1,040,100	1,018,300	21,800	2.1%
SANTA CRUZ	35	133,600	127,600	6,100	4.5%
SHASTA	28	73,400	70,500	2,900	3.9%
SIERRA	28	1,300	1,250	50	3.9%
SISKIYOU	47	16,080	15,240	840	5.2%
SOLANO	32	199,400	191,400	8,000	4.0%
SONOMA	7	245,800	239,400	6,400	2.6%
STANISLAUS	46	239,800	227,500	12,200	5.1%
SUTTER	51	45,700	42,800	2,800	6.2%
TEHAMA	34	25,120	24,060	1,060	4.2%
TRINITY	28	4,300	4,130	170	3.9%
TULARE	56	205,200	190,100	15,100	7.4%
TUOLUMNE	32	19,840	19,050	790	4.0%
VENTURA	15	409,600	397,100	12,500	3.0%
YOLO	20	108,800	105,300	3,500	3.2%
YUBA	44	31,100	29,500	1,600	5.0%

Notes

1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.

2) Labor force data for all geographic areas now reflect the March 2021 benchmark and Census Vintage 2021 population controls at the state level.
 SETA Governing Board Page 97 Thursday, June 2, 2022

ITEM IV-F- INFORMATION

HEAD START REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: Denise Lee

in this issue >>>

Welcome Head Start Apprentices!
Update from the Office of Head Start
From the National Head Start Association (NHSA)
Capitol Advocacy Day May 9-10, 2022
SETA Staff Share S.T.E.M.
HS/EHS Classrooms' Environmental Ratings Scales
Observation



Head Start children

Monthly Program Information Report

Welcome Head Start Apprentices!

SETA, in partnership with the Los Rios Community College District/Consumes River College and DIR/Division of Apprenticeship Standards (DAS), will launch its first DAS/DIR-approved ECE Apprenticeship Program on June 6th with 19 entry-level candidates starting their new career in child development (13 on board already and 6 expected to start before June 6th). Apprentices will work in the Head Start/Early Head Start classrooms while attending ECE college courses to earn their child development permit and extended opportunities to earn an Associate's Degree in Early Childhood Development. **Welcome Apprentices!**

Maryam K. Alrubaye – Hiram Johnson
Gabrielle M. DeLaney – Phoenix Park
Martha E. Gonzalez – Elkhorn
Rahila Kanwal – Freedom Park
Karla A. Morales – Grizzly Hollow
Pang Nou Lee Moua – Florin Grammar
Bibi Yasmin Razawy - Hopkins Park
Tasia Roddy - Norma Johnson
Vanessa M. Salinas – Galt
Diana Sanchez – Bright Beginnings
Iffat Shah – Mather
Jaunell D. Thomas-Merritt – Hillsdale
Marlene Torres – North Avenue

We hope your professional journey with SETA will lead to many happy years of teaching the Head Start/Early Head Start children.

Update from the Office of Head Start FY 2022 Head Start Funding Increase

ACF-PI-HS-22-02
Issued: April 14, 2022

This Program Instruction (PI) provides information about Cost of Living Adjustment (COLA) and quality improvement (QI) funds available to grant recipients supplemental funding.

On March 25, 2022, President Biden signed the Consolidated Appropriations Act, 2022, into law. The funding level for programs under the Head Start Act is \$11,036,820,000, an increase of \$289 million over fiscal year (FY) 2021. This increase includes \$234 million to provide all Head Start/Early Head Start, grant recipients a 2.28% cost-of-living adjustment (COLA) and \$52 million for quality improvement. COLA funds must be used to permanently increase the Head Start pay scale by no less than 2.28% and be applied from the start of a recipient's FY 2022 budget period. This includes salaries of current staff and the pay range of unfilled vacancies. Additionally, each grant recipient will be allocated an amount of quality

improvement funding proportionate to their federal funded enrollment. There are various projects that quality improvement funds may support, however, the Office of Head Start (OHS) strongly encourages grant recipients to prioritize investing this funding to increase compensation for staff (wages and benefits) to help recruit and retain a qualified Head Start workforce.

Why is this important? The additional funding will help increase wages of Head Start/Early Head Start workers, offering a more competitive wage in a highly competitive hiring market and it will pay employees a more livable wage.

For more information, please visit
<https://eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-22-02>

A Joint What? Senate Resolution on Vaccine and Mask Requirements

In response to the Senate’s vote to pass S.J.Res. 39, a joint resolution providing for congressional disapproval of the vaccine and mask Interim Final Rule with Comments (IFC) issued last fall, NHSA’s statement sounds familiar: “Today, and every day since the start of the COVID-19 pandemic, Head Start programs have been implementing and enforcing masking and vaccine requirements according to community needs. NHSA continues to urge the Administration and the Department of Health and Human

Services to recognize the reality of local differences for Head Start programs across the country and grant them the flexibility they need to keep classrooms open.”

We are losing count of the amount of times NHSA has formally reached out to the Administration since the IFC was issued (just kidding: the official count is 10) asking for clarity and additional guidance.



Head Start children

With that in mind, it is heartening to see that the conversation is ongoing in Congress. In the meanwhile, the Head Start community continues to work together and do everything in their power to prioritize the health and safety of children, families, and staff, ensure classrooms remain open, and maintain on-the-ground partnerships.

Update from the Office of Head Start (continued) >>>



Head Start Categorical Eligibility for Families Eligible for Supplemental Nutrition Assistance Program (SNAP)

ACF-IM-HS-22-03
Issued April 21, 2022

The Department of Health and Human Services (HHS) announced that children who qualify for Supplemental Nutrition Assistance Program (SNAP) are now considered eligible for Head Start.

For the purposes of Head Start eligibility determination, the Office of Head Start (OHS) will expand its interpretation of “public assistance,” as used in the Head Start statute, to include SNAP. OHS’s interpretation of the statute has been to consider only Temporary Assistance for Needy Families (TANF) and Supplemental Security Income (SSI) as public assistance. Previously, OHS had not considered including SNAP in this definition because it had slightly higher income threshold than the base income threshold for Head Start services. However, recently there has been a sharp reduction in families that establish eligibility through the current public assistance definition, so OHS has reconsidered this interpretation to make the public assistance route more available to families and grantees.

Upon issuance of this IM, public assistance includes SNAP for purposes of determining categorical eligibility. Head Start programs can use this guidance in determining eligibility and in enrolling those children that met their selection criteria consistent with the Head Start Program Performance Standards at 45 CFR §§1302.10-16. If a program has vacant slots, this guidance can support enrolling additional families.

Why is this important? This change will simplify the administrative burden facing programs and families, while also providing greater access to Head Start for families who most need it.

For more information, please visit <https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-22-03>

Head (Start) to the Capitol Advocacy Day May 9-10, 2022

From: Heads Up! Region IX Head Start Association

Register NOW...

Join the Head (Start) to the Capitol Advocacy Day to learn all about grassroots advocacy, HSC's budget ask and Region IX HAS's #HeartofHeadStart campaign. Rally on the West Steps of the Capitol and hear from speakers including a Head Start teacher, parent, and legislative officials including our budget champion, California Assembly Majority Leader Eloise Gómez Reyes. Then, attend a legislative meeting and tell your legislator why Head Start is important to you and why teachers are the #Heart of Head Start!

May 10 Rally: Featured Speakers

- Head Start California Executive Director Christopher Maricle (Sacramento, CA)
- Head Start California Board President Stacey Scarborough (Los Angeles, CA)
- Early Childhood Policy Council Parent Representative Lissete Frausto (Oakland, CA)
- Head Start Teacher Sara Feiling (Auburn, CA)
- Sacramento Mayor Pro Tem Eric Guerra (Sacramento, CA)
- California Assembly Majority Leader Eloise Gómez Reyes (San Bernardino, CA)



Summer Closures

Summer closures for SETA's traditional school-year centers will begin June 10th, returning to school on August 8th.

Traditional centers include:

- Alder Grove Preschool
- Bright Beginnings
- Dudley Elementary
- Franklin
- Fruitridge
- Grizzly Hollow
- Illa Collin

SETA Staff Share S.T.E.M

Congratulations to our S.T.E.M team that presented at the Region 9 Head Start Association S.T.E.M Institute. Led by Susan Garland, this Head Start and Early Head Start team has continued to support Science, Technology, Engineering and Math concepts in HS/EHS classrooms. George Washington Carver said, "Since new developments are the products of a creative mind, we must therefore stimulate and encourage that type of mind in every way possible." This group of teachers is doing just that!

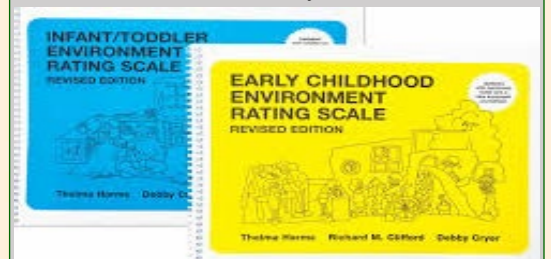


SETA Governing Board



HS/EHS Classrooms' Environmental Ratings Scales Observation

This month the classrooms are getting observed using Environmental Ratings Scales for preschool and toddler classes. These tools help evaluate materials across many areas, activities and interactions. The information gathered will be used to ensure the classrooms are set up in the most developmental appropriate ways to support children's learning. This is especially important as we return from COVID-19 modifications that were made over the last 2 years.



Update on Early Childhood Education and Childcare Sector Initiative

The last written update: February 2022

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

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

The team continues to work collaboratively with various stakeholders and community partners to further the initiative.

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

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

- Child Action Inc.'s mapping software has been updated with childcare provider/center information for Sacramento County. While the system is well underway, it is still being populated and finalized. Reports will soon be available upon request.
- This system will provide a comprehensive picture of Sacramento County's childcare capacity and availability, aggregated and disaggregated by various boundaries and sub-sets.

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

- Elk Grove USD and Sacramento City USD will be launching the first Head Start-Transitional Kindergarten (HS-TK) collaboration classrooms in Sacramento County.
 - o With this collaboration, Head Start children in part-day classes will receive longer class hours and TK children will receive Head Start comprehensive services (i.e., health/oral health screenings/follow-up, nutrition services, mental health services, individualized education plans, home visits, parent conferences, etc.).
 - o SCUSD will offer HS-TK classes at Edward Kemble and Ethel Phillips.
 - o EGUSD will offer HS-TK classes at Prairie Elementary, David Reese Elementary, and Florin Elementary.
 - o SCUSD will also wrap TK with State preschool to expand services to more children.
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- New Head Start centers/classes will open in fall 2022 including Spinelli Elementary, Florin Grammar School, Foulks Ranch Elementary, Miwok Village Elementary, and Pleasant Grove Elementary.

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

- Universal Pre-kindergarten (UPK) and Transitional Kindergarten (TK) are ramping up for fall 2022.
- LEAs and other childcare providers are working through details of how many slots, where to serve/expand, and what services will be provided.
- California Department of Social Services (CDSS) announced funding awards for infant/toddler expansion opportunities. Program implementation can begin April 2022.

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

- The DHHS/OHS announced that children who qualify for Supplemental Nutrition Assistance Program (SNAP) are now considered eligible for Head Start. SNAP currently has higher income thresholds than Head Start, which means more families will qualify for and can access Head Start.

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

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

- The labor market study is well underway.
- Data has been gathered, focus group/interviews are being scheduled and surveys have been sent to current and previous employees in the childcare industry.
- We anticipate the report will be completed by early July.

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

- DIR/DAS has approved the Standards for the Los Rios-SETA apprenticeship program.
- Thirteen (13) SETA apprentices have been on-boarded with 6 more anticipated to start by June 1st.
- The first ECE class will start on June 6th.
- SETA is working on adding community partners to expand the apprenticeship.

City of Sacramento (Janine Cooper)

Strategic Plan to Increase Access to Childcare and Early Learning.

Ease Childcare and Early Learning COSTS

- Continue to monitor and explore future funding sources to support families in subsidizing the cost of childcare.
- Gov. Newsome's May Revise includes a continued hold on parent fees for subsidized programs in 2022-23.

SUPPORT Childcare Providers

- The City of Sacramento's ARPA Childcare spending plan proposal includes stipend for providers to help with hiring staff, providing staff bonuses, and covering operating expenses.
- The plan will tentatively go before the City Council on June 14th.

CONNECT Childcare to Early Childhood Education and Parent supports

- The City of Sacramento's ARPA Childcare spending plan proposal includes ECE Apprenticeship program to provide on the job training, mentoring, ECE education and Child Development Associate Teacher permits for apprentices.
- ARPA Childcare spending plan proposal includes Family Child Care Home (FCCH) start-up program consisting of training and pathway to ECE education.
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Provide Leadership to Ensure an INTEGRATED APPROACH to Childcare

- Early Learning and Childcare Taskforce Meeting scheduled monthly with community stakeholders to help move strategic plan forward.
- The leads are considering meeting more frequently than once a month to ensure regular conversations, networking and idea sharing is taking place and keeping up to date on UPK/TK expansion.

ADVOCATE for Increased Funding and Support

- Project leads continue to actively monitor funding opportunities.



Quality Assurance Summary Report

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

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
Sacramento City Unified School District	Head Start Center-based	8 centers 16 classes 32 children's files	March 1-30, 2022	Comprehensive Review <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

This monitoring review was performed using the Monitoring for Compliance and Quality Improvement tool (MCQI). MCQI was designed in *ChildPlus* and is comprised of 25 monitoring checklists representing 363 performance indicators. All indicators align with the Head Start Program Performance Standards (HSPPS), the Head Start Act, Community Care Licensing, and other local, state and federal regulations.

Highlighted Program Strengths and Positive Observations:

- The Lead Teacher and Instructional Aid work well together. There are nurturing relationships between students and teachers. Children seem very comfortable in their classroom and materials are readily accessible to them.
- Staff are consistent with using the whiteboard to reflect current head count upon arrival and departure.
- Excellent documentation that Body Mass Index (BMI) results were provided to parents after a growth assessment screen was done by the nurse. For those children that failed the growth assessment screen there was evidence of follow-up that included documentation of health education resources provided to the parent/guardian.
- Staff training records were compliant and the program met the mandated and safety trainings, and policies and procedures. There was documentation that policies and procedures were in place and provided to staff, volunteers and parents. Staff meet the mandated qualifications and competencies.
- Program has a comprehensive system in place that accommodates caring for a child with a chronic condition, with or without medication needs.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	83%	<ul style="list-style-type: none"> - The program is under-enrolled. - The program has not met the 10% minimum threshold of enrollment for children with disabilities. - Contents of files do not match data in ChildPlus. This is across all content areas.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
		<ul style="list-style-type: none"> - Not all documents are complete and/or signed by parents (regardless of pre, during and post pandemic enrollment date). - Not all files were kept under lock/key at all times.
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>	89%	<ul style="list-style-type: none"> - Not all children had Individual Development Plans (IDP). - Not all families received a home visit and/or parent-teacher conference. - Not all staff followed safety/supervision protocols, resulting in children not being in sight/sounds of a teacher/adult at all times. - Not all staff used positive guidance and/or appropriate tone when responding to children.
Disabilities Services <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>	75%	<ul style="list-style-type: none"> - Not all documents were signed/dated by the parent/guardian. - Limited documentation on follow-up services.
Family and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	89%	<ul style="list-style-type: none"> - Family Partnership Agreements are not completed and/or missing information
Mental Health <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	85%	<ul style="list-style-type: none"> - Not all children received required social-emotional and/or developmental screenings.
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	83%	<ul style="list-style-type: none"> - Not all screenings were completed (lead risk assessment, growth assessments, and/or Hct/Hgb). - There were some discrepancies between Special Diet documentation and what food was served. - Staff were not always aware of meal accommodations.
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	86%	<ul style="list-style-type: none"> - Not all age appropriate medical and dental screenings, exams and follow-up were complete within timelines.
Program Design and Management Human Resources <i>(Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)</i>	97%	No significant noted findings
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	94%	No significant noted findings

* Scores between 90-99% per section will be addressed by the program but do not require a formal Corrective Action Plan Monitoring. Scores less than 90% require a program-level Corrective Action Plan. Determination of a Comprehensive Review and/or Differentiated Review will be based on historic data.

Follow-up and Corrective Action Plans:

Due to the nature and complexity of the findings contained in this report, SETA has assembled a delegate support team to provide targeted training and technical assistance to SCUSD staff and management. The delegate support team will collaboratively review data; identify root causes and possible solutions; develop action steps and strategies; create training modules; and develop a comprehensive multi-pronged corrective action plan within 45 days.

The delegate support team has hosted their first round of collaborative meetings with weekly/bi-weekly meetings scheduled thereafter.

While all compliance areas are important to ensure quality programming, the most critical priority areas will include health/safety/well-being of children, education and school readiness, enrollment and attendance and safe environments.

On July 12-13th, SETA's Program Specialist from the Office of Head Start/Administration for Children and Families (San Francisco branch) will be on-site to visit the program and meet with staff/management.

Periodic update reports will be provided to the Policy Council and the Governing Board regarding progress.

School Board notification of monitoring results is due within 60 days of the exit meeting.

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- Project leads continue to actively monitor funding opportunities.



SETA Head Start Food Service Operations Monthly Report April, 2022

4/22/22 - Homebase had a fieldtrip to FairytaleTown, 120 meals were served.

4/29/22 - Homebase had a fieldtrip to FairytaleTown, 70 meals were served.

	Lunch	PM Snack	Breakfast	Field Trips
	32,258	26,742	28,731	2
Total Amount of Meals and Snacks Prepared				87,731

Purchases:

Food \$104,158.98

Non - Food \$20,686.19

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$2,153.84

Vehicle Gas / Fuel: \$2,460.10
Normal Delivery Days 22

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

April 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	163	9%	589	130	22%
Twin Rivers USD	140	45	32%	40	9	23%
Elk Grove USD	440	53	12%			
Sac City USD	736	51	7%			
San Juan USD	1052	125	12%	160	21	13%
WCIC	120	6	5%			
EHS CCP				80	13	16%
COUNTY TOTAL	4244	443	10%	869	173	20%

AFE: Annual Funded Enrollment

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (4/29/22)	(b) % Actual to Funded
Elk Grove USD	440	417	95%
Sacramento City USD	736	493	67%
SETA	1,736	1,548	89%
San Juan USD	1,044	777	74%
Twin Rivers USD	160	158	99%
WCIC/Playmate	120	93	78%
Total	4,236	3,486	82%

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (4/29/22)	(b) % Actual to Funded
SETA	652	566	87%
San Juan USD	164	156	95%
TRUSD	56	53	95%
Total	872	775	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, Illa Collin, Nedra Court, Solid Foundation, and Walnut Grove.

Elk Grove USD

- William Daylor continues to have a classroom capped due to limited teaching staff - totaling 20 enrollment slots.
- Enrollment documents for eligible families are being processed at less than normal speed due to limited clerical staff.

Sacramento City USD

- Enrollment is currently capped at all sites due to staffing shortage– totaling 250 enrollment slots.

San Juan USD

- Classroom(s) continued to be capped at the following sites due to limited teaching staff: Colman, General Davie, Skycrest, and Sunrise.

Twin Rivers USD

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

WCIC/Playmate

- Enrollment Specialist have encountered families on waiting list have either relocated out of the area or express interest in enrolling 2022-2023 program year.

Strategies/Action Step(s) for Under Enrollment

SETA

- Comprehensive outreach plan for countywide recruitment of eligible families with the use of various media outlets: Televised advertisement, displayed on monitors within DMV (Broadway), mailed recruitment flyers to zip codes with low enrollment.
- Presentation on Head Start eligibility and services to the following community partners: Network Café, Empact Autism Festival, Kids Day Fiesta, Independent Living Advisory Committee, and Weave (Mather).
- Reviewing On-line Inquiry/Waiting List process to ensure families are able to access recruitment website and upload documents for enrollment.

Elk Grove USD

- Ongoing recruitment efforts to fill Paraeducators and Enrollment Technician positions.
- Continuing to advertise our programs through the district website and communicating with current school in order to get our flyers send home with students.
- Enrollment packet placed online for easy access for potential new families.

Sacramento City USD

- Enrollment Technicians will focus on enrolling families for the 2022/23 school which includes: Returning students, Wrap Program and TK Collaboration.
- Redesigned recruitment banners and ordering for every site.
- Teachers are participating in recruitment efforts at their site's Open House, distributing flyers and/ or enrollment packets.

San Juan USD

- HR department continues to recruit classroom and support staff by posting employment opportunities and conducting hiring events at central office.
- Continued outreach events to increase enrollment that include working with district FACE department.

Twin Rivers USD

- Focus on enrollment of returning families and posting on social media, and mailed recruitment postcards to zip codes with low 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.